



KENT COLLEGE
WEST CAIRO

Medicine Policy

Owner	School Doctor
Applied to	Whole School
Date last reviewed	September 4 th , 2025
Date of next review	September 4 th , 2026
Committee approved by	Education, Welfare & Personnel
Review period	1 year

Introduction

The treatment of a Student with medicines is a process that involves the prescribing, dispensing, storage, administration, receiving, recording and monitoring of the effect of medication. This process must be conducted in such a way as to ensure that:

‘the correct medication is administered to the correct Student via the correct route in the correct dose at the correct time on the correct date.’

It is against this background that Kent College Clinic has instituted this policy. Its aim is to protect the Student, recognising that the registered nurse, who is responsible for the safe administration of medicines, is accountable for their practice, always acting in such a manner as to safeguard the interest of the Students, ensuring that no action or omission on their part is detrimental to the patient’s wellbeing.

Aim

The aim is the safe administration of all medicines to Students by the School Doctor or nurse. The exception will be on school trips, where the school will delegate the responsibility for the administration of basic medication to a First Aider (this may include paracetamol, ibuprofen and antihistamines or prescribed medication for individual children).

1. SUPPLY OF MEDICINES (AND OTHER REQUIRED ITEMS)

MEDICINES are listed (appendix 1 & 2) and stored in an approved medicine locked cupboard, which is stored in a locked room. The medicines have been agreed and approved by the School Doctor.

Medicines and other required items for the Students' regular use will be ordered through the School Doctor. Prescriptions will be dispensed by a local pharmacy.

'Over the counter' medicines may be purchased from a community pharmacy by the School Nurse.

All prescriptions must be clearly written and signed by the School Doctor and the entry must be indelible and dated or computer generated.

Medicines purchased or prescribed for a Student belong to that Student and must not be used for any other person.

A record must be kept of all drugs received.

All dispensed medicines should be fully labelled on the actual container.

All medicines should have full instructions for administration.

2. STORAGE OF MEDICINES

Medicines must be stored in a secure area under cool, clean conditions in a manner that maintains their efficacy and potency, and at a temperature not exceeding 25 Celsius. To confirm that medicines are stored at the correct temperature, a room thermometer should be in place to record temperatures.

Medicines requiring cold storage will be kept in the locked medicines refrigerator, maintained at a temperature between 2 and 8 degrees Celsius. The temperature will be checked and recorded at least once daily.

Prescribed ointments and various skin applications will be stored in a designated, lockable cupboard.

The keys to the designated cupboards must be kept on the person of the nurse on duty.

Medicines for resuscitation and anaphylaxis should be readily available and easily accessible. They should be stored in a manner that ensures their safekeeping.

Diagnostic Reagents should be stored in a locked cupboard.

3. MEDICINES BROUGHT TO SCHOOL BY STUDENTS

Medicines brought to school by Students must be received and recorded by the nurse on duty and stored in a designated lockable cupboard in the Clinic. Medicines must only be

used if they can be positively identified, are clearly labelled and are within their allocated shelf life.

Any medicines found unfit for use as described above will be returned to Students to take home at the first opportunity or safely disposed of with the Students' consent. (see 'disposal of medicines').

Students bringing medicines from a foreign country will see the School Doctor for prescribing alternative medicines if required.

4. ADMINISTRATION OF MEDICINES

Administration of medicines may be carried out by:

By the School Doctor or Nurse who are competent for the purpose and who are aware of their professional accountability. The exception is as before stated on trips, where this duty will be delegated in certain circumstances.

Nurses are accountable for their actions and must satisfy themselves that they are competent to administer medicines. This will be based on a sound knowledge of the medicine involved, an assessment of the Student and the environment in which the medicine is to be given.

Against this background the nurse must:

- Be certain of the identity of the Student to whom the medicine is to be administered.
- Be certain of the identity of the medication administered.
- Ensure he / she is aware of the present state of health of the Student.
- Carefully consider the dosage, route and timing of the administration in context of the present state of health of the Student.
- Make clear, accurate and contemporaneous records of all medicines given, refused or withheld in the Student's daily attendance log.
- The administration should be recorded in the attendance record along with the time given, immediately after witnessing the dose taken, for day students a note is given to take home stating drug, dose and time of administration.
- When a variable dose is prescribed, the amount administered must be recorded.
- If a medicine is dropped it must be discarded. (see disposal of medicines)

All medicines should be administered at a suitable time taking into account the nature of the medicine, the prescriber's instruction and any additional labelling.

Certain medicines are required to be given at specific times. They may be specified by the School Doctor or recommended by the manufacturer.

Labels on dispensed medicines should not be altered unless the dose change is supported by a doctor's signature. A nurse should not administer from a container with an altered label unless it is supported by a doctor's signature.

Adverse Reaction

In the event of a minor adverse reaction the students' parents shall be informed along with the pharmacist. The medication will not be stopped unless directed by a professional.

5. VERBAL PRESCRIPTIONS

Verbal prescriptions must only be taken when it is absolutely necessary and only when the Clinic already has the medication for the Student.

The nurse must immediately write the details in the Students record, noting the time and date and the name of the doctor and sign the transaction. The verbal prescription must then be read back to the doctor.

The doctor at the next surgery must confirm the verbal prescription in writing.

6. MEDICAL ERRORS

In the event of errors in the administration of a medicine such as:

- An incorrect prescription
- Incorrect dispensing
- Administration to the wrong Student
- The wrong medicine administered to a Student
- The incorrect dose administered
- The incorrect route used
- The failure to administer the medicine
- Administration of a date expired medicine

The nurse must

- Inform the patient
- Inform the person in charge at the earliest opportunity
- Report to the School Doctor any serious errors
- Record the error in the daily record
- Contact the community pharmacist for advice.
- Drug errors are recorded in the controlled drug book or in Engage under the correct child.

7. ORDERING MEDICINES

A record of all medicines ordered should be maintained.

8. RECEIPT OF MEDICINES

A record must be kept of all medicines received in the Clinic.

9. DISPOSAL OF MEDICINES

A record must be kept of all medicines disposed of.

10. LEAVE MEDICATION

All medicines supplied to Students for exeats or holidays should be recorded, as should any medicine returned after the leave period.

All medicines accompanying Students on leave must be fully labelled with the name, name of medication, strength and dose to be taken and dispensed in adequate and appropriate containers. A separate supply may be obtained from the pharmacy if it is considered unacceptable to give the Student the current supply in the Clinic.

11. RECORD KEEPING

All records relating to the receipt, disposal and administration of medicine must be kept for eight years from the date of the last entry for adults and twenty-five years for children.

12. SHARPS BOXES

Sharps boxes should be dated when started and disposed of within one month. (Infection Control Guidance). Needles must not be re-sheathed.

13. DRUG ALERTS

Drug alerts should be read and acted upon immediately on receipt. The action taken should be recorded. The drug alert should be brought to the attention of all qualified staff who should date and sign the alert after reading.

If the drug detailed in the alert is present in the Clinic, the nurse on duty should contact the community pharmacy for confirmation. If this medicine has been administered to one or more Students and the alert states immediate action required, the doctor concerned should be notified immediately, otherwise reported at the most appropriate time as the Student may be affected by the medicine.

All drug alerts should be retained for a period of one year.

Staff own medicines

If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice from their GP. Kent College, when alerted by Occupational Health assessment, will ensure that those staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children. Staff medication on the premises must be securely stored, and out of reach of children, at all times.