

## Introduction

Most pupils will need medication at some stage of their school life. Although this will mainly be for short periods there are a few pupils with chronic conditions who may require regular medication throughout their school life.

In their publication *Guidance on the Administration of Medicines to Pupils* the Learning Trust identified 3 categories of pupils that may require medication while at school:

- Those who have suffered an acute medical condition but are regarded as fit to return to school provided prescribed medication is taken.
- Those who suffer certain chronic or life threatening conditions (eg. anaphylaxis, asthma, diabetes) but can safely attend school provided they are given regular doses of medication, or medication is available in an emergency.
- Those pupils who suffer occasional discomfort such as headache or period pain who may require analgesics.

In accordance with the guidance laid down in the National Minimum Standards for Boarding Schools all schools are required to have written policies and procedures on the administration and control of medicines within the school and associated activities. It is the purpose of this document to clarify the procedure within Stowe School.

## Roles and Responsibilities

- **Parents** and those with parental responsibility should ensure that they comply with the medicine guidelines of the *Handbook for Parents*. This includes ensuring that all medication is handed over to House on return to School. Parents should provide the Medical Officer (MO) and Health Centre with sufficient information of their child's medical needs, including where appropriate, any communication, details of specialist, confirmation of diagnosis, current medication and follow up plans
- **School Staff**, having undertaken additional training can administer medication as per this protocol once deemed competent to do so. Staff must attend a teaching session facilitated by the Health Centre. Only staff who have a record of attendance at this teaching session are competent to administer medication to students.

**All medicines given to any pupil must be recorded on iSams as soon as possible. If a member of staff does not have access to ISAMs – they must inform the Health Centre/HouseParent/Matron as soon as possible.**

**All medicines given to a pupil must be agreed / supplied by the school and should never be from staff's own medicine supply.**

- The **Matron** administers medication to pupils in the House and monitors House Medication
- The **Health Centre Registered Nurses** must ensure that at all times they fulfil the obligations of the NMC Code

- The House **Nurse** ensures that the standards set out in this document are followed, through the use of training and audit
- The Senior **Nurse Manager** ensures that all staff dealing with the administration of medications are adequately trained, supervised and monitored. Develops and maintains the school's Medication Policy in line with National Guidance
- The **Medical Officer** assumes overall responsibility for the policy and practice of Administration and Storage of medication both in the School and the Health Centre.

### Supply and Ordering

- Stock medication should be ordered directly from the Health Centre (MC). Orders are processed weekly.
- It is Matron's responsibility to ensure that a patient on regular medication has adequate supplies.
- Requests must be made directly to Brackley Health Centre using SystemOnline. All queries should be directed to Brackley Health Centre and Lowick Pharmacy.
- Students who self-medicate in the sixth form are responsible for maintaining the supply of their own medications
- Medication required for school holidays should be ordered well in advance, with a maximum of 3 months' supply being prescribed at any one time
- Controlled Drugs have a maximum prescription supply of 30 days
- Matrons should be aware that repeat medication take 5 working days to process, and an additional 2 days to arrive at the MC.

### Medications from Home

- All medicines brought into house from home should be recorded for each pupil if declared, including 'over the counter' and complementary medicines
- Medications from abroad, not licensed in the UK, should not be brought into House. Parents should contact the Health Centre in advance to discuss the suitability of the medication and provision of a UK equivalent. Matron should inform the HN who will make an assessment of the preparation which may include a discussion with the MO
- The HN will complete the Assessment of Students to Self-Medicate form. A copy will be kept in their
- MC file and a record put on Apollo that the pupil can self-medicate a named medicine
- All medicines including "over the counter" preparations should be in the original packaging clearly labelled with the student's name, dose and directions of use.

### Receipt of medications

- Matrons (or their designated deputy) should collect medications from the Health Centre. This includes bulk medication for House and individual prescriptions. Personal medications, or if a student would prefer not to inform House, can be collected independently. This practice is always assessed by a registered health professional. Stock medication should be logged into the House via the '*Medicines List*' on iSams and pupil's individual medication that has been collected by House or student has passed to Matron is logged under their "medical" tab on iSams.

