



Sponsor	
Issue Date	Sept 2023
Next Review Date	Sept 2024
Governors' Review Committee	

ADMINISTRATION OF MEDICATION AND MEDICAL PROTOCOL

(Policy on dispensing of medication in year areas)

As a boarding school, it is accepted that year 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 would take in similar circumstances, while they are responsible for the care and control of students. All medication kept in year areas is locked away with the key being readily available to appropriate named members of staff. All medication taken by students will be done so in the presence of staff and will be recorded in the medications log.

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 Privacy 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 Notice to ensure any processing required that is not covered by the Privacy Notice is reported to the Privacy Officer (privacy@woldinghamschool.co.uk).

CONSENT TO ADMINISTER MEDICINE

Parental consent for the school to administer both prescribed and non-prescribed medications is requested on the Medical Questionnaire and Permission Form completed at enrolment; please see the section below on 'Record Keeping' for further details. Medicines will only be accepted for administration if they are:

- Prescribed (see also section below regards non-prescribed medications)
- In-date
- Labelled (with the student's name)
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (The exception to this is insulin which must be in date

but will generally be available inside an insulin pen or pump, rather than in its original container)

IF A STUDENT WISHES TO BRING MEDICATION FROM OVERSEAS

Any student bringing medication from overseas should be accompanied by the original doctor's prescription with a translation if required and a follow-up letter from the parent/guardian/carer permitting for their child to take this in the UK. 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 School Nurse will check and take in **all student medication in the first few days of arrival.**

DRUG STORAGE AND ADMINISTRATION:

1. CONTROLLED DRUGS:

Some prescription medicines are controlled under the Misuse of Drugs legislation in the UK (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. The Misuse of Drugs Regulations 2001 has a full list of controlled medicines, see:
<http://www.legislation.gov.uk/ukxi/2001/3998/schedule/1/made>

Medications within this category commonly used in schools include drugs used in the treatment of Attention Deficit Disorder ADHD. If a student is prescribed a drug which is a controlled drug, a Controlled Medications Form should be completed, supported where possible by a doctor's letter detailing diagnosis, medications, frequency, dose, route and when to administer. The name and address of the prescribing physician must appear on the student's Controlled Medications Form. If there is any doubt about the nature of the medication, the GP is consulted about the appropriate action to take. Any controlled drug which needs to be administered will be stored in a locked cabinet within the main locked cabinet in the school Health Centre. The key to this must be held in a secure key safe. When administering, two members of staff, who have received training in 'Over the counter medicine training' must witness and also sign in the 'Controlled Drug Register' to record the dosage, time and other details necessary such as how much of this drug remains. In the instance that any controlled medication must be chilled, this will be locked in the medical fridge.

Additionally, each week two members of staff (one of whom will be the School Nurse), who have received training in 'over the counter medicine training' (see below), must carry out a weekly stock check of how much of each controlled drug remains, which should match the records in the controlled drug book. This check should be signed and dated by both members of staff. If any discrepancies are found, these should be reported to the AHO and escalated to the COO, who will safeguard the incident, along with contacting the police. When new medicines come into the school, they must be checked, counted (if controlled) by two people and added into the Controlled Drug book detailing the student's name, medication name, dosage, lot number, expiry date, quantity. If controlled drugs leave the premises, these must be counted out and signed out of the book to show that the school no longer has responsibility for this drug. Parents are urged to collect all unused controlled drugs for their child when no longer needed. It is recommended that the school only store 30 days' worth of medication.

All students' own medication is recorded on Schoolbase under the student's record.

2. NON-PRESCRIPTION MEDICATION

This policy refers to Paracetamol 500mg tablets, Ibuprofen 200mg tablets, Lemsips and Chlorphenamine (Piriton) 4mg tablets.

1. All medication will be handed out by Health Centre, do not use your own supplies – all students are reminded regularly about handing in medication;
2. All medication handed out will be counted and logged;
3. All medication will be kept in its original container and in a locked cupboard or drawer;
4. Before giving any medication the reason for giving it must be established;
5. Check whether the student is allergic to any medication – particularly if this is the first time you have given her medication;
6. Check whether or not the girl has taken *any* medication recently and, if so, what, when and from whom. Check with Health Centre if in any doubt;
7. Check whether or not the student has taken *that* medication before and, if so, whether there were any problems;
8. Check the expiry or 'use by' date on the medication package or container;
9. The student *must* take the medication under the supervision of the person issuing it;
10. All year staff *must* record in their own medicine book when Paracetamol, Ibuprofen, (Piriton) or Lemsip are given out. This *must* be done at the time of giving the medication;
11. When recording the medication given, use one page/one tab on an Excel document per medicine. Check number of tablets in box against written record – they should be the same. The details *must* include the name of the girl, date and time of administration, number of tablets given, reason for giving and the signature of the person giving the medication. Please use 24-hour clock or be very careful about recording am or pm;
12. If medication is dropped, wasted or taken by a member of staff, this must also be recorded;
13. Each week by 2pm on a Sunday, all recorded medication given out in the previous week will be checked on the electronic records by Health Centre staff. New supplies can then be generated as necessary and entered on electronic records by Health Centre staff. If no medication has been given please put the date, nil given, and initial so Health Centre staff know it has been checked and not forgotten. Please do all entries in black – Health Centre will use red.

