



MEDICINE PROTOCOL

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to your son's health if the medicine were not administered during the school day. Parents must write to the Medical Centre detailing what the medication is, why it is being taken, the dosage, time and method of administration. Pupils must bring in the medication in its original container and hand it in to the Medical Centre/ Matron/Housemaster. A School Nurse will then administer the medication as prescribed. Pupils are not to carry any medicines on their person during school hours (see below for exceptions).

Parents must ensure that any medicines provided for use at school are in date and that replacements are sent in prior to their expiration. Expired medicines cannot be administered.

If medication is required at school, the storage of (CDs) or (PM) will only be accommodated in school if accompanied by a '**Administration of Medication to Pupil Parental Request Form**' (Appendix 1).

This can be found on the school gateway under '**About Whitgift/Medical Centre/Boarder's Medical Information**'. Additionally the medication must comply with the following criteria:

- Medication is in the original container in which it was dispensed.
- The original dispensing label must be intact and all necessary instructions clearly visible.
- The name of the person for whom the medication is prescribed is clearly displayed on the label.
- The dosage and frequency of the medication is clearly displayed on the label.
- The route of administration is clearly displayed on the label.
- The expiry date is clearly displayed on the label.

Any pupil who needs to use an inhaler for Asthma should carry it with him at all times, and will be allowed to use it as necessary. A spare named inhaler must be brought in to be kept in The Medical Centre/Boarding House. Please refer to the Asthma Policy for further details.

Any pupil prescribed an Adrenaline Pen must keep it with him at all times. A second Adrenaline Pen will be stored in a named emergency drug box in an unlocked cupboard in The Medical Centre.

All medicines with the exception of Adrenaline Pens and Asthma inhalers must be collected at the end of the academic year. Reminders to this effect will be sent out. Any medicines not collected on the last day will be disposed of. Adrenaline Pens and inhalers may remain in the school, and must be replaced prior to expiry dates. It is the responsibility of parents to ensure that valid Adrenaline Pen and Asthma inhalers are held by the school, though the School Nurses will make reasonable checks to ensure that those held are in date.

School Trips

It is the Member of Staff responsible for the trip, to ensure that a B Consent Form is completed by parents and delivered to the Medical Centre at least one week before the trip.

The Medical Centre will check the B Consent Form and advise the Member of Staff on Medical matters concerning individual pupils.

When a pupil with an Adrenaline box is travelling off-site during a regular school day, it is the responsibility of the Member of Staff to collect the pupils Adrenaline box from the Medical Centre immediately before departure, and return it to the Medical Centre immediately on arrival back at the School.

Staff **can** request Homely Remedies medication from the Medical Centre when they ask for medical details of pupils. Medication will be provided in a small bag which should be kept separate from first aid kits and accessible only to staff.

No Homely Remedies e.g. Paracetamol, will be provided other than Piriton (for allergies) unless specifically requested by Teaching Staff and only then if a School Nurse has given appropriate training

Homely Remedies

The Medical Centre keeps a stock of homely remedies for common ailments. Parents are asked to consent in writing for the School Nurses to administer these medicines as required when their son joins the school (Medical Questionnaire).

Any medication given at school is recorded by a School Nurse in the Medical Centre Records Book Medical. In the case of boarders The Medical Centre must be informed **daily** by a nominated person (Matron /Housemaster) if they have given any medication, so that they can record it appropriately.

Storage of Medicines

Medicines are stored in a locked cupboard in the Medical Rooms both in the Medical Centre and the Boarding House. However some medication (Inhalers, Adrenalin Pens and Insulin) must be readily accessible in case of emergencies. It is good practice to encourage pupils to manage their own medication for conditions such as asthma, diabetes and severe allergies once they are considered competent to do so.

Some medicines, particularly antibiotics, may require refrigeration, and others such as methylphenidate (Ritalin) must be stored in a double-locked cupboard in accordance with the Dangerous Drugs Act.

All staff can administer emergency drugs such as Inhalers or Adrenaline Pens

Procedure to be followed in the unlikely event of a medication error

A School Nurse/Matron/Housemaster will keep a written record of every occasion where any medication is administered to a pupil. This documentation will include all relevant pupil details along with the medicine, its dosage and the reason for administration. These records will be stored on a secure database.

