

## **MEDICINES POLICY**

This Policy is a ‘whole school’ policy which relates to both the senior school and the junior school (including the Early Years Foundation Stage.) For more specific BJS details please see Appendix 2.

### **1 Aim**

To ensure the safe and appropriate administration of medicines to students, appropriate record keeping and secure storage of medicines within the school to ensure the safety of others.

### **2 Introduction**

Bootham School takes the welfare of its students very seriously, recognising that it is in the interest of both the individual and the school to maintain optimal health and wellbeing. This policy outlines Bootham School’s approach to the management of medicines and medical requirements for students attending Bootham School. It highlights the support that the school will provide in ensuring that any medicines are administered effectively, appropriately, and in accordance with legal requirements.

### **3 Management of over-the-counter medicines (OTC medicines)**

#### **3.1 Administration by Health Centre staff**

3.1.1 The Health Centre has a supply of over-the-counter (OTC) medicines. These medications do not require a prescription.

3.1.2. This list is agreed and reviewed by the BSHC team and the School Doctor, and signed-off by the Deputy Head and School Doctor. (See Homely Remedy Protocol)

3.1.3. These OTC medicines can be administered by Bootham School Health Centre (BSHC) staff to students with consent (See appendix 1).

#### **3.2 Administration by boarding staff**

3.2.1. The Boarding houses have a limited range of over-the-counter (OTC) medicines which staff who have received annual Administrations of Medicines training may administer out of BSHC opening hours.

3.2.2 These OTC medicines can be administered by Bootham School staff to students with consent (See appendix 1).

3.2.3. The Medication Administration checklist (see appendix 2) also contains the list of the medications locked in the Boarding medication cabinets.

3.2.4. Any medicine administered will be recorded in the Boarding House Medicine Accounting book kept in the medication cabinet and recorded on iSAMS Medication section on the individual student's record and a phone call/voicemail to inform the Health Centre staff promptly to avoid risk of double-dosing the student.

### **3.3 Students' own OTC medicines**

3.3.1. To ensure the safety of the whole school community, it is the school's policy that students do not keep undisclosed medicines in their bags, lockers or boarding rooms.

3.3.2. Any students with OTC medicines should be referred to the Health Centre so that BSHC staff can assess how the medicines should be stored, dispensed or disposed of.

3.3.3. Any OTC medications without an English translation or not approved by The Medicines and Healthcare Products Regulatory Agency (MHRA) for licensed sale in the UK, will be kept locked in a cabinet in the Health Centre; students may collect them when they next journey home.

### **3.4 Administration of OTC medicines to staff**

3.4.1. BSHC staff may NOT administer any OTC medicine to staff. It is not supported by the School Doctor/associated GP practice due to insufficient medical history known for an individual member of staff, for safe medication administration by BSHC staff in the remit of their employed role.

3.4.2. BSHC staff will use their professional judgement to advise the member of staff whether to seek medical assessment via their GP or Emergency Department or direct to a pharmacist.

## **4 Management of prescription only medications (POM)**

### **4.1 Administration by Health Centre staff**

4.1.1 Students not registered with the School Doctor requiring a POM during the school day require a 'Parental Agreement to the Administration of Prescribed Medication' Form (appendix 3) to be completed by a parent/guardian, who also must supply the medication in the container as prescribed by the GP and dispensed by the pharmacist, with the student's name and instructions for administration printed clearly on the label.

4.1.2. This medication will be locked in the Health Centre drug cupboard or drug fridge during the school day. It can be collected at the end of the school day if required for further doses, or the medication is no longer required.

**4.1.3. Students registered with the School Doctor** who have been prescribed a medication by the School Doctor, will have their prescription sent electronically to the nearest pharmacy and collected on their behalf by a BSHC staff member from the pharmacy.

4.1.4. This prescription will be recorded in the Health Centre medicines log book 'Medication Intake' book once collected from the Pharmacy.

4.1.5. Following collection, the BSHC staff member must check dispensed medication, any discrepancies are to be corrected by the dispensary or the prescriber and not BSHC staff.

4.1.6. The student will be asked to return to the Health Centre to discuss how this medication will be administered. An assessment is made on an individual basis based on:

- (a) The type of medication eg. Controlled drug
- (b) Risk of reaction to the medication
- (c) Students' age
- (d) Requirement of review of medication efficacy
- (e) History of non-compliance

## **4.2 Self-administration**

4.2.1. Boarding students deemed competent to self-administer by BSHC staff will be given an agreed amount of the medication, supplied in a lockable metal tin with full verbal instruction and written information for the administration of that medication, inserted into the metal tin for reference.

