



**SEXEY'S**  
SCHOOL

# Procedures for prescription request and renewals

**SEPTEMBER 2022**

Date of Policy	September 2022
Review Date	September 2023
SLT Lead	Tim Allen
Policy last review by	Mora Sandiford
Level of Policy	School Level

Signed

Helen Cullen

Headteacher

## **SCHOOL ETHOS AND VALUES**

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

## **COVID-19 RESPONSE**

During the period of time that schools are operating in a way that is different to pre-COVID-19 we will make certain adjustments to policies and procedures. Any adjustments will be made will have these key principles:-

- Reduce the risk posed to all members of the school community due to COVID-19
- Focus on staff and students well being
- Maintain a strong focus on consistently high teaching and learning inside and outside the classroom
- Students are not disadvantaged by experience, opportunity or resource
- Commitment to embedding the 7 core values of the school

This policy has been reviewed and aligned to the whole school response to COVID-19

## **RATIONALE**

Sexey's School has a commitment to proving young people with exceptional experiences. We do not believe that Boarders should be disadvantaged by experience or opportunity due to being a Boarder. We are committed to ensuring the safety and wellbeing of all students.

All medication will be stored within the Health Centre in line with appropriate medication storage policy. However, at times medication will be needed to be stored in house to support the young person in accessing it in an appropriate way out of Heath Centre hours.

## **PROCEDURE FOR NEW PRESCRIPTION**

### **Stage 1 – Doctor prescribes medication**

- Student is issued prescription by GP
- School Nurse and/or Health and Wellbeing Assistant liaise with GP surgery and Pharmacy
- Prescription is collected by staff member, medication and dose checked and recorded in the medication records folder.
- Parent notified by Health Centre Team
- House staff notified as appropriate
- Medication recorded on Meditracker

### **Stage 2 – Administration of medication**

- School Nurse identifies need for risk assessment as appropriate and sets up meeting as needed
- Administration of medication forms completed
- Health Centre staff member meets with student to agree administration procedures for medication
- Student receives medication in line with prescription

### **Stage 3 – Checking**

- Medications in house will be counted and checked by a member of the Health Centre team on a weekly basis.

### **Stage 4 – Follow up**

- School Nurse liaises with GP about any further follow up needed

## **PROCEDURE FOR REPEAT PRESCRIPTION**

### **Stage 1 – Need for repeat or renewed prescription**

- Health Centre staff member notifies GP surgery and requests repeat prescription confirming medication, dosage and student by email
- Prescription is collected by staff member, medication and dose checked and recorded in the medication tracker
- Parent notified by Health Centre Team
- House staff notified as appropriate
- Medication recorded on Meditracker

### **Stage 2 – Administration of medication**

- School Nurse identifies need for risk assessment as appropriate and sets up meeting as needed
- Administration of medication forms completed
- Health Centre staff member meets with student to agree administration procedures for medication
- Student receives medication in line with prescription

### **Stage 3 – Checking**

- Medications in house will be counted and checked by a member of the Health Centre team on a weekly basis.
- Medication and dose will be checked by Health Centre Team on collection from the pharmacy

### **Stage 4 – Follow up**

- School Nurse liaises with GP about any further follow up needed

### **MONITORING AND REVIEW**

This is to be reviewed annually by the Director of Boarding.