Administration of Medications Policy

This policy, which applies to the whole school, inclusive of boarding, is available to parents and staff at the School. Upon request, a copy (which can be made available in large print or other accessible format if required) may be obtained from the school Compliance Officer.

Owner: Deputy Head Pastoral
Approving Body: Safeguarding and Wellbeing Committee

Date of last Review: October 2026
Date of next Review: February 2027

Linked Polices, Procedures and Resource Materials:

- Safeguarding And Child Protection Policy
- Risk assessments for student welfare
- Woldingham Handbook
- First aid Policy
- Boarding Care Policy
- Fit to Board Policy
- Medical Care Policy
- Data Protection Policy
- Privacy Policy –Students, Parents and Alumnae
- Supporting Students with Medical Conditions Policy
- Allergy Safety Policy
- Educational Visits Policy

INTRODUCTION

Woldingham School (the 'School') welcomes and supports all students who take medication on a regular or temporary basis. The School aims to ensure children with medical needs receive proper care and support at school and where applicable, when boarding.

As a boarding school, it is accepted that staff may need to administer medication to the students in their care. It is also accepted that staff will take the same care that a reasonable, responsible and careful parent or guardian ('parent') would take in similar circumstances, while they are responsible for the care and control of students.

DATA PROTECTION

Woldingham School takes its responsibilities for personal data very seriously and has a policy in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR].

The data recorded when dealing with dispensing medications contains data that is defined by the Data Protection Act 2018 as 'special category' data. This is the most sensitive category of data and as such it is essential that every care is taken to keep the data secure.

If there is any possibility that the data has been lost, then it must be reported immediately to the Compliance Officer (privacy@woldinghamschool.co.uk) for investigation. Any confirmed loss of special category data is reportable to the Information Commissioner's Office and may result in an external investigation.

All staff involved in collecting and processing data relating to dispensing medication must ensure they have read, understand and operate according to the school's Data Protection Policy. They must also be familiar with the school's Privacy Notices to ensure any processing required that is not covered by the Privacy Notice is reported to the Compliance Officer (privacy@woldinghamschool.co.uk).

POLICY AIMS

The key aims of this policy are:

- To ensure the safe management and administration of medicines for students, staff and visitors (where applicable and in emergencies only), by the School Nurses and other appropriately trained staff members.
- To provide guidelines for staff who find themselves in a position of responsibility regarding the storage and administration of drugs to ensure that safe and appropriate procedures are used when administering medicines to students in the school's care.

KEY GUIDANCE AND LEGISLATION

Supporting students at school with medical conditions (DfE August 2017)

National Minimum Standards for boarding schools (DfE May 2026)

NICE guidance: controlled drugs: safe use and management (NICE 2016)

UNDERSTANDING STUDENTS MEDICATION REQUIREMENTS

The School will only administer medication to students where it would be detrimental to their health and their school attendance not to do so. Parents are asked to provide the School with a complete Health Information Form and other supporting documents for their child, as part of the admissions process and before they arrive at the School. It is the parents' responsibility to ensure that they update the School with any changes to their child's medication needs throughout the duration of their child's time at the School, as and when necessary. This information is shared on a 'need-know-basis' between the Health Centre, Heads of year, Housemistresses (HMs) and other relevant members of staff. Individual healthcare plans ("IHPs") will be put in place for students, where appropriate.

TYPES OF MEDICATION

Medications are separated into the following three categories:

1. Non-Prescribed Medication

Non-prescribed medications do not have a pharmacy label. Non-prescribed medications must be administered in accordance with the patient information leaflet supplied with the medication and any other specific instructions for administration must be adhered to.

Bringing Non-Prescribed Medication into the School :

The School discourages students from bringing in non-essential non-prescribed medications, for example, paracetamol. At the start of each term, HMs will ask students to disclose any non-prescribed medications they have and if applicable, and if such medication is required, the medication must be sought through the Health Centre where it can be dispensed to the student.

The School discourages these medications from being brought into the School for the following reasons:

- The risk of accidental overdose, in particular with (but not limited to) paracetamol containing products.