4.2.2. Students will be instructed that Boarding staff will be informed a medicines tin containing medicine has been supplied however if the student does not consent for Boarding staff to be informed why and which medication, if deemed safe by BSHC staff, due to the student's right for confidentiality Boarding staff will not be informed of the details.

## **4.3 Administration by boarding staff**

4.3.1. If BSHC staff deem it most appropriate for medication to be administered by trained boarding staff out of Health Centre opening hours; medication - in its original packaging with the prescriber's instructions - is locked in the medication cabinet in the boarding houses for administration when appropriate.

4.3.2. A record of this administered medication is made by the administering member of staff on a BSHC supplied Drug Chart.

4.3.3. The Drug Chart and any remaining medication are to be returned to BSHC for filing in medical notes and medication to be appropriately stored or destroyed.

## **4.4 POM from overseas**

4.4.1. Overseas boarding students who present at school with POM medications without an English translation or the medication is not approved by MHRA for the prescribed use in the UK, will be requested to see the School Doctor to ascertain and prescribe as appropriate a UK-compliant equivalent.

4.4.2. The student will be requested to collect the non-UK medication from a locked cabinet in the Health Centre on their next journey home or give permission for the medicine to be disposed of by a pharmacy.

#### **4.5 POM stock**

BSHC is not permitted to hold a stock of prescribed medicines such as antibiotics or oral contraception (BSA, 2005).

### **5 Management of prescribed controlled drugs (CD)**

5.1 BSHC stores prescribed controlled drugs (CD) in a locked cupboard within a secure locked non-portable cupboard, in accordance with the Misuse of Drugs (Safe Custody) Regulation (1973) as amended.

5.2 Only the BSHC team have authorised access to hold the keys to this cupboard.

5.3 Separate records for the administration of CD are kept in a bound CD record book, which is also stored securely.

5.4 The balance of CD remaining is checked at each administration and weekly, when the BSHC holds a prescribed supply of CD.

5.5 Unused controlled drugs, prescribed for students registered by the School Doctor, shall be returned to the original dispensing pharmacy by a member of the BSHC Team. The pharmacist along with the BSHC representative should sign the BSHC CD Book to confirm the disposal.

5.6 For students not registered with the School Doctor, a parent or Guardian must collect the CD for disposal. Both parent and BSHC staff member must sign to say that this has been done. In exceptional circumstance, parents may give written instructions (this encompasses the use of e-mail) for the BSHC team to organise disposal, providing that the local pharmacist is willing to assist. If not, a parent/guardian will have to proceed as above.

## **6 Consent**

### **6.1 Parental consent**

6.1.1. BSHC staff will seek parental consent (see Appendix 1) via the BSHC Health Questionnaire before any medicines are administered to students under the age of 16.

6.1.2. If no consent has been received then BSHC staff will make a judgement about the ability of the student to give consent themselves.

6.1.3. Every effort will be made to obtain parent/guardian consent. If unable to obtain verbal consent, BSHC staff may decline to administer medication.

6.1.4. Boarding houses will be informed if medical consent for a student has not been received.

### **6.2 Parental Consent for school education visits and trips**

6.2.1 Parents/guardians must complete the school's parental consent form for a school educational visit and trip via online system 'Operoo', which contains an explicit agreement in advance that the staff in charge may consent to any medication/healthcare treatment which becomes deemed immediately necessary during the visit.

6.2.2. This may also include consent for OTC medicines.

### **6.3 Student Consent**

6.3.1. Students aged 16 and over are presumed to be competent to give or withhold consent for surgical, medical or dental treatment, and any associated procedures, such as investigations, anaesthesia or nursing care.

6.3.2. In line with good practice guidance, the BSHC Team will encourage competent students to involve their families in decision-making.

6.3.3. Students aged below 16 are not automatically presumed to be competent to make decisions about their own healthcare. However, the courts have held that a young person under the age of 16 is competent to give valid consent to a particular intervention if they have 'sufficient understanding and intelligence to enable him or her to understand fully what is proposed' (sometimes known as 'Gillick competence').

6.3.4. There is not a specific age when a child becomes competent to consent to treatment: it depends both on the child and on the nature and complexity of the treatment being proposed.

6.3.5. In line with good practice guidance, the BSHC Team will encourage children deemed 'Gillick competent' to involve their families in decision-making.

