



### **1. Guiding Principles**

Clear policies, understood and accepted by staff, parents and students, provide a sound basis for ensuring young people with medical needs receive proper care and support at college and where applicable, when boarding. This policy will promote, where possible, regular College attendance. The formal procedures drawn up in partnership with parents, staff and healthcare professionals where appropriate support this policy.

This policy has regard to the government guidance issued by the Department for Education 'Supporting pupils at school with medical conditions' (December 2015) and 'Guidance on the use of emergency adrenaline auto-injectors in schools' (September 2017).

The administration of medicines is a parent's/carer's responsibility, although older children have the right to be responsible for their own welfare (Children Act 1989). If medicines need to be taken during the college day or when boarding, the parent/carer should make arrangements for them to be given by themselves or if necessary by a representative. This policy is necessary because the College has agreed to provide that 'representative'.

College staff are not required to administer medication and have the right to refuse to be involved. Staff who do administer medicines must understand the basic principles and be aware of the legal liabilities involved. Training in medication awareness will be given to each Appointed Person and other staff as appropriate. They must have confidence in dealing with any emergency situations as they arise. Knowledge of medical conditions will assist them with this. Boarding staff will be given appropriate details of student's medical conditions and how to support the students affected.

This policy sets out the circumstances in which students and staff may take prescription (POM - prescription only medicines) and non-prescription medicines (over-the-counter medicines). It advises on assisting students with long-term or complex medical needs with regard to administering their required medication. It covers the prior written agreement from parents/carers for the administration of medicine to a child. It addresses students carrying their own medication and administering it. It discusses staff training in managing medical needs. It gives guidance on record-keeping, storage and access to medicines and the College's emergency procedures.

Parents are asked to provide the College with full, up-to-date information about their child's medical needs. Staff noticing deterioration in a student's health should inform the Principal who will arrange for someone to liaise with parents.

### **2. Safety**

Some medicines may be harmful to anyone for whom they are not prescribed. By agreeing to administer medicines on the premises, the College has a duty to ensure that the risks to others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations (COSHH).

### 3. Storage

The College and boarding Residence should not store large volumes of medicines. Where medicines are stored they should be locked in a secure cupboard to which only designated staff have access. These are stored in the locations detailed below:

- College – in the Medical Room.
- The Residence – in Warden's rooms.

The exceptions are medicines and devices, such as inhalers and Jext pens/Epipens (including emergency medicines provided and held by the College), which need to be readily available where staff and students know where to locate them quickly, and medicines carried by students themselves (see section 4 below). Please see also section 20 regarding storage of controlled drugs which are subject to requirements.

Medicine must be stored in the original container in which it was dispensed, clearly marked with the name of the drug and student when it is a prescribed medicine. Where students with specific needs bring medicine into school, such as to complete a course of treatment thereby minimising the absence from school, the drug needs to be clearly labelled with the name of the student, the name of the drug, the dosage and frequency of administration and instructions for storage. Form 1 (Request for college to administer medicine) should be completed by the parent/carer for medicine required on a long-term or an ad-hoc basis. Students should know where their own medication is stored. The 'Nominated People' are responsible for making sure that medicines are stored safely, where applicable. This responsibility may be further delegated to an appropriate nominated person.

These people are :

- **Faith Grant-Ghent (For the College)**
- **Cassie Earle (For Boarding)**

A record should be kept of medicines stored in the College and in the Residence, including controlled drugs, for whom and doses used.

Legislation recognises that children have the right to take responsibility for their welfare (the Children Act 1989). The Patient's Charter Services for Children and Young People (Department of Health April 1996) states that students have a right to expect access to inhalers whilst at school. Therefore students should be allowed to carry their own asthma inhalers and be able to use them as required. Form 1 (Request for a student to carry their own medication) should be completed to allow this. Students should have had previous instruction on correct usage and their technique regularly checked by an Asthma Nurse during their annual check-up. This also applies to those students carrying medication for other conditions, such as students carrying adrenaline (Jext pen/Epipen) and/or antihistamine for allergic reactions, those carrying insulin or hypostop to control diabetes, those carrying pancreatin (creon) to aid digestion for medical conditions such as cystic fibrosis and those carrying analgesia to control migraine/severe period pains.

