

# Medication in School policy

## Rationale

Tudor Hall is committed to providing a mutually respectful environment, where everyone can thrive and meet their full potential. We seek to provide a safe and happy environment where all can flourish and where diversity is celebrated.

Children with medical health needs have the same rights of admission to school as other children. Most children will have short term medical needs at some time (childhood illnesses requiring antibiotics or creams for example); others may have or develop longer term medical needs (regular medication for epilepsy, asthma, diabetes as examples). Others may need medication in particular circumstances (children with severe allergies requiring the need for an adrenalin injection). It is important to have sufficient information about the medical condition of a child with long term health needs. Inadequate support of these needs can have an impact on the child's cognitive or physical abilities, behaviour or emotional state. This policy's purpose is to outline the school's position on the storage and administration of medication.

### Information sources:

Boarding Schools Association "A to Z of Medical Issues" 2015

Medical Officers of Schools Association "The Handbook of school health" 1998

Royal Pharmaceutical society of Great Britain "The handling of medicines in Social Care" 2018

## Objectives

- To ensure all pupils flourish whatever their individual needs
- To ensure parents/guardians provide accurate and detailed information relating to their child's medical needs to the health centre to allow the school to give the best care.
- To ensure pupils with short- or long-term medical needs have full care and support at school.
- To ensure staff, parents and guardians are fully informed and work together to provide joined up care.
- To ensure all appropriate medical information will be passed to teaching & house staff within the professional limits of confidentiality.
- To promote and support the safe administration of medicines by training staff as required and sharing pertinent information.

## Success Criteria

- medicines are stored and administered safely.
- pupils requiring medication can play as full a part as possible in school life as possible.
- staff are well informed and aware of their responsibilities.
- parents and pupils are confident in the medical care provided by the school.

## Methodology

### 1. Implementation

Most situations can be managed in a school setting supporting the pupil to participate as fully as possible in normal school activities. It is important that accurate, up-to-date medical information is maintained and good co-operation between the school, parent/guardian, health professionals and other agencies established.

There is no legal duty that requires non-medical school staff to administer medicines.

The Medicines Act 1968 specifies how medicines are prescribed, supplied and administered. Anyone may administer a prescribed drug to a third party with consent if it is done in accordance with the prescriber's instructions.

There is a statutory requirement to record information on all medicines in boarding schools. Records of current medication must be kept for each pupil. The following records relating to all medicines must be kept:

- All medicines prescribed for pupils
- All prescribed medicines administered by the school

All records should be properly completed, legible and current and be available for inspection at all times. Records should provide a complete audit trail of medication. Medicine Records should be kept for at least 15 years from the date of the last entry.

### MEDICINES MANAGEMENT

The Medicines Act 1968 classifies medicines into three categories:

#### a) Prescription-only Medicines (POMS)

These can only be supplied or administered to a patient on the instruction of a doctor, nurse practitioner or dentist.

The Medicines Act clearly defines that prescribed medicines must only be administered to the person for whom they have been prescribed, labelled and supplied. Medicines supplied for individuals are the property of that individual.

These medicines may not therefore be used as 'stock' by the school.

Written prescriptions both NHS and private (except Blacklisted items) may be provided for individual pupils for medicines in all categories.

For day pupils, it is helpful where clinically appropriate for them, to take their medicines outside of school hours whenever possible otherwise they need to come to the Health Centre.

In managing prescribed medication:

- Medicines should always be provided in the original container as dispensed by the pharmacist.
- Staff must not tamper with supplies of prescribed packs of medicines or decant from one container to another for the purpose of storage. This includes remains of the current supply when a new supply is received
- The original supply should be finished before beginning a new supply.
- Stock levels of medication should be kept at an appropriate level for each pupil dependent on need.
- Multiple containers should be labelled individually.
- If the label becomes detached, damaged or illegible the advice of the pharmacist should be sought before the product is used.
- If the GP changes the dose of a medication then he/she must provide written authorisation for the Health Centre. The container must then be clearly re-labelled by the pharmacist or the GP. The Health Centre staff must not alter any information on medication labels.

b) Pharmacy-only Medicines (P)

These can be purchased from a registered pharmacy provided that the sale is supervised by the pharmacist.

c) General sale list (GSL) or Over the counter medications (OCMs) or 'Homely remedies'

These do not require a prescription or supervision of a pharmacist and can be purchased from retail outlets.

