



# Administration of Medicine Policy

Issued by HM, DSL & Head of Boarding	Date: April 2023
Approved by	Governors : April 2023
Date for review	April 2024

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1. This is a whole-School policy; it is also available for and relevant to all parents and guardians of our pupils.
2. Aim: To ensure the safe management and administration of medicines to pupils by appropriately trained staff members. As such, the policy and practices are guided by the Safeguarding and Child Protection Policy.

Taken from and used to support best practice:

**Supporting pupils at school with medical conditions**  
**Statutory guidance for governing bodies of maintained schools and proprietors of academies in England,**  
**Department for Education      December 2015**

2. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe.
  3. In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010.
9. Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

**3. Documents referred to in the development of this Policy include:**

- A Guide to Good Practice in the Management of Controlled Drugs in Primary Care. NPC. (2009);
- BNF. BMA/RPSGB (2021-2022)
- BNF for Children. BMA/RPSGB. (2021-2022);
- Controlled Drugs (Supervision of Management and Use) Regulations. D of H. (2013);
- Controlled Drugs: safe use and management. NICE guidelines (2016)
- Guidance on the use of Emergency Salbutamol Inhalers in Schools. D of E. (2014);
- Guidance on the use of Adrenaline Auto-injectors in School. D of E. (2017)
- Supporting Pupils at School with Medical Conditions (statutory guidance for governing bodies of maintained schools and proprietors of academies in England). D of E (2015)
- National Minimum Standard for Boarding. D of E. (2015);
- OTC Directory. PAGB website. (2020);
- Professional Guidance on the Safe and Secure Handling of Medicines. RPSGB. (2018)

**4. BOARDERS - bringing medicines into school:**

**a. Prescription (POM) medications:**

The only medications that should be brought into School are - those essential to the health of a pupil.

All medication should have been:

- prescribed by a doctor,
- issued by a pharmacist,
- labelled clearly with the pharmacy's name,

- handed in in its original packaging with directions for use on the Patient Information Leaflet (PIL),
- marked with a 'to use before' date.

All boarders' medications, prescribed by a medical practitioner which are brought into school, should be given to the Head of Boarding at the earliest opportunity.

All pupils under the age of 16 are required to have parental consent for administration of medicines in School.

Boarders should arrive at School with at least a four-week supply of any prescription medicines. Subsequent repeat prescriptions should be obtained via Beech House Surgery, Denbigh. The Head of Boarding requires at least one week's advanced notice for obtaining repeat prescriptions.

A record of prescriptions ordered and arriving in the Boarding House is kept.

A record, marked in black ink, of a boarder's medication details will be kept by the Head of Boarding.

An assessment will be made by the Head of Boarding as to whether the pupil concerned is competent to self-administer.

A plan will then be put in place with the boarder detailing arrangements for the ongoing administration and dispensing of medication.

Sometimes there is need for pupils to carry their medications around School by pupils, on their person: for example asthma inhalers. This is permitted but the pupil should be counselled in care of their medicines and to report any lost medication to the Head of Boarding immediately.

#### **b. Non-prescription (OTC) medications:**

The School discourages pupils from bringing into school non-essential, over-the-counter medications.

If such medication is required, it should ideally be sought via the School so it can be dispensed following a needs' assessment.

The School discourages these medications from being brought into School for the following reasons:

1. The risk of accidental overdose, in particular with (but not limited to) paracetamol containing products.
2. The risk that whilst self-medicating, pupils may be masking a condition more serious.
3. The risk of interactions with other medication (this includes herbal/traditional medicines).
4. The risk of pupils sharing medications or leaving them unattended.
5. The school is unable to exercise informed decision-making if boarders are self-medicating.

Whilst it is the School's policy that pupils do not bring in these medications, some may flout these guidelines.

It is therefore essential that pupils, when asked whether they have taken any medication that day, are truthful before House staff administer further medication.

#### **c. Overseas' medications:**

International boarders are asked not to bring medication into School from overseas unless it has been prescribed by a doctor.

If this is the case, the prescribed medication being brought into School must:

- have the medicine's name clearly labelled in English,
- be in the original packaging, with directions for use on the Patient Information Leaflet (PIL),
- contain the boarder's name,
- give clear instructions for administration,
- be in date.

All medication should be handed in to the Head of Boarding and recorded appropriately in black ink.

Where the prescribed drug is not available subsequently in the UK, parents will be asked to give written consent to a prescription of a UK equivalence to be made available.

Drugs and medicines which are not listed in the British National Formulary (BNF) and therefore are not licensed in the UK cannot be prescribed by the Beech House Surgery practice or administered by School Staff - a UK equivalent must be obtained instead.