- The risk that self-medicating students may be masking a more serious condition or taking medicine which is not appropriate/necessary.

- The risk of interactions with other medications (this includes herbal/traditional medicines).
- The risk of students sharing medications or leaving them unattended.
- It can affect the School's ability to care for students if they are self-medicating. **The Health Centre may not be able to administer non-prescribed medications to students who are found to be self-administering their own.**

Any medication or supplements that are not in English or licensed in the UK will be confiscated; the School will support the student to access a UK equivalent, if available. Please see the 'Overseas Medications' section below, for further information.

The School retains lists of non-prescribed medicines, one for nursing staff which contain a wider range of medicines and another for School staff which covers medicines available for Boarding Houses and school trips. The medicines listed in the Non-Prescribed Medication Protocols will be administered by the Health Centre Nurses and relevant staff (as appropriate), in accordance with the protocols set out in this policy, please see Appendix 2. Only the listed medicines can be administered in accordance with this policy. These lists shall be retained by the Health Centre and shall be reviewed and updated by the Lead Nurse, as and when necessary.

Ordering Non-Prescribed Medication at the School

A stock list of non-prescribed medications can be found in the School's Non-Prescribed Medication Protocols. Only medicines in the protocols found at Appendix 2 of this policy can be ordered and administered. Medications must be ordered by the Health Centre from a local pharmacy or a recognised pharmaceutical supplier. The Health Centre conducts a weekly stock check.

2. Prescribed medication only

Bringing Prescribed Medications into the School

The only medications that should be brought into the School are those **essential** to the health of a student. All prescribed medications must be declared to the Health Centre through a form on the parent portal. The Health Centre will assess whether the student concerned is competent to self-administer their prescribed medication (only students from 16 years old). A plan will then be put in place with regard to the ongoing administration of medication and any relevant people will be informed.

The prescribed medication must be administered in accordance with the prescriber's instructions, as printed on the pharmacy label on the individual medication. The following applies:

- The medication must only be given to the student to whom it has been prescribed;
- The medication must be and remain in the original container and packaging;

- The medication must be in date;
- The original dispensing pharmacy label must not be altered; and
- Prescribed medications are the property of the person to whom they have been prescribed and dispensed.

Ordering Prescribed Medications only at the School

Boarders should arrive at the School with at least a four-week supply of any prescribed medications. Subsequent repeat prescriptions must be obtained via the School Doctor. The School require at least one week's advanced notice for obtaining repeat prescriptions. Students can request repeat prescriptions by contacting the Health Centre.

A record of prescriptions ordered and arriving in the Health Centre is kept. VitalTone the preferred pharmacy to order and deliver prescriptions to the School. On their arrival the School Nurse on duty is responsible for contacting students (on the same day) to inform them that their prescription has arrived and make any necessary arrangements for their collection and/or administration. Records of prescribed medications received from the pharmacy are kept for one term.

Day students and weekly boarders, who are not registered with the GP Surgery appointed by the School (Townhill Medical Practice), are responsible for obtaining and supplying their own prescribed medication. If they need to bring prescription medicine into the School during the day, it must contain the prescription instructions and be clearly labelled with their details, including their full name, address and date of birth. They must bring the prescribed medication to the Health Centre to store or complete a self-administration risk assessment to keep the medicine on their person (students 16 and over only). Please see Appendix 1 of this policy for details of self-administration risk assessments.

3. Overseas Medication

International Boarders must not bring medication into the School unless it is prescribed. Any prescribed medications that are being brought into the School must be, accompanied by the original doctor's prescription with a translation if required and a follow-up letter from the parent permitting for their child to take this in the UK. Medication must be clearly labelled in English, have the student's name on it and be in the original packaging. Most importantly, the drug must be licensed in the UK. If not, the UK equivalent should be sourced which must be verified by a UK doctor. Any medicines from overseas must be brought into the UK in their original packaging. The Housemistresses will check and take in all student medication in the first few days of arrival. All medication must be declared to the Health Centre.

If prescribed medication is not available in the UK, Parents may be asked to give written consent to a prescription to a UK equivalent/suitable alternative in accordance with UK Health Regulations.

