



## **PROTOCOL FOR STORAGE AND ADMINISTRATION OF MEDICATION IN THE MEDICAL CENTRE**

On entry to the College parents are asked to complete a medical questionnaire (separate provision is made for children attending Ducks and the Kindergarten) in which they give consent for homely remedies to be administered to their son if suffering from a minor ailment. If given this consent lasts for the time he is a pupil at Dulwich College.

The administration of any other than those outlined on this form must follow the guidelines below:

It is parents'/guardians' responsibility to ensure medication is in a suitable container, dated and labelled with their child's name, the name and strength of the medication, instructions for use, the quantity to be taken, the timing of dosage and expiry date.

Written permission for the administration of this medication must be obtained from the parent/guardian.

Any boarder bringing medication from overseas will be seen by the School Medical Officer (SMO) and a UK equivalent will be prescribed wherever possible if deemed necessary.

In the case of boarding pupils an assessment will be made by Medical Centre staff (see boarders self-medication form) regarding the capabilities of the pupil to self-administer any medication prescribed by the SMO. In the case of day pupils' parents/ guardians will be asked to complete a form giving consent and taking responsibility for their son to self-medicate.

All drugs administered within the Medical Centre to boarders and day pupils will be kept in a locked cupboard/fridge within the Medical Centre to which only the centre staff will have access.

Staff should read the label carefully, ensuring the correct pupil name is stated. They should make sure that they understand the instructions, including written instructions from the parents/guardians or doctor, and check the prescribed dosage and expiry date. Staff who receive the medication need to be satisfied with the container and labelling. If there is any doubt, staff should check with parents/guardians before taking further action.

All medication administered will be recorded in the pupil's records. All records will be stored and processed in accordance with the College's Privacy Notice and the Data Protection Act 2018 (and other relevant data protection legislation) and kept until the pupil has reached the age of 25.

All drugs that have exceeded their expiry date will be returned to the pharmacy.

The record of any boys with drug allergies will be updated when further information is received.

Refusing Medication – If a pupil refuses their medication, College staff should **not force** them to take it. The College should inform the pupil's parents/guardians as a matter of urgency. If necessary, the emergency

services should be called. Appropriate recording of the refusal should be undertaken, identifying the subsequent action taken, by whom and at what time.

When a day boy is going on a trip away it is the responsibility of his parent/guardian to ensure that any medication he requires regularly is handed to an appropriate adult in its original container, together with written consent and instruction for administration. If a boy who is boarding takes medication which is regularly administered in the Medical Centre, the Medical Centre staff will ensure that this procedure is followed when notified that he is going on a trip.

Any medication not used will be returned to the parent/guardian, or in the case of boarding pupils or homely remedies to the pharmacy. A record of this and the reason for return will be kept. This will also include the date of return, and the name, strength and quantity of medication. It will be signed by the member of staff returning the medication and in the case of prescribed medication the name of the pupil for whom it was prescribed.

Any sharps will be disposed of as outlined in the sharps policy.