



REPTON

PREP

Administration of Medications

Last revised: *Lent 2024*
Next review: *Lent 2025*

Medications Policy

Telephone Prep – 01283 707109
Email Prep – prephealth@repton.org.uk

Contents

Administration of Medications	1
1 Policy Statement	3
2 Procedures for dealing with administration of medications	3
2.1 Over the counter (OTC) medications	3
2.2 Prescribed Medications	4
2.3 Medication brought into school by pupils - Boarders.....	5
2.4 Continuation of Medication	5
2.5 Administration of Medication to day pupils.....	6
2.6 Self-Administration of Medications	6
2.7 Emergency Medications	6
2.8 Recording and monitoring of records.....	7
2.9 Disposal of Medication	7
2.10 Controlled Drugs	7
2.11 Disposal of Controlled Drugs.....	7
3 Drug Errors.....	8
4 School Trips	8
Appendix 1 – Authorised OTC Medications.....	9
Appendix 2 – EYFS Medications Slip - OTC	10
Appendix 3 – Permission to Administer Medication.....	11
Appendix 4 – Self Medication Risk Assessment.....	12
Appendix 5 – School Trip Administration Record	13

1 Policy Statement

This policy is a Repton Prep policy and applies to all pupils from Early Years to Year 8. It should be read in conjunction with the medical policies and procedures.

This policy is designed to provide a sound basis for safe administration of prescribed and over the counter (OTC) medication that is understood and accepted by staff, parents and pupils. A copy of the policy and associated protocols is maintained on the school intranet with copies held by the Health and Wellbeing Centre and in each boarding house. Information for parents about medication is in the registration/joining pack.

2 Procedures for dealing with administration of medications

2.1 Over the counter (OTC) medications

- These should be kept securely in a locked cupboard, preferably in a locked room
- All pupils will have a parental consent form for which OTC medications can/cannot be given – this is recorded on iSAMS as part of the admissions process by the Health and Wellbeing team. All consents must be checked prior to administration of any OTC medication.
- Staff must also check if the pupil has any allergies prior to administering any OTC medications. Information of all allergies is held on iSAMS on the pupil's medical record.
- There is a list of authorised OTC medications which can be stocked within the boarding houses and Pre-Prep (appendix 1). This list is maintained by the Health and Wellbeing Centre and copies are available in each House/Department. Staff may only give OTC medication that is not on the list after seeking advice from Health and Wellbeing Centre, who will seek parental consent and if clinically indicated as appropriate.
- Prior to administration, all staff must check the medication record to ensure the pupil has not obtained medication from another member of staff. When a pupil is administered an OTC medication, this must be recorded onto iSAMS under the pupil's medication record – this must be done as soon as the medication is given in order to avoid duplicate medications being given.
- Ibuprofen should only be given if prescribed or following specific advice from Health and Wellbeing Centre, as there is a risk of allergic reaction, especially in asthmatics.
- OTC medications stored in Houses or Departments must be in date and date checked before administration.
- All OTC medications must be ordered through the Health and Wellbeing Centre, which will then be 'checked-out' to the relevant House or Department, in order for the school to maintain an audit trail of all OTC medications.

- Checks prior to administration:

- Right patient
- Right time
- Right drug
- Right dose
- Right route
- Expiry date
- Allergies

- OTC medications must be issued to pupils following the administration instructions on the medication. No medication should be used if there are no instructions to adhere to. The member of staff administering the medication should contact the Health and Wellbeing Centre with any queries who will then seek advice from the local pharmacy, if required.

- Staff administering medications must issue the medication to the pupil and ensure that it is taken as directed. No medications are to be given to the pupil to take at a later time/date.

2.2 Prescribed Medications

- These must be kept securely in a locked cupboard, preferably in a locked room (except those that may need to be given in an emergency).

- These must only be issued to the pupil for whom they have been prescribed.

- These must stay in their original container with the original dispensing label, which must not be altered, and an expiry date must be present.

- Occasionally medicines may be required to be kept under refrigerated conditions. If there is no suitable storage, for example within a boarding house, then they should be kept in the Health and Wellbeing Centre fridge.

- Excess stocks of prescription medications must not be kept in Houses or Departments; unused prescription medication must be returned to the Health and Wellbeing Centre where it will be then returned to the pharmacy for disposal.