Some medicines need to be refrigerated. Medicines can be kept in the refrigerator located in the Medical Rooms in the College, or in Warden's Room in the Residence. Access to the refrigerators should be restricted to designated members of staff only, where possible. If the medicine that requires refrigeration is such that it needs to be readily available and the medical room may not be manned (such as outside of normal college hours), the medicine will be stored in a

dedicated fridge in an accessible location such as the staff room.

#### **4. Access**

Students must know where their medicines are kept and be able to access them immediately. If relevant, they must know who holds the key to a locked storage facility. However, it is important that medicine is only available to those for whom it has been prescribed.

#### **5. Hygiene/Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other bodily fluids and when disposing of dressings and equipment to dispose of it appropriately.

#### **6. Standing Orders**

If a student suffers regularly with acute pain, such as migraine, the parents/carers should authorise and supply appropriate analgesia (pain relief) for their child's use, with written instructions about how and when to administer the medication. A member of staff should supervise the pupil taking the medication and notify the parents/carers or boarding staff for boarders on the day it is taken.

#### **7. Administering Medication**

Medicines should only be administered in college when it would be detrimental to a child's health or college attendance not to do so. Written parental consent will be sought for administering prescription medication to pupils under the age of 16. The exception is when the medicine has been prescribed to the child without the parents' knowledge. In this circumstance, every effort should be made to encourage the child to involve his/her parents whilst respecting their right to confidentiality.

Any staff giving medicine to a student should check: (See PRN)

- The student's name;
- The student's date of birth;
- The written instructions provided by the prescriber on the label or container;
- The drug to be given by generic or brand name;
- The strength of the medication;
- The prescribed dose;
- The maximum dosage;
- The last time the student had the medication;
- The frequency of the medication;
- The route of administration;
- Any allergies or existing medical conditions that may contraindicate the medication;
- The expiry date of the drug;

- The circumstances in which the drug is to be administered;
- Their own ability / training needs to administer the drug; and
- The possible side effects of the drug and what to do if they occur.

An accurate record of all medication administered must be kept in each student's medical log.

Overseas medicines (herbal or otherwise) must have an English translation, the student's name on it and a doctor's prescription letter, if appropriate. Parents and students must inform the relevant Boarding Manager for boarding students of any medication being sent to college or brought into the boarding house. Non-identifiable medication will not be allowed on site.

## **8. Circumstances in which Medicines may be Administered**

Over the counter medicines may be administered by staff assessed by the Principal or Boarding Manager as competent to do so. Members of staff accompanying college trips will be given written information about over-the-counter medications, which they might be required to administer. On a student's entry to the College, all parents/carers must complete a medical consent form which gives permission for the designated First Aider or Appointed Person to administer specific over the counter medicines. For medicines required on an ad-hoc basis which are not included within permissions already given, the College will request the relevant forms be completed by the parents, unless the student is over 16 and does not wish their parents to be informed.

Students aged 16 or over are able to consent to the administration of medicines without parental consent. However, if the designated adult has any concerns regarding the administration of any medicine to these students, medication will be withheld until the parents/carers can be contacted.