3. USES OF NON-PRESCRIPTION MEDICINES

1. Paracetamol 500mg – for headaches, period pains dosage as recommended on the box depending on age of the child. **DO NOT GIVE WITH OR WITHIN 4 HOURS OF LEMSIP.**
2. Ibuprofen 200mg – for headache, period pains, sore muscles. Not to be given to under 12's unless specifically recommended by medical staff. Dosage as recommended on the box depending on the age of the child. **MUST NOT BE GIVEN TO ASTHMATICS UNLESS CLEARED BY MEDICAL STAFF FIRST.**
3. Lemsip – for colds. Contains Paracetamol and decongestant follow instructions on the box regarding dose and age.
4. Chlorphenamine 4mgs – for minor allergic reactions, itchy rashes. One dose only. If no improvement Health Centre must be contacted.

If any student comes to you three times in one day with the same complaint, or on consecutive evenings with the same complaint, the Health Centre staff at the next available surgery *must* assess her. Please inform the Health Centre when you are telling her to come.

4. PRESCRIPTION MEDICATION

Years 7 & 8

1. Any prescription medicine will be given to students via the Health Centre;
2. Occasionally the girl may be allowed to take her medication away with her to use e.g. asthmatics and their inhalers. This will be decided on an individual basis by the Health Centre staff and discussed with the year staff.

Years 9 - U6

1. Health Centre staff must be made aware of any prescription medication being taken in school;
2. Students will be assessed on an individual basis by Health Centre staff as to whether they are competent to self-medicate and look after their own medications safely;
3. House staff will give medication to a girl as prescribed, following discussion with the Health Centre staff if a student is unable to self-medicate for whatever reason;
4. Prescription medication must only be given to the student named on the pharmacy label and will be kept in a locked cupboard;
5. 'Controlled' drugs, e.g. Ritalin must be double locked in the medicine cabinet and each dose dispensed must be counted and recorded with a double signature in the controlled drugs book, the dose must be taken in front of a member of staff;
6. Prescribed medication must be recorded in medication log – 1 sheet per student and only one drug per sheet;
7. 'Controlled drug' prescription medication must only be administered by named staff, as designated by the Health Centre, for example the relevant Housemistress and Assistant Housemistress. When the medication log is being updated each Sunday, each member of the designated staff should cross reference the stock remainder/entry made by the second member of staff in the controlled drug book as an extra precaution;
8. For students on long-term regular medication, House staff will let Health Centre know when the supply is running low – one week's supply left – to enable Health Centre to reorder.

5. OVER THE COUNTER MEDICINE

Any OTC medication which is bought onto school premises will be stored in the locked cabinet in the Health Centre. They must come in the original packaging, in the student's name, with clear instructions as to the dosage and instructions for administration. A Medication Consent Form must be filled in by parents/guardians/carers before administration. Medication will be recorded in the medical room as per the type, amount and expiry date. OTC administered to students will be given only by the Registered Nurse on-site; if unavailable it can be given by the advanced first aiders who have undertaken the medication training.

6. REFRIDGERATED MEDICINE

- All refrigerated medication is stored in an airtight container and is clearly labelled.
- Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised students or lockable as appropriate.
- The drug fridge must be kept locked and regular checks of its temperature recorded. If the temperature is outside the normal limit (2-8°C) it should be reported to the AHO.

If you have any concerns or problems, please contact the Health Centre staff.

All non-NHS records made by a school-employed nurse or by any boarding staff, are liable to inspection by ISI (Boarding Welfare Inspection) under its relevant legal powers.

1. ASTHMA, ANAPHYLAXIS, EPILEPSY AND DIABETES MEDICATION:

In the cases where students require specific medicines for epilepsy, diabetes, anaphylaxis or asthma, this medication will be kept on the student at all times, who will self-administer if deemed Gillick Competent, or will be supported by a nurse/first aider. Medication for student who are non-competent is kept in the medication centre unlocked. Spare AAI and inhalers can be found in the Health Centre and also in the dining room.