- In the case of boarders, any medications prescribed by the school GP will be given by a member of the Health and Wellbeing Team, if the medication is due outside of working hours, the medication will be delivered to the Houseparent and instructions will be provided by the Health and Wellbeing team. The Health and Wellbeing Centre will update the pupil's record on iSAMS, detailing the medication, dose and frequency.

-

- Checks prior to administration:

- Right patient
- Right time
- Right drug
- Right dose
- Right route
- Expiry date
- Allergies

- Prior to administration, all staff must check the medication record on iSAMS to ensure the pupil has not already obtained medication from another member of staff. When a pupil is administered a prescribed medication, this must be recorded onto iSAMS under the pupil's medication record. This must be done as soon as the medication is given, in order to avoid duplicate medications being given.
- Staff administering medications must issue the medication to the pupil and ensure that it is taken as directed. No medications are to be given to the pupil to take at a later time/date.
- If the pupil refuses to take the medication, staff should inform the Health and Wellbeing Centre (for boarding pupils) or the pupil's parent / legal guardian (for day pupils). The refusal to take medication should also be recorded on the pupil's medication record.

2.3 Medication brought into school by pupils - Boarders

- Medication for administration will be added to the pupil's record by the Health and Wellbeing team.
- Only UK licensed medications are allowed. Any non-UK licensed medications will not be permitted to be administered or kept in school.
- Any new medication brought in by boarders should be given to the School Nurse to be checked.
- Any **overseas medication** must be handed to the Health and Wellbeing team for review and a suitable licensed alternative will be prescribed by the School GP, or purchased over the counter from a pharmacy, where possible. The confiscated medication will be held by the Houseparent until it is possible to return it to the Parent/Guardian.
- **Dietary supplements and homeopathic remedies** brought into the School will be vetted by the Health and Wellbeing team on an individual basis. Agreement for administration will be made between the pupil, Parent/Guardian, Houseparent and School Nurse prior to the implementing of an administration regimen.
- **CBD (Cannabidiol) supplements.** Currently there is insufficient medical evidence to support the use of CBD as medication within school. The Pastoral and Healthcare teams appreciate that CBD products are sometimes recommended as an alternative medical therapy. However, CBD products are not permitted in school unless it has been formally prescribed by a medical doctor. Evidence of prescription must be shared with the Health and Wellbeing Centre.

2.4 Continuation of Medication

- Parents of pupils who are on medication to be continued over a holiday period will be advised on medication by the Houseparent or the Health and Wellbeing Centre.
- Medication will be handed over by Houseparent to the Parent/Guardian.
- Parents of pupils who are on prescribed medication to be continued during term time will advise both the Health and Wellbeing Centre and the Houseparent.
- If a boarder is going to a friend's house, for example for an exeat weekend, and will be due medication during this time, the Houseparent must inform the host Parent/Guardian that medication will need to be given. When the boarder is collected, the appropriate staff member must place any medication in an envelope and hand it to the host Parent/Guardian. Instructions on when the medication should be taken must be written on the envelope. An entry should be added to iSAMS stating how much medication has been handed over.

2.5 Administration of Medication to day pupils

- Medications to all day pupils are to be administered as described in sections 2.1 and 2.2. Parents/Guardians will also be notified of any OTC medications given:
 - **Via an EYFS Medications Slip** (Nursery and Reception). See Appendix 2.
 - **Via the pupil's Prep Diary** (Years 1-2). If the Pre-Prep pupil's Prep Diary is not available, the member of staff administering OTC medications will contact Parents/Guardians by email instead.
 - **Via email** (Years 3-8) by the H&W team.
- Wherever possible, prescribed medication should be given outside of school hours. Where this is not possible for day pupils, it should be handed to the Health and Wellbeing Centre (Years 3-8) or Pre-Prep staff by the Parent/Guardian and a Permission to Administer Medication form completed and signed (See Appendix 3).
- If medication is put in the Pre-Prep staff room fridge, the member of staff responsible for doing this must complete the laminated form on the front of the fridge so other members of staff are aware that medication is there (Pupils do not have access to this fridge).

