



EDGEBOROUGH SCHOOL

Administration of Medication Policy

(including EYFS and Boarding)

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Context

This policy covers the arrangements at Edgeborough School for the safe administration of medicines to pupils during the school day and evenings for boarders. The policy includes provision for the administration of homely remedies which are Paracetamol and Ibuprofen, and also for other prescription medications which may occasionally be required by pupils. This policy was developed in consultation with the School Matrons' team.

Homely Remedy Protocol

This section covers 'Over The Counter' (OTC) medication that may be stored in an identified locked cupboard within the school and dispensed to pupils where a parent has given written permission in advance and or verbal permission by telephone in the event of a pupil becoming unwell and needing Paracetamol or Ibuprofen. This form can be downloaded from the parent portal on the school website and is made available in admissions pack before entry into school.

Paracetamol (tablets, capsules or liquid preparations)

Ibuprofen (Capsules or liquid preparations)

Drug information

Paracetamol

Can be given for headache, toothache, raised temperature, common cold, mild muscular pain.

- Children over 12 years: 500mg to 750mg every 4-6 hours
- Children over 6 years: 250mg to 500mg every 4-6 hours
- Children between 6 and 12 years: 5 to 10ml of Calpol Six Plus liquid every 4-6 hours (equals 250mg to 500mg paracetamol)
- Children over 12 years: 10ml to 15ml of Calpol Six Plus liquid every 4-6 hours (equals 500mg to 750mg paracetamol)
- Children between 2 and 6 years: 7.5ml to 10ml Calpol Infant Suspension every 4-6 hours

The School will check with the parents if anything was given earlier in the day before administering the medication.

NB: Paracetamol should not be given if a pupil has already taken paracetamol, or a preparation containing paracetamol (e.g. Lemsip) within the last 4 hours

Ibuprofen

Can be given for headache, toothache, raised temperature, muscular pain, common cold, migraine.

- Over 12 years to Adult dose: 400mg every 4-6 hours
- 10-12 years 200mg every 4-6 hours
- Maximum daily dose: 1200mg for 12 years and over, 600mg for ages 10-12 years
- Liquid and dispersible preparations may have different strengths so always check the packaging before administration and administer the correct amount in *mls* for the age of the child. A syringe provided in the packet should be used to measure dosages.

NB: Ibuprofen is not to be given to pupils suffering from asthmatic conditions as has been known to cause bronchospasm (asthma attack).

Procedure

When issuing medication, the following procedures should be followed:

1. The reason for giving the medication should be established.
2. Check whether the pupil is allergic to any medication and check for parental permissions on the Medical and Allergies form.
3. Parent to be contacted by phone or in-person at drop-off, to check whether or not the pupil has taken any medication recently, if so, what (e.g. check maximum paracetamol doses) and confirm permission to administer medicine.
4. Check the expiry or 'use by' date on the medication package or container and ensure we have the appropriate preparation for the age of the child.
5. The pupil should take the medication under the supervision of the person issuing it.
6. Boarders who are given permission to self-medicate need to be assessed by the School Matron at Edgeborough before this can occur and a record made of which pupils have been given permission to which specific drugs.
7. A full record of all self-medicators to be kept by the School Matron.
8. All pupils at the school if judged to be capable of exercising rational discrimination have the right to refuse recommended medication – Gillick Competence.

Record keeping

Once the medication has been taken, (or permission for self-medication has been given and the event witnessed) the following should be recorded on the Medical Log and Administration of Medicines form by the School Matron or appointed medicator:

1. Name of pupil
2. Reason for medication
3. Name of medication/Dose
4. Date and time given
5. Name of person issuing medication

Prescribed Medicines and Medicines during the School Day

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medication were not administered during the school day.

Even if a child is deemed competent to take their own medication, this will still be done in Matron's Office, so that the event can be witnessed and then recorded.

If a pupil requires the administration of a prescription medicine, e.g. to complete a course of antibiotics, the parent must complete an authorisation to administer medication form, available from the school Matron.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Once the medication has been taken this must be recorded on the Administration of Medicines form by the school Matron or appointed Medicator.

