



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

WELLNESS CENTRE: ADMINISTRATION OF MEDICINES POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility Joanna Fox

Governor Committee Review: Pupil Welfare

Review Cycle: Biennial

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Aims

- This Policy applies to all pupils in the HLC family of schools (College, Highfield and Highfield Pre-School).
- This policy is addressed to all staff and covers the safe and appropriate administration of medication to children within the school. This policy should be read in conjunction with the First Aid Policy.

Introduction

The following procedures are laid out in order to safeguard and maintain the wellbeing of all children at the School. They must be adhered to by all staff who are trained to administer medicines or creams.

Boarding pupils: Onsite administration of medicines

Liaising with Parents and Guardians of boarders regarding medication

- HLC promotes ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents must inform a school nurse or house staff, who will alert the Wellness Centre, if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.

Medical Records and Consent

- Parents of all boarders at the School are required to complete the Pupil Medical Form on Parent Portal fully, before the pupil joins the School, by which parents' consent to the administration of non-prescription medication. The Admissions team and the School Office staff ensure the Pupil Medical Form is completed prior to starting at the School. If a parent opts not to give this consent, this is then flagged by the school nurses to house staff (via the computerised medical record – this is logged in the consent section). Parents are obliged to report any changes to the Wellness Centre staff via the annual update form. Parents are also reminded to inform the Wellness Centre about changes to a pupil's health or medication in all trip letters.
- Written records of all medication administered to boarders are recorded on iSAMS and retained by the Wellness Centre. (House staff also have limited access to the medical record which includes parental consent/conditions/allergies)



Administration of Medicines Training

- The Wellness Centre team is responsible for the administration of medicine within the school to boarders and will delegate duties as appropriate to other members of staff who have received training.
- There must be an appropriately trained person for the administration and management of medicines in each boarding house. In most all cases, both the Housemistress and Assistant Housemistress will be trained to administer medications. The Wellness Centre team will oversee this training.

Administration of Medication Protocol for Boarders

- Medication prescribed for one pupil should not under any circumstances be given to another pupil.
- All medicines supplied to the school by parents must be provided in the original container as dispensed and include the prescriber's instructions for administration in clear English. Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils. (See Appendix 1) If staff have any doubt over the procedure to be followed, the parents or guardian will be contacted before action is taken. Parents will be asked to complete the School's medication consent form on the Parent Portal.
- If a boarder refuses their prescribed medication, staff will record this and notify the School doctor.
- In extreme emergencies e.g. anaphylactic reaction, certain medicines can be given or supplied without the direction of a medical professional for the purpose of saving life. For example, the administration of adrenaline, although 999 must be called and their directions followed. For pupils with asthma or anaphylaxis, parents consent to administration of inhalers or adrenaline by auto-injector (accordingly) via the medical form on the Parent Portal.
- The Wellness Centre has a supply of over-the-counter medications which can be administered by the Wellness Centre staff to boarders. (See Appendix 2) Any medicines administered will be recorded on iSAMS.
- The boarding houses keep a limited range of over the counter medicines which house staff who have received Administration of Medicines training may administer to boarders (see Appendix 3). Any medicines administered by house staff will be recorded immediately on iSAMS.
- It is the School's policy that pupils do not keep undisclosed medicines in their own rooms, to ensure the safety of the whole school community. Upon arrival at the boarding house, any medications owned by boarders should be handed over to house staff, who will then refer the pupil to the Wellness Centre. The Wellness Centre staff will assess whether the boarder can keep medicines in her room (in her own locked cupboard), or: whether the medicines should be kept in the house office for administration by house staff; sent to the Wellness Centre for administration by nursing staff; or disposed of securely.
- Staff are not trained in homeopathy and therefore should not administer any form of homeopathic medicine,
- No pupil shall be given medicine containing Aspirin, unless prescribed for that particular pupil by a doctor.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



Self-Administration of medication by boarders

Any boarder who wishes to keep and self-administer her own medicines must be given a full verbal and written explanation of the significance and consequences of this by a school nurse (Appendices 5 and 6).

If the boarder is over 16, she may keep her medicines in her room, as long as a risk assessment form is completed and she is considered safe to do so by the Wellness Centre staff. There must be a lockable area for the storage of medicines in her room.

