



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 2015 section 3, and Supporting Pupils at School with Medical Conditions - 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 Health 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 overdose 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 duty house parent. 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 Health 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 with them in school unless it is emergency medication, asthma inhaler or adrenalin auto-injector.

Prescribed Medicines

If a pupil requires prescribed medication within school hours the 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 Health 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 and send to the boarding house parent. They will store and administer the medicines, as prescribed. It is the discretion of the School Nurse in agreement with the on house parent to administer these remedies.

Self - Administration for Boarding Pupils

Boarding pupils are assessed by the School Nurse and a 'self-administration of medication form 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

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

Record Keeping

All medication administration should be logged on ISAMS.

Approved stock Over the counter medication available in the Health Centre and boarding houses

Medication	Reason for Administration
Paracetamol Tablets 500 mg 1 – 2 tablets, 4 – 6 hourly For adults and children over 12 years Do not exceed 4 doses in 24 hours	Headache, toothache, period pains, pyrexia and sore throats
Ibuprofen Tablets 200 mg 1 – 2 tablets, 4 – 6 hourly Take with milk, a meal or after a snack For adults and children over 12 years Do not exceed 3 doses in 24 hours	Migraine, rheumatic pain, muscular pain, backache, feverishness, neuralgia and flu.
Dequadin Lozenges 0.25 mg Suck 1 lozenge slowly every 2 – 3 hours Do not exceed 8 lozenges in 24 hours	Sore throats and mouth infections
Gaviscon Liquid 10 – 20 ml after meals and before bedtime Adults and children over 12 years	Heartburn and indigestion

<p>Benylin Tickly Cough Syrup 12 years - adult – 10 ml - 3 – 4 hourly 6 – 12 years – 5 ml - 3 – 4 hourly</p> <p>Do not give to under 6 years of age</p> <p>Do not exceed 4 doses in 24 hours</p>	<p>Coughs and sore throat.</p>
<p>Soluble Paracetamol 500mg 1-2 tablets dissolved in water, 4 – 6 hourly</p> <p>Do not exceed 4 doses in 24 hours</p>	<p>Headache, toothache, period pains, pyrexia and sore throats.</p>
<p>Paracetamol Suspension – 125 mgs/5ml 10 – 20 ml Age dependant 4 – 6 hourly</p> <p>Do not exceed 4 doses in 24 hours</p>	<p>Headache, toothache, pyrexia and sore throats.</p>
<p>Paracetamol Suspension – 250 mgs/5mls 10 – 20 ml Age dependant 4 – 6 hourly</p> <p>Do not exceed 4 doses in 24 hours</p>	<p>Headache, toothache, period pains, pyrexia and sore throats.</p>
<p>Cetirizine Hydrochloride 10 mg 1 tablet daily</p>	<p>Hay Fever, puritis, urticaria, insect bites and stings.</p>
<p>Piriton suspension 5ml/2mg 5 – 10 ml daily age dependant</p>	<p>Hay fever, puritis, urticaria, insect bites and stings.</p>
<p>Zirtek (Cetirizine Dihydrochloride) – sugar free 2 – 6 years - 2.5ml twice daily 6 – 12 years - 5 ml twice daily 12 – Adult - 10ml once a day</p>	
<p>Anthisan Cream Apply sparingly to affected area.</p>	<p>For the relief of insect bites/stings and nettle rash.</p>
<p>Olbas Oil Few drops on a folded tissue.</p> <p>Avoid getting it in the eyes, will irritate.</p>	<p>Decongestant</p>
<p>Sinutab 2 tablets every 4 – 6 hours.</p> <p>Contains Paracetamol 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 – Health Centre
Mr D Brown	Healthcare assistant – Health Centre
Mrs M Harvey	Senior House Mistress - Weaponness
Mr Simon Harvey	Head of Boarding - Weaponness
Ms Katie Cooke	Deputy House Parent - Weaponness
Mr P Rinke	House Parent - Denys Crews
Mr D Robson	Deputy House Parent - Denys Crews
Mrs J Weeda	House Parent - Willersley
Miss H Marsay	Deputy House - Willersley
Miss K Evans	Boarding Administrator
Mrs A Barnes	Deputy Heads PA - Senior School

Policy Prepared by:

Linda Pinkney – Registered Nurse

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Linda Pinkney	September 2021	August 2023



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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 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

ADMINISTRATION OF MEDICATION PROTOCOL

Administration of Medication Protocol

- Boarding house parents, deputy house parents, the boarding administrator and designated staff around the school campus to administer medication only. In the event they are not available they are to be contacted prior to administration.
- You must be certain of the identity of the student/staff to whom the medicine is to be administered and that Scarborough College has consent to administer medication. Please check on iSAMS prior to administration.
- You must ask the student/staff if they are allergic to anything before administration.
- You must know the therapeutic uses of the medicine/ cream or ointment to be administered, its normal dosage, side effects, precautions and contra-indications.
- You must be aware of the student/staff plan of care.
- You must check that the prescription and/or the label on medicine dispensed is clearly written.
- You must check the expiry date of the medicine to be administered on its container.
- You must have considered the dosage, method of administration and timings of last dose.
- This includes any medical communication forms received from nurse/ other house parents.
- You must contact the School Nurse where contra-indications to the prescribed medicine are discovered, or where the student/staff develops a reaction to the medicine.
- You must make a record of all medicine administered, intentionally withheld or refused by the student on iSAMS and to the School Nurse.
- It is also your responsibility to ensure that a record is made where medication is not given, the reason for not doing so must be recorded.
- You may administer medication, creams and ointments only with a completed 3A, 3B or 3C prescription form which is filed in your Medical File in the duty room. These include prescription only medicine (POM), general sales list medication (GSL) or pharmacy medication (P). You are also able to administer medications which have been approved by Central Healthcare and is found in your medical cupboard, which has been provided by Scarborough College.