In the boarding school environment these medications are kept securely and issued according to the school non-prescribed medicine protocol. The Health Centre will provide training as required for this.

Medicines in the P or GSL category may be purchased by the Health Centre nurses of the school to use as stock for treatment of minor ailments. An agreed list has been compiled in conjunction with the School Medical Officer. These medicines must not be labelled for an individual if they are to be administered to several pupils.

Controlled drugs

The supply, possession and administration is controlled by the 1973 Misuse of Drugs Act; it states that any member of staff may administer a controlled drug to the child for whom it has been prescribed according to the prescribing instructions. Careful records must be kept of the administration of the medicine and safe disposal to a pharmacist.

Above information relating to prescribed drugs also applies to this group.

**Receipt of medicines into school**

All medicines brought into school from whatever source should be formally received by the Health Centre. If medication is received into the boarding house after 9pm the H/M should store this securely overnight and return it to the health centre the following morning.

Medication can only be accepted into the school in the original pharmacy packaging with an English language label or clear written English instructions. If there is any uncertainty medical advice will be sought before the medicine can be administered.

Medication that is not licenced for children in the UK cannot be given by the health centre staff. An alternative will be sought via the school medical officer. Parents whose children are prescribed medication overseas should make their prescriber aware of this.

Storage of medicines

The school does not store large quantities of medicines. Medications should always be stored and kept in their original pharmacist dispensed container. Staff should never transfer medications from their original container.

All medicines should be stored in secure designated areas. These include:

- The Health Centre
- Boarding Houses
- Personal locked drawer or cupboard

Key security is integral to medication security and keys will only be held by authorised designated members of staff.

For boarders in years I appen– V medication will be administered from the Health Centre whenever possible or the boarding house and administered by staff if necessary.

Pupils in the Sixth Form may take responsibility for their own medication and the safe storage after discussion with the School Medical Officer or risk assessment with the Health Centre. For pupils who have to have immediate access to their medication see 'emergency medicines' below.

Non prescribed stock medication must be stored separately from prescribed medication, in a locked place ideally a fixed cupboard, not accessible to pupils.

Prescribed medicines should be stored in a locked cupboard that is securely fixed to a wall in the Health Centre. There should be sufficient space to store individual pupil's medication.

Controlled drugs should be stored in a locked cupboard securely fixed to a wall, in a secure location in the medical centre. The cupboard should be reserved only for the storage of controlled drugs.

Only Registered Nurses working in the Health Centre are authorised to hold the keys to the controlled drugs cupboard.

Self-Medication. Those sixth form pupils assessed as competent to self-medicate may store their own individual drugs in their safe, locked drawer or cupboard, to which they personally have access. It must not be accessible to other pupils. This does not apply to controlled drugs.

Cold Storage. A separate and secure dedicated refrigerator is available to be used exclusively for stock and prescribed medicines requiring cold storage in the Health Centre. It is cleaned and defrosted regularly. The temperature is measured and recorded daily when in use using a maximum/minimum thermometer. The normal range is 2-8°C. Pharmaceutical advice will be sought regarding the stability of the contents of the fridge if temperatures are recorded outside of the normal range.

### **Administration of medication**

No pupil under the age of 16 should be given medication without written consent from the parent/guardian. The school has medical forms and a health questionnaire requesting this from the parent/guardian. If consent has not been granted this must be clearly noted and staff must check before administering any medication to a pupil. Staff will follow the school protocols for administering prescribed and non-prescribed medication.

