



MEDICATION ADMINISTRATION

If Paracetamol is administered anywhere other than the Medical Centre it must be recorded with the name of the pupil and the dosage. The record must be available for inspection. Only two consecutive doses for each pupil should be given before notifying the Medical Centre. All medication must be kept in locked cupboards on site and in the constant care of the member of staff in charge off-site.

Medicine Policy and Procedures:

The School advocates the safe storage and administration of medicines. Parents should provide full information about their child's medical needs including details of medicines they require. The School will not administer any medication without written consent. This consent is usually given or declined on the medical form that is completed by parents/guardians for all pupils on their admission to the School and is subsequently held in the Medical Centre. For boarders the consent also includes medicines prescribed by the School doctor. If it is necessary for a day pupil to take a prescribed medicine during the school day the parent/guardian should complete the necessary consent form allowing the School to take over this responsibility. These forms can be obtained from the Medical Centre or the School Office. If it is necessary for a day pupil to take OCM (over the counter medication) during the school day the parent/guardian should complete the necessary consent form and staff are only able to administer medication for three days, after this time the pupil must seek medical advice from their own GP. The School will not administer unlicensed medicines e.g. herbal, homeopathic or Chinese medicines. All pupils are strongly discouraged from bringing their own over the counter medicines to school. All medicine, either prescribed or otherwise, should be brought to the Medical Centre. This includes all homeopathic, herbal or Chinese medicines.

Procedure for Administration of OCM

1. Check the pupils name and date of birth
2. Check Engage to confirm that pupil can be administered OCM. Parents give permission for this each academic year via the Medical Update form. Any pupil not given parental permission will be highlighted on Engage in their records.
3. Ask if pupil has taken any medication within the last 24 hour
4. Select correct medication, check the name of the drug, dosage according to age and expiry date. Pupils should be offered the drug in the most suitable form according to their age eg. tablets, liquid
5. Prepare the dose and administer. Pupils should be offered a glass of water to aid swallowing. Ensure that the whole dose has been taken. You must witness the pupil taking the medication.
6. Record administration either on the online Medication form on the shared drive or, if off site on the paper medical administration form.
7. Medication taken from the container but not used should not be replaced but safely disposed of and recorded.

Procedure for administering Prescribed Medication

1. Check the pupils name and date of birth
2. Check that parents have signed the permission form- Med 1
3. All prescribed medication must be in the original container as dispensed by the GP / Pharmacy
4. Check the name of the drug, dosage and expiry date
5. Prepare the dose and administer. Pupils should be offered a glass of water to aid swallowing. Ensure that the whole dose has been taken. You must witness the pupil taking the medication.
6. Record administration on the Med 2 Form, if off site on the paper medical administration form.
7. Medication taken from the container but not used should not be replaced but safely disposed of and recorded.

Self-Administration of Medicines

- A member of the Medical Centre staff will assess the pupil's ability to self-administer using the Fraser competency guidelines (Fraser/Gilleck Competency Act 1995). If the pupil is deemed 'Fraser competent' the pupil will sign a self-consent form.
- If the pupil is a boarder they will also be given a medicine card to complete for the duration of the course of medicine.
- The relevant boarding house staff will also be given notification that the pupil is self- administering. The name of the medicine remains confidential.
- Long term medicines will be reviewed regularly and all medicine cards will be recalled at the end of every half term. Completed cards will be filed in the pupil's medical notes.
- The Medical Centre staff may consider it more appropriate for the medicine to be stored and administered from the Medical Centre or house staff.

Storage for OCM

All over the counter (OTC) medication is stored in a locked metal cabinet. One is located in the Medical Centre and one in Reception. There are three key holders:

- Emma Sowersby – Medical Centre
- Donna Markham – Boarding House
- Lisa Sayner – Reception

These rooms are locked when unattended.

All OTC medication is stored in its original container and there is a fortnightly stock check.

Lower Junior School keep a small amount of Paracetamol suspension, in a lock cupboard in the office. A record of administration is passed to the Medical Centre each half term.

Prescription Medication Storage

All prescription medication is kept separately to OTC medication. Prescription Medication is kept in a locked metal cupboard in the Medical Centre with a copy of the permission form signed by parents. Prescription medication will only be administered by a member of the Medical Centre or Boarding Staff.

