



## **Administration of Medication (Including Homely Remedy) Policy**

### **Introduction**

The Governors and staff at Reading Blue Coat acknowledge their responsibility to ensure that all students within the School with medical conditions will be properly supported to ensure that they have access to a full education, including school trips and physical education.

Following government guidance regarding “supporting students at School with medical conditions” (Department for Education, 2014) and the Medicines Act, 1968, this policy aims to outline how the School supports children with medical conditions through the safe administration of medication including the use of over-the-counter medication within the School.

This policy should be read in conjunction with:

- First Aid policy
- Health and Safety policy
- Medicines Act (1968)
- Reading Blue Coat ‘Educational Visits’ Policy
- Supporting students with medical conditions at School guidance (Department of Education, 2014)

### **Roles and responsibilities**

The Head will:

- Ensure that arrangements set up in this policy will be implemented effectively, including naming a person who has overall responsibility for policy implementation.
- Provide a named person who is responsible for ensuring that the necessary staff are provided with sufficient training to be able to administer medication safely in order to support students with medical conditions to have access to a full education.
- Ensure that, in the absence of the Nurse Manager, there is someone on site sufficiently trained to administer medication if necessary.
- Ensure that risk assessments are in place for School visits, trips, and other School activities outside the normal timetable.

The Nurse Manager will:

- Ensure that Individual Healthcare Plans are suitably monitored and updated when necessary.
- Ensure that all necessary staff receive annual training to administer medication when needed, for example, on School trips.
- Provide Individual Healthcare Plans to the necessary staff members when a child who has an Individual Healthcare Plan in place is going to be taken off site.
- Administer medication to students where there is consent to do so.
- Communicate with parents/guardians if an over-the-counter medication is administered.
- Ensure that documentation is completed to a high standard.
- Order over-the-counter medication.
- Ensure that stock within the Medical Centre is sufficient and in date.

Other staff members will:

- Undertake the necessary training to ensure they are competent to safely administer medication to a student.
- Attend annual training updates.
- Attend extra training where necessary for students who may have more complex health conditions.

Parents will:

- Inform the School of their child's medical needs and provide updates where necessary.
- Provide medication in the original dispensing container with the original dispensing label attached if their child must have prescribed medication administered at School.
- Provide medication in the original container with a name tag including date of birth and tutor group attached if their child must have non-prescribed medication administered at School.
- Collect any medication held by the School at the end of the School year.
- Ensure that medication they provide to the School does not pass its expiry date.
- Provide consent for medications they wish to be administered in School.

## **Training**

Most medication will be administered by staff in the Medical Centre.

During both day and residential trips, Paracetamol is included in First Aid Bags and staff may be required to administer this. During residential trips, they may also be required to administer student's own medication. Staff must also know how to administer emergency/reliever medication (AAI, reliever inhaler and antihistamines). Staff who will be expected to do this will be provided with annual medication administration training.

The key staff groups that must receive annual medication administration training are:

- Teachers
- Any member of staff who may participate in School trips away from the School
- Any member of staff who may cover the Medical Centre in the absence of the Nurse Manager

Staff members in the above groups will need to do the following:

- Attend annual medication administration training
- Read the Medication Administration policy
- Complete the online TES (Educare) Administration of Medication Course and questionnaire to ensure they are competent and confident to administer medication safely

## **Consent**

Prior to any medication being administered, consent must be given by a parent/guardian.

Consent is gained for over-the-counter medication as part of the “Health Record for the School Medical Team” form that is completed when a student joins the School. Parents are informed that they must let the School know if there is a change in medication or they would like to withdraw consent for a medication at any point.

Consent for medication will be documented on iSAMS.

If a student requires a prescribed medication to be administered at the School, the parent/guardian must provide consent via email/letter. The medication must be provided in its original packaging with the prescribing label attached. The Medical Centre will not be able to accept medication that is not in the original packaging with the prescribing label attached.

If a student requires a non-prescribed medication to be administered, their parent/guardian must follow the above procedure. Non-prescribed medication will not have a prescribing label attached. On receipt of these medications, the Nurse Manager will check to ensure there is a name label attached.

