

## Risk Assessment for the Self-Management of Medicines by Pupils

### Risks

- The pupil to whom the medicine belongs does not administer the medicine according to the prescribed or recommended dose.
- Medicine that is prescribed to a pupil (or otherwise obtained by the pupil) without parental knowledge is brought to College.
- Medicine is taken by pupils for whom it was not prescribed or otherwise provided.
- Medicine obtained overseas and then brought to College is not familiar – nor are its effects – to medical authorities in Malaysia.

### Controls

- Parents notify their child's Housemaster/mistress ("HMM") or Medical Centre (either in writing or via e-mail) giving details of the medicine they wish their child to keep in College.
- Notification is passed on to the HMM/Medical Centre if the parents have not included them in their communication too.
- Parents ensure that their child is fully aware of the dangers of medicine being taken by anyone for whom it is not appropriate.
- A pupil who is prescribed medicine by or on behalf of the Medical Centre staff will be reminded that the HMM will normally be given brief details e.g. the length of course, dose frequency and possible side effects (but not necessarily the nature of the medical condition for which it was prescribed). The pupil will be invited to object to the sharing of this information.
- Any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained, must notify the College Healthcare Co-ordinator before that medication is brought into College. She will decide who else should be informed.
- Prescribed medicine is brought to College and kept by the pupil at all times in the original labelled container in which it was dispensed by a pharmacist and carries the prescribers instructions for its administration (including the name of the pupil, the name and dose of the medicine, the date of its expiry and the frequency of administration).
- Non-prescription medicine is brought in and kept at all times in its original container with the manufacturer's instructions for use.
- Taking into account the nature and quantity of the medicine, the College Healthcare Co-ordinator (and/or Medical Centre Staff acting on her behalf) and the HMM must all be satisfied that the pupil is sufficiently mature and trustworthy to assume responsibility for keeping and self-administering the medicine while on College premises or otherwise engaged in College activities.
- The pupil accepts responsibility for ensuring that the pupil has the means of storing the medicine safely and securely in the House, with the pupil, but no one else, having ready access as necessary.
- The HMM continuously monitors the pupil's management of the medicine, particularly its safe and secure storage, whilst it remains on College premises.
- Parents ensure that date-expired medicine is removed from College and returned to a pharmacy or otherwise safely disposed of.
- Parents ensure that medicine held at College is taken home at the end of each term.