



ADMINISTRATION OF MEDICINE POLICY

1. POLICY STATEMENT

Regular school attendance is vital for every child and St. Saviour's School Ikoyi does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any occasional ailment) and may need to use an inhaler.
- Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

2. SAFETY CHECKLIST

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a safe place and at a suitable temperature?

3. RECORD KEEPING

The following information must be completed by the parent: when a medication(s) is to be admitted by the nurse/staff or if inhalers are kept in the sickbay for asthma cases.

- Name and date of birth of the child.
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP.



- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given.
- Consent given by the parents/guardian for staff/school nurse to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Medical Administration Form, providing all the information above will be copied and retained in a central file as a record for future reference.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of child. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicine should only be kept while the child is in attendance. Any unused or outdated medication will be returned to the parent for safe disposal.

4. CHILDREN WITH INFECTIOUS DISEASES

Children with infectious diseases will not be allowed in school until deemed safe by their Doctor and or the School Nurse.

5. FIRST AID (see First Aid policy)

We have a well-equipped sickbay at St. Saviour's School, staffed by a qualified nurse. The nurse is on duty in the sick bay every school day and available to administer first aid, to deal with any accidents or emergencies and/or to help if someone is taken ill. Or in her absence the auxiliary nurse stands in.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school. We keep records of all accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order where possible, to minimize the likelihood of recurrence.

The nurse on duty will contact the parent should a pupil require collection following an accident.

We will always contact parents if their child suffers anything more than a trivial injury, or if he/she becomes unwell, or if we have any concerns about his/her health.



6. DEALING WITH BODY FLUIDS

Gloves are worn by the nurses when dealing with body fluids to prevent cross-infection.

7. PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Parents are required to inform the school sick bay of any medical conditions or food allergies affecting their children and the teacher of the child is notified. This is done by having parents fill in the medical questionnaire form that captures all medical history of the child, including allergies and afflictions. This form must be presented prior to admissions. Parents are also expected to inform the school Nurse of any updates/changes involving medical conditions, during their time at School.

Brought-in-drugs are kept in a locked cupboard in the clinic. Their expiry dates are recorded, and parents are sent a reminder when a replacement is required.

8. ASTHMA

Every pupil suffering from asthma should have a spare inhaler kept in a locked cupboard in the sickbay. Expiry dates are recorded, and parents are sent a reminder when a replacement is required. Expired inhalers are sent back home to be replaced by a new one.

9. NOSE BLEEDS

Nose bleeds are common particularly in children and can be easily treated anywhere.

a) How do nose bleeds occur?

The nose has tiny blood vessels which can start bleeding if distributed by minor injury, e.g picking or blowing or in a very hot or cold weather.

b) Treatment

- Keep the children calm.
- Tell him/her to tip his/her head forward and breathe through the mouth while you pinch the soft part of the nose together between your thumb and index finger just below the bony part of the nose.
- Press the pinched nose firmly towards the face.
- Keep this position for 5 minutes.



- If bleeding persists, apply cold pack against the face while still pinching the nose.
- Send to the sick bay or seek medical advice.

10. ASTHMA POLICY

To give the best possible care to pupils, parents are asked to read the following policy and complete the form attached to it.

a) **Information to Staff**

The school nurses compile a list of children known to be asthmatic. The list is in the sick bay. If asthma is diagnosed after admittance, then the nurses must be informed as soon as possible.

b) **Management in School**

Children should be supplied with their prescribed inhaler (LABELLED WITH NAME AND CLASS) to carry with them and a spare one which will be kept in the school clinic for use if your child misplaces/forgets their own.

Children should take their inhalers with them to P.E. time, to the pool when swimming and on school trips.

c) **Parental Responsibilities**

It is your responsibility as the parent to ensure that the school sickbay is informed of any changes to your child's condition or medication and that your child is supplied with an inhaler to carry with them and a spare to be kept in the sick bay.

The sickbay has a nebulizer which will be available for use for asthmatic pupils during attacks if the situation requires such a treatment. We feel this is necessary to prevent casualties.

**Please, indicate which of the following you would prefer to be used for your child when necessary.



I,..... hereby consent/Do not consent to my child
(Name of child) (please, underline the applicable)

..... in
(Name of child) (Class)

Being nebulized if he/she requires such a treatment using normal saline/ Ventolin nebules (2.5mg/5mg)

Signature of parent Date.....

If you have any concern about the management of your child's asthma at school, then please speak to the nurse.

Thank you for your usual co-operation.

11. WHAT TO DO IN ASTHMA ATTACK

Sometimes, no matter how careful you are about taking your asthma medicines and avoiding your triggers, you may find that you have an asthma attack.