Staff administering prescription medication off site i.e on school trips will have received training beforehand.

There is a refrigerator in the Medical Centre for the storage of any medications, which need to be kept at a low temperature. The temperature should be between a minimum of 2° - maximum 8°. The Medical Room is kept lock when unattended.

All stock of medicines held is check every two weeks so as to maintain an audit trail of usage. Stock levels are checked against the online admin of medication sheet. This is to ensure that all medication is accounted for.

Anyone who suffers from an adverse reaction to a medication, prescribed or OTC, must be reported via the NHS Yellow Card Scheme.

Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

POLICY FOR OVER THE COUNTER MEDICATION (O.C.M'S) FOR PUPILS NATIONAL MINIMUM STANDARDS FOR BOARDING SCHOOLS

Dr Nigel Wells — Beech Tree Surgery Carlton, DN14 9LY — Tel: 01757 703933

INTRODUCTION

It is a requirement of the Boarding Schools Association that all staff responsible for the administration of over the counter medicines (OTC) are aware of:

- Indications for use
- Contra-indications
- Dosages
- Side-effects

This information is obtainable from the instructions and the data sheets supplied with the medicines and this policy.

Procedure for Administration of OTC medicines

1. Check the pupils name and date of birth
2. Check Engage to confirm that pupil can be administered OTC medication. Parents give permission for this each academic year via the Medical Update form. Any pupil not given parental permission will be highlighted on Engage in their records.
3. Ask if pupil has taken any medication within the last 24 hours
4. Select correct medication, check the name of the drug, dosage according to age and expiry date. Pupils should be offered the drug in the most suitable form according to their age e.g. tablets, liquid
5. Prepare the dose and administer. Pupils should be offered a glass of water to aid swallowing. Ensure that the whole dose has been taken. You must witness the pupil taking the medication.
6. Record administration either on the Online Medication Form on the shared drive or, if off site on the paper medical administration form.
7. Medication taken from the container but not used should not be replaced but safely disposed of and recorded.

ANBESOL (Liquid)

Indications for use: Relief from mouth ulcers, toothache and denture irritation

Contra-indications None

Dosage: Apply to the affected area using a clean fingertip. Two applications will normally be enough — Use up to eight times a day

Side Effects: Mouth ulcers

ANTISEPTIC CREAM (Cetrimide 0.5%w/w)

Indications for Use

Antiseptic cream for cuts, grazes, small wounds and chapped hands

Contra-indications

Do not use if allergic to any of the ingredients

Dosage

Apply to affected area when required

Side effect

Skin rash (possibly delayed)

ACICLOVIR COLD SORE CREAM

Indications for use

For the treatment of cold sores at the tingle or blister stage

Contra-indications

Allergic to any of the ingredients

Dosage

Apply a thin layer to the affected area five times a day every four hours

Side Effects

Redness, itching, tension and burning or pain of the skin where cream has been applied

ANTI-HISTAMINE (Loratadine 10mg)

Indications for Use

Relieve the symptoms of some allergies, symptoms of hayfever, sneezing, runny nose and burning itchy eyes. Skin allergies such as itching or urticaria (hives)

Contra-indications

Liver problems (may need to take a lower dose) Rarely may cause dizziness and nausea Swelling of the face, lips tongue or throat Difficulty in breathing or swallowing
Skin rash

Dosage

Over 12's — One Tablet Daily

2 — 12 yrs — bw> 30kg — One Tablet Daily - bw< 30kg — N/A 2 — Syrs - = Smg

DO NOT GIVE TO CHILDREN UNDER THE AGE OF 2yrs OR WEIGH < THAN 30KG

Side Effects

Serious Side Effects - Difficulty in swallowing or breathing. Skin rash.

Rare Side Effects - Headache, nervousness and tiredness in children aged 2 — 12yrs. Drowsiness, headache, increased appetite and difficulty sleeping in adults and children over 12.

Very Rare Side Effects — Severe allergic reactions, difficulty breathing, , wheezing, itching, hives and swelling, dizziness, rapid heartbeat, palpitations, feeling sick, dry mouth, upset stomach, changes in liver function, rash, hair loss and tiredness.