- Paracetamol may be administered for headaches, pyrexia (temperatures) abdominal pains, toothache, and other conditions when deemed appropriate (see Annex 3). It may also be administered to those students who are unable to tolerate Non-Steroidal Anti-inflammatories (NSAIDs) such as Ibuprofen, for example asthmatic students.
- Ibuprofen may be administered for dysmenorrhoea (painful menstruation), migraine and injuries including such as sporting injuries and other conditions when deemed appropriate. If a student requires hospital care, full details of any medication given must be handed to staff at the Accident and Emergency Department. Ibuprofen will be withheld from all asthmatic students unless otherwise instructed by the parents.
- Analgesia will normally be withheld in cases involving head injury.
- Antihistamines (Piriton/Cetirizine) may be administered for mild allergic reaction. Antihistamine tablets will be accessible at all times for allergic reactions at the College and at the Residence.
- Aspirin will not be administered unless prescribed by a doctor.

If the designated adult has any concerns regarding the administration of any medicine to a student, the medication will be withheld until the parents/carers have been contacted.

Prescription Only Medicines (POMs) will be administered, with the written consent of the parents, by the Appointed Persons, a first aid trained designated member of staff or other staff assessed as competent in their absence.

The medicines generally (but not exclusively) administered include adrenaline (in the form of an EpiPen/Jext pen), Salbutamol, Cetirizine (Zirtek) analgesia and antibiotics. These should only be administered from the original containers containing the written prescription – this includes the name and date of birth of the student. The name of the drug and the strength and the timing of administration should all be legible. The individual healthcare plan (if applicable) should be referred to for allergic reactions.

College students with long-term medical needs who carry their own medication and are deemed sufficiently competent to self-medicate should be encouraged to take ownership of their medication and administer it safely. The protocol for assessing students' competence to self-medicate is set out in Annex 1 below. No students will be allowed to share medication and should be encouraged to act responsibly to safeguard their own health and that of their peers. These students include those with asthma carrying inhalers and those known to have anaphylactic reactions requiring prompt administration of adrenaline (epipen/Jext pen). Those with other medication may include those students with diabetes and epilepsy. The Nominated Person provide support for them and they should have individual healthcare plans drawn up in conjunction with their parents and healthcare professionals. Subsequently, parents have the ultimate responsibility for any medication required to treat their son/daughter's condition.

Students known to have anaphylactic reactions will have an individual healthcare plan to advise on the treatment of their condition. These are kept with the AAI for individual students. It is also good practice for Form 1 (Request for College to Administer Medication) confirming parental consent to administer the medication to be kept with the EpiPen/Jext pen and the healthcare plan as in these circumstances, time is of the essence.

When there are students on roll who may need to use an adrenaline auto-injector, then the College would hold spare adrenaline auto-injector (AAI) devices for use in emergencies, in accordance with the Human Medicines (Amendment) Regulations 2017. These would be for any student who holds both medical authorisation and parental consent for an AAI to be administered. The AAIs can be used if the student's own prescribed AAI is not immediately available (for example, because it is broken, out-of-date, has misfired or been wrongly administered).

When there are students on roll who may need to use emergency adrenaline, all staff will be required to complete training in the administration of emergency adrenaline during their which will be updated every three years during INSET.

Should the need arise for the administration of adrenaline, the staff member should stay with the pupil and either telephone Reception directly or send someone to Reception to obtain help.

If adrenaline is administered, prompt transfer to hospital should be arranged by calling 999.

A record of administration will be held on the student's medical records.

Support should be provided for those witnessing the event and time allowed to talk through concerns raised.

## **9. Privacy**

All students are entitled to privacy for the administration of medicines, especially those students requiring invasive techniques such as injections. This maintains the dignity of the student but also lessens the distress of fellow students, especially if the administration is in an emergency.

Privacy also allows the student the opportunity to discuss any confidential matters with the staff involved.

## **10. Parental Responsibility**

Parents/carers are responsible for supplying information about the medicines their child needs to take at college and in the boarding house, where applicable (via the Confidential Medical Information Form). They are responsible for informing the College in writing of any changes to the prescription. Verbal messages will be accepted as a change to the prescription as long as this is documented. The parent/carer or the student's healthcare professional should provide written details to include:

- The name of the medication;
- The dose;
- The method of administration;
- The time and frequency of administration;
- The length of treatment / stop date if appropriate;
- Other treatments required; and
- Any possible side effects.