4. Controlled Drugs (CD)

CDs are governed by the Misuse of Drugs Act 1971 and may in some circumstances, be prescribed to students at the School.

To comply with these regulations, CDs are stored in the Health Centre or boarding houses (if more appropriate for the student) in a locked CD safe. The CD safe is locked and fixed within another locked medicines cupboard. All CDs to be administered in the School need to be brought into the Health Centre in the first instance. A record is made of any CD's received in the CD book.

It is not always practical for two staff members to be present when a CD is administered, but a record of the amount given and the balance remaining is kept in the CD record book with numbered pages. The CD book is kept locked away; separately from CD's. There is a separate page for each student in the CD book.

The CD book running totals are checked against actual CD levels by two member of staff on a weekly basis. If the running totals and CD levels do not correspond, the Lead Nurse will be informed immediately and an incident form completed via the School's accident/incident form. Missing CDs are subject to specific reporting requirements, including reporting to the Police.

CDs are disposed of by returning them to the student, parent or pharmacy, and a record of the returns kept in the CD record book. If returns are made to a pharmacy, a signed receipt must be obtained from the receiving pharmacist and retained by the Health Centre.

On occasion, it might be more appropriate for boarding staff to administer CDs to students in House. Staff need to have completed the online "medicine administration" course and continue to keep a running balance of CD's administered in House. Boarding staff must follow the CD protocol for in house administration (please see Appendix 3) and store CDs appropriately.

The School requires certain information to be able to administer ADHD treatment (CD's) to students. CD's must be provided in their original, labelled packaging with the student's name and prescription clearly stated. There must be supporting information from the prescriber for the initiation, titration, change of medication or change of dose. NICE Guidelines recommend 6 monthly height, weight, blood pressure and heart rate monitoring for children taking medication for ADHD. The Health Centre can support with taking these observations if required. The School can developed a shared care protocol with the School GP Surgery in relation to boarders prescribed with ADHD medicines.

ADMINISTRATION OF MEDICATIONS

Administration of medication will be delivered in a way that respects the dignity, privacy, cultural and religious beliefs of the student. Potential allergies, any medical conditions and other medications that have been taken (or are prescribed) must be checked before administration.

The administration of any medications must follow the guidelines below and in particular, the 8 “Rights” of administration must be applied by any relevant member of staff when giving any medication:

- Right Student - The identity of the student must be ascertained. It is essential the medication is given to the right student. If available, check the name and photograph on their student file.
- Right Medicine - Check the student’s medication record. Their name, and the form, dose and strength of the medicine must be checked during the administration process. Ask the student if they have had any previous doses of the medication, or if they are taking any other medication.
- Right Dose - The correct dose of medicine must be administered, and the expiry date on the packet must be checked before administration. If unsure confirm the appropriateness of the dose using the patient information leaflet for the drug being administered or check the British National Formulary (BNF).
- Right Time - The member of staff administering the medication should check the frequency of the medication required. They should ensure the student is informed when they can have the next dose.
- Right Route - Each medicine must be administered in its prescribed form (for example, tablet, capsule or inhaler) and by the correct route (for example, oral or topical) in accordance with the specific instructions for that medicine. The member of staff administering the medication must confirm that the student can take or receive the medication by the route prescribed, in advance.
- Right to Refuse - The students’ right to refuse or decline must be respected. Their dignity and independence should be maintained at all times. Parents should be informed so that alternative options can be considered.
- Right Response - Relevant members of staff must ensure the medication is working the way it should be and if necessary ongoing observation should be in place.
- Right Documentation - The relevant members of staff must ensure they have a written record of what medication has been given to a student immediately after it has been administered, on Isams.

PARENTAL RESPONSIBILITIES INCLUDING CONSENT

All students under the age of 16 are required to have parental consent for the administration of non-prescribed medication in the School. This information is obtained by parents when they complete the Health Information Form for their child, prior to them starting school.

