

**HOMELY REMEDY PROTOCOL – Administration of Pupils Prescribed Medication**

**To pupils at Woodbridge School by Day/Boarding and Relief Matrons**

(1) Clinical condition or situation

Definition of clinical situation	Medical condition for which medication has been prescribed by day pupil's own doctor or for boarding pupils, the School Doctor
Pupils included	<ul style="list-style-type: none"> <li>All pupils taking prescribed medicines</li> </ul>
Action for Action if pupil declines or misses dose	8.30 – 5.00 - Contact parents/legal guardians (LG), School Doctor, own GP

(2) Staff competencies

Authorised staff	<ul style="list-style-type: none"> <li>Registered Nurse – Level 1</li> <li>Designated WS Matron – Day School, Boarding or Relief</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>Awareness of Homely Remedy Protocol</li> <li>Competence assessed by Registered Nurse/ School Doctor</li> </ul>

(3) Description of Treatment

Medicines to be administered	<p><b>Name:</b> Paracetamol 500mg tablet, 500mg soluble tablet, 250mg/5ml suspension</p> <p><b>Legal status:</b> Tablets</p> <p><b>Storage:</b> Locked medicine cabinet, audit after each administration</p>
Specific administration	<p><b>Single dose</b> of 500mgs (1 tablet) for children under 12 years or older children/adults under 39kg</p> <p>Children over 12yrs/39kg give 1000 mg (2 tablets)</p> <p><b>Route</b> of administration: Oral – soluble or tablet</p> <p><b>Frequency:</b> Every 4 – 6 hours</p> <p><b>Maximum single dose:</b> 1000mg (500mg if under 12yrs/39kg)</p> <p><b>Maximum dose in 24 hours:</b> 4 doses, up to maximum of 4g in 24 hrs (or max of 2g in 24 hrs if under 12yrs/39kg)</p>
Follow up treatment	<p>Monitor and review child</p> <p>If symptoms persist inform parents</p> <p>Verbal consent Parental/LG must be obtained before a second dose can be given 4 – 6 hours later (except Boarding Matron)</p> <p>Medical advice should be sought from School Doctor if symptoms persist or deteriorate and parents/LG informed</p>
Pupil/staff advice	<p>Inform pupil/staff of medication being administered under homely remedy policy.</p> <p><b>Under 16's:</b> Give letter to take home to parents/LG advising of dose/date/time of paracetamol</p> <p><b>Over 16's:</b> Advise when next dose can be taken and remind that only 4 doses can be taken in a 24-hour period. If not competent then send letter home</p>
Consent	<p>Paracetamol will only be administered to pupils in the presence of a written and signed consent form from parents or legal guardians permitting the administration of paracetamol to their child.</p>

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Record keeping	Record in Matron's Day Log/ Staff Log Update pupils medical record Complete & issue letter to under16's
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(4) Quick checklists

**Pre-administration**

- Check identity and age of the pupil
- Check condition appropriate to be treated with prescribed medication
- Check consent form dated & signed by parent or legal guardian
- Check for medical conditions and allergies (no liver or kidney disease)
- Check how much paracetamol has been taken in the last 24 hours clarify with parent or guardian if in any doubt
- Check if the pupil is taking any other medication, and confirm that it is compatible with paracetamol and does not contain paracetamol
- Before dispensing check drug name, dose and expiry date

**Post Administration**

- Record details in Day Matron's Log , Sign and date. Update pupil's medical record
- Under 16's - Letter issued for pupil take home to parent/legal guardian advising of dose/date/time of paracetamol.
- Over 16's – Advise when next dose can be taken and remind only 4 doses can be taken in any 24 hour period. If not competent then letter to be sent home

**Follow-up Dose (All age groups)**

- May be required 4 – 6 hours later if symptoms persist
- Contact parent/guardian by phone, if this is unsuccessful and second dose needed contact Senior School Matron or School Doctor

(5) Drug Errors

Action	<b>Drug error:</b> Contact School Doctor/A&E for advice. <b>Overdose:</b> (150mg/kg bodyweight or 12g whichever is smaller) Remove to A&E Department urgently <b>*Inform Parents/LG/Headmaster &amp; record in Day Log/ file*</b>
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References	Medical Officer of Schools Association (2007) British National Formulary (September 2007)

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