Parents/carers are also responsible for ensuring that medicines stored for occasional use are not out-of-date. All dates of medicines stored by the College will be checked every term and students' parents notified of medicines due to become out-of-date. It is recommended that parents note when sending medicines to college when a replacement prescription will be required.

## **11. Record-Keeping**

Written records are kept of all medicines administered to children, including what, how much, when (date and time), by whom and any side-effects experiences. Records offer protection to staff and students and provide evidence that agreed procedures have been followed.

## **12. College Trips**

Students with special medical needs should be encouraged to participate in college trips. Staff may need to take additional safety measures for outside visits. Consideration should be given to transporting medications safely. Where applicable, students should carry only their own medication. Ideally written permission should be given by the parents to administer paracetamol/, ibuprofen/Nurofen and piriton/cetirizine upfront (by completion of the Confidential Medical Information Form). Details of students' medical needs and medication should be reviewed as part of the risk assessment for each trip.

Students who may require emergency administration of medication should be easily identifiable to the staff in charge of the trip/visit. The medication, which is normally stored by the College, for those students should be signed out and returned immediately on return to school. College students may carry their own medication, providing the staff have checked it and are in agreement that the student can do so safely. Where this is the case, staff should arrange for the parent to complete 'Form 1' to request this permission in advance of the expedition. A protocol for the administration of the medicine should be kept with the medicine and referred to accordingly.

Any medicine administered should be done so in accordance with section 7 above.

If staff are concerned about whether they can provide for a student's safety, or the safety of other students and staff on the trip, they can discuss their concerns with the relevant Nominated Person in the first instance.

### **13. Sporting Activities**

Most students with medical conditions can participate in the Physical Education curriculum or extra-curricular sport. For many, physical exercise can benefit their overall social, mental and physical health and wellbeing.

Some students may need to take precautionary measures before and during exercise, such as those asthmatic students who may need to self-administer their inhalers. Staff supervising sporting activities should be aware of students' medical conditions and must allow access to their medication. They should supervise the self-medication and be aware of emergency procedures.

Caution must be exercised when taking students off site, such as to any offsite facilities. Students should be encouraged to take ownership of their own medication and staff should ensure the medication is available when required. Emergency medication when potentially required, such as epipen/jext is signed out by supervising staff and taken to any external sports facility. College students should at all times carry their own inhalers and AAI's.

Any medication administered should be done so in accordance with section 7 above.

### **14. College Transport**

The College needs to ensure the safety of all students travelling on college transport, including students travelling to and from College on the minibus, and on college trips. The staff should be familiar with the College's policies and protocols and emergency procedures.

Students rarely require medication on the journey to and from school. Therefore transportation of medicines is not a concern, with the exception of those students who have ownership of their own medication.

The College Nominated Person should be made aware of any medication administered during the journey, who can ensure this is properly recorded.

### **15. Disposal of Medicines**

Staff should not dispose of medicines. Staff should arrange for out-of-date medicines to be returned to the parent for safe disposal, where possible. Where this is not possible, the Nominated Person will take the expired medication to the local pharmacy and ask the pharmacist to destroy it safely.

No medicine should be disposed of in the sewerage system or the refuse. Current waste disposal regulations make this illegal. Sharps boxes should always be used for the disposal of needles. Parents/carers can obtain these on prescription from their GP.

### **16. Emergency Procedures**

All staff should be aware of the First Aid and Emergency Procedures and who has responsibility for performing emergency procedures as required.

A student taken to hospital should be accompanied by a member of staff, who should stay with the student until their parents/carers arrive. Boarding students taken to hospital should be accompanied by a member of boarding staff or

another member of staff. The staff member will stay with the student at least until they have been seen by the doctor, had x-rays or other assessments and been admitted to a ward. The member of staff will communicate with Boarding Manager to determine who should ring parents and to decide who will visit during the evening/provide support to the student during their stay in hospital.