The administration of prescribed medication is undertaken under strict supervision by the School. It is the parents’ responsibility to ensure that if their child must take prescribed medication, that medication must be in the original container with the original dispensing label attached; **without this in either case, the relevant medication cannot be legally administered.**

The School must be informed of the use of any alternative remedies or treatments by a student and the School cannot take responsibility if alternative remedies or treatments are used by students (either at the direction of parents or independently by the student).

ADMINISTRATION TO SAVE A LIFE

In extreme emergencies, for example, an anaphylactic reaction, certain medicines can be given or supplied without the direction of a doctor, or without there being a patient group directive (PGD), for the purpose of saving a life. In an extreme emergency a medication for example, adrenaline, would be given (Article 7 of the Prescription Only Medicines (Human Use) Order 1997).

The following medicines are held, as stock within the Health Centre for this purpose:

- Adrenaline auto injectors (AAIs)
- Dextrose oral gel 10g tubes and Dextrose tablets - for hypoglycaemia.

In addition to the above, the School also holds spare salbutamol inhalers and adrenaline auto injectors (AAIs).

ADVERSE REACTIONS TO MEDICATION

Medication can cause adverse reactions in some people. If a student experiences an adverse reaction to medication, no further doses will be given until instructed to do so by a doctor. If a serious reaction occurs medical attention should be sought immediately via A&E 999/112, a GP or pharmacist, or NHS 111 as the student's condition dictates.

All adverse reactions should be reported by using the yellow card system to the Medicine and Healthcare Products Regulatory Agency (www.mhra.gov.uk). The School must also inform the parents of the student. As soon as practicable, an incident form must be completed through the School's electronic incident/accident form and the Lead Nurse must be informed after the event. The reaction must also be recorded in the student's individual health record in the School's electronic medical management system (Isams). For further information please see the Allergy and Anaphylaxis Policy, available on the School's website.

SELF-ADMINISTRATION OF MEDICATION

The School will work with the student and their parents (where appropriate and as appropriate to the students age). Students are encouraged to identify the best ways to manage their medications, whether this is through self-administration and administration in their Boarding House. Students who are competent will be encouraged to take responsibility for managing their own medications and relevant devices (as applicable), subject to their age and understanding. There are clear guidelines when self administration is permitted (see Appendix 1).

Students must be assessed to determine whether they are able to self-medicate bearing in mind the safety of the individual and others in the School.

STORAGE OF MEDICATION

1. The Health Centre

Prescribed medications are stored in the Health Centre and kept in locked cupboards and are accessible to those who require it in case of an emergency. Individual students' medication is stored separately from non-prescribed medication.

Medicines requiring refrigeration are kept in the locked fridge in the Health Centre. Fridge temperature readings are performed and recorded at the start of every day. The normal temperature range is between 2 - 8°c. If the temperature is found to be outside of normal range, the Lead Nurse must be informed immediately, and pharmaceutical advice should be sought regarding the stability of drugs stored within the fridge. Any such issue must be logged as an incident via the School's electronic accident/incident form.

Only Health Centre Staff hold keys to the medication cupboards and fridge. In the event of the medication keys being lost this must be reported to the Lead Nurse and logged as an incident, as above.

2. Outside of the Health Centre

When self-administration is permitted, or boarding staff are to administer medication to students, usually only a small supply of medication is provided for storage in the House whilst the main stock is kept in the Health Centre. This is decided at the discretion of the Health Centre Staff and after discussion with the student. In the case of CDs or antidepressants only a small supply will be given out, regardless of age or other circumstances due to the nature of these medications.

The Nurse must dispense the agreed amount of medication whenever possible in the original packaging with the Patient Information Leaflet (PIL). If this is not possible the medication should be dispensed in a clearly labelled container with instructions for the student, including the expiry date. Tablets must remain in their blister pack and cutting the blister pack should be avoided whenever possible. The student should always be counselled in keeping their medicines safe.

Where medications are self-administered, they are stored in a locked drawer by the student or given to boarding to be locked away. If they are left out, or any of the requirements of safe self administration are not followed, the privilege of self-administration will be withdrawn. Boarding staff will be informed of all students self-administering medication in House.

Sometimes it is necessary for students to carry their medications around the School site on their person, for example, asthma inhalers or AAIs. The student should be counselled in care of their medicines and must report any lost medication to the Health Centre immediately.

