

### Statement

All staff are required to adhere to this Medication Policy at all times.

### Aims

- ❖ To ensure that all prescribed and homely remedy medications are securely stored.
- ❖ To ensure that all prescribed medication is only issued to the child for whom it is prescribed.
- ❖ To ensure that all unused or out-of-date medication is disposed of safely.

### Storage

- Prescribed medication is stored in its original container, with the original dispensing label, received from the pharmacy by the First Aid Co-ordinator responsible for medical needs.
- All prescribed medication is stored in a locked cabinet, used for prescribed medication only, inside a locked room.
- Medication brought into the school is immediately transferred to the locked cabinet.
- Any newly prescribed medication is immediately entered on the appropriate child's medication log sheet. Any prescribed controlled drugs to be recorded in the Controlled Drugs log book.

### Administration and Recording

- Prescribed medication is only given to the child for whom it was prescribed, in accordance with the prescription or instructions from the pharmacy, and is not kept for general use for other people (children or staff) or added to 'stock' for such use.
- Medication is only administered to one child at a time.
- Staff check that the correct name is on the container and medication log sheet. Staff check that it is the correct medicine, dosage and time of administration.
- Water is provided to be taken with tablets and capsules.
- Staff transfer tablets or capsules into another receptacle. Medication is not touched by hand.
- When medication is issued to a child, staff observe that it is swallowed.
- The medication log sheet is completed for the child at the time of dispensation.
- If a child refuses medication it is recorded on his/her medication log sheet.
- If any child, who is on an educational trip, requires prescribed medication, this is issued by the First Aid Co-ordinator to the leader of the trip and recorded on the medication log sheet.
- The medication log sheet is only completed when a child is in attendance at school and receives his/her prescribed medication.
- Prescribed controlled drugs to be recorded in the Controlled Drugs Log.

### Disposal of Medication

- Any remaining prescribed medications are returned to the person with parental responsibility, unless they state otherwise. The medication is then returned to the pharmacy and the disposal recorded on the medication log sheet.
- Any controlled drugs medication to be logged out in the Controlled Drugs Log.

## Homely Remedy Medications

- Minor ailments are treated with homely remedy medications that are approved by the school doctor.
- Homely remedies are administered at the discretion of the First Aid Co-ordinator and can be delegated in his/her absence to other First Aiders.
- Written consent is sought from parents/carers to administer homely remedies and a full list of homely remedies used in the medical room is sent out to parent/carers when a child starts at school.
- Any homely remedy administered to a pupil is recorded in the green file in the medical room marked "Medical and First Aid Treatments Pupils" and transferred to the individual medical records.
- In the case of day pupils, verbal consent from parent/carers is sought on each occasion that the First Aid Co-ordinator, or First Aider feels it is appropriate to administer paracetamol. If this occurs after 12pm, the child will take a letter home with him/her, clearly stating the dosage and the time that the medication was given.
- A letter showing signs and symptoms, must be sent home to parent/carers for any head injuries, an accident form should be completed and parent/carers informed.

## Homely Remedies Used

Product	Treatment
Savlon Cream	Antiseptic for cuts and grazes etc
Anthisan Cream	Bites and stings etc
Vaseline	Sore lips etc.
<i>Simple linctus</i>	<i>Coughs</i>
Strepsils (sugar free)	Sore throat
Paracetamol tablets and soluble	Headache, toothache, etc.
Witch hazel	Bumps and bruises
Ice packs	Sprains, bumps and swellings
Olbas oil to inhale	Blocked nose
TCP	To gargle for sore throats
Heat spray	Muscle strains (old injuries)
Freeze spray	Muscle strains (new injuries)
Clove oil	Toothache
Sterile Saline solution	Eye and wound irritation
E45 Cream	Dry Skin conditions
Comforming bandages/sterile dressings/fabric plasters/Primapore dressings/Melolin	To cover & protect wounds
Suncream	Sun protection
Aftersun cream/gel	Soothe sunburn
Alcohol free cleansing wipes	Cleaning wounds
Hayfever & Allergy Relief Tablets	Hayfever & Skin Allergies etc
Travel Sickness Tablets (Camp Kits)	Nausea

**NB: This document needs to be read in conjunction with the school's Medical Procedures document for further written guidance on health-related matters.**

<b>Committee</b>	<b>Date Amended/Review</b>	<b>Review Date</b>
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