

**LANCASTER ROYAL GRAMMAR SCHOOL**

**POLICY STATEMENT**

<b>Number</b> <b>51</b>	<b>July 2022</b>
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**Medicines Policy**

The aim of this policy is to establish clear guidelines to ensure the safe and proper administration of both prescribed and over the counter medication within the boarding setting.

Boarders must hand in ALL medication. This includes prescribed medicines and any obtained 'over the counter' or any foreign medication so that administration can be strictly controlled.

This can then be recorded and a decision can be made on appropriate storage and method of administration.

The process of medication auditing is to ensure avoidance of potentially harmful errors. A medication audit will take place biannually to ensure staff competence, correct documentation, medication management and care plans are in line with how this policy states they should operate.

**Non – prescribed medicines**

To be obtained from the Medical Centre staff (the School Nursing Sister ('Sister') or Storey House Matrons) during school hours.

Medical Centre staff will adhere to an agreed "non-prescription medication Policy" when administering non prescribed medication.

"Non-prescription medication Policy" refers to a written agreement of non-prescription medication/creams/ lotions that can be administered to pupils by designated boarding staff. Medical Centre staff should be aware of and receive suitable training of such medicines.

Out of normal school hours Paracetamol only can also be obtained from House Matrons (Frankland House, School House, Ashton House or trained duty house teacher as well as Medical Centre staff).

These staff will follow instructions clearly stated in the "non-prescription medication Policy" when administering Paracetamol in the boarding houses.

These will always be kept in a secure, locked cabinet.

### **'Non-prescription medication Policy'**

Medical\_Centre\_staff should be aware and receive suitable training on the administration of the medication/treatments listed below:

Paracetamol  
Cetirizine 10mg or Loratadine 10mg (anti-histamines).  
Simple linctus  
Aqueous cream  
Vaseline  
Antihistamine cream  
Antiseptic cream  
Heat rub  
Ibuprofen gel  
Vapour rub  
Lozenges

### **For use by Sister or under her instruction only:**

Ibuprofen 200mg-400mg  
Loperamide 2mg capsules  
Piriton 2mg tablets  
Cetirizine 10mg/loratadine 10mg tabs  
Lactulose  
Antacids  
Salbutamol  
Hydrocortisone cream

### **Protocol for the administration non-prescription medication.**

- The reason for giving the medication should be established.
- Check whether that pupil is allergic to any medication (records of any allergies to be kept in duty study). Ask the pupil.
- Ring the Medical Centre prior to administering the medication to check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the pack, must not be exceeded).
- Check expiry dates on package or container.
- The Medical Centre staff must complete the central record file.
- The pupil should take the medication under the supervision of the person issuing it.
- House records also to be maintained. The name of the pupil, the reason for the medication, the name and dose of medication and the date and time should be

recorded. These should be recorded immediately in the relevant record by the person administering the medication signing and dating any written record.

### **Prescribed Medication**

Sister is responsible for deciding on suitable measures for administration of prescribed medication.

This will mostly be supervised for all Year 7 and Year 8 pupils in Storey House by Sister or House Matron.

For older pupils (14+) it may be agreed that the pupil is able to self-medicate. The decision whether a boarder can self medicate will be taken by Sister.

When supervision is recommended, staff will follow guidelines stated in the "Protocol for the safe administration of prescribed medicines."

Pupils will be individually assessed by the Sister or GP on their ability to self-medicate. Considerations will include the type of medication, age of pupil, understanding of pupil, frequency of medication or the need to monitor administration. For example older, responsible pupils on regular prescribed medication may be allowed to keep their medication themselves in a locked area in their study or bedroom. There would also be restrictions on any medication deemed harmful in overdose to be kept individually in large amounts.

If a pupil is permitted to self-medicate, he/she will be asked to complete the Self Administration of Medication Form set out in the Appendix, which will be kept in the pupil's medical notes.

Staff issuing prescribed medication should be aware of issues surrounding the instructions of use of the medication, contra-indications, side effects, dosage, precautions regarding administration, clear reasons for not giving the drug and the duration of treatment before nursing or medical advice is sought.

### **Inhalers**

Prescribed inhalers are always allowed to be kept on the person.

A stock of named Inhalers for those who use them regularly are kept in the Medical Centre in the medicines cabinet in the storeroom in Sister's office.

These can be accessed out of hours by Storey House Matrons.

### **Epipen**

Epipens may be kept on the person.

Staff will be aware of any pupil who may require emergency anaphylactic treatment.

Another Epipen will be kept in the Medical Centre as part of a named anaphylaxis kit.

