



Mougins School

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<http://mougins-school.com/>

Administration and Handling Of Medicines Policy



Introduction

This policy has been written for use by parents, students and school staff. Students attending school may have been diagnosed with an illness or condition for which their doctor may have prescribed them medicines. Students may also need the immediate administration of 'Over the Counter' (OTC) medicines, to ensure their continued health in the school environment. The administration of medicines to students will always reflect their right to privacy and dignity. Medicines will be administered privately, accurately and always recorded appropriately, by the School Nurse Alison Vibert in the School Medical Centre.

Objectives

This policy is intended to ensure that all students experience a consistency of approach in the safe administration of their medication. This policy reflects the legal obligations and standards of good practice, featured in relevant legislation and The National Minimum Standards for Inspection.

Categories of Medication within School

- **CONTROLLED DRUGS (CDs)**
Medications that have been prescribed by a medical professional for the use of a named individual and which, under the Misuse of Drugs Regulations (2001), must be locked away appropriately and strictly monitored and recorded in a dedicated book as it is used. The prescription will determine dosage, frequency and method of administration. Examples of Controlled drugs include but are not limited to Ritalin, Medikinet, Concerta and Dexamphetamine. Broadly speaking, medications for ADHD are Controlled Drugs.
- **PRESCRIPTION MEDICATION (PM)**
Medication, which has been prescribed by a medical professional for the use of a named individual. The prescription will determine dose, frequency and route of administration. Prescription Medication should be locked in a secure cupboard and recorded as it is used.
- **OVER THE COUNTER MEDICATION(OTC)**
Can be bought without a prescription and comes with generic directions for use and not specific directions for use for an identified person.
- **EMERGENCY MEDICATION (EM)**
Medication prescribed by a medical professional to treat a named individual for a potentially life-threatening condition. There are specific recognized circumstances when this medication **MUST** be administered. These circumstances are clearly stated in the Student's Individual Health Care Plan (IHCP). Examples of Emergency Medication include Asthma Inhalers and Adrenaline Auto-Injector devices.



Administration and Handling of Medicines for students.

Where possible, the administration of any medication should be scheduled outside of school hours. If, however, required at school, the handling and administration of Controlled Drugs (CD) and Prescription Medication (PM), Over the counter medication (OTCM) and Emergency Medication (EM) will only be accommodated in school if accompanied by a letter from the parents or a completed online 'consent form". Both the letter from the parent/guardian and the medication MUST be handed into the School Nurse in the Medical Centre. This also applies to changes in medication regimes formerly agreed by the parent and School Nurse.

The CD, PM or EM must also comply with the following criteria;

- Medication is in the original container in which it was dispensed
- The original dispensing label must be intact and all necessary instructions clearly visible
- The name of the individual for whom the medication was prescribed is clearly displayed on the label
- The dosage and frequency of the medication is clearly displayed on the label
- The route of administration is clearly displayed on the label
- The expiry date is clearly displayed on the label

The School Nurse will have responsibility for overseeing the student medication needs throughout the school day.

Prescription Medication

- These are kept securely in Mougins Schools Medical Centre.
- The student will need to attend the Medical Centre to receive the medication.
- The School Nurse will document the administration of medication on a secure medical database.

Over The Counter Medication

Students can also access Over the Counter Medicines by attending the School Medical Centre and seeing the School Nurse. The School Nurse can administer OTC medicines in accordance with the consent given by the parent/guardian on Schoolbase completed when the student joins Mougins School. The School Nurse will document the administration of medication on a secure medical database and parents are informed. On NO account should students bring OTC medication into school from home.



Emergency Medication

Students with Emergency Medication such as Asthma Inhalers and/or Adrenaline Auto-Injector Devices must provide school with at least 2 devices, one of which is kept in the school office for easy access in an Anaphylaxis emergency.

The school will not accept, store or administer Food supplements, herbal medicines, medicines from abroad or alternative remedies unless prescribed or supported in writing by a GP or Hospital Consultant.

All members of staff administering medicines must;

- Be trained and deemed competent to do so
- Ensure there has been no previous dosage within the permitted timescale
- Ensure the medicine is taken in the presence of the member of staff signing the student's record
- Record a student's refusal to take a medication and report that refusal to the School Nurse
- Immediately report any mistakes to the School Nurse
- Ensure substances to which the patient may be allergic are not given
- Ensure that the medicine is given based on the patient's informed consent and that they are aware of the purpose of the treatment

Medicines for Staff

Members of staff can attend the school Medical Centre for Over the Counter Medicines should they require them during the school day. Members of staff are required to store all personal medications other than Emergency Medications securely and it is their responsibility to ensure that they are not accessible by students.

Alison Vibert

School Nurse

Mougins School