



GUIDELINES FOR ADMINISTRATION OF PRESCRIPTION MEDICINE

Medicines should only be brought in to school if absolutely necessary and it would be detrimental to any child's health not to do so. CLSG agrees to the administration of non-prescription medicine **ONLY** with prior written consent from the parents. This includes cold and pain reliever remedies, all over the counter creams and lotions and anti-histamines. At CLSG most of these medicines are held in the medical room. Prescribed medicines may be brought in to school to be administered by the School Nurse only when accompanied with the form of parental agreement (Annexe A).

All medicines should be in their original containers with prescriber or manufacturer's details – name, (child's name if prescribed medicine) dosage, expiry dates and written instructions - clearly intact. This is a statutory requirement under the Medicines Act 1968.

It is important that the person administering the medicine is able to verify that the written authorisation from the parents correlates with the prescriber's or manufacturer's instructions hence the need to have the original packaging and instructions.

It is imperative that non-emergency medicines are handed in to the school nurse during school hours. Medicines that require refrigeration are stored in a designated fridge in the medical room.

MEDICINES MUST BE HANDED INTO THE SCHOOL NURSE OR THE TEACHER ON DUTY ON THE PREP ROOF, INCLUDING THROAT LOZENGES, UNLESS IT IS AN EMERGENCY MEDICINE SUCH AS AN EPIPEN, INHALER OR INSULIN. MEDICINES SHOULD NEVER BE KEPT IN SCHOOL BAGS. MEDICINES SHOULD NEVER BE SHARED WITH OTHER GIRLS.

Parents must always keep the school informed of any medical conditions affecting their child and provide regular updates of their condition and changes in medication. Please ensure you have filled in your daughter's Medical card accurately at the beginning of every academic year.

Parents are responsible for the disposal of expired medicines.