

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

(3) Description of Treatment

Medicines to be administered	<p>Name: Paracetamol 500mg tablet, 500mg soluble tablet</p> <p>Legal status: Tablets</p> <p>Storage: Locked medicine cabinet</p>
Specific administration	<p>Single dose 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>Route of administration: Oral – soluble or tablet</p> <p>Frequency: Every 4 – 6 hours</p> <p>Maximum single dose: 1000mg (500mg if under 12yrs/39kg)</p> <p>Maximum dose in 24 hours: 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>Under 16's: Give letter to take home to parents/LG advising of dose/date/time of paracetamol</p> <p>Over 16's: 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>
Record keeping	<p>Record in Matron's Day Log/ Staff Log</p> <p>Update pupils medical record</p>

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