EYFS and Pre-Prep Specific

Procedure is that outlined above, with an 'Administration of Medication Form' (Pre-scribed and Non-Prescribed) completed by the staff member who has administered the medication or the staff member supervising the child to be signed by parents upon collection (copies are then taken by parent and the school). This form states name, date of birth, dosage and time. It is an additional measure to steps above and is also carried out in Years 1&2.

Boarders

After 7 pm boarders are to see Matron in the boarding house where a separate log is held for each pupil that boards. Medicines are also stored in a locked cabinet in the boarding house for access during the night. The Head of Boarding and Assistant Head of Boarding can also administer medication to boarders.

Adverse reactions

Any evidence of an adverse reaction suffered by a pupil to any medication should be immediately reported to the parent; similarly, an error involved in administering medication (e.g. over-dosage) should also be reported once it has been recognised that an error has been made.

Administering Medicines

Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container. If in doubt about any procedure staff should not administer the medicines but check with the parents or the School Matron at Edgeborough School before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with the School Matron at Edgeborough School.

School Staff dispensing Medicines

Appointed first aiders have agreed to accept responsibility for administering prescribed medicines to a child. They have completed a certified course in administering medication and receive ongoing support and guidance from the School Matron at Edgeborough School. The list provided in Appendix 3 demonstrates staff members that have completed a medicines awareness course and are qualified to administer medication.

Written consent from the parent must be obtained by the school before the administration of these prescribed medicines (1 consent form for every 24-hour period).

Storing Medicines

Staff will store, supervise and administer medicine that has been prescribed for an individual child. Medicines are stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Medicines will be stored in a locked cupboard or fridge in the Sick Bay or in the Pre-Prep or Nursery.

All emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to staff and are not locked away.

Controlled drugs

Controlled drugs (such as Ritalin) are kept in a double locked cupboard. There are double-locking facilities in Matron's Office and in the Boarding House.

When children are given these controlled drugs, one adult administers the medication and another adult is present to witness this. The time and dose are then recorded, as per the record keeping procedure.

If PRN medication is ever required by one of the pupils, it is stored in the same manner as a controlled drug or according to pharmacist's instructions.

Access to Medicines in Emergencies

When children need to have immediate access to their medicines, e.g. inhalers, they are brought to the sick bay by a member of staff and the appointed first aider will administer the medicine. In the Nursery and Pre-Prep they are taken directly to the first aider (or the first aider comes to them) with Matron called to attend if required. Inhalers and auto-injectors are often kept in clearly names bags within the child's classroom and are taken by the child or teacher to activities and lessons away from the Pre-Prep and Nursery buildings. In an emergency, the medicine would be taken to the child by the appointed first aider to be administered, e.g. auto-injector.

Trips

Day trips - When prescription medicines are required away from the school site, e.g. sports field and educational visits, the member of staff will collect them from the School Office and return them afterwards.

Residential trips – for a residential trip, one member of staff is responsible for signing out and then maintaining the medical supplies for the trip. This person will receive all medication for pupils on the trip as well dealing with any minor ailments or injuries on the trip. They keep a log of all medication given, which will be returned to the Matron at the end of the trip.

Disposal of Medicines

Staff are unable to dispose of medicines. We therefore ask parents to be responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Confidentiality

The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be "Gillick Competent" to give or withhold consent for his/her own treatment.

Medical Error/Incident Management

In the event of a medical error being made or a serious accident taking place; the Bursar and the Estates Manager would be informed and an incident form submitted. Parents would also be informed.

Appendix 1: Location of First Aid Kits

First Aid Boxes:	Locations
Staff common room	Book shelf with Inhaler and spacer
Art room	On the shelf near the sink
DT	Workshop - on the shelf
Punshon Hall	Sports office by the door with inhaler and spacer
Science room 1	Mounted by the door
Science room 2	Shelf on the right of door
Science room 2 kitchen	In the cupboard next to the sink
Swimming pool	Next to the Girls changing room
Pre-prep staff common room	Staff common room with inhaler and spacer
Conkers	In cupboard.
Pre-Prep classrooms (1F, 1M, 2H, 2L)	Travel/mini kits
Reception	In storage room
Outdoor Woodland Classroom	Kept by OWL Lead
Nursery	Kitchen
Pre-School	Kitchen
Nursery Hall	Kitchen area
Main Kitchen	Tea and Coffee Room
Boarding house kitchen	Above the fire place in boarders' kitchen
Minibuses	In the front of the minibus
Maintenance Shed	Just inside the door on the wall

Appendix 2: Medical and Allergies Form



Medical Form - Confidential

Please complete and ensure that you have signed the Consent Declaration. Please return it to the Office before your child starts at Edgeborough to assist us in the event of an emergency.