#### Telephone (verbal) 'orders' and dosage changes

An instruction given over the telephone, to administer a previously un-prescribed medicine is not acceptable. In exceptional circumstances, where a medicine has previously been prescribed and the dose needs to be altered but the prescriber cannot issue a new prescription immediately, written instructions via e-mail can be accepted. This should be followed up by a new prescription confirming the changes within 24 hours. Before the new dose can be administered, the changes MUST be authorised by the prescriber.

School staff must not make any dose changes without first checking with and referring to the school GP or nurse.

#### Crushing medication

If a pupil is unable to swallow tablets or capsules, this needs to be discussed with the prescriber of the medication and the pharmacist to find a suitable alternative administration method, ideally in liquid or soluble form. It is not acceptable to crush tablets or open capsules not designed for this purpose because it can alter the chemical properties of the medicine.

Medicines must not be given covertly in food or drink. By disguising medicines in this way the pupil is led to believe they are not receiving any medication when in fact they are but without their consent.

### Training

Staff involved in the administration of medicines for pupils will have training on the care and control of medicines through the Health Centre. Individual staff training will be provided as appropriate. The school nurse/GP will provide training for pupils who wish to self-medicate.

### Procedure for the administration of medicines

Refer to prescribed & non prescribed medication procedures (see appendix)

### Recording administration

It must be possible to follow an audit trail of treatment for each pupil whether it involves prescribed or non-prescribed medicines. Records should be kept with the medicines. If the medication is for a short course, it should be noted how long the course is for (antibiotics can have courses for 5, 7 or 10 days for instance).

Day pupils should report to the health centre for administration of medication where a record will be kept.

If a pupil refuses to take their medication, staff must not force them to do so, but need to document this in the medicine record and inform health centre staff promptly. Parents should be informed as appropriate. If the refusal to take medication results in an emergency the school emergency procedures should be followed.

### Management of errors in administration of medication

An error can consist of:

- Wrong medicine is given to a pupil
- Wrong dose of medicine is given
- Medicine is given at the wrong time
- Medicine is given by the wrong route (eg given orally instead of topically)
- Medicine given is out-of-date

In order to encourage the immediate reporting of errors or incidents in the administration of medication, it is important to have an open, supportive culture.

If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.

- Appropriate line manager and health centre nurse must be informed.
- The School Medical Officer must be informed, even if advice is initially sought from a different source, and a record made on the pupil's NHS record.
- The Head and Deputy Head (Pastoral) should be informed.
- The pupil's parents should be informed.
- An Incident Form should be completed to enable a review to take place into how the error occurred to prevent a similar incident happening again.

### Administration of medicines away from school

When away from school the parent/guardian of the pupil will receive the balance of the prescribed medication. If the parent/guardian is not available, the medication will be given to the girl if the health staff deem her responsible. If not, then the medication will be posted to the parent/guardian.

For occasional days out a separate supply may be organised as the secondary dispensing of medication into envelopes for example is not appropriate. Details of medicines taken out should be recorded and the administration supervised by the staff responsible for the pupil whilst away from school. The administration guidelines should be followed. An offsite medicines record book should be used to maintain a complete medicine audit trail. Medicine packs containing; authorised homely remedies, a medicines record book, information and where necessary pupil's own medicines, will be provided in the event of excursions off the school premises. The Medicines policy should be followed at all times when off the premises.

Adequate planning and risk assessment will be needed to support pupils with medical needs to participate. Staff need to be aware of all pupils with medical needs and relevant emergency procedures. A list of pupils' medical needs is available to staff and they must liaise closely with the health centre prior to the visit to discuss any medical queries and to arrange necessary medication and training wherever needed. Although staff have no legal duty to administer medicine, they do have a common law duty of care to ensure pupils are healthy and safe. This could apply to administering medication in an emergency situation. The school visit leader is responsible for ensuring all necessary medication is taken for the duration of the school visit, prior to leaving the school site.

