

Medication policy

This document concerns the administering of medication to children at Bluewater School.

- Non-prescribed medication can be administered to children by the school nurse, any member of the Bluewater teaching staff, the school secretary or the Headmaster's secretary (staff) for minor cuts and bruises.
- Non-prescribed medication can only be administered orally by staff if the parent has given verbal or written authorisation.
- Prescribed medication can only be administered by the school nurse, school secretary or headmaster's secretary if the parent has filled out and signed a Medication form, this needs to be seen by the form teacher and school secretary.
- No creams should be administered other than sun tan lotion.
- All cuts and bruises should be cleaned with antiseptic lotion.
- Sterile gloves should be worn at all times when dealing with any cuts, bruises or infections.
- Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders must establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative non allergic sterile plaster or dressing should be used, if available.
- Dressings should be used sparingly. Cuts must be cleaned with both antiseptic lotion such as TCP as well as with water.
- All Epipens/ventilators etc. must be kept in a safe place accompanied by a letter from the parents stating exactly when and how they are to be administered.
- All medicines are to be kept in the infirmary and to be administered by the school nurse, school secretary or headmaster's secretary. However, it is the responsibility of the form teacher to ensure that the child "appears" in the office at the correct time for administration of the medication.