- All medicines brought into house should be recorded for each pupil if declared, including 'over the counter'
- The record should include:
  - Name of pupil
  - Date of receipt
  - Name strength and dosage of drug
  - Quantity brought in
  - Signature of staff receiving drug
  - If medication is then given to pupils to self-administer, then these medications should be entered onto iSams under 'administration' with a note added to record self-administration

### Disposal of medications

- ALL medicines that leave the boarding house (eg taken home or on school trips) should be recorded as above. Drugs should stay in the prescribed container and labels should never be altered.
- Drugs should be disposed of via the MC.

### Storage of Medicines

- Medicines should be stored in secure designated areas. These include: The MC, in House Medicine Cabinets, pupil's personal safe.
- Pupils who self-medicate should have their own locked cupboard or drawer if they keep medicine.
- The medicine cupboard should be designated for medicines only and be in a suitable location. Only designated key holders should hold keys.
- Medicines should always be stored in the container in which they are dispensed and labels should not be altered.
- Certain drugs eg insulin, need to be kept in a fridge. The maximum and minimum temperature of this should be recorded daily. The usual range recommended is 2-8 degrees. Temperatures outside this range should be reported to the Health Centre. It should be regularly cleaned.

### Taking Medications Home

Pupils' medications are often required to continue over the holidays. However, there is a risk with minors taking medications outside of school without adult supervision. Once the pupil has left the school grounds for holiday or exeat then responsibility for the medication passes to the parent or guardian.

- If a pupil has completed a self-medication form at the Health Centre, the nurse will contact parents to inform them of the prescription. This email will state that parents need to take responsibility for this medication at home and ensure its safe return to school. This is only relevant for 3rd, 4th and 5th formers. Consent from the pupil must be gained before contacting parents.

- For all other prescriptions Matron will contact the parent in advance to ensure, they are aware that the pupil will be bringing home named medication. Parents will then be responsible for this medication. Consent from the pupil must be gained before contacting parents.
- If a parent or guardian is not collecting the pupil themselves, then Matron requests authorisation from the parent for the pupil to travel with the medication. The communication with the parent needs to declare that responsibility for the medication passes to the parent when the pupil leaves the school.
- If a pupil does not want their parents to be informed about their medication, then the pupil will need to see the doctor for discussion to determine if the pupil may leave the school with the medication or not.

The above refers to all prescription and non-prescription medication, but oral contraceptive pills, creams and inhalers can be excluded.

### Administration of Medicines:

#### Medicine Administration Record (MAR) Chart

- This should be completed by any member of school staff administering medication off site
- Include medication administered, dosage, date, time, indication
- Records should be kept for 15 years after the last entry
- The Health Centre should be informed if a pupil refuses to take medication.

#### Administration by the Matron

- Administered medication should be recorded on iSams, in the 'Medicines Record' section
- Matrons should:
  - Check the identity of the pupil against prescription
  - Record administration time on iSams
  - Record any refusal of medication
  - Any drug errors or adverse drug reactions should be reported to the MC immediately
  - House Nurse to audit Medicine records termly

#### Self-administration of medicine

Competent students are actively encouraged to take responsibility for the administration of their own medications. Those pupils deemed as competent to self-medicate may store their own individual medicines in their personal lockable storage. It is the responsibility of the House Staff to always ensure the security of this medication.

#### Lower and Upper 6<sup>th</sup> Form Prescribed Medication

- All students in 6<sup>th</sup> form are deemed competent to self-administer medication which has been prescribed for them unless otherwise explicitly stated by the Housemaster, Matron, MO or HN (with the exception of Controlled Drugs and antidepressants.)

- It is the students' and Matrons' responsibility to ensure that the medication is kept in a locked, secure place. Only emergency medication (eg. insulin, inhalers, adrenaline devices) may be carried on person
- Medication brought in from outside of school needs to be reported to Matron on the students' return
- In some circumstances, due to confidentiality issues, the MC may be unable to provide school with information. At the discretion of the prescribing practitioner, a decision may be made not to inform House about a prescription issued. This will always be in line with Gillick Competence/Fraser Guidelines and the clinician assumes full accountability in line with their code of conduct.