## **7 Checklist for administration of medicines**

7.1 Staff administering medicines will:

1. Check the age and identity of the student
2. Ensure the reason for giving the medicine is established
3. Check parental consent has been given if under 16 or deem competent to self-consent
4. Check for medical conditions and allergies
5. Check when any previous medication was given (including remedies/herbal products)
6. Check drug name, dose, maximum dose in 24 hours and expiry date
7. Observe the student taking the medication
8. Record appropriately when medication has been given. This will include:
  - Students name
  - The reason for medicine, i.e. mild pain
  - The name of the medicine
  - The dose
  - The date and time of administration
  - The signature of the administrator.
9. Inform appropriate others: BSHC, boarding or home to prevent double-dosing
10. Monitor or make provision for observing a reaction to medication or deteriorating health.

## **8 Emergency medicines**

Medicines required in a life-saving emergency should be accessible at all times:

### **8.1 Adrenaline pens**

8.1.1 Students with a history of anaphylaxis who have been prescribed an auto-injector adrenaline pen are encouraged to carry it with them at all times.

8.1.2. The Health Centre holds a spare generic/un-named EpiPen x 2 for students prescribed an auto-injector adrenaline pen. This is kept in the Health Centre and can be given to those with prior consent from parent/guardian, in an emergency.

8.1.3. For Boarding students, a spare generic/un-named EpiPen x 2 for students prescribed an auto-injector adrenaline pen, is kept in the relevant boarding house and can be given to those with prior consent from parent/guardian, in an emergency.

8.1.4. All school staff receive annual in-house training on the administration of an adrenaline pen.

### **8.2 Asthma inhalers**

8.2.1. Students with asthma are encouraged to carry their salbutamol inhaler with them at all times.

8.2.2. The Health Centre ensures spare named inhalers are prescribed for boarders, and kept in the Health Centre.

8.2.3. For students not registered with the school doctor it is the responsibility of the parent/guardian to supply a named spare for storage in the Health Centre.

8.2.4. The Health Centre holds a salbutamol inhaler and spacer in the Emergency Grab bag in the Health Centre to be taken to any emergency on site.

8.2.5. This can only be used for students diagnosed with asthma and prescribed salbutamol, identified by completion of the Health Questionnaire on joining the school or as the Health Centre is informed of a new diagnosis, and is placed on a Patient Specific Directive (PSD) signed by the school doctor held in the Health Centre.

### **8.3 Dextrose tablets, glucagel and glucagon**

8.3.1. Students with type I diabetes are encouraged to carry dextrose tablets with them at all times in case of hypoglycaemia.

8.3.2. The Health Centre holds glucagel, and glucagon injection for these students, which can be administered intramuscularly by trained BSHC staff in the case of severe hypoglycaemia.

## **9 School educational visits and trips**

9.1 The school trip organiser requests consent from parents/guardians prior to travel, requesting Health information including current medications the student is taking via online system 'Operoo'.

9.2 Students with a diagnosis of asthma or anaphylaxis must have their prescribed salbutamol and auto-injector adrenaline pens with them prior to setting off. The trip leader is responsible for checking this by seeing the medication before departure.

9.3 The parent/guardian must ensure their child has been supplied with sufficient in-date medication to attend a school trip. Without this the trip leader may deem it unsafe for the student to participate, especially with regard to conditions such as anaphylaxis.

9.4 If a named spare of a student's inhaler or adrenaline pen is held in the Health Centre it may be taken from the Health Centre and returned to the Health Centre on their return to school.

## **10 Safe storage of medicines**

10.1 All medications (except students' emergency medications such as auto-injector adrenaline pens and inhalers) will be stored securely in a locked cupboard in a room which is locked when not in use.

10.2 Boarding students deemed competent to keep their own medicines are expected to keep them in their locked metal tin, with the key kept safely away from the tin.

10.3 Medicines requiring refrigeration will be kept in the Health Centre fridge, in a room that is locked when not in use.

10.4 Long term medications (eg. Insulin) for boarding students may be kept in a lockable fridge with temperature management in the student's room.

10.5 Controlled drugs are held in a locked cupboard within a secure locked non-portable cupboard. Management of controlled drugs are detailed in section 5 above.

## **11 Disposal of medicines**

11.1 Any unused or expired medications in the HC or boarding houses will be removed by BSHC staff, who will organise for them to be returned to a pharmacy for safe disposal.

