



Medication Policy

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Revision History

Version	Date	Reason for most Recent Revision
v1.0	March 2015	Reviewed and reissued as per guidelines in WS-PRO-001.
v2.0	December 2018	Minor changes
v2.1	June 2023	Reviewed as per nurses recommendations



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1 Introduction

Children attending school may at times require medication that is due during the school day to comply with medication regimes.

The purpose of this policy is to support pupil health and educational outcomes, whilst ensuring medications are administered appropriately to pupils of St Christopher's School during school hours.

2 Implementation

- The School Nurse is the designated staff member within St Christopher's School who is responsible for administering prescribed medications to children whilst they are on the school site
- Non-prescribed oral medications e.g. analgesics, will only be administered by the School Nurse with the permission of the parents/guardians. The Medication Authorisation Form will be completed on commencement at the School and will be filed in the Pupil's Health File in the Health Unit
- In the event that such medications are administered, the School Nurse will maintain a record and an email will be sent to the parent or a telephone call will be made, to ensure that pupil medication intake can be monitored
- Parents requesting the School Nurse to administer prescribed medications must discuss the medication with the School Nurse and provide a copy of a valid doctor's prescription.
- All pupil medication must be in the original container, labelled with the pupil's name and stored in a locked cabinet. Pupils involved in a school camp or excursion will be administered the prescribed medications by the teacher in charge and in line with the above procedure and after consultation with the School Nurse, as deemed appropriate
- Medications that require administration via injection, either subcutaneously or intramuscularly, are to be discussed with the School Nurse and a Medication Management Plan will be developed for the pupil. Written authorisation from the prescribing Medical Practitioner is necessary with the pupil's name, drug, dose, route and frequency of required administration. A St Christopher's Medication Authority Form will be completed and will remain in the Pupil's Health File
- Except in the instance of analgesia administration, all medications administered to a pupil must be supplied to the School by the parents and be within the current expiry period. It is the responsibility of parents to replenish used or expired stocks
- All pupils who receive medication from the School Nurse will have the information recorded in the Health Unit Log

3 Medication Storage

- Medications that require refrigeration are to be stored in a medication-only refrigerator
- Rooms that store medication and medication-only refrigerator temperatures are monitored by a thermometer and recorded daily in a monitoring sheet
- Rooms that store medication are to have adequate space and be clean and orderly Medication storage facilities are to be kept locked at all times with key accessible via the Caretakers to staff after hours