



Scarborough College

ADMINISTRATION OF MEDICATION PROTOCOL

All prescribed medication must be kept in the Medical Centre or in a medication cabinet in the boarding house, and is administered from a 3A or 3B form. The exception is the emergency medication for example inhalers and epipens, which should be with the named pupil at all times or in the emergency boxes in the Medical Centre, Prep School Common Room or Pre-School office. Oral contraception, and self-medication for the boarding student will be administered from a 3B or a 3C form, if a child is deemed responsible to self-administer, and therefore can remain in the pupil's bedroom.

Storage Medication

All prescribed medication must be in its original container with the original dispensing label intact and stored as per managing medical conditions protocol.

Administration Forms 3A/3B/3C can only be completed by School Nurse, receptionist or Parent/Guardian.

Can only be administered only to the named pupil.

Always read drug information leaflet, if any problems stop taking medication and seek further medical advice.

Some antibiotic preparations may need to be refrigerated, always follow label and directions.

Any unused drugs to be returned to the Medical Centre for safe disposal at the chemist.

Antibiotic courses to be completed in full, even if symptoms settle.

Boarding House staff should remind pupils to attend the Medical Centre to order repeat prescriptions if required.

Administration

- 1 Check pupils name.
- 2 Enquire when last taken any medication.
- 3 Ask, if any known drug allergies/sensitivities.
- 4 Check reference with pupil medical information.
- 5 Follow labelled directions, ensure correct dose given.
- 6 Supervise administration.
7. Document on ISAMS

Record Keeping

Forms 3A/3B/3C prescription form must be completed and signed and should be recorded on ISAMS by a staff member, who has received medications training.

Forms 3A/3B/3C/ should be kept in the Medical file then, at the end of the academic year it will be stored confidentially until the pupil reaches 25 years or age.