Generally, staff should not take students to hospital in their own cars; accompanying staff should use public transport such as a taxi or the college minibus.

### **18. Staff taking medication/other substances**

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for students. If members of staff are taking medication which may affect their ability to care for students, they should seek medical advice. The College must ensure that those members of staff only work directly with students if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after students properly. Staff medication on the premises must be securely stored, and out of reach of students, at all times.

### **19. Boarding students**

#### **Registration at a local surgery**

Boarding students are required to register when they start their course with a local practice, Forrest Medical Centre or with a practice of their choosing. Details of contact numbers for the surgery, NHS Direct (111), dentists, counselling services are displayed in all boarding houses, in the medical room door and are available from the College offices.

#### **Induction to boarding**

During a student's first week at college, all students will have a brief interview with the Boarding Nominated Person who will ensure that they have registered with the doctor and advise on safe storage and responsible usage of prescription medication or other medication that they may have brought with them. Medicine will not be stored by the Nominated Person unless it requires refrigeration, is a controlled drug or where deemed to be necessary (see Annex 1). An assessment will be carried out to assess whether the student can be deemed competent to carry their own medicine. Where medicine requires refrigeration, this will be kept in the refrigerator in the relevant Medical Room and given to the boarding staff for refrigeration and issue over the weekend.

#### **Issuing medication**

For students who board, subject to parental consent if required, over-the-counter medicines can be obtained from house staff. Before issuing the medicine, staff should check whether the student is used to taking the medicine, when they last took the medicine and whether they have eaten. The staff issuing the medicine must log this accordingly. Appropriate College staff receive training in medicine awareness and should be sufficiently informed of the student's needs.

### **20. Controlled drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children and young people. It is imperative

that controlled drugs are strictly managed between the relevant college and parents.

Once appropriate information and training has been received, any member of staff may administer a controlled drug to the child or young person for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

### **CONTROLLED DRUGS (Schedule 2 drugs)**

Controlled drugs (CDs) are subject to safe custody and must be stored in a locked receptacle such as an appropriate CD cabinet. The key to this cabinet must be securely stored and only accessible to staff authorised to have access to it. CDs must be administered in a timely fashion in line with relevant legislation and local standard operating procedures.

#### Record Keeping for Controlled Drugs – Legal Requirements

- Paper Controlled Drug Register (CDR) will be kept in a bound book format
- There must be a separate page for each strength & form of an individual drug
- Each page must specify the name, strength and form of the drug at the head of the page and all of the entries on that page must relate to that drug only
- Each entry must be in chronological order
- Each entry must be legible and written in indelible ink
- If a mistake is made then it should be crossed through with a single line so that it can still be read
- The CDR must be kept on the premises to which it relates
- The CDR must be available for inspection by an authorised person

In the CDR it must also state the following when CDs are obtained:

- Date CDs are received
- Name and address from whom they were obtained (e.g. pharmacy)
- Amount received
- Form in which it is received

It is recommended that the following information MAY (*not* must) be recorded in the CDR

- Running balances
- A second signature against each entry

It is good practice for the CDR to contain the following for each entry made:

- Date drug issued to a patient
- Name of patient receiving drug
- Amount issued
- Form in which the drug is issued
- Name and signature of person issuing the drug
- Name and signature of witness if possible
- Balance left in stock

**Please also refer to:**

First Aid Policy

**Reviewed:** September 2020

**Version Control**

Date of adoption of this policy	01 January 2021
Date of last review of this policy	01 January 2021
Date for next review of this policy	Summer Term 2022
Policy owner	Principal

**Revision History**

<b><u>Date</u></b>	<b><u>Page</u></b>	<b><u>Nature of update</u></b>	<b><u>Authorised by</u></b>

# Annex 1

## Protocol for assessing boarders' competence to self-medicate

The College recognises that any student may need to have prescribed medication. If special arrangements are required for the administration of prescribed medication for boarding students, it will be arranged through Forrest Medical Centre. Students' suitability to manage their own medication will be assessed on their understanding of the medication, their medical history, and in consultation with their parents.