Storage and administration of prescribed medicines in House, is documented on the electronic medicine form (Isams), signed by the boarding member of staff dispensing them each time medicine is given to a student.

DISPOSAL OF MEDICATION

No medications should be disposed of at the School. Any unused or out-of-date medications will be returned to the pharmacy for disposal. Expired medications are identified during the weekly stock checks undertaken by the Health Centre staff. Unused medications are given to a member of pharmacy staff (VitalTone).

TRIPS (INCLUDING DAY TRIPS AND RESIDENTIAL VISITS)

Additional consent is sought for other staff members to administer non-prescribed and prescribed medications if required to do so, during the course of a school trip or off-site activity. All members of staff dispensing medications must have undertaken the online "administration of medicines" course. All students who do not have parental permission for this must be identified prior to the trip commencing. Staff members are briefed by a Nurse prior to the trip to identify any students with medical requirements and they follow a clear protocol for administering and documenting any non-prescribed and prescribed medication given to students whilst away on the school trip.

Trip Leaders are responsible (with the help of the Health Centre) for:

- Ensuring they are aware of any students with medical conditions and if they need any associated medication;
- Ensuring they have parental permission to administer medication;
- Requesting training to administer medication from the Health Centre in advance of the school trip, if necessary. All members of staff dispensing medications must have undertaken the online "administration of medicines" course
- Following the protocol for medicines whilst on the trip;
- Recording any medication given to students; and
- Returning any medication and associated records after the trip has finished.

The Health Centre must be provided with at least two weeks' advanced notice prior to day trips and off-site activities taking place, with more notice if the trip requires making arrangements for travel vaccinations and/or prescribed medications.

MEDICATION ERRORS

A medication error must be reported immediately. The students' physical wellbeing should be checked to see if they have had any adverse effects to the medication taken. If on duty, the

Lead Nurse must be informed. During the day the School Doctor should be contacted on 01883331900 for a Boarder, and the student's own GP if they are a Day Student or Home Boarder. Out of hours, or if the GP is not accessible, the staff member present must call NHS 111 for advice. Advice should be obtained as to whether the student needs further review and whether additional observations should be completed.

The medication error must be logged as an incident on the School's electronic form. Details explaining the error and any action taken must be noted. The Lead Nurse must be separately notified. The error should also be recorded in the student's individual health record on the School's electronic medical management system. The School must also inform the parents of the student. Any errors involving medication will be discussed after the event and reflected upon, in a supportive manner, as well as a review of our policies and procedures, where appropriate, to ensure best practice is promoted and mistakes are learnt from.

RECORD KEEPING

Clear, accurate and complete records must be kept of every medication administered. Each entry should be dated, timed, signed for and documented in Isams. When recording on the student's health record, held on the School's electronic medical management system, the member of staff must ensure the time, date and medication administration is correct and that they are recording information under the correct name. These medical records are deemed to contain special category data and therefore must only be disseminated to relevant staff on a 'need-to-know' basis and must be kept confidential.

TRAINING

Health Centre staff are fully qualified nurses and have up to date training annually, as appropriate to their role.

Staff training is provided annually on allergies, anaphylaxis, asthma and temperature management. All relevant staff also receive training on medicines and their safe storage and administration.

APPENDIX 1: SELF ADMINISTRATION GUIDELINES AND RISK ASSESSMENT FORM

Risk Assessment for Students Administering Their Own Medication Protocol

Name of student:

DOB:

Year group:

Status:

Name of medication/dose/route:

Amount of medication given to the student:

Frequency (How often taken):

Length of treatment:

Date from: to:

Medication can be stored in student's own locked area.
YES/NO

Student understands never to give their medication to another student
YES/NO

Student has proven themselves to be reliable
YES/NO

Full understanding of reasons for medication and side effects
YES/NO

Knows when and how to take medicine
YES/NO

Discussed with student need to let house know re self-administration
YES/ NO

Note: If a student refuses for the house to be informed, they must come to the H/C for administration of meds.