2. ASTHMA

All children with asthma will have an HCP. These students are encouraged to carry and take responsibility for their own Salbutamol inhaler; if this is not appropriate the Health Centre will hold one for them. Woldingham School holds spare Salbutamol inhalers for emergency situations such as in the event of a student forgetting an inhaler and to take on fixtures, however, these can only be used on students with a diagnosis of asthma and written consent from parents/guardian/carer. The emergency inhalers should only be administered by the School Nurse/ advanced first aiders.

3. ANAPHYLAXIS

All children with Anaphylaxis will have an HCP. These students are encouraged to carry and take responsibility for their own AAI; if this is not appropriate the Health Centre will hold one for them. Woldingham holds spare AAI for emergency situations such as in the event of a student forgetting an AAI, however, these can only be used on students with a diagnosis of allergy and written consent from parents/guardian/carer. The emergency AAI should only be administered by the School Nurse/advanced first aiders.

4. EPILEPSY

All children with epilepsy will have an HCP. These students are encouraged to carry and take responsibility for their own rescue medication; if this is not appropriate the Health Centre will hold one for them. All staff working with students with epilepsy will be trained on dealing with seizures and the administration of rescue medication.

5. DIABETES

All children with diabetes will have an HCP. These students are encouraged to carry and take responsibility for their own diabetic medication including Glucose I; if this is not appropriate the Health Centre will hold one for them.

All staff working with students with diabetes will be trained on dealing with and recognising diabetic emergencies and the administration of rescue medication

SAFE DISPOSAL

- If students do not pick up their medication at the end of the term, parents/guardians/carers are to be contacted via email
- Any expired medication is to be taken to a pharmacy for disposal by the Nurse and Schoolbase updated
- The Nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired
- Sharps Boxes are used for the disposal of needles. All Sharps Boxes in Woldingham are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis
- If a Sharps Box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or the school or the student's parent/guardian/carer.
- Collection and disposal of Sharps Boxes are arranged with the local authority's environmental services.

HEALTH PLANS - INFORMATION

If students have specific long-term conditions, such as asthma or an allergy, these conditions will be recorded on the student's health plan and will be issued to the relevant school departments so that staff are aware of students' needs. Additionally, if a student is suffering from mental health problems, a mental health plan will be drawn up to support the student with appropriate provision. These plans will remain in the Health Centre, where staff can view if required.

WEEKLY STOCK CHECKS

Stock taking as is appropriate will take place in the Health Centre and as medication is given. A weekly stocktake will be done by the nurse and a trained witness in the Health Centre, of controlled drugs, prescription medicines and over the counter medicines.

RECORD KEEPING

Woldingham School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. All staff who volunteer to administer medication are provided with training. The school keeps a register of staff that have completed the relevant training. An up-to-date list is kept of members of staff who have agreed to administer medication and have received the relevant training. Woldingham ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Confidentiality: Students should be aware that they can discuss any matter with the School Nurse in complete confidence. Medical information about students, regardless of their age, will remain confidential. However, in providing medical care for a student, it is recognised that, on occasions,

the School Nurse or first aiders will need to liaise with other staff, parents, carers or guardians, or medical professionals, and that some information will need to be passed on as necessary; ideally with the student or parent's prior consent. However, in the rare event that the School Nurse/staff consider that it is in the student's best interests or necessary for the protection of the wider school community, a staff member may breach confidence and pass information without a student or parent's consent. Any breach of confidence would be discussed with the student first to explain why it is judged that the health of other students was at risk or why it was in the student's own interest to share the information.

STAFF MEDICATION AND MEDICAL CONDITIONS

Any member of staff who is taking regular medications requiring administration during the school day must take individual responsibility to keep these medications secure and away from students. If a member of staff has any concerns about their medication they must seek advice from their own GP and inform the School Nurse (or Head). If the medication or the medical condition is likely to affect the staff members ability to fulfil their job role, the staff member should not come to school and must seek guidance from their doctor.

It is recommended that any staff member undergoing invasive medical treatment such as chemotherapy notify the nursing team for support and guidance. If a female member of staff becomes pregnant during the course of her employment at Woldingham School, it is suggested that they inform the School Nurse, so they can be supported in the workplace and notified of any health concerns around the school that could affect them or their unborn child.

Staff can be provided with over-the-counter medications (OTCs) by the School Nurse. Staff are encouraged to complete details of medical issues and next of kin contact details, via an information form completed on arrival, and updated annually. These are stored securely and confidentially by the HR Officer for use in an emergency.