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**EF ACADEMY – TORBAY**

# **Management and Administration of Medicines in School**



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<b>Author:</b>	School Nurse
<b>Individuals Involved in Developing the Document:</b>	Head Teacher
<b>Document Purpose:</b>	This policy covers the control and use of medicines within the school and residences to students only; within National Minimum Standards for Boarding legislation and Nursing and Midwifery Code of Conduct
<b>Relevant to:</b>	Students, Parents, Host Parents, House Parents, School Nurse, Head Teacher, Head Teacher Pastoral/Academics , Accommodation Officer
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>- The Identification and Care of Students with Chronic Health Conditions and Disabilities Policy</li><li>- Care of Students who are unwell Policy</li><li>- Parental Agreement for EF Academy Torbay School Staff to Administer Medicines</li><li>- Department for Education and Skills/Department of Health: Managing Medicines in Schools and Early Years Settings</li></ul>
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<b>Change Log (what changes have been made, by who and when):</b>	Sep 2018 LB: Change to staff who can administer controlled drugs, addition to staff who have attended Management of Medicine Training Sep 2020 - RTA: updated names



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## Management and administration of medicines in school

### Administration of medicines by school staff:

There may be times when a student (14-up to 18 year olds) is unwell and would benefit from being given an over the counter medicine.

- Parental consent must be given before a student is administered any medication in school; this will ordinarily be collected in advance prior to a student joining the school
- All staff administering medication will be fully trained and regularly updated
- The only non-prescribed medication that will be administered to an unwell student includes:

Medicine	Reason for Administration
Paracetamol 500mg tablets 1-2 tablets , 4 hourly as required <b>Not to exceed 4 doses in 24 hours</b>	Headache, sore throat, toothache, period pain, high temperature, cold and flu symptoms
Ibuprofen 200mg tablets 1-2 tablets 6-8 hourly as required <b>Not to exceed 3 doses in 24 hours</b>	Headache, muscular pain, backache, migraine, period pain, dental pain, high temperature, cold and flu symptoms
Antiseptic Throat Lozenges Lozenges are to be sucked 2-3 hourly as required	Sore throat and cough
Dioralyte replacement electrolyte powder 1 Sachet dissolved in water after each loose bowel movement as required	To replace essential body water and salts in the treatment of diarrhoea
Lemsip cold and flu 1 sachet dissolved in hot water Contains Paracetamol 1000mg and Phenylephrine Hydrochloride 12.2mg (decongestant) <b>Not to exceed 4 sachets in 24 hours</b>	For the relief of cold and flu symptoms and blocked nose
Buttercup Syrup For adults and children over 12 years old, two 5ml spoonful three times a day and at bedtime <b>Do not use for more than 1 week</b> Or Glycerin Lemon and Honey with Glucose cough Syrup For adults and children over 12 years old, two 5ml spoonful every 4hours if required	A traditional herbal medicinal syrup for the relief of coughs, colds and sore throats  For symptomatic relief of coughs and sore throats
Loratadine or Certrizine Hydrochloride Antihistamine 10mg Tablets One to be taken daily	For the treatment of cold or allergy symptoms such as sneezing, itching, watery eyes, or runny nose



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- These above named medicines will be stored in a metal locked cabinet
- If students should require any other medication they would be seen by their General Practitioner (GP) or directed to a Pharmacy
- When visiting a pharmacy students will be advised on how to report their symptoms and where necessary they will be given a letter to present to the pharmacist
- When administering medicines to students the following checks need to be carried out:
  - Check students name and date of birth
  - Determine why the medicine is needed
  - Ensure when the medication was last taken
  - Ask student if they have any known drug allergies/sensitivities
  - Check reference with student medical information
  - Select correct medicine: check name of drug, strength and expiry
  - Ensure correct dose is given for age and supervise administration

**Staff who are have attended the Management of Medicines Training and who can administer over the counter medicines to students in school and on school trips:**

- Helen Bradford
- Louise Roberts
- Kelly Hall
- Wendy Daniels
- Sarah Loughridge
- Tina Desmond
- Darren McDonald
- James Roberts
- Robert Tasker
- Debbie Chatterton
- Su Layfield
- Jane Orchard
- Louise Blondell

## **Self- Administration:**

- Students will be able to self-administer medicines if parental consent has been given and if deemed competent to do so
  - See Parental Agreement for EF Academy Torbay School Staff to Administer Medicines
  - See Administration of own Medicine Protocol



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- Students found to be competent to administer their own medicines may keep them with them if in residences however they must be locked away in their personal safes when not needed.
- Students living with host families must hand any medicines into their host parents to be stored in a locked facility and only be given it back when required.
- If students bring medicines into school they must be handed in to the sick bay where they can be stored in a locked facility during the day and returned when required and at the end of the day.
- Students must understand that their medicines are for their use only and must not be shared with any other person
- Parental consent will be given for students to visit a pharmacy and self-administer medicines

