



FRIENDS' SCHOOL, SAFFRON WALDEN

POLICY ON MEDICATIONS Updated January 2012 **(To be read in conjunction with First Aid Policy)**

This Policy applies to all sections of Friends' School, including the Early Years Foundation Stage and Key Stage One

Ordering

All prescribed drugs are ordered on NHS prescription forms (FP10) issued by the school medical officer. The prescriptions are faxed to Boots the Chemist in Saffron Walden either by the School Nurse or by the GP Surgery. Boots then deliver the prescribed drugs and the original FP10 is given to the pharmacist on receipt of the drugs. Alternatively a member of the Boarding staff may collect the prescriptions or if the pupil is deemed responsible enough by the GP then he/she may be given the prescription to take to Boots. Controlled drugs are always checked and signed for by the receiving School Nurse and the delivering Pharmacist.

All over the counter (OTC) medications are ordered from Boots the Chemist. The order is faxed over and then delivered the next day. All medications are delivered directly to the medical centre and received by the School Nurse.

Storage

All prescribed medicines are kept in a locked cupboard. All lotions and all OTC drugs are likewise kept in locked cupboards. Insulin and other drugs requiring a lower temperature are kept in a fridge for that purpose in a locked room. Controlled drugs are kept in a locked cupboard within a locked cupboard. Boys' House, Girls' House, Croydon and the Junior School all have locked cupboards for the storage of medicines. The Junior school and Early Years Foundation Stage (EYFS) has a fridge located within the staffroom for the storage of individual medications as required.

Control

Keys to the medication cupboards will remain in the custody of the School Nurse while on duty. Keys to medicine cupboards in Houses remain with the Duty House person. Out of date drugs or unrequired supplies are returned to Boots the Chemist with the delivering pharmacist. Refused medication to be flushed down the toilet or sink. Expiry dates checked termly.

Administration - Junior School and Early Years Foundation Stage

All medicines which need to be administered should be passed to Mo Graham in the office immediately on arrival at school. These medicines will only be administered with the clear written permission of the parents. Anything other than short courses of medication will be administered in liaison with and by the Medical Centre.

Administration - Day Pupils In Senior School

Only OTC homely remedies may be given to day pupils. These may only be given with prior written parental consent in the Medical Centre and recorded in the pupil's case notes. All day pupils' medication is the parents' and child's responsibility. The school must be informed in writing if a day pupil is on any medication, and if needed to be brought to school - must be fully marked with pupils name and kept in the Medical Centre (except such medication as Ventolin and epipens for example, which must be named and carried at all times). If a day pupil is deemed to understand and be capable of self medication by the parent/carer, they may keep their medication in their locked lockers after informing the Medical Centre.

Administration of Medications for Boarders

Prescribed drugs for boarders under the age of 16 must be lodged in the Medical Centre for the pupil to attend for dispensing (except those such as Ventolin and epipens for example which must be named and carried at all times). The administration of regular medication form must be completed and kept with the medication. Pupils may self medicate if prior agreement is obtained from the School Medical Officer, and boarding staff are informed. If self medicating then medications must be kept in a locked cupboard in the pupils room. Boarders over 16 years may be responsible for their own medication, as seen fit by the School Medical Officer, but this must be kept in a locked locker or similar. Administration must be recorded in the pupil's notes. At times when the Medical Centre is closed prescribed medication may be given by named Staff on duty, and recorded (unless self administration has been arranged by the Medical Centre).

Named House Staff

(as of January 2012)

Stephen Staerck

Barbara Askew

Jane Manley

Patrick Manley

Sonia Hood

Nicholas Batcheler

Judy Camp

David Noland

Other staff on duty should contact Stephen Staerck or Barbara Askew if medication needs to be given.
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The following list of OTC homely remedies may be given to boarders by the above named staff after checking that no medications have been given by the Medical Centre earlier in the day and after checking verbally that the pupil has received no medication in the previous 4 hours. Parental consent is deemed given by the signature on clauses 8 and 9 of the school contract.

1. Paracetamol (for pain) as directed, according to age on the packet.
2. Cough Linctus 1-2 teaspoons 3 times in 24 hours.
3. Throat lozenges 1 every 2-3 hours.
4. Medication required for emergency use e.g. Hypostop, Ventolin, Antihistamines.

These medications must be kept in a locked cupboard and signed for on the appropriate form. (Record of medication administered to pupils).