There may be occasions when a pupil under the age of 16 may wish to keep medicines in her room, when it would be impractical or inappropriate for house staff to keep these. In this case a school nurse will complete a risk assessment form with the boarder and make a judgement as to whether or not she is competent to keep her own medicines in her room, in a locked cupboard/drawer.

If house staff come across medicines in a boarder's room which have not been locked away, he or she should refer that boarder to the Wellness Centre. The Wellness Centre staff will ascertain whether these are undisclosed medicines or whether they have been prescribed by the school doctor. If they are the former, then the Wellness Centre staff will explain the School's policy regarding the keeping of medicines in bedrooms and assess the boarder's competency to continue to keep these medicines in her room. If they are medicines prescribed by the school doctor and the boarder has already been assessed and deemed not competent to self-administer, then she will be in breach of her agreement and the matter will be referred to the Senior Deputy.

Day Pupils (including Highfield): Onsite Administration of Medicines

Liaising with Parents and Guardians regarding medication

- HLC promotes ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents must inform a the Wellness Centre staff, or their child's Head of School who will alert the Wellness Centre, if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.

Medical Records and Consent

- Parents of all day pupils are required to fully complete the Pupil Medical Form on the Parent Portal before the pupil joins the School, in which parents consent to the administration of non-prescription medication. If a parent opts not to give this consent this is then flagged by the Wellness Centre team to relevant staff. Parents are obliged to report any changes to the Wellness Centre staff via the annual update form. Parents are also reminded to inform the Wellness Centre about changes on all trip letters.

Administration of Medicines Protocol for Day Pupils.

- In the case of day pupils, the School requests that medication is only taken at School if it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home before and after attending School.
- Medication prescribed for one pupil should not under any circumstances be given to another pupil.
- In **Highfield**, the school Receptionist undergoes annual Administration of Medicines training in order to administer medicines.
- In **Pre-School**, the Head of EYFS and the Lead Practitioner undergo annual Administration of Medicines training in order to administer medicines.
- In **College**, a day pupil requiring medicine must report to the Wellness Centre where it will be administered by a member of the Wellness Centre staff.
- All medicines supplied to the school by day pupil parents must be provided in the original container as dispensed and include the prescriber's instructions for administration in clear English. A consent form should be completed by the parent on the Parent Portal, detailing the child's full name, the drug name, the dose and the frequency. Wellness Centre Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils. If staff have any doubt over the procedure to be followed, the parent will be contacted before action is taken. Any medication given, will be recorded on iSAMS as 'pupils own/prescription medication'.



- When a day pupil is given a school supply of non-prescription medicine, it is recorded via iSAMS. Highfield parents are informed either by email or telephone when their child is given a non-prescription medicine. College pupils' parents are informed if their child is given medication in the afternoon, in order to avoid an inadvertent double dosing of the medication.
- For all pupils, consent is obtained prior to starting at the School so, if Wellness Centre staff or a trained member of staff wish to administer paracetamol, ibuprofen or anti-histamine to a day pupil under the age of 14, they have the relevant consent. If consent is not provided, parents would be contacted prior to administration.

Boarders and Day Pupils: Off Site Administration of Medicines

Administration of Medication on School Trips

The Wellness Centre will provide First Aid travel bags to staff escorting pupils on school trips. On request, they will add travel sickness tablets and suitable non-prescription medicines, depending on type of trip, length of stay and mode of travel. Staff taking any such medication must undergo training with a member of the Wellness Centre staff.

The member of staff organising the trip will request that the Wellness Centre provides them with medical information on a need to know basis for each pupil.

If there are any pupils who take regular medication to which they will need access while on the trip, then the staff member in charge will be provided with a Health Care Plan, which will include details of the pupil's condition and instruction regarding the management of it, including administration of any medicines.

Day pupils who are on medications that they will need access to during the course of the school trip, will hand these over to the member of staff in charge of the trip for safekeeping, and written instructions from his/her parent will also be obtained. The written instructions will explain the need for the medication and administration instructions. Parents will complete a medication consent form. Staff are not obliged to administer day pupils' medications; if instructions are unclear they may decline to do so. Any medication provided from home must be in original packaging, clearly labelled with the pupil's name, drug name, dosage, frequency and expiry date. Wellness Centre staff are available to give advice to staff if necessary during Wellness Centre opening hours. 8:15am to 5pm Monday to Friday.

