



Scarborough College

ADMINISTRATION OF MEDICINES POLICY

This is a whole College policy, including EYFS and the boarding community.

The aim of this policy is to implement and maintain an effective management system for the administration of medicines to all students in our care, and to ensure that Scarborough College provides support to individual students with medical needs. This policy has been written with guidance laid down by the National Minimum Standards for Boarding Schools March 2015 and Supporting Pupils at School with Medical Conditions - December 2015.

Over the Counter Remedies

The school has a stock of over the counter remedies to be administered in school and the boarding houses. Parents/Guardians give consent for the administration of over the counter remedies as part of the confidential medical questionnaires completed on enrolment. In the rare case of parents/guardians refusing consent, this is documented in the health records and relevant staff will be notified.

Senior School Pupils - If a pupil is unwell or has an accident within the school day they are referred to the Medical Centre to be assessed by the School Nurse. If required the School Nurse will administer an appropriate over the counter remedy following agreed protocol. All pupils are given a notification of being seen with details of treatment, medication administered and suggested action which should be passed on to parents (house parents are contacted and informed about boarding pupils through the boarding communication form). If the School Nurse deems necessary she will contact the parents/house parents/guardians to inform or discuss further.

Day Pupils - will only be administered Paracetamol after 12.00 p.m. to ensure the risk of over dose is reduced, and if they have had medicine before school. If it is deemed necessary that a pupil requires medication before 12.00 p.m. the parents will be contacted for permission.

Boarding Pupils – if a boarding pupil is unwell or has an accident outside of school hours they are assessed by the on-duty house staff. If required, staff will administer appropriate over the counter remedies. The School Nurse will dispense stock items to the boarding houses checking name of the medicine, strength, and amount and records this along with the date and member of staff dispensed to. All boarding staff are first aid trained and receive annual training on common medical conditions and administration of medicines.

Record Keeping – All pupils who are seen in the Medical Centre or Boarding House will have the attendance recorded on ISAMS.

Prescribed and Regular Medicines

Regular Medication

If a pupil requires regular medication in school hours a parental agreement form 3A must be filled out by the Parent/Guardian.

PUPILS ARE NOT PERMITTED TO CARRY MEDICATION AROUND SCHOOL WITH THEM UNLESS IT IS EMERGENCY MEDICATION, ASTHMA INHALER OR EPIPEN.

Prescribed Medicines

If a pupil requires a short course of prescribed medication parents/guardians must complete a parental agreement (Form 3A, Appendix 1) available from the medical centre or reception. Medication should be in its original container, with prescription details intact and the pupil's name and date of birth. The onus is on the pupil to present themselves to the Medical Centre so medication can be administered according to agreed protocol.

If a boarding pupil requires prescribed medication it may not be possible for parents/guardians to complete and sign an agreement form. In this event acting under loco parentis the School Nurse completes the agreement (Form 3B, Appendix 2) and informs parents/guardians as soon as possible.

Record Keeping

If a pupil is administered prescribed medication by the School Nurse or a medication trained member of staff it will be recorded on ISAMS. Details of any treatment should also be recorded on the ISAMS

Boarding Pupils

If parents/ guardians of boarders want to have certain over the counter remedies administered for minor ailments a permission form (Form 3b) must be completed and the medication supplied in a labelled container with the pupil's name, administration instructions to the School Nurse who will complete the 3B/3C and send to the boarding house parent. They will store and administer the medicines, as appropriate. It is the discretion of the School Nurse in agreement with the on duty staff to administer these remedies.

Self - Administration for Boarding Pupils

Boarding pupils are assessed by the School Nurse and a 'self-administration of medication form 3B/3C is completed.

Pupils are NOT permitted to have their own supply of 'over the counter remedies' including (paracetamol and ibuprofen) and NEVER to issue their own medication to other pupils. If a pupil requires homeopathic, natural or herbal remedies a form 3C must be completed by the School Nurse and the medication must be kept securely in their bedroom (Appendix 3).

Any medication that is not licenced to administer in the BNF is NOT permitted at Scarborough College. It will be confiscated if found and either sent for disposal at the chemist or sent home to parents/guardians

Protocol for Administration of Homely Stock Medications

Storage

All medicines are stored in a metal locked medicine cabinet.

Administration

- 1 Check pupils name.
- 2 Determine why medication is required.
- 3 Enquire when last taken any medication.
- 4 Ask, if any known drug allergies/sensitivities.
- 5 Check reference with pupil medical information.
- 6 Select correct medicine container: check name of drug, strength and expiry date.
- 7 Ensure correct dose given for age and supervise administration.

Record Keeping

All medication administration should be logged on ISAMS.

