

ADMINISTRATION OF MEDICATION AT KIMBOLTON SCHOOL

On commencing at Kimbolton School, each student will have a "Permission to administer over the counter (OTC) medications" form given to their parent/guardian. The parent/guardian should sign this if they wish their son/daughter to be given OTC medications by the nurse on duty/boarding house parent (if a boarder). The medications that may be given, are listed on the form.

This consent from parents will be entered on PASS.

It is the decision of the nurse on duty as to whether OTC medication is administered. She will use her professional judgement to make this decision.

All care given and any medication administered will be recorded on the student's medical notes page on PASS.

The parents will be informed of any medication given to their children by the nursing staff. This will either be orally or by completion of a form by the nursing staff which the child will be given to forward to their parents.

If a student is over 16 years of age, they are responsible for their own health and can self-administer OTC medications under the guidance of the nursing staff. Therefore, a signed form from parents is not required.

In the case of prescribed medications, there must be a letter from the parent/guardian authorising the school nurse to administer the medicine.

The medicine must be clearly labelled, identifying the medication, prescribed dosage, date dispensed and student's name. This will be kept locked in the 'named medications' drug cupboard.

This policy will allow safe and controlled administration of medication at Kimbolton School. This policy is a whole school policy and applies to EYFS.

Reviewed May 2017