

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Administration of Medication
Policy Lead (Appointment (& Initials))	Head Matron (NB)
Date of Last Review	February 2020
Date of Next Review	February 2021

ADMINISTRATION OF MEDICATION

AIMS

To ensure safe storage and administration of medication to pupils and staff by the Matrons Department and the Head of Boarding.

STORAGE

All medications are kept in a locked metal cabinet in the Surgery and are not accessible to children. Medication requiring refrigeration is kept in a separate locked box in the fridge. The temperature of the fridge is checked on a daily basis by the Matrons and the temperature recorded in a book that sits on top of the fridge.

DISPOSAL OF MEDICINES

Any unused prescribed medications, including Controlled Drugs (CDs) and any out of date homely remedies will be returned to the Pharmacy for disposal and a record kept of all medications returned. The medical cabinet will be checked regularly for surplus and/or out of date medication.

CONTROLLED DRUGS (CDs)

There are legal requirements for the storage, administration, recording keeping and disposal of controlled drugs. To comply with these regulations, controlled drugs are stored in a locked box inside the locked metal cabinet in the Surgery. Only the Matrons' Department have access to the key to the locked box. Controlled drugs are brought into school by parents of day pupils for whom a controlled drug has been prescribed, and by parents of boarders, or the pupil themselves, or by the Matron if collecting a prescription on behalf of a boarder from the pharmacy.

An entry is made in the record book when a controlled drug is received. It is not always practical for two Matrons to be present when a controlled drug is administered, but a record of the amount given and the balance of drugs remaining is kept in a bound record book with numbered pages. There is a separate page for each person. The books are checked by another adult at least once a week. Controlled drugs are disposed of by returning them to the parent or the pharmacy and a record of this disposal is kept.

NON-PRESCRIBED MEDICATIONS (HOMELY REMEDIES)

These are available to all pupils (day and boarding) and staff. The Matrons' Department and the Head of Boarding have access to give medication from the list of Homely remedies (see appendix 1). All medication given will be recorded on SchoolBase if given to a pupil, or in the Staff Medication book in the Surgery drawer.

PRESCRIBED MEDICATION

Medication prescribed by a Doctor should be administered according to the instructions on the individual medication and **MUST ONLY BE GIVEN TO THE NAMED PUPIL TO WHOM IT HAS BEEN PRESCRIBED**. All medications should be kept in their original container and the original dispensing label must not be altered.

For all pupils, a medicines Form A consent form must be filled in, giving details of the name of the child, medical complaint, dosage and time of day that the medication should be given. A record is kept on SchoolBase of any prescribed medication that a boarder is taking and where appropriate, a care plan is written.

MEDICATION BROUGHT INTO SCHOOL BY PUPILS

Parents/Guardians should inform the Matrons' Department of any medication that a pupil may have brought into school. There are risks that prescribed medications will interact with medications purchased over the counter, or that herbal or traditional medication could interact with other forms of medication. If a child has taken their own medication then over the counter medication cannot be given if it interferes with what has already been taken.

A record will be kept of all medication brought into school by a pupil. It is always essential to ask a child whether they have taken any medication that day before administering any, and treatment records on SchoolBase should also be checked first.

OVERSEAS MEDICATION

Overseas boarders are asked not to bring their own medication into school unless prescribed by a Doctor. Where the prescribed drug is not available in the UK, parents are asked to give written consent to a prescription of a UK equivalent being issued by the school Doctor. Where this is not possible, a supply of medication can be brought in by an overseas pupil providing it is accompanied by an English instruction detailing the dose, administration, cautions etc. This instruction will be checked by the school Doctor.

SELF-MEDICATION

Occasionally children may self-medicate when it is in their interest to do so, e.g. with inhalers, and providing they have specific permission from the Head Matron and their parent. A Medicines Form B must be completed first and given to the Head Matron. The medication must remain in its original container and be locked in their tuck box. Asthmatics may carry their inhalers with them.

MEDICATION COMING IN AND GOING HOME

All medication coming into school must be handed into the Matrons' Department and a Form A completed. All unused medication will be returned at the end of each term or disposed of at the pharmacy.