Stock Over the counter medication available in the Medical Centre

Medication	Reason for Administration
Paracetamol Tablets 500 mgs 1 – 2 tables to be taken no more than every 4 hours Over 12 years only Do not exceed 4 doses in 24 hours	Headache, toothache, period pains, pyrexia and sore throats
Ibuprofen 200 mg tablets 1 – 2 tablets, 4 – 6 hourly Over 12 years only Take with milk, a meal or after a snack Do not exceed 6 doses in 24 hours For adults and children over 12 years	Relief of migraine, rheumatic pain, muscular pain, backache, feverishness, neuralgia and flu.
Dequadin Lozenges 0.25 mgs Suck 1 lozenge slowly every 2 – 3 hours Do not exceed 8 doses in 24 hours	Sore throats and mouth infections
Medication	Reason for Administration
Gaviscon 10 – 20 mls after meals and before bedtime Child over 12 years	Heartburn and indigestion

<p>Tickly cough Syrup 12 years and over – 10 mls 6 – 12 years – 5 mls Every 3 – 4 hours Do not give to under 6 year olds Do not exceed 6 doses in 24 hours</p>	<p>Coughs and sore throat.</p>
<p>Soluble Paracetamol 1-2 tablets dissolved in water, 4 – 6 hourly Do not exceed 4 doses in 24 hours</p>	<p>Headache, toothache, period pains, pyrexia and sore throats.</p>
<p>Paracetamol Suspension – 250 mgs/5mls 10 – 20 mls. Age dependant 4 – 6 hourly Do not exceed 4 doses in 24 hours</p>	<p>Headache, toothache, period pains, pyrexia and sore throats.</p>
<p>Cetirizine Hydrochloride 10 mgs 1 tablet daily</p>	<p>Hay Fever, puritis, uticaria, insect bites and stings.</p>
<p>Cetirizine Hydrochloride suspension 10 mgs /1 ML 5 – 10 mls daily age dependant</p>	<p>Hay fever, puritis, uticaria, insect bites and stings.</p>
<p>Calcium Carbonate 2 tablets to be sucked or chewed Maximum 16 does in 24 hours For adults and children over 12 years</p>	<p>For the relief of indigestion, heartburn, acidity and wind.</p>
<p>Omeprazole 20 mgs 1 tablet daily</p>	<p>Reduces the production of acid</p>
<p>Anthisan cream</p>	<p>For the relief of insect bites/stings and nettle rash.</p>
<p>Olbas Oil</p>	<p>Decongestant</p>
<p>Sinutab 2 tablets every 4 – 6 hours 4 hours. Over 12 years only Do not exceed 4 doses in 24 hours</p>	<p>For the relief of sinus and nasal congestion</p>

Further Advice

If there are any concerns about administration of medication the following can be contacted:-

Central Healthcare open 5 days a week 8.00 a.m. – 6.00 p.m.

NHS Direct – 111 can be contacted 24 hours a day, 7 days a week and they will advise you of the best service to access.

Staff Administering Medication

All the staff listed below have completed appropriate training and are able to administer medications within the guidelines of this protocol.

Print Name	Job Title
Mrs L Pinkney	School Nurse
Mrs Helen Devine Costa	Head of Boarding
Mrs J Thomas	Boarding Administrator
Mrs H Adams	Housemistress
Miss T Reid	Deputy Housemistress
Mr P Wilson	Housemaster
Mrs S Grice	Visiting Tutor
Mrs Rebecca Leeson	Visiting Tutor
Mrs J Walsh	Visiting Tutor
Mrs M Harvey	Housemistress
Mr S Harvey	Housemaster
Mr M Jackson	Housemaster
Mr Peter White	Deputy House Master
Mrs Sharon White	Deputy House Master's Wife
Mrs A Barnes	College Receptionist
Mrs J Barker	Prep-School Receptionist
Mrs F Corich-Hewison	Visiting Tutor
Miss H Ramsay	Visiting Tutor
Mrs A Kehrli	Visiting Tutor
Mr Rui Chen	Visiting Tutor

Policy Last Reviewed – September 2019



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Appendix 1

Form 3A

Parental Agreement for School/Setting to Administer Medicine

Full Name of pupil:	
Date of birth:	
Class:	
Reason for medication:	

Details of Medication

Name of Medication:	
Dose:	
Administration method:	
Expiry date	
Batch number:	
Frequency:	
Procedures to take in case of emergency:	
Are there any side effects that the school/setting needs to know about?	
Quantity received:	
Self Administration:	Yes/No (delete as appropriate)
Date and quantity returned to parent:	

Contact Details

Name of parent/guardian:	
Full address:	
Telephone number:	
Relationship to pupils:	

I hereby request that the School administers this medication. I understand that the medication must be provided in its original container labelled with my child's name, date of birth and instructions for administration. If medication is prescribed it must be in a pharmacy-labelled container with my child's name and full prescription details and that the onus is on my child to present him/herself to the Medical Centre/named staff at the right time so that the medication can be administered.