Instructions/training is available to all staff on the administration of Epipen.

### **Foreign Medication**

This must be declared and handed in to Sister. This will be identified and noted with the School Medical Officer. A decision will be made on suitable administration.

### **Confidentiality**

There may be times when a pupil may not want boarding staff to know that they are taking a particular medication, however Sister must always be informed to ensure the safety of the patient and that of the school environment.

The pupil will be made aware that they should keep their medication in a locked area.

In the event of any query regarding the administration or safekeeping of any medication, please always seek the advice of Sister.

### **Protocol for the safe administration of prescribed medicines**

- ✓ Keep secure in locked cupboard.
- ✓ These must only be issued to the pupil to whom they have been prescribed. Ensure correct identification of pupil.
- ✓ Only give the exact dose as stated on the label. The original dispensing label must not be altered.
- ✓ Make sure it is given at the recommended time.
- ✓ Record what dose has been given, in the house records.
- ✓ Record any missed doses giving reason and report/seek advice from Sister
- ✓ Be aware of why that pupil needs to take that medication.
- ✓ Follow correct storage instructions (store in fridge etc.).
- ✓ Do not repeat dose if patient has vomited. Seek advice from Sister.
- ✓ Return used or unwanted medication to the Medical Centre; do not put in bins, sinks and toilets.
- ✓ Maintain patient medication record sheet. Return to Sister when complete.
- ✓ To ensure continuity of medication arrange for pupils to take sufficient medicines home to cover weekends or holiday.

## The Appendix

### NON-PRESCRIPTION MEDICATION DOSAGE-QUICK GUIDE

Medication	Reason for administration	Route	Dosage	Frequency	Maximum Dose
Paracetamol 500mg tablets/caplets	Headache, pyrexia, migraine, toothache, muscular pains, period pains, colds, sore throat	Oral	10-12 years: 500mg <b>(1 tablet)</b> <hr/> 12-15 years: 500- 750mg <b>(1-1.5 tablets)</b> <hr/> 16-adult: 500-1000mg <b>(1-2 tablets)</b>	Every 4 to 6 hours	Not more than two every 4 hours. Maximum 8 tablets in 24 hours
Paracetamol suspension 250mg/5ml	As above	Oral	Dosage as above and in ml as follows <hr/> 10-12 years: 10ml <hr/> 12-15 years: 10-15ml <hr/> 16-adult: 10-20ml	Every 4 to 6 hours	Not more than 20ml every 4 hours. Maximum of 80ml in 24 hours
Ibuprofen 200mg tablets	Headache, pyrexia, migraine, toothache, muscular pains, period pains, colds, sore throat	Oral	10-11 years: 200mg <b>(1 tablet)</b> <hr/> 12-17 years: 200- 400mg <b>(1-2 tablets)</b>	Every 8 hours	Not more than two tablets every 8 hours.  Maximum 6 tablets in 24 hours
Cetirizine 10mg tablets	Hay fever, allergies, insect bites	Oral	10mg (1 tablet)	Every 24 hours	Not more than 1 tablet in 24 hours

\*The guidance is taken from NICE (National Institute for Health and Care excellence) and the BNF (British National Formulary)

Paracetamol is a suitable first choice for symptomatic treatment of painful and feverish conditions such as headache, migraine, toothache, colds, influenza, sore throat, period pains, muscular aches and pains, neuralgia and rheumatic pain.

- **Do not give if patient is allergic to paracetamol.**
- **Do not give along with any other paracetamol containing products (i.e. Lemsip).**

Always check if any previous doses of any medication have been given that day and refer to chart above.

**DO NOT EXCEED THE RECOMMENDED DOSE.**

Please document in Out of hours Medication Record and inform Sister if any follow up required

**Boarders' Self Administration of Medication Form**

**Name**.....

**DOB**.....

**Medication**.....

**Prescribing Doctor**.....

**Dosage and special instructions**.....

I have discussed and understood the administration and dosage of the above medication with Sister/Matron.

I wish to self administer the medication.

I understand that it is my responsibility to take the required dose at the correct time, according to the prescription instructions.

I understand that the medication is for my personal use only.

I understand that the medication should be kept in a secure place, such as locked cabinet.

I am aware that the medication may have side effects - I will report any worries that I have to Sister/Matron.

I understand that if I have any problems whatsoever regarding this medication I should refer to Sister/Matron.

Are you taking any other medication at this time? YES NO

If answer is YES, my other medication is.....

I have discussed this with Sister/Matron.

**Signed**.....

**Date**.....

**Sister's Signature** .....

**Date**.....