Pupils with asthma, serious allergy reactions or other serious medical conditions, should always ensure they have their prescribed medication with them in case of an emergency. For day pupils, parents will be responsible for supplying adequate quantities of medication and arranging safe custody with the staff member organising the visit. Pupils should not be responsible for their own medication.

Parental written consent forms for emergency treatment are to be taken on each visit for individual pupils. School policy states that no pupil can participate in a school visit unless this written consent is supplied.

### Sporting activities

Most pupils with medical needs can participate in physical activities. Some may need to take precautionary measures before or during exercise and must have immediate access to medication if necessary (asthmatics will need their inhaler, and pupils with severe allergy will need their auto-injector pens for example). A list of pupils who require medication to be readily available is shared with P.E and teaching staff. For sporting fixtures away from school, PE staff will be responsible for ensuring necessary medication is available, liaising with the Health Centre.

### Self-administration

It is good practice to support and encourage children and young people when they are able, to be responsible for managing their own medicines. Sixth form pupils keeping and administering their own medication must be assessed by medical staff as being sufficiently responsible to do so with regular review (see appendix 1).

If a pupil is prescribed medication by a doctor they must ensure it is kept locked somewhere that no other pupils have access, in a personal locker or drawer for instance. House staff should monitor the situation as above if made aware. Any problems should be reported to the medical centre staff at the time they are found.

When necessary, discussions should be undertaken by the school nurse with the pupil to encourage compliance in taking medication. Tactful support or timely reminders must be given to the pupil if necessary to aid compliance.

#### Disposal of medicines

All date expired and discontinued medication must be returned promptly to the health centre who will then return items to the pharmacy for safe disposal.

A sharps box must always be used for the disposal of needles. This is available in the Health Centre but in the event of a boarding pupil requiring a personal one (a diabetic or another condition necessitating the use of needles) the sharps box will be managed by the Health Centre.

Disposal of medicine should occur when:

- The expiry date is reached
- A course of treatment is finished or is discontinued
- When a dose of medicine has been removed from the original container but then not taken by the pupil. It should be kept by the Health Centre and returned to the pharmacy for safe disposal
- Pupil dies (keep for 7 days in case needed by coroner's office or courts)
- Pupil leaves the school and does not wish to take the medicine with her or come to school to collect it

Controlled drugs obtained on individual NHS prescriptions may be disposed of by returning to the supplying pharmacy. Health Centre staff should sign the medicine out of their records in the Health Centre. Medicines should not be disposed of by non-medical school staff.

Return of medicines for destruction should be authorised by a registered nurse working in the Health Centre, who should ensure that the record of return is completed.

The record of disposal should include;

- The pupil's name (for prescribed, controlled drugs and individual homely remedies)
- Name, strength and quantity of medicine
- Date of return
- Signature of nurse authorising the return

#### Emergency medicines

The school recognises that some pupils have a potentially life-threatening medical condition (pupils suffering from asthma, serious allergy for example) and these pupils are requested to carry their emergency medication with them at all times. In the event of an emergency on school premises there is emergency medication around the school and in the Health Centre. The nurses check this each term.

#### Medicines Information and Pharmaceutical Advice

Staff should have access to appropriate information about medicines from the health centre.

Nurses should contact the local community pharmacist if additional information is required concerning medicines. A current British National Formulary (BNF) is available on the Internet.

#### Hazard notification and Drug Alerts

In the event of a medicine being recalled, the community pharmacist should notify the school as appropriate.

A record should be kept of any action taken. The Health Centre nurse is responsible for dealing with the information received.

#### Adverse Drug Reactions

Any Adverse Drug reaction (ADR) or suspected ADR should be discussed with the school nurse and the School Medical Officer before any further administration of that drug.

If appropriate the reaction should be reported to the Medicines and Healthcare Regulatory Agency (MHRA) via the yellow card scheme.

Yellow cards are available from the BNF, where information about the types or reaction to report is also given.

Record any action taken. The Health Centre nurse is responsible for dealing with the information at the time

## **2. Monitoring**

It is the responsibility of the Nurse Manager to regularly check records and train staff to ensure that the policy is implemented under the oversight of the Deputy Head (Pastoral).

