

# Kuwait International English School



## Whole School

## Administering Medicine Policy

## **Administration of Prescribed Medication – School Policy**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

Parents should ask their doctor to prescribe any medication in dose frequencies which enable it to be taken outside school hours. Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. If parents wish the school to administer the medication (in loco parentis) they should make a request with the school nurse. (The nurse will record this request using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g., interaction with other medicines such as paracetamol).

Only the school nurse/s will be responsible for the administration of medicines to pupils when requested by parents. Other staff should not administer medicines to pupils in their care (unless given permission for emergency administration). If required, parents can visit the school during the day to administer medication in person. Parents will follow the procedures for visiting the school.

### **Prescribed Medicines**

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. When parents supply the medication, they must be in a suitable container clearly labelled with:

- the child's name
- the name of the medicine

- ✓ the method, dosage and timing of administration (Details of possible side effects should also be given.)
- ✓ the date of issue
- ✓ the expiry dates

### **Non-Prescribed Medicines**

The nurse will only give non-prescribed medicine (from the school medicine supply) e.g., paracetamol to a child with permission from the parents. In such cases only one dose will be given to a child during the day. Details of the medicine administered will be recorded. The Forms recording all medicines administered to children by staff will be kept in the nurse's office.

### **Storage of Medicines**

All medicines will be kept in a safe place in the nurse's office, separate from the first aid box.

Bronchodilators and other emergency medications will be securely stored in the school clinic and remain readily accessible. These medications will be managed by the school nurse in accordance with medication administration policies. In the nurse's absence, a suitably trained staff member may administer emergency medication in accordance with the pupil's care plan and school procedures.

### **Administration of Medicines on Trips and Visits**

KIES will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organizer to assess the practicalities of administering such medicine as is required.

### **Self-Management of Medicine**

If appropriate children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g., EpiPens and carry and administer e.g., asthma reliever where appropriate. Parents' permission will be sought in these circumstances.

## **Disposal of Medicines**

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time, they will be disposed of safely by the school nurse.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time. A list of emergency contact details is kept at reception / admin office and is available to the nurse via the school computer system.

## **Monitoring and review**

This policy is reviewed annually by the school leadership team any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarize themselves with this policy as part of their induction program.