ANTI-HISTAMINE (Cetirizine 10mg Tablet)

Indications for use

Relieve the symptoms of some allergies, symptoms of hayfever, sneezing, runny nose and burning itchy eyes. Skin allergies such as itching or urticaria (hives)

Inflammation of the nasal lining due to allergies that occur throughout the year

Written: Josie Smith October 2021

Reviewed: Emma Sowersby July 2022

Contra-indications

Liver problems (may need to take a lower dose), Rarely may cause dizziness and nausea Swelling of the face, lips tongue or throat, Difficulty in breathing or swallowing, Skin rash

If you are due to have any skin prick tests to diagnose allergies you should stop taking your antihistamines at least 48 hours before the tests. This is because antihistamines can prevent or lessen the skin reactions that indicate an allergy, and so can make the test results unreliable.

Dosage

Over 12's — One Tablet Daily 6 — 12yrs — 1/2 Tablet Daily

DO NOT GIVE TO CHILDREN UNDER 6 YEARS

ORAL SOLUTION (Piriteze Allergy Syrup)

Over 12's - 10mls Once Daily

6 — 11yrs — **Smg** Twice Daily (Morning & Evening) Children under 6 years — Not Recommended

AQUEOUS CALAMINE CREAM

Indications for use

Relieves mild sunburn & other minor skin conditions

Contra-indications

An allergy to Phenoxyethanol

Dosage

Apply liberally to dry skin as required Side Effects

There are none known side effects

BONJELA Junior (teething gel) from 3 months – 16yrs

Indications

Soothing relief from teeth/gum pain and mouth ulcers

Contra-indications

Allergic to local anaesthetics Liver or heart problems

Dosage

Using a clean finger, massage a small amount of gel onto the sore area This can be repeated every 3 hours

Side effects

This product contains Glycerol which can be harmful in high doses, it can cause headaches, stomach upset and diarrhea.

BONJELA GEL – Over 16's

Indications for use

Soothing relief from teeth/gum pain, braces and mouth ulcers

Contra-indications

Written: Josie Smith October 2021

Reviewed: Emma Sowersby July 2022

Allergic to local anesthetic's Liver or heart problems

Dosage

Using a clean finger, massage a small amount of gel onto the sore area This can be repeated every 3 hours

Side effects

This product contains Choline salicylate and Glycerol which can be harmful in high doses, it can cause headaches, stomach upset and diarrhoea.

NOT TO BE USED IN CHILDREN AND ADOLESCENTS UNDER THE AGE OF 16. THIS IS BECAUSE THERE IS A POSSIBLE ASSOCIATION BETWEEN SALICYLATES AND REYE'S SYNDROME WHEN GIVEN TO CHILDREN. REYE'S SYNDROME IS A VERY RARE DISEASE WHICH AFFECTS THE BRAIN AND LIVER AND CAN BE FATAL.

DIARRHOEA RELIEF (Loperamide Hydrochloride) (TRY NOT TO USE AND ALLOW TO SETTLE WITHOUT MEDICINE)

Indications for use

For the relief of acute diarrhoea

Contra-indications

Do not take this medication if you are allergic to any of the ingredients, if you suffer from inflammation of the colon, you have a swollen stomach and/or constipation.

Dosage

Adults and children over 12yrs - Initially swallow Two Tablets followed by One Tablet after each loose motion — up to a maximum of Six Tablets in any 24hrs.

DO NOT GIVE TO CHILDREN UNDER THE AGE OF 12yrs. DO NOT TAKE IF YOU HAVE LIVER DISEASE.

DIOCALM (Loperamide Hydrochloride) - (TRY NOT TO USE AND ALLOW TO SETTLE WITHOUT MEDICINE)

Indications for use

For the relief of acute (sudden, short-term) diarrhoea in adults and children 12yrs and over.

Contra-indications

Do not take this medication if you are allergic to any of the ingredients, if you have constipation, diverticular disease (inflamed intestine), ulcerative colitis (inflammatory bowel disease), impaired liver function or irritable bowel syndrome.

Dosage

Adults and children over 12yrs - Initially swallow Two Tablets followed by One Tablet after each loose motion — up to a maximum of Six Tablets in any 24hrs.

DO NOT GIVE TO CHILDREN UNDER THE AGE OF 12yrs. DO NOT TAKE IF YOU HAVE LIVER DISEASE.

Side effects

Skin rashes, including urticaria — Stop taking medication if any of these symptoms occur and seek medical advice.