**Beech House Surgery, 69 Vale Street, Denbigh LL16 3AY**

**Tel: 01745 812863**

**or**

**North Wales GP out-of-hours Service on 111**

**Denbigh Hospital Minor Injury Unit, Ruthn Road, Denbigh, LL16 3ES**

**Tel: 03000 855 776**

**Glan Clwyd Hospital and Accident and Emergency Department, Rhuddlan Road, Bodelwyddan, Denbighshire, LL18 5UJ**

**Tel: 01745 583 910**

**(8 miles from School near Rhyll)**

#### **5. Storage and distribution of medicines for boarders:**

##### **a. All medication brought into school by pupils must be handed to the Head of Boarding on arrival.**

It will then be placed in a separate sealed container, which will be labelled with the pupil's name and locked in the filing cabinet in the Duty Office, which will also be locked.

Individual students' medication is stored separately from OTC/homely remedy medication.

Medicines requiring refrigeration are kept in the locked fridge. Fridge temperature readings are recorded at the start of every day. The normal temperature range is between 2-8°C. If the temperature is found to be outside of normal range, pharmaceutical advice would be sought regarding the stability of drugs stored within the fridge. An incident form would be completed. Only the Head of Boarding and his deputy hold keys to the medication cabinet and fridge.

The Head of Boarding, or Deputy, and the boarder will complete together the details pertaining to the medicine on the related proforma, in black ink. This will include all relevant details, to include

- the name of the medicine as shown on the container box and the Patient Information Leaflet (PIL),
- the dosage of medication as indicated either by the pharmacist or on the medicine information sheet,
- the agreed times for medication,
- the number of tablets or volume of liquid received.

Where medication has been labelled in a foreign language, this should have been translated and labelled accordingly. Boarders who receive a regular prescription from overseas must be seen by a GP at Beech House Surgery, Denbigh to confirm diagnosis and agreement to the treatment plan. A regulated UK prescription for any prescribed medication will be issued and dispensed at a local pharmacy.

Where pupils are to receive regular prescription medication, duty staff must consult with the House Parent on Duty and refer to and implement the medication posters' procedures displayed in the Office before giving out medication.

Boarders are forbidden from storing medication in their rooms or offering any medication to another pupil. Duty Staff will be vigilant for signs of over-the-counter pain relief being stored in rooms and, where necessary, a room search may need to be conducted.

**b. All parties handling or overseeing medication dispensing:**

- Ensure hand hygiene is maintained by all parties handling medications.
- Ensure appropriate PPE is used.
- Remind pupils to take medication if they forget.
- Support pupils to access medication.
- Assist pupils to dispense their medication, for example opening containers/blister packs.
- Support pupils to measure the correct dosage of medication.
- Support pupils to consume or apply medication.
- Support pupils to assemble and use equipment needed to take medications, for example nebulisers or space chambers for inhalers.
- Monitor pupils for side effects after taking medications.

**c. Over 16 years - pupils' self-medication:**

Following consultation and approval with a medical professional at Beech House Surgery, or another NHS organisation such as Ysbyty Glan Clwyd, pupils over the age of 16 years who show the required maturity, may be allowed to self-administer such prescription medication as poses no risk to child welfare: this might include the contraceptive pill, vitamin supplements and antibiotics. The pupil should always be counselled in keeping their medicines safe. Where medications are self-administered, they must be stored in a locked drawer by the pupil. If they are left out, or any of the requirements of safe self-administration are not followed, the privilege of self-administration will be withdrawn.

**RISK ASSESSMENT FOR PUPILS ADMINISTERING THEIR OWN MEDICATIONS:**

Name of pupil: \_\_\_\_\_

DOB: \_\_\_\_\_ House: \_\_\_\_\_

Name of medication/dose/route: \_\_\_\_\_

Amount of medication given to the pupil: \_\_\_\_\_

How often taken: \_\_\_\_\_

Response of Head of Boarding

Response of Boarder

Medication can be stored in pupil's own locked area. YES/NO

**d. Household Medicines:**

Household Medicines, limited to paracetamol and Ibuprofen, may be administered by members of the boarding staff team on request from a pupil for mild complaints such as headache, temperature and cold or flu like symptoms.

Medications should be ordered, collected and kept by the Head of Boarding either via a local pharmacy or a recognised pharmaceutical supplier. A stock check (including expiry dates) is undertaken weekly.

Whenever such medicines are administered, the following details must be recorded in black ink immediately on the administration of medicine sheet available in the Duty Office:

- Name of pupil,
- Date and time pupil made request
- Symptoms reported
- Name of medication
- Check about allergic responses to medication and other contraindications
- Check whether medication given earlier
- Dosage given
- Time administered,
- Member of staff name and signature
- Pupil name and signature

Members of staff administering medicine must ensure they observe tablets or liquids being swallowed to ensure the dose is taken correctly, and to avoid any potential hoarding of medication.

