

VRANCH HOUSE SCHOOL

MEDICINE POLICY

MEDICINES ARE DRUGS WHICH IF ADMINISTERED INCORRECTLY CAN KILL.

The School Nurses are responsible for the administration of medicines and general medical treatment and staff must follow their instructions.

Medicines Prescribed by GP's for Individual Pupils

No member of staff can administer medicines without receiving training from the school nurse.

1. All medicines sent to school from home, must be in their original pharmaceutical containers and labelled by the Pharmacist with the child's name, dose, expiry date, route of administration and time to be given with the exception of rescue medication which will be secured in an envelope with the Seizure Management Plan completed by the Consultant or Epilepsy Nurse Specialist. Medicines will be transported in red bags provided by school.
2. These medicines must be accompanied by written consent from parents authorising that they be administered on their behalf whilst in school and prescription labels will be checked for accuracy and if there are discrepancies the school Nurse will contact prescribers.
3. The medicines on arrival at school should be signed in by class to acknowledge receipt of the drugs and the medicines should be kept in their suitably marked containers in a lockable cupboard within either the Nurses Room or the child's classroom or a secure fridge if advised.
4. Members of staff who have received training from the School Nurse will double check with another trained colleague and observe the 'six rights' before signing and administering medication. ONLY the Nurse on duty may delegate this task. If you have not double checked and agreed the medication sheet you cannot administer drugs.
5. The medicine record file is kept in locked class cupboards or in the nurse's office.
6. Emergency medicines i.e. Buccal Midazolam and ventolin inhalers should only be given by the School Nurse or staff who have had awareness training. It should be kept in an appropriate container / envelope and kept securely near to the child it is prescribed for.
7. Staff who have delivered medicines to the Nurses room in the morning must collect at the end of the school day. They will remove the child's initial from the whiteboard and place in the appropriate school bag. The class Teacher is responsible for ensuring medicines are returned to the children in their class.

General Medicines and Treatments

1. A record of drug administration must be kept in the treatment book. This evidence of administration will then be included in the child's clinical notes and must be completed in black ink.

Important

Medicine Policy
Reviewed: July 2025
Date of Review: June 2026

All completed medicine documentation must be returned to the Nurses office where it will be then included in the child's clinical notes.

The School reserves the right to refuse to give medicines or medication including topical products if these have not been prescribed by the child's GP or Paediatrician.

School Nurses