FLU/COLD RELIEF CAPSULES

Indications for Use

Paracetamol - Relief of colds

Reduces temperature when a fever is present

Phenylephrine - Decongestant to reduce the swelling in the passages of the nose to help you breathe more easily

Caffeine — Helps increase pain relief from Paracetamol and makes you more alert

Contra-indications

Paracetamol/Phenylephrine or Caffeine allergy Liver or kidney problems

Heart condition or Cardiovascular disorder Overactive thyroid

Diabetes Antidepressants

High blood pressure (Hypertension)

Do not mix with other Paracetamol tablets Dosage

Adults and children aged 12 years and over — AS PER LABEL AS ALL PREPARATIONS ARE DIFFERENT

Do not exceed 8 tablets in 24 hours

DO NOT ADMINISTER Children under 12 years

Side effects

Generally few, occasional skin rash, diarrhoea and vomiting may occur, also tingling and coolness of the skin

Insomnia

Faster or slower heart beat, irregular heart beat A rise in blood pressure with a headache

More rare side effects

You may become more prone to bleeding, bruising, fever & infections, such as sore throat and ulcers, due to changes in your blood.

GAVISCON (Tablet)

Indications for Use

Antacid — neutralises stomach acids

Heartburn

Contra -indications

Do not take if you are allergic to any of the ingredients

Dosage

Children 12 years and over - Two — Four tablets after meals and at bedtime — Tablets must be chewed.

Do not take this medicine within two hours of taking any other medicines by mouth Side Effects

Rarely mild and temporary skin rash, nausea and vomiting, and difficulty of breathing

GAVICON (Liquid) Indication for Use

Antacid — neutralises stomach acids Heartburn

Contra -indications

Do not take if you have been advised to follow a low sodium (salt) diet Do not take if you are allergic to any of the ingredients

Dosage

Children 6 — 12 years — one - two 5ml spoonful after meals and bedtime Adults & children above 12 years — two — four 5ml spoonful's

Side effects Constipation

Rarely nausea and vomiting may occur

Skin rash

IBUPROFEN — DO NOT ADMINISTER TO CHILDREN UNDER THE AGE OF 14 OR ANYONE WITH ASTHMA OR ANAPHYLAXIS

Analgesic and non-steroid anti-inflammatory drug (NSAID's) Indications for use

Reduces pain, stiffness and inflammation. Commonly used to relieve the pain of mild to moderate headache, menstrual and dental pain, and pain following soft-tissue injury.

Contra-indications

Do not give if the child has taken other Anti-Inflammatory Medication— increases the risk of ulcers and bleeding. Check if the child is on antibiotics — may cause a risk of seizures if taken with certain types eg: Ciproflaxin (antibiotic).

Caution in Asthma — DO NOT GIVE TO ASTHMA OR ANAPHYLAXIS SUFFERERS

Do not give to a child under the age of 14 unless it has been prescribed

Special precautions

Consult with a Doctor prior to use in anybody with kidney problems, asthma, taking other tablets or Aspirin allergy

Dosages

As Per instructions with the prescribed medication Onset of effect

1-2 hours Side Effects

Heartburn, indigestion, nausea and vomiting, rash, wheezing and breathlessness should be reported to the Doctor

IBUPROFEN SUSPENSION 100mg/5ml (Only when prescribed)

Indications

Reduce the fever (including post immunisation fever) One 2.5ml followed by another 6hrs later. Relief of mild to moderate pain of headache, sore throat, toothache, cold & flu symptoms

Minor aches & pains

Contra-indications

Stomach ulcer, perforation or bleeding of the stomach Allergic to Ibuprofen, Aspirin or other pain killers

Caution in Asthma

Dosage

As per instructions with the prescribed medication

Written: Josie Smith October 2021

Reviewed: Emma Sowersby July 2022

Side Effects

Stomach and intestine disorders, abdominal pain/discomfort, nausea, indigestion/heartburn, stomach ulcer, vomiting containing blood or dark particles, black tarry stools or blood passed in stools, sore throat, mouth ulcers, fever, pallor/paleness, weakness or exhaustion

MUSCLE RUB

Indications for use

Eases aching joints and muscles. Relieves pain in lumbago and sciatica
Contra-indications
Do not use if you are allergic to any of the ingredients or pain killers such as Aspirin, Ibuprofen and other NSAID's

Dosage

Massage gently into the affected area Two or Three times Daily. Do not use on broken skin.
DO NOT USE ON CHILDREN UNDER 12 yrs.