ADRENALINE PEN/ANAPHYLACTIC EPISODES

In extreme emergencies, anaphylactic medication e.g. Adrenalin would be given. Adrenaline pens that have been prescribed for specific pupils are kept in the Surgery. Additional Adrenaline pens prescribed for specific pupils are kept on the staff room mantelpiece and in the kitchen. Staff are given a demonstration of how to correctly use an Adrenaline pen. The children requiring an Adrenaline pen are listed on the Allergy/Asthma sufferers list which is displayed in the staff room. In the case of a food allergy, details of children who may require an Adrenaline pen are clearly displayed in the kitchen.

STOCK OF HOMELY REMEDIES

A record is kept of the stock of paracetamol and ibuprofen before it goes into the medical cabinet.

MEDICINES GIVEN IN ERROR

If an error is made with medication, medical advice must be sought immediately. During the school day, staff should contact The Fordingbridge Surgery (01425 653430). If out of hours or during the night, staff should contact NHS Direct on 111. A medical incident form should be completed, explaining the error and detailing any action taken. The error should also be recorded on the pupil's medical records on SchoolBase. Blank copies of the medical incident form are located in the Surgery filing cabinet and should be given to the Head Matron.

ADVERSE REACTION

Drugs can cause an adverse reaction in some people. If a pupil experiences an adverse reaction to a medication, no further doses should be given until instructed to do so by the Doctor. If a serious reaction occurs, medical attention should be sought immediately.

RECORD KEEPING

This is an extremely important part of the administering of medication. From a pupil's medical records, anyone should be able to understand exactly what has been done and when. Medical records on SchoolBase should be updated immediately once a medication has been given. Signatures are kept of every person who has authorisation to administer medication.

All significant incidents of a medical nature are reported to a child's parent or carer, together with any medication given or further treatments advised.

All medical records are kept until the child has reached 25.

HOMELY REMEDIES STOCKED IN OUR LOCKED MEDICINE CUPBOARD

MEDICATION	REASON FOR ADMINISTRATION
Paracetamol 500mg	Headaches, period pains, toothache, muscular aches and pains, cold, sore throat and flu.
Paracetamol suspension	as above for under 12 years old
Ibuprofen 200mg	NOT TO BE USED TO ASTHMATICS (unless Prescribed) NOT TO BE GIVEN TO UNDER 12s Headaches muscular pain and backache, dental pain, Period pain.
Ibuprofen suspension	As above but for under 12s
Lozenge	Sore throat
Glycerin honey and lemon	Sore throat
Olbas oil	For nasal congestion
Vicks vapo rub	For nasal congestion
Arnica cream	Bruise relief
Bonjela Baby	Mouth ulcers
Deep heat	Muscular pain
Sudo crem	Dry skin
Piriton/allergy relief syrup	Antihistamine for hay fever, allergic reaction, bites and stings
Anthisan cream	Itchy skin, insect bites and stings.
Kwells	Travel sickness
Travel pills (Lloyds own)	Travel sickness
Lyclear	Head lice treatment
Sun tan lotion	Sun protection
Hedrin	Head lice treatment
After sun	Relieve sun burn
Vaseline	Sore cracked lips
Savlon	Cuts grazes, bites and stings and minor burns
Germolene	Cuts and grazes

When giving medication, the following procedure should be followed:

- The reason for giving the medication is established
- Check whether they have taken any medication recently and if so what.
- Check whether they have taken it before and if allergic.
- The medication is in date
- The pupil should be seen to take the medication by the person issuing it
- The pupil's name, the reason for the medication, the medication issued, date and time noted immediately on their medical records on SchoolBase

Nicola Brown, Head Matron

Updated February 2020

Appendix 2

Medical Incident Form

This form is to be used when a medication has been given in error

PUPIL'S NAME

DATE

MEDICATION GIVEN

EXPLANATION OF THE INCIDENT

ACTION TAKEN

OUTCOME

FOLLOW UP

SIGNATURE OF STAFF REPORTING INCIDENT.....

NAME OF STAFF REPORTING INCIDENT.....