



# THE ROYAL BALLET SCHOOL

## **Policy on the Administration of Medicine**

### **General**

The governing body recognises that many pupils will at some time need to take medication at school. The school has a duty of care to the pupils while at school and will administer medicine prescribed by the school or student's doctor. Parents will be informed if medicines are prescribed for their children. The governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The governing body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines.

The Director will implement this policy and report as required to the governing body.

Medication will normally be administered by the school nurse, or in her absence, by house staff under her instruction.

All staff are expected to maintain professional standards of care. The administration of medicine is not a contractual obligation however, some specified staff (e.g. PE and games staff, or staff taking educational visits) who volunteer their services, will be given training.

The school nurse will induct all new members of staff in the procedures involved in administering medicine.

### **Guidelines**

### **Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- medical card and signed statement from the family doctor confirming the students suitability for dance training



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- special requirements (e.g. dietary)
- a signed consent form for the administering of prescribed and proprietary medicines by house staff

Parents have a duty to notify the school of any change in their child's medical condition

### **Administration of the Medication**

Any requests for medicine to be administered must come from a parent in writing on the school's 'Request to Administer Medication Form', and each request will be considered on an individual basis.

The Form will end with the following consent statement:

'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information'. It will be signed and dated by a parent or someone with parental control.

The Form will include:

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the person authorized by the Director and/or the school nurse what can be done in the school, before the Director makes a decision.

The Director (or person authorised by the Director) will decide whether any medication will be administered in school, and by whom (usually the school nurse). In appropriate cases the Head and parents in consultation with the school



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nurse (and anyone else the Director deems necessary) will draw up a healthcare plan.

The medication must be in a container dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

Pupils are only allowed to administer their own medicine (e.g. inhaler for asthma) with the approval of the school nurse who will check that the pupil fully understands what has to be done.

Normally medication will be kept under the control of the school nurse unless other arrangements are made with the parent.

### **Intimate or Invasive Treatment**

The school will not normally allow these to take place, but in exceptional circumstances the Head may agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

### **Long-term Medical Needs**

The governing body and Director will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents and the schools' medical adviser. The governing body also reserves the right to discuss the matter with the school's medical adviser.

### **Records**

A written record is kept in the health centre of all pupils seeing the nurse and giving the following information:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The school nurse will ensure that the individual pupil's medical record form is filled in and checked regularly.



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### **Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

### **Monitoring and Review**

The Director will be responsible for monitoring the implementation of the policy, and reporting annually to a prescribed committee of the governing body.

SB / FR  
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*This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.*