## **Evaluation**

The effectiveness of this policy will be assessed every three years and/or after any major drug error or adverse reaction in the school. The nurse manager is responsible for the evaluation of this policy under the oversight of the Deputy Head (Pastoral).

## **Review**

This policy will be reviewed & evaluated every three years.

Signed: Headmistress

Signed: Chair of Governors

Signed: School Doctor

Date:

Review: May 2021

Next Review Date: Summer 2024



**Appendix 1**  
**SELF MEDICATION FORM**

**Risk Assessment of Pupil to Self medicate**

<b>Procedure for assessment of pupil to self medicate</b>	<b>Comment/ tick</b>	<b>Signature of Nurse completing assessment</b>
Confirm identity of pupil		
Pupil understands reason for the medicine		
Dose and frequency (how much and how many times a day)		
Additional instructions i.e. with or after food etc		
Length of treatment - continuous or course (i.e. number of days)		
Expiry date		
Advise against stopping without consulting health centre first		<b>Date</b>
Carry medicine with you or locked in safe - storage as appropriate		<b>Drugs</b>
Medicine prescribed for personal use – not to be shared		
Unused/discontinued medicine to be returned to the health centre		
Additional medicines not to be used without checking instructions with health centre or Doctor		
Pupil is responsible for taking their medicines on school visits/holidays		
Pupil is responsible for re-ordering repeat medicines form Doctor/health centre in adequate time		
Any questions?		
Permission to share information with Housemistress/school visit staff		

I have followed the agreed protocol for assessing.....ability to self medicate and explained her responsibilities towards the safety of other pupils and of the need for safe storage of medication at all times.

Signed..... Status.....Date.....

Nurse.....has answered my questions about the medicine(s) prescribed for me and explained my responsibilities for taking and storing my medicine. I will follow the advice given Signed ..... Date.....

## Questions you might like to ask about your medicines

- **WHAT** does this medicine do?
- **WHY** is it important that I take this medicine? Are there any other treatment options?
- **WHEN** and how should I take it?
- **HOW** long should I take it for?
- **WHAT** should I be aware of when taking this medicine? (eg. possible risks, side effects, taking medicines with certain foods/drinks/activities, what to do if I don't feel well while I am taking it, how to store it safely etc)
- **WHERE** can I go for more information?

## APPENDIX 2

### Non-prescribed medication protocol

This protocol covers the use of medicines that are Pharmacy only drugs (P) or General Sales List (GSL), often known as 'homely remedies' without a prescription from a doctor. It should be followed as part of the Medication in School Policy.

Whenever practical, pupils should come to the health centre for medication, but a limited supply of GSL medicines from the health centre are made available in the boarding house and residential school visits for general non-urgent treatment of simple ailments. This includes:

- paracetamol for pain relief/headaches
- sore throat lozenges

These medicines should not be administered for more than 48 hours without obtaining medical advice.

House staff must inform and forward to the health centre any personal medication pupils bring from home.

#### **All medicines administered to pupils must be recorded and all staff administering medication must follow the procedure:**

- Check the identity of the pupil.
- **Refer to each medicine guidance leaflet for possible side effects, drug interactions, dosage etc before administering.**
- The reason for giving the medication and the dose required must be established.
- Check for any drug allergies the pupil may have.
- Ask whether the pupil has taken any medication recently and if so what it was (eg. Paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the back, must not be exceeded). A number of medicines contain paracetamol as an ingredient, cold & flu remedies for example and this must be considered.
- Check if the pupil has taken this medicine before and if there were any problems.
- Check the expiry or 'use by' date on the medication package/container and the written instructions provided with the medicine.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details in the pupil record
  - The reason for the medication
  - The name of medication
  - The dose given, time given and the date
- Crushing tablets or opening capsules to aid administration should be avoided and medical advice for an alternative formulation should be sought.