In the unlikely event that a pupil is given the wrong medication, the wrong dose or at the wrong time, a School Nurse or member of staff administering medication will:

- Ensure that any necessary first aid is promptly administered
- The School Doctor will be informed
- Ensure that, if necessary, the pupil is transferred to hospital for further treatment/investigation
- Inform Parents/Guardian of the situation and any relevant information and/or advice as soon as is possible
- Record all necessary information and keep it securely with the pupil's medical records.

Different categories of medication within school

CONTROLLED DRUGS (CDs) are medications 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 they are used. The prescription will determine dosage, frequency and method of administration.

PRESCRIPTION MEDICATION (PM) is medication which has been prescribed by a medical professional for the use of a named individual. Although this should also be stored securely, it is not subject to the same rigorous monitoring as CDs. The prescription will determine dosage, frequency and method of administration.

HOMELY REMEDIES unlike CDs and PM, can be bought without a prescription and, therefore, comes with generic directions for use and not specific directions for use for an identified person. These medications are stored in a lockable cupboard within The Medical Centre/Boarding House.

EMERGENCY MEDICATION (EM) is medication prescribed by a medical professional to treat a named individual for a potentially life threatening condition. This may include CDs or PM. There are specific recognised circumstances when this medication **must** be administered. All staff aware of the accompanying Individual Management Plan which is kept with any such EM may administer this medication.

Staff **can** request Homely Remedies medication from the Medical Centre when they ask for medical details of pupils. Medication will be provided in a small bag which should be kept separate from first aid kits and accessible only to staff.

No Homely Remedies e.g. Paracetamol, will be provided other than Piriton (for allergies) unless specifically requested by Teaching Staff and only then if a School Nurse has given appropriate training.

Should Prescription Medication (PM) be required during a school trip, the teacher responsible for the trip should obtain a copy of the **Medication Form** from the Medical Centre. Responsibility for the administration of the medication should be negotiated between the pupil and teacher beforehand so that both are clearly aware of their roles.

Should Controlled Drugs (CDs) be required during a school trip, the teacher responsible for the trip should remain in possession of the medication and ensure that they are kept securely at all times.

Emergency Medication (EM) prescribed by a medical professional to treat a named individual for a potentially life threatening condition **must** be provided by parents or guardians for Whitgift staff to hold in school and access at any time that it may be needed.

Accompanying this in an (EM) box provided by the School should be an Individual Management Plan specific to any pupil for whom (EM) has been prescribed. (EM) boxes are held in the Medical Centre and are easily identifiable as belonging to a named pupil and are accessible to staff at all times.

When a pupil with an (EM) box is travelling off-site and departing from Whitgift School during a regular school day, it is the responsibility of the teacher to collect the pupils (EM) box from the Medical Centre immediately before departure, and return it to the Medical Centre immediately on arrival back at the School.

Should (EM) e.g. Adrenaline Pens Asthma Inhalers and Insulin not be provided, pupils will not be permitted to attend school until such a time that these are made available. This decision will be made by the Headmaster, on the advice provided by the Senior School Nurse and Second Master.

It is the **responsibility** of the Parent or Guardian to note the expiry date of any (EM) provided to Whitgift School and ensure it is replaced before the expiry date has passed. Pupils should be encouraged to regularly check the expiry dates of (EM) whenever they have their (EM) in their possession and to report to their parent or guardian if the expiry date is approaching.

Boarding House

Homely Remedies

Matron/Housemaster/House Staff may administer Homely Remedies medication for minor illnesses as per protocol. A written record of medication administered to pupils will be kept in the Boarding House Medical Room.

This record will contain:

- History –Nature of pain (dull/sharp severity, duration, location of symptoms, reason for administration of medication)
- Time of medication
- Quantity of medication
- Signature of Member of Staff administering medication

A record will be given to the Medical Centre each morning.

Prescription Medication will be dispensed by the Medical Centre to Matron/Housemaster/House Staff in its original container. Any medication required out of school hours will be given to the boarding by the School Nurses with clear guidance. Matron/Housemaster/House Staff must return the medication to the Medical Centre the following day having recorded any medication given on the Medical Register.

Occasionally pupils may self-administer their own medication if approved by the Medical Centre/School Doctor using Fraser Guidelines to confirm their competence to do. See (Appendix 1)