2.6 Self-Administration of Medications

- Most of the medication will normally be administered to pupils by an appropriate member of staff as per the above guidelines.
- In certain circumstances, subject to completion of a satisfactory risk assessment, pupils may self-medicate. Wherever practicable, for all pupils under 16 years of age, parental agreement will be obtained prior to pupils being allowed to self-medicate. There may be circumstances where this is not possible, such as confidentiality.
- A pupil's ability to self-medicate will be assessed by the School Nurse in consultation with parents (where possible), the School GP and Houseparent using the Self-Medication Risk Assessment Form (Appendix 4). A separate risk assessment will be completed for each medication. The Health and Wellbeing Centre are responsible for uploading completed risk assessments onto the pupil's electronic record on iSAMS.
- There may be occasions where the pupil's doctor prescribes medicines under confidential circumstances. In such cases it will not be possible to carry out risk assessments in houses and so these will then be done by the Health and Wellbeing Centre team.
- There will be certain medicines that will not be appropriate for self-medication regardless of the pupil's age, such as anti-depressants and controlled drugs.
- All medications must be kept secure, preferably in a locked cupboard. If a pupil does not have access to their own locked cupboard, all medications must instead be kept secure and out of sight in their room.
- Reassessment may be required if a pupil's medication or circumstances change.
- Pupils who self-medicate are responsible for informing staff when supplies are running low.

2.7 Emergency Medications

Emergency medications will be stored in a safe place but will not be locked away to always enable access to them.

- There are two emergency allergy boxes – see Anaphylaxis Policy
- There are two emergency asthma boxes (plus one in each boarding house) – see Asthma Policy

2.8 Recording and monitoring of records

- Records should be accurately completed on iSAMS at the time of administration.
- Houseparents should have an up-to-date reference of all current prescribed medication for boarding pupils. Procedures are in place for day pupil prescribed medications, see section 2.5.
- Repeat medication is requested by the Health and Wellbeing team directly to the School doctors via computer link to the practice website or via the Medicines Order Line (MOLS) - 0115 8550260.
- The Parents/Guardians (for day pupils) or Health and Wellbeing Centre (for boarding pupils) should be informed if a pupil refuses to take medication.

2.9 Disposal of Medication

Unused medicines are returned to the Health and Wellbeing Centre who will return them to the local pharmacy.

2.10 Controlled Drugs

- The storage of controlled drugs should comply with the Misuse of Drugs (Safe Custody) Regulation (1973) as amended.
- A secure, lockable cupboard/storage box is used which contains nothing else, within a locked cupboard.
- Only those with authorised access should hold the keys to the cupboard.
- In addition to recording the administration of controlled drugs as per prescription medications on iSAMS, separate records for the administration of controlled drugs must be kept in an appropriate, bound record book with numbered pages.
- Two staff must check all controlled medications and be there to witness the entire process of administration. Both staff must complete all sections of the controlled drug signing sheet/register.
- Administration of controlled drugs is covered in the protocol for Administration of Prescribed Drugs.
- On arrival to school, controlled drugs should be 'counted in' with two members of staff, one of which is a member of the Health and Wellbeing Team.
- The balance remaining should be checked at each administration and/or weekly as a minimum.
- Controlled drugs are specific to the pupil for whom they have been prescribed. If more than one pupil has been prescribed the same controlled medication, quantities administered and balances remaining must be monitored and recorded separately.
- All discrepancies must be reported to the Lead School Nurse immediately. If out of school hours, the on-call nurse should be informed immediately by calling 01283 559325. If the child appears unwell then staff should call 111/999 immediately for advice.

2.11 Disposal of Controlled Drugs

- Unused controlled drugs must be signed out of the house with the School Nurse for return to the pharmacy for disposal.
- This record should include the date, the quantity of drugs being returned and the name of the pupil for whom they were prescribed. This record must be double signed by the Houseparent and School nurse.

3 Drug Errors

- In the event of incorrect administration of medication (including possible overdose), staff should contact the Health and Wellbeing Centre for advice giving accurate details of what medication has been given and any other relevant information.
- If a child appears unwell, staff should call 111/999/112 immediately for advice.
- Staff should monitor the pupil closely.
- Staff should complete an incident form (also to be completed for a near miss) - <https://forms.office.com/e/wd0U11V0bn>
- Health and Wellbeing Centre will inform Parents/Guardians.