For pupils aged under 12 years:	a maximum dose of 500mg of paracetamol or Ibuprofen should be given.
For pupils 12 years or older:	up to 1000mg of paracetamol or Ibuprofen can be given once every 4 hours as stated in the guidelines on the back of the medication packet.

Where symptoms persist for more than 48 hours, or if a member of staff is concerned, an appointment should be made for the pupil to see a GP at Beech House Surgery, Denbigh.

Where Household Medicines are self-administered by those over 16 years with the knowledge of the Head of Boarding, they must be stored in a locked drawer by the pupil. If they are left out, or any of the requirements of safe self-administration are not followed, the privilege of self-administration will be withdrawn.

## **6. DAY PUPILS - Storage and dispensing following a parental request:**

Day pupils, who are not registered with Beech House Surgery, are responsible for obtaining and supplying their own prescription medicines.

### **a. Prescription Medicines:**

If parents / guardians need to bring prescription medication into school at the start of the day, before 9.00am, they must bring it to School Reception to complete self-administration paperwork in black ink.

School Reception will NOT accept any medication or requests for distribution unless the appropriate procedures have been followed:

- Date and time
- Name of parent/ guardian
- Contact point during day
- Child's name and date of birth
- Name of medication (as shown on **both** the box or carton, and on sachet, packet, strip or bottle label)
- Directions for use on the Patient Information Leaflet (PIL) must be included,

Name of pharmacy from which obtained  
Number of tablets or volume of liquid left at Reception  
Required dosage to be administered  
Times prescription medication to be given  
Confirmation no previous allergic reaction and other contraindications  
Signature of parent /guardian authorising dispensing of medication to child

The medication will be logged and stored securely in a plastic container with the pupil's name and the date .  
Any remaining medication at the end of the day will be kept for ONLY a further 24 hours unless a separate written request is made by the parent / carer for it to be kept for collection.

Sometimes there is need for pupils to carry their medications around School , on their person: for example, asthma inhalers. This is permitted but the pupil should be counselled in care of their medicines by parents and to report any lost medication to School Reception immediately.

**b. All parties handling or overseeing medication dispensing:**

Ensure hand hygiene is maintained by all parties handling medications.  
Ensure appropriate PPE is used.  
Remind pupils to take medication if they forget.  
Support pupils to access medication.  
Assist pupils to dispense their medication, for example opening containers/blister packs.  
Support pupils to measure the correct dosage of medication.  
Support pupils to consume or apply medication.  
Support pupils to assemble and use equipment needed to take medications , for example nebulisers or space chambers for inhalers.  
Monitor pupils for side effects after taking medications.

**c. Household Medicines:**

Parents /carers may request medication be kept for the day for dispensing, **as they request**, for their son or daughter. This medication should be brought into school at the start of the day, before 9.00am.

Parents must bring it to School Reception to complete the necessary self-administration paperwork. Medication should be in its box with directions for use on the Patient Information Leaflet (PIL).

School Reception will NOT accept any medication or requests for dispensing unless the appropriate administration procedures have been followed, as detailed for Prescription Medicines, above.

**7. Medicines taken in error:**

If an error is made with any medication, advice must be sort immediately. During the day the School should contact the Beech House Surgery, Denbigh.  
At night the "out of hours" doctor should be contacted via 111.

A medical incident form should be completed explaining the error and any action taken ; this should be handed to the Headmaster or DSL. The error should also be recorded in the pupil's individual health record.

The School should also inform the parents of the pupil . Any errors involving medication will be discussed after the event and reflected upon, in a supportive manner, to ensure best practice is promoted and mistakes are learnt from.



## **8. Medication for School Trips and Overseas Visits:**

Parental permission slips must refer to medical conditions and needs; parents / carers must not assume previous arrangements are known by staff taking a trip.

Additional consent would need to be sought from parents/carers and given by staff members to administer prescription and non-prescription medications, if requested to do so, during the course of a School trip or activity.

Any pupils who do not have written parental permission for this should be identified prior to the trip commencing; unless the necessary procedures are in place and agreed, the child or pupil should not join the trip until the matter has been resolved.

If requested by parents / carers, staff would need to follow a clear protocol for administering and documenting any medication given whilst away.

Trip Leaders would be responsible for:

- Ensuring they are aware of any pupils with medical conditions and if they need any associated medication;
- Ensuring they have parental permission to administer medication;
- Requesting training from parents as to medication and procedures in advance of the trip;
- Following the protocol for medicines whilst on the trip;
- Recording any medication given to pupils;
- Returning any medication and associated records after the trip has finished.