Comments:

Important: If a student is not keeping medication locked away, or, if they are otherwise not administering the medication properly, the right to self-medication will be removed.

Student signature: Date:

Staff signature: Date:

Date/ time form copied to house:

Student Administration of Their Own Medication Protocol

The School allows some students to keep their own medications, if they have been assessed as competent to do so.

The following criteria are used to assess a student's ability to self-administer medication:

- The age of the student
- Whether the medication is long term or a short course
- The students own choice
- Whether the student has proven himself or herself to be reliable in general and will remember to take the medication if it is to be taken regularly
- That the student understands why they are taking the medication and any side effects, and the risks of overdose
- That the student knows when and how to take the medication.
- That the student can store the medication in a locked area
- That the student understands that they should never give the medicine to anyone else, even if they have similar symptoms.

APPENDIX 2: NON-PRESCRIPTION MEDICATION PROTOCOL FOR SCHOOL NURSES

DEFINITION:

Non-prescription medication can be obtained for the immediate relief of a minor, self-limiting ailment.

PURPOSE:

The purpose of this protocol is to facilitate access to various non-prescription medications, similar to what patients access in their own homes. These medications are for the treatment or symptom management of common minor ailments without the need for a prescription.

The School Nurses can administer non-prescription medications in accordance with this protocol, to all students, staff members and visitors to the School.

The following must be adhered to:

1. A locked medicine cupboard is required for the storage of all non-prescription medication. They should be separated from any prescribed medications.

2. Non-prescription medication stock should be checked at the end of each month for ordering purposes but also to check expiry dates. All liquids/suspensions should have the date of opening recorded on the bottle. Medicines should be discarded as per accompanying Patient Information Leaflet (PIL) instruction.

3. Administration of non –prescription medication must only be undertaken by the Health centre staff (or other appropriately trained staff- see separate protocol).

The following procedure for the administration of any medicine should always be followed:

- Check student identity
- Check medication record and with student re previous doses/ other medication being taken
- Check allergy status and other contraindications for administering
- Check expiry date
- Ensure correct dose/ timing and route
- Observe medication being taken
- Document and sign in appropriate records
- Record any refusal and report if required
- Advise on any follow up required- future doses
- Inform parents/ other staff members if appropriate

4. Nurses should advise re: on-going management of symptoms, including what to do if symptoms worsen or do not resolve and additional measures to alleviate symptoms.

5. The maximum duration of treatment should not exceed that specified on the Patient Information Leaflet without obtaining medical advice.

6. Medicines must be purchased via a pharmaceutical suppliers account or from a local registered pharmacy. Any medicines for disposal will be taken to a local pharmacist.

NON-PRESCRIPTION MEDICATIONS INCLUDED WITHIN PROTOCOL.

Below are the medications that Nursing Staff are able to order and administer. Whilst the main cautions, contraindications and side effects have been listed, the accompanying information leaflet should be kept with each medication and consulted as necessary. Each nurse has an individual responsibility for ensuring she or he is fully familiar with any medication that they administer:

"Registered healthcare professionals who administer medicines, or when appropriate delegate the administration of medicines, are accountable for their actions, non-actions and omissions, and exercise professionalism and professional judgement at all times. Those administering medicines are appropriately trained, assessed as competent and meet relevant professional and regulatory standards and guidance." (Royal Pharmaceutical Society (2019) – Administration of Medicines section 7 and 8).

If there are clinical concerns about a patient's condition, then medical advice should be sought sooner than advised below.

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
PARACETAMOL 500mg tablets or 250mg/ 5ml syrup	Pain or fever	Allergy Kidney or liver impairment Alcohol dependency Chronic malnutrition Dehydration Weight <50kgs – dose may need to be lowered Enzyme-inducing antiepileptic medication Care of accidental overdose with other paracetamol containing products	10-15 years 500mg every 4-6H when necessary to a maximum of 0f 4 doses in 24H Over 16 years 500mg or 1g every 4-6H when necessary to a maximum of 0f 4 doses in 24H	Skin reactions Blood disorders Liver/renal damage or vomiting following overdose
IBUPROFEN 200mg tablets Or 100mg/5mls	Pain or fever	Allergy to any NSAIDs including aspirin Asthma Cardiac impairment Coagulation defects	Over 12 years 1 or 2 tablets every 6-8H	Asthma exacerbation GI disturbance Hypersensitivit

