



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Medicine – Administration of at School

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To administrate medicine given to learners at school and hostels by qualified personnel.

AIM

To ensure the correct Procedure to administrate chronic-, allergy- prescribed and other essential medication at our school.

STORING OF MEDICATION

- The hostels manager or matron must be aware of the medical condition of the learner. There should be a confidential medical record kept on each learner.
- Medication should be received in a formal manner either directly from the parent/guardian or the pharmacy (private or government). Do not receive any medication into the school or boarding establishment that is not labelled for the particular child or where the dose and number of times per day is not clearly stated or any medicines where the expiry date is passed.
- All medicines must be locked up, and no pupil or unauthorized staff member should have access to the medicine store/cupboard. This is both a safety measure and an anti-theft measure.

- Each medicine must be fully labelled: the person's name, name of the medication, dosage to be given, and the number of times each day the medicine should be given.
- Check the expiry dates on each medicine every month. The expiry date must be clear.
- All medicines should be kept cool, so the medicine cupboard should not be on an outside wall or in the sun. Medicines that are required to be stored in the fridge, e.g. insulin (an injectable) must be given priority.

PRINCIPLES FOR ADMINSTRATING OF MEDICATION

- Clean cups, water, and medicine measure spoons for liquid medicine must be available. Each learner must have a clean cup or medicine measure.
- The school boarding establishment should work out a schedule of times when medicines will be given, so as to limit the interruption to academic work and extra mural activities. For example, some medicines are given eight hourly or three times a day: these can be given a schedule of 07:00, 14:00 (after or with lunch) and the third dose at lights out (20:30 or 21:00), most medication is daily or twice a day and these can be given at breakfast (07:00 and supper (18:00). Although it is wise to keep as close to the number of hours between doses as possible, it is not always possible as this will interrupt the sleep of the child or other daily activities, and add an extra load to the daily work on the boarding establishment if everyone has different times.
- The instructions given by the pharmacy as to when the medicines should be given must be adhered to, e.g. some medicines are given before meals indicates that the medicine absorbs and "works" better on an empty stomach, others are prescribed with meals, or after meals.
- In order to keep accurate records and accountability it would be best if a page or sheet with the learner's name, medicines and quantities and intervals administered (example attached), so that doses given are signed off. This will reduce theft and ensure continuity of care.
- No expired medication should be kept or administered to any child/learner;
- Children/learners using injectable insulin are usually well trained and manage their own injections. They need some assistance with disposing of empty containers, old needles, etc. It is best to contact the local municipality in regard to disposing of medical waste, or negotiate with the local clinic or doctor's rooms to assist.

ADMINISTRATION OF MEDICATION TO INDIVIDUAL CHILDREN/LEARNERS

- Ensure the correct child receives the correct medication: read the child's name off the label of the medicine, ask the child his/her name to ensure it is the correct person.
- Check how much should be given on the label and how often the medicine should be given.
- Measure liquid medicines by medicine measure or count out tablets/capsules according to the label.
- Medicines in the form of tablets should be put into a clean dry medicine measure or cup and not given to the child/learner from the hand.
- Check again the name of the child/learner with the label of the medicine.
- Give the child the medicine, ensure the child has swallowed the medicine, ask her/him to show the adult an empty mouth.
- Commend the child for taking the medicine, acknowledge and reassure the child especially for medicines that are difficult to swallow or do not taste good.
- Re-seal the bottle or packet immediately to maintain quality of the medicine. Wipe the bottle with a clean cloth if any medicine has run on to the bottle.
- Record the doses given onto the sheet for the child/learner.

ENSURE CONTINUITY OF CARE

- The school or hostel need to know the next appointments for medicine review to ensure either the parent/guardian or school assist the learner/child to keep the appointment.
- The Health Care Provider/Doctor may also request that certain observations are made for example: number of seizures or fits, asthma attacks, vomiting, etc.
- Managers/Head of Institutions must ensure that these provisions are strictly adhered to.

