

## Administration of Medicine Policy

**All Medication brought into school by pupils must be handed to the Housemaster on arrival where upon it is placed in a sealed container labelled with the pupil's name and locked in the filling cabinet in the duty office.** Pupils should be asked upon arrival to hand in any medication. Where medication is labelled in a foreign language this should be translated and labelled accordingly. Pupils who receive a regular prescription must be seen by a GP at Beeches House to confirm diagnosis and a regulated UK prescription be obtained.

**Boarders are forbidden from storing Medication in their rooms or offering any medication to another pupil.** Duty Staff should be vigilant for signs of over the counter pain relief being stored in rooms and where necessary a room search may be conducted in consultation with the Head of Boarding and considering the Room Search Policy.

**On consultation with a Medical Professional at Beech House surgery or other NHS organisation such as Ysbyty Glan Clwyd. Older pupils may be allowed to self-administer** such prescription medication as poses no risk to child welfare such as Contraceptive Pill, Vitamin supplements and Antibiotics.

**All Medicines must be stored in the locked filling cabinet in the Duty Office.** Where Pupils are to receive regular prescription medication Duty Staff must consult with the Housemaster on Duty and refer to the Medication Posters in the Office.

Household Medicines limited to Paracetamol and Ibuprofen may be administered by Members of the Boarding Staff team on request from a pupil for mild complaints such as Headache, Temperature and Cold or Flu like symptoms.

**Wherever Medicine is administered the following must be immediately recorded on an administration of medicine sheet available in the Duty Office.**

Name of Pupil, Name of Medication, Dosage, Time Administered, Member of Staff, Reason

**Members of Staff administering Medicine must ensure they observe any tablets being swallowed to ensure the dose is taken correctly and avoid any potential hoarding of medication.**

For pupils aged under 12 a maximum dose of 500mg of paracetamol or Ibuprofen should be given.

For pupils 12 years or older up to 1000mg of paracetamol or Ibuprofen can be given once every 4 hours as stated in the guidelines on the back of the medication packet. Where symptoms persist for more than 48 hours or a member of staff is concerned an appointment should be made for the pupil to see a GP at Beech's House surgery.