Caution in Asthma — DO NOT GIVE TO ASTHMA SUFFERERS IF CONTAINS IBUPROFEN

Side Effects

Occasionally skin irritation may occur. In this case discontinue use and contact medical advice.

OLBAS OIL (inhalant — Natural Herbal)

Indications for use
For cool clear breathing

Contra-indications

Do not apply to the skin of children under 12 years of age Do not use on broken skin

Dosage

Adult — Sprinkle Two — Three drops onto palms of your hand, rub the palms together and cup the hands around the nose and mouth, inhale the vapours deeply drawing air through the fingers.
Alternatively, sprinkle a few drops onto a handkerchief and inhale the vapours.

Children over 12 years of age — Half the adult amount - Do not apply to the skin of children under 12 years of age

Side Effects None

PARACETAMOL 500mg

Indications for use

Relief of occasional mild pain To reduce fever

Contra-indications

None

Dosages
Children over the age of 6 to 11 years - 250mg (1/2 tablet) Frequency and timing on the dose
4-6 hourly as necessary

Maximum of four (4) doses in 24 hours Onset of effect
15-60 minutes Side effects
Rarely any. Occasional nausea. If rash appears stop taking and consult a Doctor

PARACETAMOL SOLUBLE 500mg

Indications for use

Relief of pain including muscular and rheumatic pains, headache, migraine, neuralgia (severe burning or stabbing pain following the line of a nerve), toothache, sore throat, period pains, aches and pains, discomfort associated with influenza (flu), feverishness and feverish colds.

Contra-indications

Do not take this medicine if you are already taking other medicines containing Paracetamol. Dosages
Adults and children over 12yrs — Take One 500mg Tablet up to Four Times a Day Do not take more than Four (4) doses in any 24hr period
Do not take for more than THREE (3) days unless instructed by your GP. Side effects
Any sudden wheeziness, difficulty in breathing or dizziness, swelling of the eyelids, face, lips or throat. An acute allergic reaction (anaphylaxis) or swelling of the skin.
Do not take Paracetamol if you have a dependency to alcohol, have liver or kidney problems or are on a low sodium diet.

PARACETAMOL SUSPENSION 250mg 5ml

Indications for use

Relief of occasional mild pain of headache, toothache, colds & flu. To reduce fever. This medicine is suitable for diabetics and adults who have difficulty swallowing tablets

Contra-indications

None

Dosage

Should do as dose not volume just in case of preparation changes

Repeat dose every 4 — 6hrs as required up to a maximum of 4 doses in 24hrs (DO NOT USE FOR MORE THAN THREE DAYS IN A ROW)

Side Effects Skin rash

Rarely reports of blood disorders

Stop using this medication if any unusual health problems occur.

THROAT SPRAY

Indications for Use

For the relief of sore throat pain

Contra-indications

Do not use this spray if you have difficulty breathing, noisy breathing or severe difficulty in swallowing.
Do not take if you are allergic to Benzocaine or any other ingredients. Dosage
Adults and children over the age of 6 years (supervised by an adult only).

Open your mouth a little and point the spray nozzle towards the back of your throat, hold your breath and

then press the pump to spray.

Adults and teenagers — Hold breath and spray Three Times to the back of your throat — Repeat every Two to Three hours — Do not use more than Eight Times a day.

Children 6 — 12 years — Use only under adult supervision — Do not use on a child who is unable to hold their breath whilst spraying — Hold breath and spray Once to the back of the throat. — Repeat Two to Three hours if required — Do not use more than Eight Times a day.

DO NOT USE FOR MORE THAN THREE DAYS IN A ROW

You should experience temporary numbness in your throat after using the spray.

Side Effects - If your breathing is affected after using the spray or if your face or mouth become swollen, stop using the spray and seek medical advice.

STREPSILS

Indications for Use

Sore throat and Mouth Infections Contra-indications

None Dosage

Dissolve 1 lozenge in the mouth every 2 -3 hours Do not exceed the stated dose

GP Signature:

GP Name:

Date

5 November 2012

4t April 2014

29 September 2016

29 September 2017

17 September 2018

16 April 2019

24 September 2019

6 October 2021

28 July 2022