#### As Required Medication

- 'PRN' medication can only be administered as per Homely Remedy Policy (HRP). Students who suffer with hayfever symptoms should bring over the counter medications e.g Cetirizine and Beconase nasal spray into school for symptom management. These should be clearly named and handed in to House.
- If pupils require regular medication for longer than 48 hours it is possible for their own supply to be prescribed.

#### 3<sup>rd</sup>,4<sup>th</sup> and 5<sup>th</sup> Form Prescribed Medication

- All students in 3rd, 4th and 5th form are deemed not competent to administer medication which has been prescribed for them unless otherwise explicitly stated by the MO or HN
- Students requiring regular prescribed medication for a particular chronic condition (eg asthma, epilepsy) will be assessed by their HN, with liaison with the Matron, on their ability to self medicate.
- The HN will complete the *Assessment of Students to Self Medicate* form. This form will be kept in their MC file and this information documented on iSams
- The MO/HN will document discussion about the decision in the electronic NHS health record
- Students requiring prescribed medication for an acute episode (eg a course of antibiotics) will have their ability to self medicate documented on their e-chit at the time of prescription by the MO/nurse, this will also be documented in the electronic NHS health record
- There may be occasions when a student will begin to self-medicate where extra support may be required. In this instance the HN and the Matron, in conjunction with the student, may devise an individual medication plan, for example a student maybe given a days/weeks worth of medication at the outset

#### As required Medication

- 'PRN' medication can only be administered as per HRP. Students who suffer with hayfever symptoms should bring over the counter medications e.g Cetirizine and Beconase nasal spray into school for symptom management. These should be clearly named and handed in to House.
- ALL dosages of PRN medications must be administered to the student, under no circumstances should they be given any more than one dose at a time.

### Educational Visits

Inclusivity and adjustments will always be facilitated for students with health needs to attend school trips.

The Health Centre require at least 24 hours notice with a trip list and care plan, for the Senior Nurse Manager or Senior Nurses to sign off students to attend trips and prepare the appropriate medications.

While on any visit outside of school, the student's medication needs to be handed over to the designated First Aider who has completed Medicine Administration Training. This First Aider is then responsible for the safe administration and storage of the medicine(s) in line with this policy

### Pupils an Identified Health Need/Chronic Condition

If a pupil with a diagnosed health condition and/or allergy is participating with the field trip then it is essential that the First Aider is aware of this condition and is able to administer the required emergency medicine as per the prescription and care plan. With the example of adrenaline pens, it is essential that the First Aider has attended a teaching session on their use and is able to administer the injection if required.

Any student with a chronic health condition such as Diabetes or Epilepsy participating in an Education Visit must have the correct emergency medicine, as prescribed, by an adequately trained member of staff. The Health Centre will provide all training.

### Privately Prescribed/ International Prescriptions

The Health Centre is staffed by an NHS GP who issues prescriptions via the NHS. International or Privately issued prescriptions will not automatically be issued by the Medical Officer.

It remains the responsibility of the private/international physician to continue prescribing and monitoring medication unless the MO agrees to take on responsibility for prescribing under a shared care agreement.

The following key points are set out by NHS policy on managing the boundaries of NHS and privately funded care.

- There is no obligation on the MO to prescribe treatment recommended by a private practitioner if it is contrary to local agreement or outside normal clinical practice.
- The NHS will not normally fund treatments that have been recommended by a private practitioner if that treatment is not normally commissioned within the local area.
- The fact that a patient can demonstrate they have benefited from the private treatment does not necessarily provide grounds for continuing the treatment in the NHS as an exception.

- Patients who commence care privately can request that further treatment be provided within the NHS. Their clinical needs should be reassessed for NHS treatment within the same regime of priorities applicable to NHS patients with the same condition.
- If a private consultant recommends further/ongoing treatment with a drug that would not normally be prescribed only in a secondary or tertiary care setting within the NHS, the MO will decide whether a Shared Care Protocol exists to support the provision of the drug by the NHS clinicians in a primary care setting. If an acceptable protocol cannot be agreed, the MO may decide not to accept personal responsibility for the recommended prescription. In order to receive the drug, the patient will have to pay their private consultant for repeat private prescriptions. The private consultant will then retain complete responsibility, at the patient's expense, for monitoring their progress on the recommended drug regime.