**If any staff are at all unsure, they must seek advice from the health centre or other health professional before giving any medication.**

## **Non-prescription medicines available in Tudor Hall School Health Centre**

### **Oral Preparations**

Paracetamol - Pain relief  
Soluble Paracetamol - Pain Relief  
Paracetamol Liquid - Pain Relief  
Ibuprofen - Pain Relief  
Ibuprofen Liquid - Pain Relief  
Piriton - Allergy Relief  
Cetirizine – Allergy Relief  
Simple Linctus - Cough Relief  
Throat Lozenge's – Sore Throat  
Avomine - Travel Sickness Relief  
Rennie – Indigestion Remedy  
Loperamide – to treat diarrhoea  
Ovex – Threadworm treatment  
Kalms – relieves stress and worry

### **Topical Creams and Ointments**

Olbas Oil - Decongestant  
Normal Saline – Wound Cleansing/ Eye bathing  
Eye drops – chloramphenicol + Sodium Cromoglicate  
Burnshield Gel – Minor Burn Relief  
Zovirax – Cold Sore Treatment  
Anthisan Cream – Skin Irritation relief  
Ibuleve Gel – Anti-inflammatory Rub  
Arnica Ointment – Bruise Treatment  
Magnesium Sulphate Paste – Drawing Paste  
Savlon, Sudocrem, E45  
Deep Heat  
Vaseline,  
Rescue Remedy  
Sun Screen + Aftersun  
Lavender Oil

## Prescribed medication protocol

This protocol covers the use of prescribed only medication (POM). It should be followed as part of the Medication in School policy.

Whenever practical, pupils should come to the health centre for medication in years 1 to 5 unless agreed otherwise with the health centre or GP. The health centre should be notified by parents in writing of any pupil prescribed medication outside of school. *Any medication handed to boarding staff directly should be referred to the health centre first.*

POMs must only be given to the named individual on the medication label and kept in the original packaging.

All medicines administered to pupils must be recorded and all staff administering medication must follow the procedure:

- Check the identity of the pupil and the name on the medicine label are the same (and date of birth if names are similar).
- **Refer to each medicine guidance leaflet for possible side effects, drug interactions, dosage etc before administering.**
- **Note any special storage instructions** (i.e. store in fridge or away from light etc)
- Check the medication record chart & dosage instructions noting any recent changes and ensure the medicine has not already been administered.
- Check for any drug allergies the pupil may have.
- Check the medicine expiry or 'use by' date.
- Check the method of administration prescribed –
  - **Topically** to the skin for creams/lotions. Wash hands before & after application or wear gloves.
  - **Swallowed** if in tablet/capsule/liquid form. Should it be given on an empty stomach or after food?
  - **Inhaled** through the mouth for asthmatic inhaler device or through the nose for nasal sprays for example.
  - **Injected** either using a pre-loaded injector device or separate needle & syringe?
  - **Instilled** to the mouth, nose, eyes with a dropper (i.e. hayfever or antibiotic medications)
- Administer the medicine following the prescribed instructions. Sign the administration record immediately after the medicine has been given
- Where there is a choice of dosage (i.e. one or two tablets) record the number given.
- Where a drug is to be given 'as required' record whether given or not and the reason for giving it or not.
- Record any refusal of medicine and the reason. Persistent refusal must be reported to the health centre and a note made of this in the medicine record.

- For controlled drugs, an appropriate entry must be made in the pupil's own drug record. The balance should be checked and maintained by staff after each administration.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details in the medicine record–
  - The name of the pupil
  - The name of medication
  - The dose given, time given and the date
  - Staff signature.
- Any suspected side effects (rash, nausea, vomiting as example) must be reported to the health centre promptly.
- A record should be made of doses irretrievably lost (dropped/spilt) during administration,
- Crushing tablets or opening capsules to aid administration should be avoided and medical advice for an alternative formulation should be sought.

**If staff are at all unsure, they must seek advice from the health centre or other health professional before giving any medication.**