- If a student is known to have regular prescribed medication and is deemed fit to self-administer, the Boarding Nominated Person must be made aware, by the students' parents, of the prescription and the dosage using the relevant forms. The Boarding Nominated Person will then discuss the medication with the student to ensure that the student is capable of administering the correct dosage. In general, given the age of our students most are likely to be considered able to self-medicate.
- If a student is deemed unable to self-medicate, arrangements will be made by the Boarding Nominated Person to ensure the prescribed medication is given at the appropriate time by a trained member of staff.
- All medication in the possession of the student must be stored in a safe place with the knowledge of the Boarding Nominated Person and monitored on an ongoing basis.
- Consideration will be given to controlled drugs (see Section 20 above) and these will be stored and administered by the College, if required.

### Procedure for determining self-medication:

These points will be considered by the College's Nominated Person following the discussion with parents and the student. Self-medication will be denied:

- If the student fails to answer relevant questions about the medication in an appropriate manner.
- If parents do not want their child to self-medicate.
- If the student has abused or self-harmed with medication in the past.
- If the medication is a controlled drug or may be harmful to others.

## Annex 2 - Individual Student Health Care Plan

*This form will be completed, where required, by a Nominated Person in association with the student and their family.*

Student's Name

Year Group

Tutor

Date of Birth

Homestay address or Residence

Medical diagnosis or condition

Date

Review Date

### Family Contact Information

Name

Relationship to child

Phone no. (work)

Phone no. (home)

Phone no. (mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

Who is responsible for providing support  
in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for college visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

**Residence:**

  

**College:**

Plan developed with:

This Plan has been developed with Staff members who know

Staff training needed/undertaken – who, what, when

Safe administration of medication awareness attended on the \_\_\_\_\_ by  
-----

Safeguarding and prevent training attended on the \_\_\_\_\_ by  
-----

Form copied to:

## **Annex 3 - Policy for the Administration of Prescribed and Non-Prescribed Medication by Staff**

Staff who have completed the 'Administration of Medication in Schools' course are permitted to give prescribed and non-prescribed medication to students as agreed in the following College protocols. Medication for students based in the Residence is managed by the boarding staff, and any students requiring medication during the College day would return to the Residence to have medicines issued.

The following policy must be followed:

- The reason for giving the medication must be established.
- Check whether that pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose (typically - no more than eight 500mg tablets/caplets in a 24 hour period) for that age group must not be exceeded.
- Check whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or 'use by' date on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the following details in the medication book:
  1. Date
  2. Time
  3. Name of Pupil
  4. Reason for the medication
  5. Nature of the medication
  6. Name of nurse consulted (if applicable)
  7. Signature of person administering medication.

### **Prescribed drugs**

- Directions for the administration of prescribed drugs will be as outlined on the prescription which must be provided with the medicine

### **Non-Prescribed drugs that can be given by boarding/office staff**

#### ***Paracetamol***

- Paracetamol may be given every 4-6 hours. (maximum 4 doses in 24 hours)
- Recommended dosages:
  - Under 16 - One Paracetamol tablet (500mg) or 10mls 6+ Suspension Liquid.

- Over 16 - Two Paracetamol tablets (1000mg)
- Record as above

### ***Ibuprofen***

- Give after food or with drink of milk or biscuit.
- Recommended dosages
  - Over 12 - One large tablet (400mg) 8 hourly or 3 times daily.
- Record as above

### ***Chlorphenamine***

- Antihistamine used for rashes, itchiness or allergy symptoms. Can cause drowsiness.
- Over 12 – 10mls every 4-6 hours, not exceeding the stated maximum dose.
- Record as above.