



## PROCEDURE FOR HANDING OVER MEDICINES BETWEEN THE HEALTH CENTRE AND HOME

- All medicines should be in their original packaging with information leaflet provided.
- Prescription medicines need to be labelled with a name and date.
- Parents/Guardians should hand over ALL medicines to the Health Centre staff on duty before the child arrives in the boarding house.
- Any changes to medication will only occur after email notification to [healthcentrestaff@sexey.somerset.sch.uk](mailto:healthcentrestaff@sexey.somerset.sch.uk), or seeing a member of the Health Centre Team in person where care plans can be altered accordingly.
- Medication to be recorded on Meditracker and Individual Health Care Plan.
- Medication to be recorded on medication register
- Check medication is legal in UK
- Arrange a time to liaise with GP at Bruton surgery
- Self-Administration paperwork to be completed as appropriate when medication is received.
- House Parents and Director of Boarding to be notified
- For pupils who do not self-medicate, the medicines for use at home must be collected from the Health Centre by prior arrangement.