4 School Trips

- Staff on overnight trips will be provided with a bag of OTC medications that may be required if a child becomes unwell. Guidance for administration of medications is included. Instructions for other medications are identified on the individual packaging. It is the responsibility of a member of staff attending the trip to collect the medication from the Health and Wellbeing Centre and to return it at the end of the trip.
- If a pupil requires regular medication for a school trip, full details can be obtained from either the Houseparent or the Health and Wellbeing Centre.
- When a trip has been arranged, the member of staff responsible should enquire about relevant medical history from the Houseparent/Health and Wellbeing team. If a pupil needs to take medications with them on the trip, the Houseparent (for boarders) or the pupil's parents (day pupils) will inform the Health and Wellbeing Centre; a member of the nursing staff will then contact the relevant staff regarding trip medications and give training/advice as required.
- If the pupil has been assessed to self-medicate, and this has been agreed by the Health and Wellbeing Centre, the pupil may keep hold of their own medication.
- If the pupil is not able to self-medicate, the medication will be handed over to the staff member in charge of medication, as identified by the trip leader. For all pupils who require a member of staff to administer medication to them, the Health and Wellbeing Centre will provide a School Trip Drug Administration Record (Appendix 5). This will include instructions of how and when to administer the medication. This record must be returned to the Health and Wellbeing Centre so it can be attached to the pupil's electronic record on iSAMS.

Staff will be reminded about this as part of Termly updates in the inset programme.

Appendix 1 – Authorised OTC Medications

MEDICATION	CONDITION	PROPRIETARY BRANDS: E.G.
Paracetamol	Mild to moderate pain	
Ibuprofen	Moderate pain (particularly strains and sprains). Not usually given to asthmatics.	
Cough Syrup	Dry/productive cough	Paediatric Simple linctus
Sore throat lozenges	Sore throat/coughing	Strepsils
Topical creams/sprays	Dry skin, allergies, rashes, cuts, bruises	E45, Anthisan, Savlon, Arnica
Heat/cold spray	Pulled muscle	Deep heat
Antiseptic Liquid/spray	Cuts and Grazes	TCP
Decongestants	Congestion, blocked nose	Sudafed, Olbas oil, vapour rub
Sun screen		
Cold sore treatment		Zovirax
Allergy relief	Mild allergic reactions, Hay fever	Loratadine, Cetirizine
Constipation relief		Senna, Lactulose
Travel sickness treatment		Quells
Indigestion remedy		Milk of Magnesia

Appendix 2 – EYFS Medications Slip - OTC

Date _____

The following medication has been given to _____

Medication	Time	Strength	Dose

Name and Signature of Staff Member _____

Appendix 3 – Permission to Administer Medication

Date _____

Please can the following medication be given to _____

Medication	Route	Strength	Dose	Frequency	Duration of course

Name and Signature of Parent/Guardian _____

With Thanks, the Health and Wellbeing Team.

Please note it is usual practice not to contact you about administered doses, only those which are missed or given late. Do you agree to this? YES/NO (please delete as appropriate).

Appendix 4 – Self Medication Risk Assessment

Person Completing assessment
Date
Pupil
Medication
Description of the condition

		Y/N	
1	Does the Health & Wellbeing Centre Nurse/GP consider the pupil responsible enough to self-medicate?		
2	For Prescription medicine, has the Health & Wellbeing Centre Nurse/GP agreed it is suitable for self-medication?		
3	Does the pupil understand the dosage, frequency and method of administration?		
4	Has the pupil been made aware of suitable arrangements for storage of the medicine?		
5	Is the pupil 12 years old or over?		
6	If the pupil is under 12 is this an emergency medication?		
7	For prescription medicine, has parental agreement for self-medication been obtained?		
8	Self-medication for this medicine agreed.....		
9	Has the pupil been instructed that the prescriptive medicine is only for their Personal use and that any prescribed medicines are to be returned to the medical centre?		

Signed by Nurse

If the answer to any question 13 - 4 is No, then self-medication should not be allowed.

If the pupil is under 12 years old, then self-medication for non-emergency medicine can only be agreed by the medical staff. On rare occasions the Doctor may prescribe for self-administration in confidential circumstances.

Parents should be made aware.

I agree to store my medication on my person (or safely in a locked cabinet in my bedder; boarders only) and to use it only for myself. I understand it is my responsibility to obtain/order further medications when my current supply runs out or expires.

Signed by pupil _____

Revision History

Date	Description of Document change	Owner
June 2023	Separate policy	N.Blunt
April 2024	Reviewed - No major changes	N.Blunt