11.2 Any medications to be returned to Pharmacy will be documented in the BSHC medicines log book 'Returns to Pharmacy'.

## **12 Record keeping and monitoring**

12.1 Any medicines administered to a student by BSHC staff will be recorded in the Medical Centre Module on iSAMS on the student's individual record on 'Medication' and documented in a 'Dairy' entry.

12.2 BSHC staff are responsible for restocking supplies of medicines with the Health Centre and boarding houses.

12.3 Any medications supplied to the boarding houses will be recorded in the Boarding House Medicine Accounting books.

12.4 Stock balance of medicines in the boarding houses will be checked half-termly by BSHC staff.

Date of last review: April 2021  
Person responsible: Nurse Manager  
Review group: Health and Safety Committee  
Approval group: General Committee  
Date of next review: April 2024

**Appendix 1 Parental consent for medication; Health Questionnaire**

**Appendix 2 Medication Administration checklist**

**Appendix 3 Parental consent for Medication form**

**Appendix 4 BJS Specific Medicines Policy**

**Appendix 5 BJS Temporary Medication Form**

**Appendix 6 BJS Ongoing Medications Form (2 sided)**



**Consent Form**

Students name:	<input type="text"/>
Date of birth:	<input type="text"/>

To ensure the student receives the appropriate care the Bootham School Health Centre Team require written consent to be in place for the following three care elements.

**1. Consent to treatment:**

If a student requires medical treatment beyond the care of the Health Centre, every effort will be made to obtain the prior consent from the parent/guardian, or from the student if aged 16 or over. Should this be impossible in the time available, the Head/his deputy or boarding staff acting in loco parentis are authorised to give consent to such treatment (including anaesthesia or a surgical operation/procedure) as deemed necessary by a medical professional.

<input type="checkbox"/> I consent	<input type="checkbox"/> I do not consent
For Health Centre staff to administer appropriate care/First Aid when required.	
And for the above staff to authorise for my son/ daughter to receive necessary medical care (including anaesthesia or a surgical operation/procedure if deemed by a medical professional to be in the child's best interest) if the school is unable to make contact to gain consent in an emergency.	

**2. Information sharing:**

The information given in this health questionnaire is regarded as confidential. It may be in the best interest of your child to hold information about certain medical conditions electronically on the school database to allow relevant members of staff to be aware.

<input type="checkbox"/> I consent	<input type="checkbox"/> I do not consent
For appropriate information to be shared by email/paper copy with staff (and NHS staff) and stored as necessary.	

**3. Administration of medication:**

Our School Doctor has approved a limited list of non-prescription over-the-counter medicines to be given by the Health Centre Team and trained boarding staff. These are given for minor ailments according to agreed protocols.

<input type="checkbox"/> I consent	<input type="checkbox"/> I do not consent
Any exceptions? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>
For the student to receive non-prescription medicines from trained/authorised school staff according to an agreed protocol.	

**Please sign below** to give written permission for the elements you have consented to:

Signature of Parent or Guardian:	<input type="text"/>	Date:	<input type="text"/>
Print Name:	<input type="text"/>	Relationship to the student:	<input type="text"/>

A physical signature is requested. If necessary a scanned copy of the original signature will be deemed as an original signature if necessary to return by email.

**Appendix 1 Parental consent for medication; Health Questionnaire**

## Medication Administration checklist

Before the administering of any over-the-counter medicines (OTC) as per the school's Homely Remedy Protocol (HRP) for boarding staff:

1.	<b>Is there consent for administering this or any medication?</b> If 16 or over the student can self-consent.
2.	<b>Do they have any allergies or sensitivities to the medicine you are about to administer?</b> Check the allergy list provided
3.	<b>a) Have they taken any over-the-counter medication, herbal or Chinese recently</b> (within the last four to six hours)?  <b>b) If YES what was taken, at what time and at what dosage?</b> If they are unsure or you have any doubts DO NOT administer. Check the boarding record book and Medicine Accounting record for any recent entries.
4.	<b>Are they able to swallow tablets?</b> Offer soluble or liquid alternative if unable.
5.	<b>Check the dose.</b> <b>Always follow the medication guidance leaflet guidelines.</b>
6.	<b>Always observe the individual swallow the medication you are signing to say you have given.</b>

Check

-RIGHT PERSON

-RIGHT MEDICATION; in date

-RIGHT DOSE; for the age

-RIGHT TIME; time last taken, number of doses had that day

**Complete the appropriate Medicine Accounting record for the medication administered.**

Example:

	Date	Time	Student name	No. of sachets given	Reason for administration	Health Centre informed? Y/N	Staff initials	Number of sachets remaining
1	17/01/2018	21:30	Another Student	2	Headache	Yes	HC	10

**Once administered fully complete the Record of Medication form and inform the Health Centre;** complete in black ink, a clear, accurate and immediate record of all medicine administered, ensuring the signature is clear and legible.