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
		Hypertension Oedema Previous GI bleeds Hepatic impairment Renal impairment Not to be used with ibuprofen/ deep heat gel	up to 3 times a day	y reactions Nausea
SUDAFED DECONGESTANT TABLETS Active ingredient in one tablet: Pseudoephedrine hydrochloride 60mg	Nasal congestion	Allergy CVS disease Hypertension Diabetes Epilepsy Liver/ renal dysfunction Bladder dysfunction Do not give with Lemsip Max All in One capsules	Over 12 years only 1 tablet every 4 to 6H. No more than 4 tablets in 24H	Tachycardia Anxiety Restlessness Insomnia Palpitations Hypertension GI upset Headache Dry mouth
STREPSILS LOZENGES Active ingredients in one lozenge: 2,4-Dichlorobenzyl alcohol Amylmetacresol	Sore throat	Allergy	Over 6 years 1 lozenge every 2-3 hours, as needed. Max 12 in 24H	Hypersensitivity reactions Sore tongue
GLYCERIN LEMON AND HONEY WITH GLUCOSE	Cough and sore throat	Allergy	Over 1 year 5mls. Repeat every 4H if required Over 12 years 10mls Repeat every 4H if required	
RENNIE PEPPERMINT TABLETS	Upset stomach	Allergy Renal impairment Intolerance of certain sugars	Under 12 yrs Not to be given Over 12 yrs	

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
Active ingredients in one tablet: Calcium carbonate 680mg Magnesium carbonate 80mg			1-2 tablets to be sucked or chewed ideally 1hr after meals and before bedtime but also in-between times if symptomatic No more than 3-4 per day.	
GAVISCON DOUBLE ACTION SUSPENSION Active ingredients per 10mls: Sodium alginate 500mg Sodium bicarbonate 213mg Calcium carbonate 325mg	Epigastric discomfort/reflux	Allergy Once opened use within six months	Under 12 yrs Not to be given Over 12 yrs 10-20ml after meals and at bedtime Up to 4 times a day	Allergic reactions
Cetirizine Dihydrochloride 10mg	Relief of allergy symptoms	Allergy Renal impairment Epilepsy	6- 12 yrs ½ tablet twice a day Over 12 yrs 1 tablet once a day	Headache Dizziness GI disturbance Dry mouth Sore throat Runny nose
PIRITON TABLETS OR SYRUP Active ingredients in one tablet: Chlorphenamine Maleate	Allergy symptoms and rashes	Allergy Urinary retention Renal disease Epilepsy Glucoma	6- 12 yrs ½ tablet every 4-6 hrs, as needed OR 5 mls syrup every 4-6	

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
4mg or Active ingredients per 10 mls: Chlorphenamine Maleate 4mg			hrs, as needed Max in 24 hrs 3 tablets or 30mls Over 12 yrs 1 tablet every 4-6 hrs, as needed OR 10mls syrup every 4-6 hrs, as needed Max in 24 hrs 6 tablets or 60mls	

NON-PRESCRIPTION MEDICATION PROTOCOL FOR SCHOOL STAFF

Non-prescription medication can be obtained for the immediate relief of a minor, self-limiting ailment. This protocol allows trained members of school staff to administer non-prescription medication as required.

The following must be adhered to:

1. Administration of non-prescription medication must only be undertaken by staff that have completed the online "administration of medicines" course. Only those medications listed below may be given by staff.

2. The following procedure for the administration of any medicine should always be followed:

- Check student identity

- Check medication record and with student re previous doses/ if other medication has been administered from elsewhere

- Check allergy status and other contraindications for administering

- Check expiry date

- Ensure correct dose/ timing and route

- Observe medication being taken

- Document and sign in appropriate records

- Record any refusal and report if required

- Advise on any follow up required- future doses

- Inform parents/ other staff members if appropriate. Health Centre need to be aware that medication has been administered, should the student present there.

