

Medication Administration Policy

Pupils own medication

- Written consent must be gained from parents or legal guardian, for administration of any medication in School.
- All medications must be in original packaging and be given to the School Nurse.
- It is the responsibility of the parent/legal guardian to provide the school with child's required medication. All medications must be in date.
- If a nanny, maid or driver brings in medication with no written consent from parents/legal guardian, verbal consent is to be gained from either parent/legal guardian, witnessed by 2 members of staff, then documented in engage. Written consent should be returned to the school the same/next day. If the consent form is not returned, nurses are to follow up with a phone call (documented in engage) then email to parents (c.c Head of primary/secondary and Principle). If no written consent is obtained medications will not be given in future events with no prior written consent.
- Prescribed medications must be in their original packaging, if medication is not in original packaging, medications will **not** be given. **Child's name, name of medication, frequency and route of administration must be clearly marked.** If instructions from a doctor/pharmacist are not clearly marked on the container, medications must be accompanied by a letter from a doctor stating required information. In the absence of required details, medications will **not** be given.
- Over the counter medicines (bought from a pharmacy) must be accompanied by a signed Medication Administration Consent form.
- If a child has been prescribed an epi pen (auto inject adrenaline pen), it is the responsibility of the parent to provide an in-date pen. Failure to do so may result in the child being sent home. If the child no longer requires an epi pen, parents must provide a confirmation letter from a doctor. Parents will be notified by phone, then email when an epi pen is due to expire.

School Medication

- Prior consent will be obtained for the administration of Paracetamol (Panadol, and Calpol) for pain and fever symptoms. Tiger balm, for muscle pain and nasal congestion. Bepanthen antiseptic cream, for injuries. Fenistil antihistamine gel for insect bites and burns. Strepisils for sore throat and nasal congestion.
- Consent form must be updated every year by parent or legal guardian.
- If prior consent has been obtained only 1 dose of Paracetamol will be given in one school day.
- Primary children's parents, year 2 and below, will be contacted prior to administration of Panadol to ensure medicines have not been given before school.
- Primary children year 2 and above, if attendance to the first aid unit is before 11am parents will be contacted to ensure no previous doses of Paracetamol have been given prior to attendance to school.
- Written confirmation of administration will be given via parent portal in engage or/and in homework diaries.