Child's Name			
Date of Birth		National Health No.	
Parent's Home Tel		Parent's Work Tel	
Mother's Mobile		Father's Mobile	
Home Doctor		Doctor's Tel No.	
Dentist's Name		Dentist's Tel No.	

Alternative Emergency Contacts

Contact 1 Name		Contact 2 Name	
Relationship to child		Relationship to child	
Home Tel		Home Tel	
Mobile		Mobile	

Does your child have a condition requiring medical treatment or special arrangements ? *			
Asthma		Diabetes	
Other chronic illness/disability			

*** If you have answered YES to any of the above, please arrange a consultation with Matron to complete an Individual Treatment Plan**

Immunisation History – Please give the date of last immunisation					
MMR		Meningitis C		Tetanus	

We keep supplies of non-prescriptive medications in the Surgery. Please indicate which, if any, of the following you are happy for the attending Staff to administer to your child. *This only applies in the event that a parent/guardian cannot be reached in the case of an emergency.*

Please tick if you ARE happy for us to administer: (Please ensure that you sign the Consent section below)

Paracetamol (Calpol)		Ibuprofen (Nurofen, (Calprofen)		Chlorophenamine (Piriton)	
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NOTE: Please advise Matron if your child may have been in contact with any contagious or infectious diseases or suffered from anything which may be contagious in the month prior to entry or when returning from a holiday abroad.

CONSENT

I **do/ do not** authorise Matron or attending member of Staff to administer medication to my child when required. *(Please delete where applicable and sign)*

Signed Print Name

Date.....

Allergies & Diet Form		Name
		Form
<i>cc Catering Department</i>		

1. Is your child **allergic** to any **drug** or **medication**? Yes No
 (Please tick the relevant box.)

If **YES** please give details below:

The health and nourishment of all the children in our care is important and we ask parents to work with us in partnership to ensure that the children learn to eat a sensible balanced diet. We employ professional catering staff to provide the very best advice on healthy eating and nutrition. Our policy is to offer a healthy variety of food of high quality, using fresh meat, fruit and vegetable, as far as possible from local suppliers and, wherever it is reasonable, we are increasingly providing organic produce. Weekly Menus are available to view on the Parent Portal.

2. Please list any foods to which your child has a **clinically diagnosed allergic reaction**. **Please provide a copy of the diet recommended by your medical practitioner.** It may be beneficial to arrange a meeting with Matron to discuss your child’s medical history and specific dietary requirements.

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3. If your child requires a special diet please indicate the reason:

Medical / Religious / Ethical

Please indicate type of diet and give details below:

Vegetarian / Coeliac / Nut Allergy / Other

A vegetarian option, salad bar, fruit and yoghurt are always on offer. If your child is a poor eater you should inform the Class Teacher. Learning to eat with others is part of a child's social education.

4. Please use the space below to give any additional information relating to your child's family history that may be important for Matron to know. All information will be treated as confidential.

Appendix 3: List of staff who have completed the administration of medication training

Name	Date course taken
Ellie Buckey	Aug-22
Cheridah Fleming Chart	Sept-22
Duncan Yates	Jan-21
Jayne Symons	Aug-22
Shona Sutton	Sept-22
Lisa Highfield-Robert	Feb-23
Lucy Liddicoat	Feb-23
Alice Toynton	April-23
Caroline Smith	April-23
Gill Iffland	April-23
Jo Uprichard	June-23
Patrick Flannery	May-23
Rob Smith	April-23
Tim Barette	May-23
Dagmar Gericke	May-23
Noel Smith	May-23
Claudia Rafferty	June-23
Charlotte Nicholls	June-23