



Stanford Lake College

Policy Title	Medicines Policy			
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MEDICINES POLICY

INTRODUCTION

The Headmaster and Housemasters/Housemistresses are in loco parentis to boarders at Stanford Lake College. This policy provides clear and concise procedures for staff members, pupils and parents concerning the safe storage, administration and disposal of medication during the school term to ensure the safety of pupils.

OBJECTIVES

- To safeguard pupils from incorrect administration of medication.
- To ensure that medications are administered effectively at the right time and for the intended duration.
- To ensure prompt reporting of any adverse side effects to the Housemaster/Housemistress and Mrs Willson.
- To ensure the safety of pupils by securely storing medications.
- To record the administration and receiving of medications in a medications register for medico legal purposes.

PROCEDURE

1. Requirements of parents:

Notify Mrs Willson of any new, or changes to, medications sent back to school with the pupil. Provide a copy of the script for any medications, which have been prescribed by a doctor. Send medication in the container in which it was purchased or dispensed.

2. Requirements of Stanford Lake College pupils:

Hand in **ALL MEDICATIONS** to Mrs Willson apart from:

- Nasal sprays
- Asthma pumps
- Insulin pens
- EpiPen
- Eye or ear drops
- Medicated lotions or creams
- Vitamin and mineral supplements

ALL OTHER MEDICATIONS INCLUDING COUGH SYRUPS AND MEDICINES CONTAINING CODEINE MUST BE HANDED IN.

3. Requirements for Outdoor, Sport, Cultural or any other outing, tour or expedition:

Any chronic medications such as Ritalin, Concerta, Strattera or emergency medications should be handed to the responsible staff member.

If not packaged in its original container, then medication should be in a pill container, clearly labeled with



written instructions regarding the administration of the medication.

Pupils are only allowed to keep their own emergency medication such as an EpiPen or Asthma pump but the responsible staff member must still oversee the administration of these medications.

ALL OTHER MEDICATIONS MUST BE HANDED TO THE STAFF MEMBER IN CHARGE.

4. Requirements of Mrs Willson or Staff member in charge:

- Administer medications as prescribed by a doctor or, in the case of over the counter medications, as per the package instructions.
- Keep medications securely stored in a locked cupboard.
- Check the expiry date of the medication before administering it.
- Ensure that the pupil has taken the medication correctly.
- Complete and keep adequate recording of the administration of medications.
- Report pupils not adhering to instructions regarding the taking of medication to the relevant Housemaster/ Housemistress
- Unused or expired medications must be disposed of in an appropriate and safe manner.
- In Mrs Willson's absence, or in other exceptional circumstances, medication administration becomes the responsibility of the relevant Housemaster/Housemistress. However, this should be the exception rather than the norm.

DAY SCHOLARS:

Parents should please inform Mrs Willson of any prescription medication a day scholar pupil needs to bring to school.

**Acknowledgement to St Andrews College for assistance in developing this policy.*

