

ADMINISTRATION OF MEDICATION AT KIMBOLTON SCHOOL

On commencing at Kimbolton School, all parents will be asked to complete the online medical form on Engage, via the online portal. On this form, parents are asked for consent for the school to administer 'Over the Counter' medications such as Paracetamol, Ibuprofen, Cetirizine, Strepsils and Anthisan cream. There is an option to decline consent.

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 Engage

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

If a boarding house member of staff gives any medication, they must document this on Engage. Training must be given to boarding house staff before they are able to give any medication to boarders. Medications given to boarding students either by nursing staff or boarding staff are recorded on Engage under 'boarding medical notes' so that this can be viewed by nursing staff and boarding staff.

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, consent is not required from parents.

In the case of prescribed medications, the parents must complete a form giving the nursing staff consent to administer the medication as prescribed. It will not be administered without this consent.

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.

If staff take any of the 'Over the Counter' medication on a residential trip, then the trip first aider must have training from the nursing staff on how to administer this safely. They will be provided with appropriate paperwork to document what medication they have given, this is then given back to the nursing team on return to school.

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