**CONTENTS OF MEDICATION CABINET** Do not add or take away any medications stored within this cabinet.

1. Paracetamol 500mg
2. Paracetamol soluble 500mg
3. Paracetamol suspension (Calpol 250mg/5ml) sachets
4. Gaviscon liquid (10ml) sachets

BSHC 2020/2021 Only Boarding staff who have been appropriately trained and are named in the Bootham School Homely Remedy Protocol can administer the above listed medications to Bootham Students.

## Appendix 2 Medication Administration checklist

For

Parental authorisation for the Bootham School Health Centre Team to administer prescription medication to day and flexi-boarding pupils.

Student Name

Form

Date of Birth

Boarding Status

Students Address



Name and strength of medicine

Expiry Date

Dose

When to be given

Further instructions

Quantity given to school/setting

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Parent/Guardian Contact Information

Hospital Consultant/clinic/GP details

Name

Name

Work Number

Contact Number

Home Number

Mobile Number

The Health Centre team monthly review medicine expiry dates, please note we are unable to administer any medicine found to be out-of-date, so please ensure the supplies you provide us with are current and therefore safe to administer.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Bootham School staff administering medicine as specified above. I will inform the Bootham School Health Centre immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian signature

Date completed

Review

**Appendix 3 Parental consent for Medication form**

## **Appendix 4 Bootham Junior School (BJS) Specific Medicines Policy**

In conjunction with the Bootham School Medicines Policy, the details of specific procedures for BJS are outlined below.

- BJS have health care support and advice available from the Senior School Health Centre (BSHC) situated at the Bootham Senior school site.

### **Specific procedure:**

1. Bootham Junior School does not supply over the counter (OTC) medicines other than on residential or outdoor day trips. These OTC medicines can be administered by trained BJS staff to students with written parental consent, see the Homely Remedies Protocol.
2. Occasionally ongoing medication (e.g. eczema cream) is kept in a locked classroom store cupboard, EYFS 1<sup>st</sup> Aid cabinet or staffroom fridge.
3. A Health Care Plan, permission for ongoing medication or temporary medication form (see appendix 5&6) must be completed by parents / carers and returned to school before any medication can be administered.
4. Trained staff administering medicines will have regard to the checklist in 7.1 of this policy.
5. A spare adrenaline pen and salbutamol inhaler / spacer are kept in the staffroom 1<sup>st</sup> Aid cupboard for emergency use.



Dear Parent/Guardian

**MEDICATION FORM**

We are very happy to give your child any medication they require. Please help us by completing the following form in order to ensure we hold the necessary details relating to the dosage and administration of their medicine.

Name of Child.....Form.....

Name of medication.....

Dosage and method.....  
**(as prescribed or directed on medication)**

Timing.....

Are there any side effects? .....

.....

Signature of Parent/Guardian.....Date.....

**MEDICATION GIVEN TO YOUR CHILD IN SCHOOL**

Date	Time last given at home	Dosage	Signature (Parent)	Time given in school	Dosage	Signature (Teacher)

**One copy to be returned to parent each evening and brought back to school the next day. Please note as 'course complete' when medication is no longer needed and hand to class teacher.**

**One copy to remain in school**

Dear Parent/Guardian,

**ONGOING MEDICATION**

As part of their Care Plan, your child requires ongoing medical treatment to be given in school. Please help us by completing the following form in order to ensure we hold the necessary details relating to the dosage and administration of their medicine.

Name of Child..... Form.....

Name of medication.....

Dosage and method.....

(as prescribed or directed on medication)

Timing.....

Are there any side effects?

.....

Signature of Parent/Guardian..... Date.....

**MEDICATION GIVEN TO YOUR CHILD IN SCHOOL**

**Autumn Term**

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

**Spring Term**

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

**Summer Term**

Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign	Date	Time and Sign

**One copy to be returned to parent each evening and brought back to school the next day.  
Please note as 'course complete' when medication is no longer needed and hand to class teacher.  
One copy to remain in school**