Medicines Policy

This policy is a 'whole school 'policy which relates to both the senior and the junior school including EYFS. The junior schools' forms are appendices.

Aim

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

Introduction

Bootham School is committed to ensuring the health and well-being of all students—both boarders and day students—as well as staff. This policy outlines the procedures for the safe administration, storage, and documentation of prescription and over-the-counter (OTC) medications. It ensures that everyone receives appropriate care in a safe, consistent, and legally compliant manner.

1. General Principles

- **Confidentiality**: Information about individuals' medical conditions or treatment will be handled in accordance with data protection legislation.
- **Safety**: Medications will only be handled, stored, and administered by trained and authorised staff.
- **Communication**: Parents/guardians (for students) will be informed of any changes in medication administration practices.
- **Responsibility**: The school works collaboratively with parents, students, healthcare providers, and staff to ensure that medication is managed safely and effectively.

1.1 Registration with the School General Practitioner (GP)

- All **boarders** requiring medication must be registered with the **school's designated GP** upon admission.
- This ensures coordinated care, informed prescribing, and continuity of medical treatment during term time.
- Parents/guardians must provide complete medical history and disclose any pre-existing or ongoing conditions, including mental health diagnoses.
- The school nurse will liaise with the GP and other medical professionals to ensure appropriate treatment and care.

Date of last review: Jan 2026
Person responsible: Lead Nurse
Review group: Health and Safety Committee
Approval group: Compliance Committee
Date of next review: Jan 2029

2. Prescription Medications

2.1 Administration of Prescription Medications

- **Boarders**: Must submit a completed Medication Questionnaire with consent signed by the parent/guardian and prescribing healthcare professional. Medications are administered by the school nurse or authorised staff in accordance with medical instructions.
- **Specialist Conditions (including psychiatric)**: Boarders who require prescription medication for **specialist or chronic medical conditions**—including **psychiatric conditions** (e.g. anxiety, depression, ADHD)—must provide a **letter or report from a relevant consultant or psychiatrist**.
    - This letter must detail the diagnosis, prescribed medication, dosage, and the rationale for treatment.
    - The school reserves the right to consult with the prescribing clinician or school GP to ensure safe administration. If the medication is not licensed or available to be prescribed here in the UK the school doctor will prescribe an appropriate UK equivalent.
    - Boarders deemed competent to keep their own medicines to discuss and sign a self-medication form.
- **Day Students**: May bring prescribed medication to school as needed. Parents must notify the school nurse in advance, and written consent is required. Medications are stored securely and administered by authorised staff.

2.2 Medication Storage

- All medications are securely stored in a locked cabinet or, if required, in a medical fridge.
- Access is limited to nursing staff and authorised personnel.
- Students are not permitted to carry medications unless part of an agreed self-administration plan (see Section 7).

2.3 Medication Records (Electronic Recording)

- All medication administration is recorded **electronically on ISAMs**, the school's secure medical recording system.
- This includes administration of both prescription and OTC medication to **students and staff**.
- Each entry includes:
    - Full name of the individual (student or staff)
    - Date of birth
    - Medication name and form
    - Medical reason and allergies
    - Check if/when previous dose given
    - Dosage administered
    - Observe the student taking the medication
    - Date and time of administration
    - Name of administering staff

    - Notes on side effects, missed doses, or observations
- Records are reviewed regularly to ensure safe practice, consistency, and compliance.

2.4 Disposal of Medication

- Unused or expired medication will be returned to parents (students) or disposed of in line with NHS or pharmacy guidance.
- A record of disposed medication is kept in ISAMs.

3. Over-the-Counter (OTC) Medications

3.1 Administration of OTC Medications

- **Boarders**: May be given OTC medications or **homely remedies**, such as paracetamol, ibuprofen, or simple cold treatments, for minor ailments.
    - All such medications must be **approved by the school's GP**.
    - Written parental consent via medical questionnaire must also be in place before any medication is given.
- **Day Students**: May bring necessary OTC medications from home. These must be reported to the school nurse, and written parental consent from medical questionnaire is required. The medication will be securely stored and administered as needed.

