

# MEDICINES POLICY

St Andrew's College & St Andrew's Prep

Feb 2020



ST ANDREW'S COLLEGE



ST ANDREW'S PREPARATORY

## **INTRODUCTION:**

The Headmaster and Housemasters are *in loco parentis* to boarders at St Andrew's College and Prep. Providing clear and concise policy and procedures for staff members, pupils and parents concerning the administration of medication during the school term to ensure safety of the pupil.

## **SCOPE:**

To establish procedures for the safe storage, administration and disposal of medication by Sanatorium Sisters; Matron's and /or the Staff member in charge at St Andrew's College and Prep. The medication may be prescribed by a Doctor, obtained over the counter or brought from home.

## **OBJECTIVE:**

The provisions of this policy are:

1. Intended to safe guard the pupil from incorrect administration of medication.
2. To ensure medications are administered effectively at the correct time for the intended duration.
3. To ensure prompt reporting of any adverse side effects to San Sisters.
4. Ensure the safety of pupils by securely storing medications.
5. Recording the administration and receiving of medications in a medication register for medico legal purposes.

## **PROCEDURE:**

### **1. Requirements of Parents:**

Notify the San of any new or changes in medications sent back to school with their child. Provide a copy of the script for chronic medications that will need to be continued during the school term. Send medication in the container that it was purchased or dispensed in.

### **2. Requirements of Pupils:**

Hand in **all medication** to the Matron apart from:

- Nasal sprays
- Asthma pumps
- Insulin pens
- EpiPen
- Eye or ear drops
- Medicated lotions or creams
- Vitamin and mineral supplements

### **3. Requirements on Outdoor Education, Sport and Cultural Tours**

Any medications should be handed to the San two days prior to departure. Day pupils from home or Matron, in the case of boarders.

If not packaged in its original container then medication should be in a pill container and clearly labelled with written instructions on how and when to administer the medication.

Pupils are only allowed to keep their own emergency medication such as an epi pen or asthma pumps and vitamins or nasal sprays.

The staff member in charge should administer the medication according to the register provided by the San and return the register for recordkeeping.

#### **4. Requirements of Matron's or Housemaster/Deputy Housemaster:**

Administer medications as prescribed by the Doctor.

Check the medication's expiry date before administering it. Check stored medication expiry dates monthly.

Observe the pupil physically swallowing the medication, with special reference to schedule 4 to 7 medications. i.e. Ritalin and Concerta.

Keep medications securely stored in a locked cupboard, when not being administered.

Complete the medication register recording the pupils name; name of medication; time administered; dosage of medication.

Report none compliance of boys not taking medication to the Housemaster and San Sisters.

Re-order chronic medications via the Sanatorium.

Collect newly prescribed medication from the San on a daily basis.

In the Matron's absence she should hand over the medication administration to the housemaster/deputy housemaster or in the case of Prep the matron on duty.

When a new medication is commenced at home ensure that the San is informed and furnished with a copy of the original script.

Unused medication must be returned to the San, and if expired the San will return the medication to the pharmacy for proper disposal.

Full medication registers must be sent to the San for safe keeping.

#### **Medications at school for Pre Primary and Junior Prep:**

- No medication may be stored in first aid boxes or cupboards at school.
- Teachers/ staff may not administer meds to children unless in the medication has been prescribed by a Dr and have a pharmacist's label with child's name and instructions on the medication container.

#### **Medication that is administered at school in the prescribed manner:**

- Should be stored in a locked cupboard at all times.
- Before administering medication the expiry date should be checked.
- Unused medication should be returned to the parent/ matron timeously.

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