

Woodbridge School
ADMINISTRATION OF MEDICINES IN SCHOOL

1 Policy Statement

Woodbridge School has a group of medicines called “clear” that is understood and accepted by staff, parents and pupils and which provides a sound basis for ensuring the proper and safe administration of both prescribed and over the counter (OTC) medications.

2 Procedure

2.1 OTC medications

- These should be kept securely in a locked cupboard, preferably in a locked room.
- There should be a list of those medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- They should be issued to pupils under a “Homely Remedy Protocol” (*see below*).

2.1 Prescribed medications

- These must only be issued to the pupil for whom they have been prescribed.
- These must stay in their original container that should be childproof.
- The original dispensing label must not be altered.
- Medication for use in urgent situations, for example antibiotics or emergency oral contraception must be prescribed individually for each pupil as and when required.
- Stocks of prescription only medicines must not be held.

2.2 Self-administration of medication

- A pupil’s ability to self-medicate will be assessed by Matron in consultation with parents, the School Doctor, the Headmaster, and the relevant Housemaster/mistress and Tutor.
- Parents/guardians of Day School pupils should sign the Self Medication Form to indicate drugs to be taken and the pupil’s competence to self medicate eg treatment of asthma, diabetes, epilepsy, severe allergy etc.
- In some instances a pupil may be prescribed medication by a doctor but does not wish nursing or House staff to know; in these cases, the doctor must make the pupil aware of the need to keep the medication secure (Boarding House).

- Boarding pupils who self medicate should have their own locked cupboard or drawer if they keep the medication. This is at the discretion of either the School House Matron or School Housemaster.

2.3 Administration of prescribed and non-prescribed medication by unqualified staff

- There should be a designated, appropriately trained person for the administration and management of medicines in Day School Surgery and Boarding House. These are either the Day Matron, School House Matron or one of the relevant Relief Matrons.
- There must be a written protocol for the administration of prescribed medication (*see below*) which should outline the following:
 - Checking the identity of the pupil.
 - Checking that the administration sheet matches the label on the drug.
 - Immediate initialling of the administration sheet.
 - Recording a pupil's refusal to take medication.
- There must also be a Homely Remedy Protocol for the administration of non-prescribed medication. See Homely Remedy Protocols for the administration of Paracetamol, Piriton, Milk of Magnesia, throat lozenges and prescription only medicines (*see below*).
- Both protocols should include procedures for reporting drug errors and adverse drug reactions and also how staff will deal with foreign medication brought into the School by pupils.
- Training will be given by the School Doctor on a termly basis for Matrons or House staff who are to administer the medication, highlighting issues such as indications, contra-indications, side-effects, dosage, precautions regarding administration, clear reasons for not giving the drug and duration of treatment before nursing or medical advice is sought.
- The protocols should be agreed, understood and accepted by staff, and known to pupils and parents.

2.5 Administration to save a life

- In extreme emergencies, eg an anaphylactic reaction, certain medicines can be given or supplied without the direction of a medical practitioner or there being a PGD, for the purpose of saving life.
- For example, the administration of adrenaline by injection (1:1000), chlorpheniramine and hydrocortisone are among those drugs listed under Article 7 of the Prescription Only Medicines (Human Use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.

- Where there is a written protocol for dealing with an emergency, it must be ensured that any medicines listed in the protocol are available. See Anaphylaxis/Epipen Policy.

2.6 Recording and monitoring of records

- Records should be properly completed, legible and current. They should provide a complete audit trail for all medications.
- The designated person, Day Matron and Boarding House Matron should have an up to date reference of all current prescribed medication.
- ALL medicines brought into School and the Boarding House should be recorded for each pupil including over the counter and complementary medicines.
- The Medicine Administration Record (MAR) chart/book should include:
 - Name of pupil.
 - Date of receipt.
 - Name, strength and dosage of drug.
 - Quantity of the drug.
 - Signature of the member of staff receiving the drug.
 - This document should be kept for all drugs administered (including homely remedies) and be retained for 15 years after the last entry.
- The Matrons should also keep a record of repeat medication requested and check that this has been received.
- A record should be kept of medicines sent home or on residential trips with the pupil and if a pupil is admitted to hospital.
- The parents/guardians (for day School pupils) or School Doctor (for boarding pupils) should be informed if a pupil refuses to take medication.
- At any consultation the School Doctor should be informed if any “homely” remedies have already been given.

2.7 Disposal of medicines

- If unused medicines are returned to the School’s medical centre, a record should be kept of the date of return, name of the pupil and the name, strength and quantity of the medication.
- The name and signature of the member of staff returning the medication should be obtained.

2.8 Controlled drugs

- Good practice dictates that the storage of controlled drugs should comply with the Misuse of Drugs (Safe Custody) Regulation (1973) as amended.
- A secure, lockable cupboard should be used which contains nothing else.
- Only those with authorised access should hold the keys to the cupboard.
- Separate records for the administration of controlled drugs should be kept in an appropriate, bound record book with numbered pages.
- The balance remaining should be checked at each administration and monthly.
- There should be a clear protocol for the disposal of unused controlled drugs which should be returned to the pharmacy.

*** (Protocols for the administration of prescribed medication and non-prescribed medication (homely remedy protocols) are being written and will be in place for September 2008)**

Useful References

- The National Minimum Standards for Boarding Schools, Inspection Regulations, available from:

www.csci.org.uk/care_professionals/service_providers/guidance/guidance_for_boarding_schools.aspx
- The Administration and Control of Medicines in Care Homes and Children's Services, available from:

Royal Pharmaceutical Society of Great Britain, June 2003.
www.rpsgb.org.uk
- Managing Medicines in Schools and Early Years Settings - Department for Education and Skills/Dept of Health guidance, March 2005. Contains templates which can be downloaded. Available from:

www.teachernet.gov.uk/publications
- Supporting Pupils with Medical Needs - a good practice guide - Department for Education and Employment, 2004.
- Boarding Briefing Paper 4 – Medical Protocols and Practice. Boarding Schools Association. Available from:

www.boarding.org.uk

- Nursing and Midwifery Council (2002b) Guidelines for the administration of medicines. London: NMC. Available from:

www.nmc-uk.org

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References:	Medical Officer of Schools Association (2007), DfES/DoH Managing Medicines in Schools and Early Years Settings (2005)
Governor Agreement	

Checked by M R Streat 10/10/09