3.2 Parental Consent for OTC Medications

- Parental consent is required annually for any student to receive OTC medications at school- medical questionnaire
- The consent form must list any medications that the student may not receive, and detail allergies or sensitivities.
- If no consent received then a judgement about the student giving consent themselves will be made. Gillick competence can be cited if the student under 16 has sufficient understanding and intelligence to enable him or her to understand fully what is being proposed. Every effort will be made to contact a parent first or encourage the student to involve their family in decision making.
- Students over 16 are presumed to be competent to give or withhold consent.
- Parental consent for school trips is asked for each trip and any updates
- The trip online system provides an agreement in advance that the staff in charge may consent to any medication which is deemed immediately necessary on the trip

3.3 Storage of OTC Medications

- OTC medications are stored securely in the medical room or designated medical cabinets within boarding houses.
- Access is restricted to authorised nursing staff or House staff
- Nursing staff are responsible for restocking supplies of medicines to the lodge and boarding houses

4. Management of prescribed controlled drugs (CDs)

4.1 Storage of prescribed CDs

- In a locked cupboard within a secure locked non-portable cupboard, in accordance with the Misuse of Drugs Regulations
- Nursing staff only to have access to the keys for this cupboard.
- Separate records for the administration of CDs are kept in a bound CD record book kept in medicine cabinet.
- The balance of each CD is checked at each administration and signed to confirm by two staff
- If one nurse on duty a second signature is obtained from the student
- Unused CDs for boarder students (registered with school GP) shall be returned to the original dispensing pharmacy if possible by nursing staff. – signed with the pharmacist to confirm disposal.
- Unused CDs for students not registered with our school GP, a parent or guardian must collect the CDs for disposal. These will be signed out of the department by the nurse and the parent.
- CDs for boarding students – kept in original packaging and kept in House in a double locked cupboard to be given by House staff trained in medicine administration and logged on ISAMs as per 3.2.4

5. Medical Emergencies

- In the event of a medical emergency, the school will act promptly to safeguard the individual.
    - Emergency medications (e.g. EpiPen's, asthma inhalers and dextrose/glucogel and glucagon) will be readily available | (Reception, Houses, Lodge) and administered according to individual care plans – these are generic and held in the lodge
- Students with anaphylaxis, asthma or diabetes should be encouraged to carry their emergency medication with them at all time.
- All staff receive annual in-house training on the administration of adrenaline auto injectors
- School trips organisers request consent from parent/guardian prior to travel so information is up to date – trip leader is responsible for ensuring/seeing the medication before departure.
- The parent is responsible for ensuring sufficient in date medication is supplied for the whole trip.
- Emergency services will be contacted if necessary, and parents/guardians (for students) will be informed as soon as possible.

6. Responsibilities of Parents/Guardians

- Parents are responsible for:
    - Providing accurate, up-to-date medical information
    - Supplying medication in original packaging with clear labels

    - Informing the school of any changes to medication or medical conditions
- Medications should be delivered to the medical centre, not sent via students.

7. Self-Administration of Medication

- Students may self-administer certain medications (e.g. Antihistamines, inhalers, insulin, EpiPen's) where appropriate and safe.
- This must be agreed by the school nurse, with **written parental consent**, and the **student must sign a Self-Medication Agreement Form** confirming they:
    - Understand the purpose and correct use of the medication
    - Accept responsibility for safe storage and administration
- The school reserves the right to review or revoke self-medication privileges if there are concerns about safety or compliance.

8. Training and Staff Responsibilities

- Nursing staff are responsible for:
    - Administering and recording medications
    - Maintaining medical supplies
    - Liaising with healthcare professionals and parents
- Key school staff receive first aid training and guidance on medication protocols, including how to respond in emergencies.

9. Review and Updates

- This policy is reviewed **every 3 years** or following any major incident, legislative change, or audit recommendation.
- Updates will be communicated to staff, students, and parents/guardians.

Policy Implementation and Acknowledgement

This policy is on the school website and can shared with all staff and parents annually. Parents and students are required to sign a declaration acknowledging understanding of and agreement with this policy. Staff administering medication are trained accordingly.

In conjunction with the Bootham Senior School medicine policy, the details of specific procedures for Bootham Junior School are outlined below.

- The Junior school have health care support and advice available from the Senior School nursing team as required.

Specific procedure:

1. The junior school does not supply OTC medicines other than on residential or outdoor day trips. These can be administered by trained junior school staff with parental consent as per homely remedies protocol.

2. Occasionally on going medication for example eczema cream is kept locked in a classroom store cupboard, EYFS 1st aid cabinet or staffroom fridge.
3. A Health Care plan, permission for ongoing or temporary medication form must be completed by parents or carers and returned to school before any medication can be given.
4. Trained staff administering medicines will have regard to the checklist in 2.3 of this policy
5. A generic adrenaline auto injector and inhaler/spacer are kept in the staffroom 1st Aid cupboard for emergency use.