

Belfast Model School for Girls

Achievement for All



Guidelines for Keeping and Dispensing Medication in School

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

The Belfast Model School for Girls has a full-time, term-time nurse who is available in school each day from 9.30 a.m. until 3.00 p.m. (2.15 p.m. on Thursday). The nurse has the primary responsibility for the care of pupils who are sick/injured in school by:

- providing nursing care/first aid in the Nurse's Room (Kerr Building)
- informing parents/guardians and arranging for sick pupils to go home
- arranging for or transporting sick/injured pupils to hospital

In this school we employ both natural remedies such as homeopathy and essential oils, as well as conventional medication. The nurse supervises the distribution of any medication to pupils under the following **Guidelines**:

- All pupils must submit a parental consent form to enable the nurse to dispense conventional painkillers such as paracetamol tablets if necessary.
 - **Medication is not dispensed to pupils without parental consent.**
- If a pupil is taking a course of medication prescribed by her G.P. for conditions such as asthma, diabetes etc., the pupil involved must submit a letter to the nurse from parents/guardians detailing the medical condition and prescribed medication. All such medication is retained by the nurse and dispensed by her to pupils as required. In a small number of cases the E.S.U. retains a supply of medication for pupils and this is dispensed under the guidance of the nurse.
- Some pupils require medication at regular intervals. Parents/guardians are advised to ensure that the nurse retains spare supplies (e.g. glucometers and fast acting dextrose gel and glycogen hyper kits are kept in school for pupils with diabetes).
- Pupils should not bring medication into school without the knowledge and consent of their parents/guardians and the nurse.
- If a member of staff becomes aware that a pupil has brought medication into school she/he should take charge of the substance and deliver it to the nurse. The nurse will inform parents/guardians as required and will either return the medication to the pupil at the end of the school day or arrange for a parent/guardian to collect the medication from school.
- Pupils must under no circumstances give medication to other pupils.
- Members of staff other than the nurse have no authority to dispense any form of medication to a pupil, apart from first aid as required.
- All medication is stored securely in the Nurse's Room. This room is locked when the nurse is not available (V.P., Senior School, also has a key).
- The nurse maintains a record of all pupils who are referred to her or who self-refer.

These Guidelines are translated into action through other policies/procedures e.g.:

*Health Education Policy
Pastoral Care Policy*

Arrangements for Sick Pupils in School
Child Protection Policy