The following guidelines are suitable for both children and adults and are the recommended steps to follow in an asthma attack.

1. Take your relieves inhaler immediately as prescribed. Call for help.
2. Sit down and ensure that any tight clothing is loosened. Do not lie down.
3. If your symptoms do not improve within five minutes you should get your doctor.

You are having an asthma attack if any of the following happen:

1. Your reliever does not help symptoms.
2. Your symptoms are getting worse (cough, breathlessness, wheeze, or tight chest).
3. You are too breathless to speak, eat or sleep.



Do not be afraid of causing a fuss even at night, let someone know so you can receive help.

b) **After an emergency asthma attack:**

1. Make an appointment with your doctor for a review within 48 hours of your asthma attack.
2. You will also need another review within one or two weeks after your asthma attack to make sure your symptoms are better controlled.

c) **Do not ignore worsening symptoms.**

Most people find that asthma attacks are the result of gradual worsening of symptoms over a few days. If your asthma symptoms are getting worse do not ignore them! Follow your personal asthma action plan. If symptoms continue to get worse make an appointment to see your doctor. Quite often, using your reliever is all that is needed to relieve your asthma symptoms when you start to have an asthma attack. At other times, symptoms are more severe and more urgent action is needed.

12. MEDICAL CARE & EXAMINATIONS

We hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs or look after them if they are injured or have an accident.

Parental consent will be sought for these examinations:

- Annual Eye Screening (May)
- Annual Dental Check (October)
- Annual Hearing Assessment (February)

13. MEDICAL RECORDS

We keep records of all treatment that a child receives during his/her time at school. We also record all accidents and injuries using the School's Hubmix Access to these records is strictly restricted to the nurses, Head Teacher, and Admin Manager.

14. IF YOUR CHILD BECOMES ILL / EMERGENCY MEDICAL TREATMENT



1. We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell during the school day, or if we have any worries or concerns about his/her health.
2. A medical/injury report will accompany your child home to notify you of any treatment given in the school.
3. We will ask you to collect your child if he/she becomes ill during the school hours.

15. MEDICINES AND TREATMENT BROUGHT TO SCHOOL BY PUPILS – FOR PARENTS/GUARDIANS

If your child has a medical condition which necessitates regular access to medication, please inform the nurses, so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life.

At St. Saviour's School Ikoyi, Policy concerning medication must be followed for the protection of all our children.

- A special medication administration form must be filled out by parent/guardian before medications such as antibiotics, anti-malaria or any other such medication, can be administered to a child. These forms are already available in the school sickbay. Any dosage change(s) must also have written instruction by parents.
- No child is to have any medication (this includes over-the counter and prescription medicine) on their own at any time. Parents must deliver medicine to school and pick up any leftover medication. ***NEVER SEND MEDICATION OF ANY TYPE THROUGH YOUR CHILD!**
- If medication is sent by a child, the medication will not be dispensed unless a Parent/guardian/ or parent's nanny comes to school to verify and sign for the medication with the school Nurse.
- All medication must be sent to the school sickbay in their original containers.
- Written permission from the doctor must be submitted at the onset of prescription medicine use, for any change, and when medication is discontinued.
- Non-prescription medicines must have the pupil's name written or taped on the container.
- All medication must be brought to the school sickbay. The medication will be stored/kept in a locked cupboard in the sickbay.
- Only with specific instructions from the doctor may the pupils keep the medication with them. These instructions must be presented to the sickbay, especially inhalers for asthmatic pupils.
- When a child's medication bottle is empty, the school will send it home for you to get a new one.
- The school clinic must be aware if a child is on any special treatment.
- If your child is being given any drug or is sick, please alert the school sickbay. Any comment or message to be passed on to the school Nurse can be done by a letter.



- A sick child does not benefit much from class work; it is better to allow a child stay at home.

16. MEDICAL ROOM PROCEDURES

- ☒ The medical room must never be left unsupervised during school hours, events, ECAs, and whenever there are children on the school premises.
- ☒ If for any reason both Nurses will not be in the Clinic, the clinic must be locked.
- ☒ The library entry door should be locked.
- ☒ All medication must be stored/kept in a locked cupboard in the sickbay. The fridge should always be locked too.
- ☒ No child should be allowed to take ice packs or any other item from the fridge in the medical room.
- ☒ Dispensing/using water must be supervised by an adult.

Policy established and agreed:	April 2011
Policy review cycle:	Annual
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Member of staff responsible for the policy:	School Nurse, Miss Edah