Consent for the administration of reliever inhalers, antihistamines and/or AAI is gained annually.

It may be necessary for medical staff to contact parents/guardians if they require more detail about a prescribed medication.

## **Storage of medication**

All medication is stored in a locked cupboard or fridge in the Medical Centre. Controlled drugs are stored in a separate locked cupboard which has a different lock. Keys for medication storage are held by the staff in the Medical Centre.

A stock sheet for all student’s own medication (**Appendix 1**) can be found in the folder above the locked cupboard.

The shelving in the medication cupboards is adjustable. This ensures that medication in bottles can be stored upright.

Some emergency medications that may need to be administered by a staff member can be found in the foyer of the Medical Centre. This includes spare AAIs, an emergency asthma inhaler, antihistamines (Piridon liquid and Cetirizine 10mg tablets) and medication for the treatment of a diabetic student who is experiencing hypoglycaemia (Glucogel and Glucotabs).

No student is allowed to carry medication on them, except for students who carry an AAI, antihistamines for severe allergic reactions, an inhaler or emergency diabetic medication.

If a student is found carrying medication, other than the medication listed above, they will be sent to the Medical Centre to hand over the medication to the Medical Centre staff who will ensure the correct procedures are in place.

## Controlled Drugs

If a student is to have a controlled drug administered, they must bring it to the Medical Centre, in the original dispensing box with the original prescribing label attached with a letter/parental email of consent as soon as they arrive at School. If a student is expected but doesn't arrive at the Medical Centre, their Tutor and Head of Year will be contacted for the student to be sent to the Medical Centre. Once delivered to the Medical Centre, it will be stored as mentioned above (see *Storage of Medication*).

The student will return to the Medical Centre each time a controlled drug is required to be administered. It is not always possible for a second staff member to be available when a controlled drug is administered; because of this, students are allowed to countersign for their own medication. This stock is checked weekly.

## Homely Remedies (over-the-counter medication)

A homely remedy is a medication that can be purchased and administered without a prescription. The School keeps stock of homely remedies in the Medical Centre to be used to treat minor ailments when necessary. A homely remedy will only be administered if it is deemed necessary and consent has been obtained prior to administration.

Homely remedies are only to be administered by medical staff or other trained staff. This is to ensure that the medication is administered correctly within the parameters of safe practice. It is the responsibility of the Nurse Manager to ensure that all staff have attended annual medication administration training.

All homely remedies are stored in a locked cupboard in the Medical Centre. They are kept separate from any prescribed medication. The Medical Centre stocks the following over-the-counter medication:

- Anthisan Cream
- Cetirizine Hydrochloride
- Paracetamol
- Piriton
- Rennie Antacid tablets
- Throat Lozenges

A folder containing information about the homely remedies stocked in the Medical Centre (**Appendix 2**) can be found on top of the locked cupboard in the Medical Centre.

Before a homely remedy is administered, it must be confirmed if the student or staff member has any known allergies, past medical and drug history, or has taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**

If a homely remedy is administered, it will be documented on the students or staff members iSAMS account.

Medical staff, or staff covering the Medical Centre in the absence of the Nurse Manager, must check iSAMS before administering any medication.

### Procedure for administration of a homely remedy

- 1) Ask the students for their full name, year group and tutor.
- 2) Assess the student. A homely remedy should only be administered if it is necessary.
- 3) Ask the student if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**
- 4) Check that there is consent in place for the student to receive the necessary homely remedy. This can be found by checking iSAMS.
- 5) If there is consent, the homely remedy may be administered to the student following the instructions that are on the medication packaging. This information can also be found in the Homely Remedy folder on top of the medication cupboard.
- 6) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**
- 7) If there is no consent in place, the parent/guardian must be contacted before the medication is administered. If the parent/guardian does give verbal consent, they should be asked to complete the consent form on the parent portal for any future administrations to prevent delay of treatment.
- 8) Watch the student take the medication.
- 9) Document that the student has taken the medication (including time and dose) on iSAMS.
- 10) Inform the students emergency contact by email of the time that they have had the medication.