### Traffic Light System for Ongoing Prescribing

- Green- Medication the Medical Officer will take over prescribing and monitoring
- Amber- Medication the Medical Officer will not take over prescribing and remains under responsibility of private/international physician. Any pupil unable to maintain supply from country of origin will need referring to appropriate UK clinic for confirmation of diagnosis and ongoing prescription or shared care. This category includes ADHD medications, melatonin and antidepressants/anti-anxiety medications. All medications must be provided clearly labelled, in English, and have accompanying letter from parent and physician to be stored and issued by Matron.
- Red- Medication that will not be allowed in school. This includes medication banned in the UK, cannabinoids, herbal medications without clear ingredients in English, unlabelled medications and homeopathic medications.

### Controlled Drugs

The Misuse of Drugs Act (1971) prohibits certain activities in relation to Controlled Drugs, their manufacture, supply and possession. In addition, The Misuse of Drugs Regulations defines the classes of person who are authorised to supply and possess controlled drugs while acting in their professional capacities.

### Receiving stock from pharmacy

- Check patient details, correct dose and expiry date
- Record date, amount received and from where
- Record new running balance
- Ensure label and dispensed medication match

### Storage

- Medication must be stored in a CD safe which conforms to Misuse of Drugs (Safe Custody Regulations 1973) a BS2881: 1989 Security Level 1
- Health Centre: CD key must be held by Duty Nurse and Senior Nurse Manager. During School holidays one set of keys to be kept at security.

- Boarding Houses: 2 keys issued only to be held by those who have undertaken the appropriate training.
- All medication to be kept in original packaging with dispensing labels.

#### Dispensing to Patients/House

- Check stock level against last entry
- Record date, patient and amount given
- Record new running balance after each dose
- Ensure each entry is signed and counter signed

#### Monitoring

- School Medical Officer to act as Stowe's Accountable Officer
- Accountability for maintaining the running balance of CD stock and dealing with discrepancies lies with the Senior Nurse Manager, who reports to the Accountable Officer.
- Stock balance to be checked fortnightly by two members of staff
- Yearly CD Audit to be conducted by Senior Nurse Manager/House Nurse
- Any documentation errors should be crossed out with a single line and initialled.
- Records should be stored for two years and within the policy of the school's Data Protection policy.
- Any issue to be raised immediately to Senior Nurse Manager who will then initiate the Significant Event Policy. The Accountable Officer should be notified within 48 hours.
- If the discrepancy cannot be resolved, the advice of the NHS National Commissioning Boards' Controlled Drugs Manager will be sought and the Headmaster will be informed.

#### Medications Going Home

- All medications should be signed out of the CD book to a parent/guardian at the end of term or half term.
- If a parent/guardian cannot collect the student, further consideration must be given to the pupil leaving school with their medication providing the following criteria are met:
  - Written confirmation from parent is received
  - The pupil is 16 or over
  - The Medical Officer is in agreement
- Students travelling abroad with their CD supply should inform their Matron, so that the Health Centre can supply a covering letter for travel; a minimum of 7 days' notice is required unless there are extenuating circumstances.

#### Relevant publications

Department for Education and Employment *Guidance on First Aid at Schools*

Department for Education *Supporting Students with Medical Needs (*



[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

Controlled Drugs (CD) Standard Operating Procedures (SOPs) for GP surgeries Version 13

Controlled drugs: safe use and Management

<https://www.nice.org.uk/guidance/ng46/chapter/recommendations>

New NMC Code 2015

<https://www.nmc.org.uk/globalassets/sitedocuments/standards/nmc-standards-for-medicinesmanagement.pdf>

Dept for Education Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England September 2014

Dept for Education Boarding schools National minimum standards In force from 1 April 2015

Misuse of Drugs Regulations 2001