

**LANCASTER ROYAL GRAMMAR SCHOOL
POLICY STATEMENT**

Number 51	Medicines Policy (May 2025)
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Medicines policy

The aim of this policy is to establish clear guidelines to ensure the safe and proper management, administration, and storage of all medication within the boarding and wider school setting.

The School Nursing Sister holds responsibility for promoting best practice as outlined in this policy and share the with the appropriate staff to support this.

Boarding staff with responsibility for administering medication should complete training and updates as recommended by the School Nursing Sister.

Non – prescription medicines

Pupils can obtain non-prescription medicines from the Medical Centre staff during school hours.

Parental consent for the administration of non-prescription medication to all pupils is sought upon admission.

Medical Centre staff can administer a limited range of medications for the treatment of minor ailments. A list of non- prescription medications used at LRGS is available in the appendix.

A list of treatments also extends to include designated boarding staff, including the use of paracetamol.

Designated staff will follow a strict protocol when administering medication in the boarding houses and should receive annual refresher training on safe medicines administration and record keeping.

Protocol for the administration of non-prescription medication.

- The reason for giving medication should be established, for example, pain, fever, or complaint.
- Check whether that pupil is allergic to any medication and if they have had any earlier doses of medication already that day
- Check expiry dates on package or container.
- Check the correct age-appropriate dosage before administering pain relief.
- A guide is provided for staff and can be viewed as an appendix.

- The pupil should take the medication under the supervision of the person issuing it.
- Fully complete on the Boarding House Medication Administration (MAR) sheet. The name of the pupil, the reason for the medication, the name and dose of medication and the date and time should be included.
- The Medical Centre staff must complete the central record file. Medication given to all pupils will be recorded in the daily events book.

Prescription Medication

Day school pupils may bring single doses of prescribed medication into school to self-administer in agreement with parents.

If a prescription medication needs to be held in school for medical staff to administer during the school day, parents will need to complete the document Parental Agreement for a pupil to be administered medication (see appendix).

In boarding, all medication should be handed in to boarding staff initially. The medication should be provided in the original packaging, correctly labelled with the pupil's name, and include the date of dispensing from a pharmacy with instructions for administration, dosage and storage. Medication from overseas should have a prescription from an appropriate physician and where possible an English translation.

The School Nursing Sister will decide on suitable measures for the administration of prescribed medication in the boarding houses. This will mostly be supervised by matrons for younger pupils (years 7-10).

The school Nursing sister will assess Pupils' ability to self-medicate. Considerations will include the type of medication, age of pupils, understanding of pupils, frequency of doses 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.

Any medication deemed harmful in overdose would not be allowed to be held in large amounts.

Pupils allowed to self-medicate will be asked to complete a Self-Administration of Medication Form (see 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, reasons for not giving the drug and the duration of treatment.

Each dose of medication should be signed for on the pupil's prescription chart (see appendix).

Protocol for the safe administration of prescribed medicines

- Keep medication secure in a locked cupboard.
- Prescribed medicines must only be issued to the pupils to whom they have been prescribed. Ensure correct identification of the 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.
- Do not repeat the dose if the patient has vomited. Seek further 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 holidays.

Inhalers

All pupils should carry their own reliever inhaler in their blazer or school bag. Medical Centre staff are responsible for ordering replenishments and spare stock for boarders' inhaled therapies. An emergency inhaler is kept in the School Medical Centre.

Adrenalin Auto-injectors (AAI's)

Students should carry their two prescribed AAIs on their person (school bag). School holds four accessible Emergency Anaphylaxis Kits that are located around the school site. Information on the supply, storage and care of the emergency anaphylaxis kit is covered in the **LRGS Anaphylaxis Policy**.

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 pupils 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.

Storage of medicines

Medicines will be stored securely in lockable facilities, but pupils should know where their medicines are; medicines and devices such as asthma inhalers and adrenaline pens should always be readily available and not locked away.

Each boarding House has a lockable medicines cabinet in the duty study.

Pupils that are allowed to self-medicate should keep their medication in a lockable cabinet in their rooms.

For medicines that require refrigeration, an appropriate fridge with restricted access should be identified and the medication should be placed in a closed, clearly labelled plastic container.

It is important that any medication kept in a domestic fridge is not inadvertently frozen; care should be taken so that this does not happen.

The School Medical Centre has a refrigerator solely for the storage of drugs. Additional preparations such as eye drops and vaccinations may be kept there.

The temperature needs to be maintained between 2-8 c and it is checked and recorded daily.

Controlled drugs

It is permissible for the school to look after a prescribed controlled drug, in agreement with the School Nursing Sister, to be administered to that pupil daily or as required.

Controlled drugs are kept in a lockable non portable cupboard in the school medical Centre, to which there is restricted access.

A record is kept for audit and safety purposes of all doses given and the amount of drug held.

Educational trips and off-site activities.

Students with asthma and severe allergies should carry their own medical devices (inhaler or adrenaline auto -injector) as close to them as possible.

Risk assessments for trips are carried out. Responsibility and supervision of medication must be determined before the visit commences.

For students that need to take a course of prescribed medication, the teacher in charge should have written information from the parent, guardian or School Nurse detailing the name of the drug, dose and frequency. Sufficient medication must be provided for the duration of the visit.

Staff leaders may take stock agreed non-prescription medication (Paracetamol, Ibuprofen and antihistamines) supplied by the School Medical Centre.

The school system EVOLVE supports the safe supervision of medication and provides documentation to support medicating requirements (appendix).

Audit

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-PRESCRIPTION MEDICATION DOSAGE-QUICK GUIDE

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

I understand that the medication should be kept in a secure place, such as a 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 currently? YES / NO

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

I have discussed this with Sister/Matron.

Signed.....

Date.....

Sister's Signature

Date.....

Medicines and treatments used at LRGS:

Medical Centre staff and designated boarding staff should follow the protocol for Administration of non- prescription medication.

Paracetamol 500mg tablets

Antihistamines (Loratadine 10mg or Loratadine 10mg) - for the treatment of allergic reactions and hay fever symptoms.

Simple Linctus or similar simple cough remedies.

Aqueous cream

Antihistamine cream – for bites and stings.

Antiseptic cream – Savlon or Germoline.

Vapor rub

Heat rub

Throat lozenges

Vaseline

Sunscreen

For use by Sister or under her instruction only:

Ibuprofen 200mg-400mg

Loperamide 2 mg capsules

Piriton 2mg tablets

Cetirizine 10mg/Loratadine 10mg

Lactulose

Antacids

Salbutamol

Hydrocortisone cream