### Procedure for the administration of student's own medication

- 1) Ask the student for their full name, year group, Tutor, what medication they are prescribed, if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**
- 2) Remove the medication from the locked cupboard in the Medical Centre and ensure that the information the student provided matches the consent form completed by their parent/guardian. **If there is no consent form or the medication is not in the original dispensing box with a prescribing label/name label for non-prescribed medication attached, do not give the medication.**
- 3) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**
- 4) Hand the medication to the student and watch them take it.
- 5) Document that the student has taken the medication (including time and dose) on iSAMS and update the students stock sheet. Email the parents to advise the time the medication was given.

If the student declines to take the medication, medical staff should not force the student to take it. If this occurs, inform the students parent/guardian as soon as possible. This will be documented on iSAMS.

### **School trips (including First Aid bags and stock Paracetamol)**

Each First Aid bag provided by the Medical Centre for School trips contains Paracetamol 500mg caplets, the amount issued will depend upon the nature and duration of the trip/visit. They also contain a medication administration record that should be completed if Paracetamol is administered. For residential trips where medication other than Paracetamol may need to be administered, a larger medication administration record will be provided to avoid confusion.

Student's own medication and controlled drugs will be stored separately from Paracetamol in a locked container. The trip leader is responsible for safe custody, storage and administration of all medication, including Paracetamol.

Risk assessments will be conducted for controlled drugs on School trips.

### **Procedure for the administration of student's own medication on School trips (medication supplied by parents) including controlled drugs**

If a student requires a medication to be administered during a School trip, the student's parent/guardian must provide consent prior to the School trip. If the medication is prescribed, it should be provided in the original box with the original dispensing label. If it isn't a prescribed medication, it should be provided in the original box with a name label attached. The student's parent/guardian should only provide the maximum amount of medication needed for the trip (for example, if the student is going on a 3 day trip and they take an antihistamine every morning, the parent/guardian should only provide 3 antihistamines). The student's medication must be stored with the trip leader in a locked container to ensure no other students can get access to it. The following steps must then be followed:

- 1) Ask the student for their full name, year group, Tutor, what medication they are prescribed, if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**
- 2) Remove the medication from the locked container. If the medication is prescribed, it should have a dispensing label attached. The dispensing label should be clear and easy to read. **If there is no consent, do not give the medication.**
- 3) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**
- 4) Hand the medication to the student and watch them take it.
- 5) Document that the student has taken the medication (including time and dose) on the "Stock sheet for individual students' own medication".
- 6) Ensure that the medication is placed back into a container, locked and kept away from other students.
- 7) Upon arriving back on the School premises, inform the students parent/guardian of when they received medication during the trip. Also inform Medical Centre staff so that they have a record of medication administered on the trip.

### **Student's self-administering and carrying their own medication**

Students who are taking oral contraceptive medication will be allowed to carry and self-administer this themselves on residential trips. A risk assessment has been completed to support this.

If a student is requesting to keep a different medication on themselves and self-administer it during a residential trip, an individual risk assessment would need to be conducted before the School can agree to this.

Students must always carry their own reliever/emergency medication with them. During PE and sports games away from School, if the student anticipates being away from their reliever/emergency medication, they must hand their medication in to their teacher. This includes AAI's, antihistamines for severe allergic reactions, an inhaler or emergency diabetic medication.

### **Medication timings**

Students requiring short-term medication (for example, a course of antibiotics) only need to bring in a "lunch-time dose" if the prescription is for administration more than 3 times per day. Prescriptions for 3 x daily administration can be given at home.

All medicines being brought into School must be delivered to the Medical Department before the start of School, between 08:00 and 08.40. Prescribed medication needs to be in the original dispensing box with the dispensing instructions with a visible expiry date. Non-prescribed medication needs to be in the original box, with a name label attached and have a visible expiry date.

### **Reporting drug errors**


If you are aware of having made a dispensing error, please contact the Medical Centre as soon as possible on 0118 933 5814 Monday-Friday, term time only, 08:00-18:00. Outside of these hours please ring the duty SLT phone.