## **Record Keeping:**

- Medical Declaration and Parental Agreement forms must be completed by parents/guardians and are filed and stored securely in the administration office and where necessary the sick bay
- The school maintains secure medical documentation regarding any students seen
- The school nurse will record all student consultations in the students medical records
- All consultations with students are confidential unless there is a safeguarding concern, whereby the student will be told that for their safety the information needs to be shared
- To ensure confidentiality only the school nurse, Pathway Managers and heads of department will have access to student medical records
- An individualised health care plan will be written for students with chronic health conditions and disabilities
- There is a statutory requirement to record information on all medicines in boarding schools, the following records relating to all medicines must be kept:
  - All medicines received by the school
  - All medicines prescribed for students
  - All medicines administered by the school
  - All medicines transferred out of the school or returned to the pharmacy for disposal
- Any medication given to students in school will be logged in the medicines administration book and will include name of student, date, time, medication given, dose and reason for administration
- All records should be properly completed, legible and current and be available for inspection at all times
- A list of specimen signatures should be kept of all staff who are deemed competent to administer medicines following relevant training
- Medicine records should be kept for at least 15 years from the date of the last entry

## **Receipt of medicines:**



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- All medicines brought into school from whatever source should be received by a member of staff
- Stocks of medicines for use in the sick bay will be logged in the medicines administration book and should include:
  - Date of receipt of medicine
  - Name and strength of medicine
  - Quantity received
- No medicines from abroad should be self-administered by students unless there are clear instructions on the medicine in English stating the name of medicine, dose, administration route, side effects and cautions
- Any medicines being brought into the country by students that are not clearly labeled in English should be taken off them and securely locked away until the student returns to their home country
- Any medicines being brought into the country by students that are clearly labeled in English and where parental consent has been given, will be securely locked away and can be given to students on their request and then securely locked away again until further needed

## **Gillick Competence**

The school respects the confidentiality and rights of students as patients. This includes the right of a student assessed to be 'Gillick Competent' by a doctor or nurse, to give or withhold consent for his/her own treatment.

## **Controlled Drugs**

A Controlled Drug (CD) is one whose use and distribution is tightly controlled because of its abuse potential or risk. They are medicines that have been prescribed by a medical professional for the use of a named individual and which, under the Misuse of Drugs Regulations (2001), must be locked away appropriately and strictly monitored and recorded in a dedicated book as it is used.

The Misuse of Drugs Act, 1971 prohibits certain activities in relation to 'Controlled Drugs', in particular their manufacture, supply, and possession.

Examples of Controlled Drugs likely to be used by students in school include but are not limited to Ritalin, Medikinet, Concerta and Dexamphetamine.

Broadly speaking, medications for ADHD are Controlled Drugs.

A full list of all Controlled Drugs can be found in school.

## **Storage and Administration of Controlled Drugs**



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- Controlled Drugs that have been prescribed for a student should be securely stored in a non-portable container such as a safe and only specific named staff should have access to them
    - **Named Staff include**
  - Helen Bradford
  - Louise Roberts
  - Kelly Hall
  - Wendy Daniels
  - Sarah Loughridge
  - Tina Desmond
  - Darren McDonald
  - James Roberts
  - Robert Tasker
  - Debbie Chatterton
  - Su Layfield
  - Jane Orchard
  - Louise Blondell
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- School staff may administer a controlled drug only to the child for whom it has been prescribed and in accordance to the prescribers instructions
  - An up to date record should be kept of any doses used and the amount of the controlled drug held
  - Schools should keep a record of all medicines administered to individual children, stating what, how, how much was administered, when and by whom
  - Each time the medicine is administered it must be recorded, even if the child refuses to take it
  - The staff member administering the controlled drug should supervise the self-administration of the medicine at a time and place agreed with the child. Staff should see the medication being taken
  - Passing a controlled drug to another child is an offence under the Misuse of Drugs Act

## **Recording the Administration of Controlled Drugs**

Ensure all records of administration for controlled drugs include the following:

- Name of the person having the dose administered
- Date and time of the dose
- Name, formulation and dose of the controlled drug administered
- Name and signature or initials of the person who administered the dose



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- Name and signature or initials of any witness to administration

## Administration of own Medicine Protocol

The school will allow students to keep their own medications in a locked area in the boarding residences if they have been assessed as competent to do so. Asthmatics may carry their inhalers with them and students with allergies requiring an Epi-pen should carry this with them.

The criteria used to assess the students are:

- The age of the student
- Whether the medication is for a long term or a short course
- The student's own choice
- Whether the student has proven him/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 risks of overdose
- That the student knows when and how to take the medication
- That the student can effectively store the medication in a locked area
- That the student understands that they should never give the medication to anyone else, even if they have similar symptoms

## Self-administration assessment form

Name of student: .....DOB: .....

Name of medication/dose:

.....

Amount of medication given to student:

.....

Medication can be stored in a locked area: Yes/No

Length of treatment: ..... Date from: .....To: .....





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Student's choice: 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 medication: Yes/No

Student Signature: .....Date: .....

Staff Signature: .....Date: .....

## **Please also refer to:**

The Identification and Care of Students with Chronic Health Conditions and Disabilities Policy, the Care of Students who are unwell Policy and the Parental Agreement for EF Academy Torbay School Staff to Administer Medicines

## **References:**

Department for Education and Skills/Department of Health: Managing Medicines in Schools and Early Years Settings