

CITY OF LONDON SCHOOL FOR GIRLS

GUIDELINES FOR ADMINISTRATION OF PRESCRIPTION MEDICINE

Medicines should only be brought in to school if absolutely necessary and it would be detrimental to the 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. On your daughter joining the school you are asked to fill in a medical form which also asks for parental consent to administer one dose of the medicines listed. 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.

GIRLS SHOULD NEVER CARRY THEIR OWN MEDICINE IN SCHOOL UNLESS IT IS AN EMERGENCY MEDICINE SUCH AS AN EPIPEN, INHALER OR INSULIN. 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 if it is long term.

Parents are responsible for the disposal of expired medicines.