### **Disposal of medication (including Controlled Drugs)**

Any medication stored in the Medical Centre, including controlled drugs, that are out of date should be disposed of at a pharmacy as per NHS guidelines.

Before disposing of any medication at a pharmacy, medical staff will contact parents to ensure they are happy for the medication to be disposed of. If they do not want medical staff to dispose of it at a pharmacy, they will have to arrange a time to come into the School to collect the medication.

Sharps boxes are used for the disposal of needles and AAIs. These are then collected and disposed of when full by our clinical waste company, Select Environmental.

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## Appendix 1 – Stock Sheet (for individual students’ own medication)



### READING BLUE COAT

#### Medication Stock Sheet

Pupil name .....

Date ..... Tutor group .....

Medication name .....

Expiry date .....

Date	Time given	Amount given	Amount remaining	Signature



## **Appendix 2 – Homely Remedy information**

### **Anthisan Cream**

#### **Indication for use**

Anthisan Cream contains a medicine called mepyramine maleate. This belongs to a group of medicines called antihistamines. It works by blocking a natural substance (histamine) that your body makes during an allergic reaction. It can be used to help with pain, itching and inflammation caused by insect stings, bites, and nettle rashes.

#### **Strength**

Each 1g of cream contains 20mg of the active substance, mepyramine maleate.

#### **Dose**

A thin layer to be applied up to 3 times a day.

#### **Maximum dose in 24 hours**

3 applications

#### **Maximum duration of treatment as a homely remedy**

24 hours

#### **How to use**

The recommended dose is two or three times a day for up to three days.

Apply the cream directly to the affected areas of skin. For best results, use as soon as possible after the bite or sting. The student should seek advice from a Doctor or Pharmacist if there is no improvement after 3 days.

#### **Cautions**

This cream should not be used if the student is allergic to mepyramine maleate or any other ingredients in Anthisan cream.

This cream should not be applied on eczema or extensively broken skin.

Anthisan cream contains ceto-stearyl alcohol, castor oil and methyl hydroxybenzoate. Ceto-stearyl alcohol and castor oil may cause local skin reactions (such as contact dermatitis). Methyl Hydroxybenzoate may cause an allergic reaction, possibly delayed. This reaction may happen sometime after starting the medicine.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

### **Cetirizine Hydrochloride**

#### **Indication for use**

In adults and children aged 6 year and above, cetirizine 10 mg tablets are indicated for the relief of symptoms of hay fever (seasonal allergic rhinitis), allergies such as dust, food or pet, insect bites and stings, nettle rash and prickly heat.

#### **Strength**

Each tablet contains 10 mg cetirizine hydrochloride.

**Dose**

Children aged 6 to 12 years: The recommended dose is 5 mg twice daily as half a tablet twice a day.

Adults and children aged 12 years and over: The recommended dose is 10 mg once daily as one tablet.

**Maximum dose in 24 hours**

10mg

**Maximum duration of treatment as a homely remedy**

24 hours

**Cautions**

Cetirizine 10mg tablets should not be given to a student if they have severe kidney disease or if they are known to be allergic to any ingredients in Cetirizine or if they are known to be allergic to drugs from the Piperazine family. Epileptic students should consult with a doctor before taking this medication. If a student has had a different antihistamine that day, they should not take Cetirizine.

If a student is pregnant or suspected to be pregnant, they should avoid taking Cetirizine.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

**Paracetamol 500mg Caplets****Indication for use**

Paracetamol should be used to relieve mild to moderate pain including headache, migraine, sharp nerve pain, toothache, sore throat, period pains, aches and pains, influenza symptoms, fever and feverish colds.

**Strength**

Each caplet contains 500mg of Paracetamol.

**Dose**

Children aged 10 to 15 years: Take one caplet every 4 to 6 hours, if needed.

Adults, the elderly and children aged 16 years and over: Take one to two caplets every 4 to 6 hours, if needed.

**Maximum dose in 24 hours**

For children aged 10 to 15 years: Don't take more than 4 caplets in 24 hours.

For children aged 16 years and over: Don't take more than 8 tablets in 24 hours.

