

**ALDENHAM SCHOOL  
CONTROL  
POLICY FOR MEDICINES & DRUGS.**

**Non-prescription & Homely Medicines.**

Pupils may not have such medicines or drugs in their possession.  
Such medicines may be administered in Boarding Houses according to the attached Protocol subject to the authority of the School Medical Officer who will review this procedure from time to time.

Administration to pupils of these medicines must always be recorded by staff as stated in the Protocol.

Medicines must not be given to the pupil to keep for future doses.

**Prescription Drugs**

These should only be issued to the pupil for whom they have been prescribed (i.e. the named pupil on the label of the bottle or box). Prescribed medicines must never be used for other pupils and labels must never be changed.

In general pupils may not have such medicines in their possession unless authorised by the School Medical Officer.

Such medicines will normally only be administered in the Medical Centre by the School Medical Officer or School Nurse (Sister).

If it is appropriate in view of the timing of administration, the School Medical Officer or Sister may issue an Individual Health Plan for a boarding pupil.

Copies of these must be kept in House Medicine Cabinets and signed by every member of staff dispensing the medicine, and returned to the Medical Centre on completion of the course.

Medicines must not be given to the pupil to keep for future doses. The Medical Centre should be informed of all medications issued.

**Records of Drug Administration – Medical Centre.**

Drugs delivered to the Medical Centre and held there for dispensing will be audited according to a procedure as specified by the School Medical Officer. This procedure will include:-

- Recording of drug administration.
- Recording of delivery dates.
- Recording of dates when packets are opened.
- Recording of expiry dates.
- Recording of disposal of out of date items.
- Carrying forward & periodic auditing of this information.

This information will be used as part of the standard nursing practice rules followed in the Medical Centre and will be readily available in the event of any concern or query arising.

### **Records of Drug Administration in Boarding Houses.**

Non prescription medicines permitted for use in Boarding Houses by the School Medical Officer may only be supplied by the Medical Centre.

They must not be purchased or supplied by boarding staff.

House staff must ensure records are kept & comply with current school policies.

A School Nurse will check weekly and re stock medicine cupboard with supplies as appropriate but it is the responsibility of House Staff to inform the Medical Centre if supplies become low and /or items need renewing before her weekly visit.

The Medical Centre will audit details of all medicines held & dispensed in Houses.

### **Self- administration of Medicines by Pupils.**

Exceptionally, the School Medical Officer or Sister may allow a pupil to self-administer medicines & to keep these for this purpose.

A risk assessment and Individual Health Plan (IHP) is in place for assessing a pupil's ability to self medicate, and to assist the boarding staff in administering medication. All paperwork concerning medication will be recorded and filed in the pupil's medical centre documentation

In some instances a pupil may be prescribed medication by a doctor, but would not want Nursing or House Staff to know. In these cases the doctor must make the pupil aware of the need to keep their medication secure.

### **Overseas Pupils**

All overseas families will be contacted and warned that pupils may not have medicines in their possession.

The School cannot be responsible for medicines which are not recognised in the UK. & which are not clearly labelled in English. Pupils who bring prescribed medication from home should have a doctor's letter written in English to pass to the School Doctor.

Where possible, the School will send families these requirements in mother tongue translation.

Boarding staff will confiscate & give to the Medical Centre staff any medication they find in a pupil's possession.

Medical Centre staff will examine such medicines and discuss the matter with the pupil before deciding whether to

- a) Confiscate & destroy the medicine.
- b) Allow its storage & administration.