Signature..... Date.....

Print name.....



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APPENDIX 2

Form 3B

Boarders: Agreement for School/Setting to Administer Medicines

Full Name of pupil:	
Date of birth:	
Class:	
Boarding House:	
Reason for medication:	

Details of Medication

Name of Medication:	
Dose:	
Administration method:	
Expiry date:	
Batch number:	
Frequency:	
Side effects:	
Procedures to take in case of emergency:	
Quantity received:	
Self Administration:	Yes/No (delete as appropriate)
Date returned to parent: and quantity	

Contact Details

Name of parent/guardian:	
Full address:	
Telephone number:	
Relationship to pupil:	

School staff: In the event a boarder requires medication, as deemed necessary by A&E, healthcare practitioner, school doctor/health professional or dentist, please note a parental signed consent form will not always be practical. School staff acting in loco parentis will administer/supervise administration of medicines and must complete this form and notify parents when possible. Medication must be stored in its original container labelled with the child's name, date of birth, dose and instructions for administration. If medication is prescribed it must be stored in a pharmacy-labelled container with the child's name and full prescription details. The onus is on the child to present him/herself to the Medical Centre/boarding/named staff at the right time so that the medication can be administered.

Pupils are not permitted to self-administer medication unless deemed competent by the healthcare practitioner or school doctor; assessment will be made on an individual basis.

Parent/ Guardian informed:

Signature..... Print Name..... Date.....



Scarborough College

APPENDIX 3

Form 3C

Consent for Vitamins, Homeopathic or Herbal Remedies

Full Name:

Date of birth:

House:

Full Address:

Medication Details

Name: Dose: Frequency Expiry date:	Name: Dose: Frequency Expiry date:
Name: Dose: Frequency Expiry date:	Name: Dose: Frequency Expiry date:

Scarborough College does not take any responsibility in the administration or control of the above medication or remedies. For safety, pupils are not allowed medication containing analgesics e.g. paracetamol as these are available from boarding staff or the medical centre.

Pupils must agree to the following instructions as listed below:-

- 1 Pupils must not under any circumstances share/swap or trade their medicine with another pupil.
- 2 Pupils must keep their medication safe and secure.
- 3 All medication must be in its original container, labelled with pupil's name, the dose and frequency the medication is taken.

NB Medication misused or found without permission will be confiscated and pupils will be subject to disciplinary action.

- * I have read and understood the above; I have no allergies to this medication.
- * I give my consent for my child to self-administer the above listed medication. He/she has no allergies to this medication.

*delete as appropriate

Signed:

Print Name:

Date:



Scarborough College PROTOCOL

All prescribed medication must be kept in the Medical Centre or in a medication cabinet in the boarding house, and is administered from a 3A or 3B form. The exception is the emergency medication for example inhalers and epipens, which should be with the named pupil at all times or in the emergency boxes in the Medical Centre, Prep School Common Room or Pre-School office. Oral contraception, and self-medication for the boarding student will be administered from a 3B or a 3C form, if a child is deemed responsible to self-administer, and therefore can remain in the pupil's bedroom.

Storage Medication

All prescribed medication must be in its original container with the original dispensing label intact and stored as per managing medical conditions protocol.

Administration Forms 3A/3B/3C can only be completed by School Nurse, receptionist or Parent/Guardian.

Can only be administered only to the named pupil.

Always read drug information leaflet, if any problems stop taking medication and seek further medical advice.

Some antibiotic preparations may need to be refrigerated, always follow label and directions.

Any unused drugs to be returned to the Medical Centre for safe disposal at the chemist.

Antibiotic courses to be completed in full, even if symptoms settle.

Boarding House staff should remind pupils to attend the Medical Centre to order repeat prescriptions if required.

Administration

- 1 Check pupils name.
- 2 Enquire when last taken any medication.
- 3 Ask, if any known drug allergies/sensitivities.
- 4 Check reference with pupil medical information.
- 5 Follow labelled directions, ensure correct dose given.
- 6 Supervise administration.
- 7 Document on ISAMS

Record Keeping

Forms 3A/3B/3C prescription form must be completed and signed and should be recorded on ISAMs by a staff member, who has received medications training.

Forms 3A/3B/3C/ should be kept in the Medical file, then at the end of the academic year it will be stored confidentially until the pupil reaches 25 years or age.