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 **POLICY STATEMENT**

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| Policy | Management and Administration of Medicines policy |
| OFSTED Standard No |  |
| School Department  | BHS |

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| Date Written | 6th April 2017 |
| Written by | G Sutton |
| Approved by | G Sutton |
| Date of Approval | 6th April 2017 |
| Next major review date | 6th April 2018 |
| Location and disseminations | A copy of the policy can be found, in the school admin office and on the school website.  |
| The context of the policy and its relationship to other policies  | This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding. |

Management and Administration of Medicines policy

Prescribed medications from GP or nurse practitioner:

1. Must only be issued to the scholar for whom they have been prescribed
2. Must be kept in the original container with instructions for use left at it
3. The original dispensing label must not be altered
4. Must be kept in a safe place – preferably scholars safe or on them personally. Not to be left out in communal areas where other scholars could access them

**Protocol for giving prescribed medicines for housemasters or housemistresses:**

There should be a designated person for each boarding house. Training can be given by the nurse, in the surgery, to all new staff or anyone unsure of how to do this. The identity of scholar should be checked and care taken when there are two similar names. Always check the scholar’s date of birth. Have an administrative sheet from surgery ready with name of drug, scholar’s name and date of birth on it. Date and sign each time this is given. Also record if scholar refuses drug.

If at any time a scholar has a reaction to medication – stop medicating – inform surgery. If strange reaction – any swelling of throat, unable to breathe, or signs of anaphylactic shock – call for immediate medical help. Dial 999 if necessary.

**Protocol for self-administration of medication:**

1. A self-medicating form must be signed by the scholar, indicating his / her agreement with the policy
2. Where the scholar does not want nursing or house staff to know, the doctor must make the scholar aware of the need to keep the medication safe
3. Scholars who self medicate need to have their own locked cupboards and be aware of the importance of keeping these safe

**Accessing a scholar’s ability to self-medicate:**

1. Can speak some English and shows understanding of instructions
2. Seems competent and reliable to follow instructions as required
3. Access for mental capabilities – will remember to take tablets at regular times
4. If during the course of medication, scholar is not taking tablets as prescribed properly, medication can be returned to surgery or house person to take over administration until the course is finished. Always document this with date, time etc and return to Sister in surgery to be kept in medical notes

**Medications such as antibiotics:**

a) Usually given 6 hours apart

b) Should be given at the same time each day, preferably before meals – as better absorbed

c) If loss of appetite – give milk or biscuit

d) The whole course of medication must be taken

Take administration sheet back to surgery when tablets are finished, this is to be kept in scholar’s medical notes.