



PEGASUS SCHOOLS, EKET, AKWA IBOM STATE, NIGERIA

MEDICATIONS POLICY

Approved/reviewed by	
The Head of Schools	
Date of review	January 2024
Date of next review	January 2025

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) The school has effective local procedures in place to administer medicines.
Nurses who are required to administer medication have suitable training.
- b) Administration of medication is effectively recorded.
- c) Health Lead monitors medication arrangements to ensure procedures are working effectively.
- d) No adverse incidents have occurred and when they do occur they are reported, suitably investigated and action taken to prevent reoccurrence.

Overview

Administration of medication is always best done by the parent of the child however, we know this is not always possible. There are other pupils who will have medical conditions that, if not properly managed could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and this policy will guide us when creating a plan for such a child following consultation with parents and professional services.

NOTE: The School has no legal obligation to administer medicines to students unless they have been specifically asked to do so and supported with the right arrangements to administer such medication.

Health Lead

The Health Lead is Mrs Uwem Ene.

The Health Lead must ensure that the nursing team understands the importance of parental consent and have full knowledge of this Medication Policy and any other arrangements or procedures.

All staff who give medicine to children must read this document.

Parents

When a parent request that medicine be administered to their child at school the circumstances will be considered by the Head Nurse and the decision will have regard to the best interests of the child and implications for the staff.

There are two main sets of circumstances in which requests may be made:

- a) Cases of chronic illness or long-term complaints, such as asthma, diabetes, severe allergic reactions etc.
- b) Cases where children recovering from short-term illness are well enough to return to school but are receiving a course of antibiotics, or basic prescribed medication.

We will not accept medicines that have been taken out of the container as originally prescribed nor make changes to dosages on parental instructions without confirmation from the original prescriber.

If you need us to administer medication to your child please contact the School Nurse in the Recovery Bay to agree the support to be provided by the school. Written permission must be given before medication can be administered.

Guidelines on Medicine Administration

If medicines are to be administered by the staff in school we must bear in mind the following guidelines
The medicines must be kept safely and the containers clearly labelled with

- a) Name of pupil
- b) Date of dispensing
- c) Dose and frequency
- d) Cautionary advice/special storage instructions
- e) Name of medicine
- f) Expiry date
- g) There are written instructions
- h) The Parent/carer has brought in the medicine.
- i) The medicine will be stored in the medicine cabinet or medicine fridge as appropriate.

Medicines will not be administered by staff if they do not wish to do so. No member of staff can be asked to do this against their will especially for medication which some technical or medical knowledge or experience is required and training has not been given.

The school may refuse to accept responsibility for keeping and handing out of medicine under the following circumstances:

- a) Where medicines or tablets are dangerous.
- b) Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
- c) Where technical medical knowledge or expertise is required.
- d) Where intimate contact is necessary.

Minimising the need for medication in School hours

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the doctor about this.

It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, and would not normally need to be administered in school unless, for example, the child was staying at the Boarding House

General Principles

- a) A young person's privacy and dignity is paramount and medicines should always be administered in an area where this will not be compromised. This will usually be the school medical/recovery bay away from children.
- b) In all circumstances the medication administered must be recorded.
- c) Under no circumstances must medicines prescribed be given to anybody except the person for whom it was prescribed.
- d) Medicines should be administered directly from the dispensed container.
- e) The school must ensure that staff are appropriately trained and receive refresher training at suitable intervals where this is required.
- f) The name (or initials) of the member of the medical staff responsible for administering the dose of the medicines must be included on the medicines administration record.
- g) Crushing or dissolving medication can destroy the medication properties reducing its effectiveness. Crushing or dissolving of medication is not permitted unless a child or young person's health or wellbeing would be detrimentally affected. Doctor and parental approval must be sought and documented to crush or dissolve medication.

“As Required” – PRN Medication

Instructions such as “when required” or “as necessary” are discouraged, but when they appear on prescribed medication, they should be documented.

The protocol will identify any signs, symptoms and advice and will outline the necessity for administration of the medication when the young person is unable to do so. A signed record must be kept of all advice and decisions made.

PRN medication must be dispensed with a standard label with the “as required” medication details. This alerts the person administering the medication that the preparation is PRN (pro re nata or “as required”).

Consent Arrangements

No medication should be given to a young person without written consent obtained from the person with parental responsibility for the child.

In the event of life threatening consent for administration may not be necessary, but accurate documentation must be completed. A young person’s parents should be informed if they have required any form of medication in an emergency whilst they are in school.

Asthma

Children with asthma need to have immediate access to their reliever inhalers when they need them.

Children who are able to use their inhalers themselves should be allowed to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child’s name. Inhalers should always be available during physical education, sports activities and educational visits.

Parents are asked annually to inform the school of any changes to their child’s medical status, this is particularly relevant to off-site residential trips.

If children fall ill during the school day parents will naturally be expected to make arrangements to take the child home. It is therefore vitally important that the school is kept advised of up to date contact numbers.