If a pupil requests paracetamol from the trip leader during the trip, and it is within four hours of leaving school, the trip leader will phone the Wellness Centre, house staff (where relevant) or the child's parents, to discuss whether it is safe to do so, i.e. that he/she has not received any in the previous four hours, in order to avoid double dosing.

Secure storage for medicines must be available at all short-term accommodation used by the School.

Emergency medicines on school trips:

- All pupils with a diagnosis of asthma or anaphylaxis **MUST** have their asthma inhaler or adrenaline pen with them prior to setting off. The trip leader is responsible for ensuring this and must physically see inhalers and adrenaline pens.
- If a boarder has forgotten her inhaler or adrenaline pen, arrangements will be made for them to return to the boarding house to collect it from the house staff.
- If the Wellness Centre has not been provided with a spare inhaler or adrenaline pen for a day pupil, the pupil will not be allowed to join the trip. If time allows, the trip leader may wish to



contact the day pupil's parents and request them to bring an inhaler or adrenaline pen to school.

- The Wellness Centre will provide an emergency asthma inhaler and spacer. This may ONLY be used for pupils who have a diagnosis of asthma and who may have lost or exhausted their inhaler during the course of the trip. It is not a communal inhaler, and may not be used in lieu of forgotten inhalers.



Appendix 1 - Checklist for administering medicines

Staff administering medicines will:

- Check the age and identity of the pupil
- Ascertain the reason for giving the medicine
- Check parental consent has been given
- Check for medical conditions and allergies
- Check when previous medication given
- Check drug name, dose and expiry date
- When medication has been given, record this on the medicines log (if on a trip or given at Highfield/Pre-school), or on iSAMS if in school.
- House staff will follow the procedures in this policy before paracetamol is given to a boarder
- Inform parents by phone or email if Over the Counter (OTC) medication (non-prescribed) is given to a day pupil. In the case of Highfield and EYFS, this will be for any administration of OTC medicines. In the case of College pupils, this will be if medication has been given in the afternoon or within four hours of leaving school.

Appendix 2 - Wellness Centre Non-Prescription (Over the Counter) medicines:

- The following medications may be administered by staff working in the Wellness Centre.
- Always ask pupils if they have any allergies and check their records for consent/contraindications.
- Paracetamol given 4-6 hourly (up to a maximum 4 doses in 24 hours for all ages):
 - 10 – 12 yrs: 500mg
 - 12 – 16 yrs: 750mg
 - Over 16yrs: 1g
 - (See BNF guidance)
- Ibuprofen: (NOT IF ASTHMATIC/ or if the pupil has other contraindications such as gastro-intestinal complications)
 - not routinely given to under 12s at school unless the Wellness Centre staff feels there is significant need and conversation with parents;
 - 10 – 12 years 200mg - 300mg tds; 12 – 18 years 200mg – 400mg three times a day (only if pupils have previously received with no reaction)
 - (See BNF guidance)
- Travel sickness medication
- Throat lozenges
- Anti-histamines for allergies
- Rennie's
- Dioralyte fluid replacement sachets
- Fybogel/Dulcoease for constipation
- Saline eye drops
- Deep heat
- Anthisan cream
- Olbas oil inhalant
- Vicks Vaporub
- Dressings and wound care applications



Appendix 3- Administration of Medicine by House Staff

The following medicines and equipment are available to houses for administering by house staff following the administration of medications protocol below:

Medication	Indication	Dose and Frequency
Paracetamol (500mg) including soluble	Pain relief Mild fever	<ul style="list-style-type: none"> ○ 10 – 12 yrs: 500mg ○ 12 – 16 yrs: 750mg ○ Over 16yrs: 1g <p>Every 4 – 6 hours as required, no more than 4 doses in 24 hours. Refer to Wellness Centre if high fever, or unexplained pain</p>
Strepsils	sore throat	<p>Every 3 hours; no more than 8 in 24 hours</p> <p>Refer to Wellness Centre if severe difficulty swallowing, difficulty breathing, high fever</p>
Olbas Oil	Blocked nose due to cold virus	2 -3 drops on tissue as required
Deep Heat	Muscular pain/ injury	<p>Refer to Wellness Centre following any injury. Administer only if diagnosed muscular pain.</p> <p>Apply thin layer to affected area 2 – 3 times a day.</p>
Arnica Cream	Bruising/ swelling	<p>Refer to Wellness Centre following any injury. Apply if diagnosed simple bruising, small amount onto affected area. Do not use on broken skin. Do not use if rash appears – refer back to Wellness Centre.</p>

The Wellness Centre may add to this list from time to time, as per GP request.



Appendix 4 - Protocol for the administration of non-prescribed medication and prescribed medication by non-nursing staff

- Establish a private area for the dispensing of medicines.
- Establish the reason for giving the medication.
- Check whether that pupil is allergic to any medication.
- 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 whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Read the instructions on the sheet supplied with the medication if it is a prescribed medication supplied via the Wellness Centre School Doctors
- Check the expiry or 'use by' date on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details on iSAMS as soon as possible following administration: the nature of the medication, the dose, the date and time, in the medication section so the Wellness Centre are aware for when they may need to administer medicines throughout the school day.
- Prescribed medicines for pupils under 16 are supplied to the House Staff (where appropriate) with written instructions. See page 4 of policy for self-administration assessment.
- Inform the pupil's parents by phone or email if administering paracetamol, after first checking for consent on iSAMS. If consent is not registered on iSAMS, refer to the Wellness Centre.



Appendix 5 - Risk assessment and agreement with pupils who administer their own prescribed medication

Name of pupil: Age:

Name of medication:

Dose required:

When needed:

How to be taken:

Date started: Until:

Can the medicine be stored in the pupil's own locked area?	Yes / No
Is it the pupil's choice to administer their own medicine?	Yes / No
Has the pupil proven themselves to be reliable?	Yes / No
Does the pupil understand why they need the medicine?	Yes / No
Are they aware of the side effects?	Yes / No
Does the pupil know when and how to take their medication?	Yes / No

Pupil signature: Date:

Nurse signature: Date:

Important: If a pupil is not keeping and using medication as agreed the right to self-medicate will be removed

Appendix 6 - Medicines Policy for Pupils (self-administering)

Self-administration of medication information

Self-administration of medicines means you take responsibility for looking after and taking your medicines by yourself. Taking responsibility for self-administering will help you to understand more about your own medicines. It should also help you cope more easily with your medicines when you go home or leave for University.

Before you start to self-administer

Wellness Centre staff will talk to you about your medication/s and what the benefits could be to you. They will talk to you about how and when to take them, and any special points you need to understand about them. You may choose whether or not you want to self-administer your own medicines.

If you are over 16 and of sound mind, the law considers you mature enough to take responsibility for your own health, including taking your own medicines.

If you are under 16, the law says that medical staff can make a judgement as to whether you are mature enough to look after your own medicines.

In either case, the Wellness Centre has a responsibility to ensure that you are safe to look after your own medicines, taking into account not just your safety, but the safety of those around you.

Therefore, before you are handed your medicines to look after and self-administer, the Wellness Centre staff will go through a risk assessment form with you. If it seems doubtful that you are safe enough to self-administer, then your medicines will be kept by House staff and you will need to collect each dose from them.

If you are under 16, they will automatically be kept by House staff, unless it is impracticable to do so, e.g. some long-term medicines, medicines of a personal nature, creams or lotions, etc.

If you are on long term medications which you are keeping in your room, the Wellness Centre nurses will periodically come to your room unannounced to check that you are storing them properly. The nurse will never do this without you being present.

Please talk to the Wellness Centre if:

- You forget to take a dose.
- You are unsure about how or when to take any of your medicines.
- You do not want to carry on self-administering your medicines.

Important Points

- Call the Wellness Centre at once if you misplace your medicines.
- Always keep your medicines out of sight and secure.
- Never share your medicines with anyone else.
- Let the Wellness Centre know if you are self-administering your own medicines.



- If you need more, you need to let the Wellness Centre know a week before your medicines run out.