



**Administration of Medication to Students on School Visits**

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## CONTENTS

1.	THE MEDICINES BAG .....	3
2.	SCHOOL POLICY IS THAT: .....	3
3.	PROCEDURES PRIOR TO A TRIP .....	3
3.1	Before Departure from The King's School .....	3
4.	ADMINISTRATION PROCEDURE DURING THE TRIP .....	4
5.	SPECIAL ARRANGEMENTS FOR TRIPS ABROAD INVOLVING FLIGHTS.....	4
6.	SPECIAL ARRANGEMENTS FOR ADVENTURE-STYLE EXPEDITIONS IN THE WILD.....	4

## Administration of Medication to Students on School Visits

All school groups on a visit **MUST** take a **FIRST AID** bag. Additionally, they must take a **MEDICINES BAG**, whenever students requiring medication are participating.

The **FIRST AID BAG** contains a small range of plasters, bandages, etc. for minor injuries. These can be administered by staff as a short-term measure. For any significant illness or incident, professional advice must be sought from a pharmacist or doctor. Depending on the severity, the seeking of medical attention may take priority over any other planned activities, until the matter has been satisfactorily resolved.

1. **The MEDICINES BAG** (variety of sizes, but maximum capacity of 30 for large residential trips) contains medication prescribed by a Medical Practitioner for individual students, for one of **two** purposes:

- a) Medication which **MUST** be given to a student once a day, or at certain times of the day, because of a diagnosed medical condition of which staff have been made aware prior to departure.

It is the responsibility of the Nominated Member of Staff i/c Medication (**not** the Party Leader, but usually the Deputy Party Leader - DPL) to arrange for this to be administered after breakfast, and/or at the times specified by the Medical Practitioner, as advised by the parent/carer. The Nominated Member of Staff i/c should make it clear to all staff and students when these times are, and ensure that all those named students attend and take their medicine at those times.

- b) Medication which **MAY** be given to students **at their request**, where parents/carers have given permission in advance, for them to be administered in certain specific circumstances, should they occur.

Students who, for instance, suffer from headaches or migraine on a recurrent basis may receive this staff-supervised medication or paracetamol for their private use, during a school visit, provided that it has been supplied by a parent/carer with appropriate instructions before departure, along with a Medication Consent Form (available for download from the school website, or attached to the final letter). The medication must be provided in a safe and fully labelled container, with precise instructions about the dosage and in what circumstances staff may pass it to the student. Unused medication will be returned at the end of the visit.

Students using occasional medication e.g. an **EPIPEN**, an **INHALER** or equipment for **DIABETES**, **MUST STILL CARRY THAT WITH THEM AT ALL TIMES**. We ask parents/carers to supply a second pen/inhaler/etc. clearly labelled, for the Medicines bag. This is in addition to any usually kept in school, as that will remain in school.

Other medication can only be supplied in an emergency on the advice of a Pharmacist or Medical Practitioner.

## 2. SCHOOL POLICY IS THAT:

- Students over the age of 13 may carry 2 paracetamol to self-administer, but **NO MORE** than two.
- No student is allowed to carry or self-administer any medicine, other than that mentioned above.
- If students are found to have other medication in their possession it will be removed for safe-keeping in the Medicines bag and returned to parents/carers at the end of the visit.

## 3. PROCEDURES PRIOR TO A TRIP

### 3.1 Before Departure from The King's School

- a) Documentation will have been provided to the Nominated Member of Staff i/c by Pupil Reception/Trips Co-ordinator in the Trip Booklet, along with a Medication Form for completion **prior to departure**. These may have been completed in advance or on the spot prior to departure. The Party Leader must arrange for students and their parents/carers to arrive at the School in plenty of time for this procedure to be completed.

- b) The Nominated Member of Staff i/c will base themselves indoors at a suitable table, where they will receive the medication and a Medication Consent Form from parents, and enter this on the form provided. Parents will sign to verify the student's name, medication, dosage, and whether the medication is a '**MUST TAKE**' or a '**MAY TAKE**' medicine.
- c) Parents should check that all required medicine is packed and staff should double check.

#### **4. ADMINISTRATION PROCEDURE DURING THE TRIP**

At the time of administration, the sheet will be signed each time by both the Nominated Member of Staff i/c, and the student.

#### **5. SPECIAL ARRANGEMENTS FOR TRIPS ABROAD INVOLVING FLIGHTS**

On this type of trip, where staff are not able to carry a whole-group Medicines Bag, each student will carry their own medicine in their hand luggage, and it will be collected on arrival at the venue by the Nominated Member of Staff i/c. Vice-versa for the return journey.

#### **6. SPECIAL ARRANGEMENTS FOR ADVENTURE-STYLE EXPEDITIONS IN THE WILD**

On this type of trip, each student will carry their own medication in their hand luggage throughout. They should make the accompanying member of staff aware if they do self-administer any medication at any time.