

HOMELY REMEDY PROTOCOL – SIMPLE LINCTUS BP

Protocol for administration of Simple Linctus BP to pupils/staff at Woodbridge School by Day/Boarding and Relief Matrons

(1) Clinical condition or situation

Definition of clinical situation	Management of coughs as assessed by designated Matrons using clinical judgement, for pupils/staff at Woodbridge School (WS).
Pupils/staff included	<ul style="list-style-type: none">• Dry irritating cough NB * Medical advice should be sought if symptoms persist or are accompanied by fever and/or general malaise (Parents/LG to be informed)
Pupils/staff excluded	<ul style="list-style-type: none">• Allergic to any of the ingredients (see below)• Taking another cough medication
Action for pupils excluded	8.30 – 5.00 - Contact parents/legal guardians (LG), School Doctor, own GP
Action if pupil declines	As for pupil excluded if appropriate

(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">• Satisfactory completion of Homely Remedy Protocol Questionnaire• Competence assessed by Registered Nurse/ School Doctor

(3) Description of Treatment

Medicines to be administered	Name: Simple Linctus BP (citric acid monohydrate 2.5% in a suitable vehicle with an anise flavour) Legal status: Liquid Storage: Locked medicine cabinet
Specific administration	Single dose 12 years and above : 5ml Route of administration: Oral Frequency: Repeat as necessary up to 4 times daily Maximum single dose: 5ml Maximum dose in 24 hours: over 12 years = 20ml
Follow up treatment	Monitor and review child If symptoms persist inform parents (Day Pupil) *Medical advice should be sought from School Doctor if symptoms persist or if accompanied by fever and general malaise. Parents/LG to be informed (Boarders)
Pupil/staff advice	Inform pupil/staff of medication being administered under homely remedy policy. Under 16's: Give letter to take home to parents/LG advising of dose/date/time Over 16's: Advise when next dose can be taken. If not competent then send letter home

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Consent	Simple Linctus will only be administered to pupils in the presence of a written and signed consent form from parents or legal guardians permitting administration to their child.
Record keeping	Record in Matron's Day Log/ Staff Log Update pupils medical record Complete & issue letter to under16's

(4) Quick checklists

<p>Pre-administration Check identity and age of the pupil Check condition appropriate to be treated with Simple Linctus BP Check consent form dated & signed by parent or legal guardian Check for medical conditions and allergies Check how much Simple Linctus BP 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 Simple Linctus BP Before dispensing check product name, dose and expiry date</p> <p>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 Simple Linctus BP Over 16's – Advise when next dose can be taken and remind only 20ml can be taken in any 24 hour period. If not competent then letter to be sent home</p> <p>Follow-up Dose May be required later if symptoms persist Inform parent/guardian by letter or phone if appropriate</p>
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(5) Drug Errors

Action	Drug error: Contact School Doctor/A&E for advice. Overdose: Remove to A&E Department urgently * Inform Parents/LG/Headmaster & record in Day Log/ file*
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Author(s):	PK Wilson 14/1/2010
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References	Medical Officer of Schools Association (2007); British National Formulary (September 2008)

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