3. Non-prescription medication must be kept securely at all times.

4. In the event of a drugs error or adverse reaction medical advice should be sought immediately via the Health Centre or 111, 999/112 or A/E. Parents and the Health Centre must be informed.

NON PRESCRIPTION MEDICATIONS INCLUDED WITHIN PROTOCOL

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
PARACETAMOL 500mg tablets or 250mg/ 5ml syrup	Pain or fever	Allergy Kidney or liver impairment Alcohol dependency Chronic malnutrition Dehydration	10-15 years 500mg every 4-6H when necessary to a maximum of 0f 4	Skin reactions Blood disorders Liver/renal damage or vomiting following overdose

MEDICATION	INDICATION	MAIN CAUTIONS AND CONTRAINDICATIONS	DOSE	MAIN SIDE EFFECTS
		Weight <50kgs – dose may need to be lowered Enzyme-inducing antiepileptic medication Care of accidental overdose with other paracetamol containing products	doses in 24H Over 16 years 500mg or 1g every 4-6H when necessary to a maximum of 0f 4 doses in 24H	
IBUPROFEN 200mg tablets Or 100mg/5mls	Pain or fever	Allergy to any NSAIDs including aspirin Asthma Cardiac impairment Coagulation defects Hypertension Oedema Previous GI bleeds Hepatic impairment Renal impairment Not to be used with ibuprofen/ deep heat gel	Over 12 years 1 or 2 tablets every 6-8H up to 3 times a day	Asthma exacerbation GI disturbance Hypersensitivity reactions Nausea
Cetirizine Dihydrochloride 10mg	Relief of allergy symptoms	Allergy Renal impairment Epilepsy	6- 12 yrs ½ tablet twice a day Over 12 yrs 1 tablet once a day	Headache Dizziness GI disturbance Dry mouth Sore throat Runny nose
PIRITON TABLETS Active ingredients in one tablet: Chlorphenamine Maleate 4mg	Allergy symptoms and rashes	Allergy Urinary retention Renal disease Epilepsy Glucoma	6- 12 yrs ½ tablet every 4-6 hrs, as needed Over 12 yrs 1 tablet every 4-6 hrs, as needed	

APPENDIX 3: IN HOUSE ADMINISTRATION OF CONTROLLED DRUGS

Information on Controlled Drugs (CDs)

Records of handling CDs

Keep records to provide an audit trail for the supply, administration and disposal of CDs, and the movement of them from one location to another. CDs will be signed into the CDs book in the Health Centre and out to the boarding house's CD book. It is a legal requirement to keep a running total of the medication. Inform the Lead Nurse of any discrepancies. It is a legal requirement to report any loss of medication.

The CDs need to be stored safely, in a lockable area, only accessible to the persons administering them.

Records of administration

Ensure records of administration for CDs include the following:

- Name of the person having the dose administered;
- Date and time of the dose administered;
- Name, formulation and strength of the DC administered;
- Dose of the CD administered;
- Name and signature or initials of the person who administered the dose; and
- Name and signature or initials of any witness to administration of CDs

Please complete CD record every time a CD is given to a student. Reference: Controlled drugs: Controlled drugs: safe use and management - NICE Guidance

Treatment of Attention Deficit Hyperactivity Disorder (ADHD)

When medication is prescribed for ADHD, it is usually as part of a comprehensive treatment programme and always under the supervision of a specialist in childhood behavioural conditions. Medication can be used to control symptoms to allow effective learning to take place.

Methylphenidate (e.g. Ritalin, Concerta XL, Equasym) is a stimulant medication that is used in the UK for the treatment of ADHD. Although Methylphenidate is legally categorised as a CD, in mainstream schools it should be treated in exactly the same way and with the same safeguards as any other medication which the School agrees to administer. However, even when a child is self managing their medication, CDs should be kept securely in a locked non-portable container. Only named staff should have access to CDs.

NICE Guidelines recommend 6 monthly height, weight, blood pressure and heart rate monitoring for children taking medication for ADHD. The Health Centre can support with taking these observations if required.