**Maximum duration of treatment as a homely remedy**

24 hours

**Cautions**

These caplets should not be taken if the student is allergic to Paracetamol or any other ingredients. Special care should be taken if the student is suffering from liver or kidney disease.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

**Paracetamol 250mg/5ml oral suspension****Indication for use**

Paracetamol should be used to relieve mild to moderate pain including headache, migraine, sharp nerve pain, toothache, sore throat, period pains, aches and pains, influenza symptoms, fever and feverish colds.

**Strength**

250mg/5ml

**Dose**

Aged 6 to 8 years: One 5 mL spoonful (large end) every 4-6 hours if needed.

Aged 8 to 10 years: One 5 mL spoonful's (large end) and one 2.5 ml spoonful (small end) every 4-6 hours if needed.

Aged 10 to 12 years: Two 5 mL spoonful's (large end) every 4-6 hours if needed.

Aged 12 to 16 years: Two to three 5 mL spoonful's (large end) every 4-6 hours if needed.

Adults and children over the age of 16 years: Two to four 5 mL spoonful's (large end) every 4-6 hours if needed.

**Maximum dose in 24 hours**

Not to be taken more than 4 times in 24 hours following the above dosage instructions.

**Maximum duration of treatment as a homely remedy**

24 hours

**Cautions**

This medication should not be taken if the student is allergic to Paracetamol or any other active ingredients. Special care should be taken if the student is suffering from liver or kidney disease.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

**Piriton****Indication for use**

Piriton's active ingredient is chlorphenamine maleate. It is indicated for symptomatic control of all allergic conditions responsive to antihistamines, including hay fever, vasomotor rhinitis, urticaria,

angioneurotic oedema, food allergy, drug and serum reactions, insect bites. Also indicated for the symptomatic relief of itch associated with chickenpox.

### **Strength**

Each tablet contains Chlorphenamine Maleate 4mg.

### **Dose**

Adults and children aged over 12 years: 6 tablets (24mg) in any 24 hours.

Elderly: The elderly are more likely to experience neurological anticholinergic effects. Consideration should be given to using a lower daily dose (e.g., a maximum of 12mg in any 24 hours).

Children aged 6 - 12 years: 3 tablets (12mg) in any 24 hours.

### **Maximum dose in 24 hours**

Adults and children aged over 12 years: 1 tablet 4 to 6 hourly.

Elderly: The elderly are more likely to experience neurological anticholinergic effects. Consideration should be given to using a lower daily dose (e.g., a maximum of 12mg in any 24 hours).

Children aged 6 - 12 years: ½ tablet 4 to 6 hourly.

Not recommended for children under the age of 6 years.

### **Maximum duration of treatment as a homely remedy**

24 hours

### **Cautions**

This medication should not be taken if the person taking it has had an allergic reaction to antihistamines in the past. Not to be taken with any other antihistamine containing medication. Not to be taken with alcohol.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

## **Rennie Antacid tablets**

### **Indication for use**

Rennie's are to be used to provide relief from heartburn and acid indigestion.

### **Strength**

Rennie's contain calcium carbonate 680mg, magnesium carbonate 80mg, sucrose and glucose 250mg

### **Dose**

Adults and children aged over 12 years – 2 tablets to be chewed, preferably 1 hour after meals and before bedtime. For heartburn an extra 2 tablets may be taken between these times.

### **Maximum dose in 24 hours**

12 tablets

**Maximum duration of treatment as a homely remedy**

24 hours

**Cautions**

Not to be given to someone if they have severe kidney disease or suffer from kidney stones, if they have high calcium or low phosphate levels in their blood or if they allergic to any of the ingredients.

Students with gastro-intestinal issues should consult their doctor before taking Rennie's.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

**Throat Lozenges**

**Indication for use**

To soothe sore throats.

**Strength**

There is no medication in this product.

**Dose**

N/A

**Maximum dose in 24 hours**

N/A

**Maximum duration of treatment as a homely remedy**

24 hours.

**Cautions**

N/A

FOR SIDE EFFECTS AND WARNINGS CHECK THE BACK OF THE PACKET