



Policy

OAKHAM SCHOOL MEDICATION POLICY

Aims

- To explain our procedures for administering prescription and over the counter (OTC) medication to Boarders and Day Pupils.
- To explain the procedures for administering and storing OTC and prescription medications in the boarding house.
- To explain the procedure for administering and storing OTC and prescription medications on school trips.
- To outline the roles and responsibilities of parents, nurses and teaching staff in the management of short term and long term medical conditions at school and on school trips.

Non-prescription Medicines

Consent for giving non-prescription drugs must be obtained from the parent/guardian of all pupils. The Medical Centre Consent Form is sent out in the admission pack and should be returned to the Medical Centre before the pupil starts at Oakham School. There is a simple 'yes/no' consent for basic non-prescription drugs which are kept in the Medical Centre and in the Boarding House.

Paracetamol, Ibuprofen, Gaviscon, Milk of Magnesia, Piriton, Cetirizine, Calamine Lotion Anthisan, Hydrocortisone 1%, Kwells, Dioralyte, Throat lozenges, Olbas Oil, Hedrin.E45

Prescription Medicines

The School Medical Officer is responsible for prescribing medications for short term and long term treatments. The prescribed medication will be delivered to the Medical Centre and will be collected either by the pupil or matron. The prescription will be signed off on a record sheet as being received. If the Medical Centre deem pupils are competent enough to administer their own medicine (this would likely be limited to contraception, skin cream and some 7th Form pupils) a self-medication form will be completed. This will be done in House and agreed between the Housemaster/Mistress and the Pupil who will have been assessed as competent.

If a pupil sees the School GP and the GP prescribes certain medicines which the pupil wishes to keep confidential from the staff within the Boarding House, the GP and the pupil must agree that this is a suitable arrangement and they together sign a form (Doctor/Pupil-Confidentiality of Medication in House).

From Dr DB Cowie
Medical Officer

Medical Centre Oakham School Station Road Oakham Rutland LE15 6QT
gmg@oakham.rutland.sch.uk +44 (0)1572 758555

www.oakham.rutland.sch.uk

Oakham School Registered Charity No 1131425 Company Limited by Guarantee Registered in England and Wales No 6924216
Registered Office Chapel Close Market Place Oakham Rutland LE15 6DT



All prescribed medication will be stored in a locked metal medicine cabinet in the Boarding House or if self-medicating in a locked drawer in the pupil's room.

Controlled medication such as Ritalin or Concerta XL must be stored in a locked cabinet within the locked medicine cabinet in Matron's office in the Boarding House/Day House.

Medication brought from Home

If parents wish their children to take medication in school which is from home, the parents must complete an 'Administration of Medication to Day Pupils-parental Consent Form'. This must include the name of the drug in full, with dosage, time to be taken and frequency, route of administration, side effects and any other relevant drug information. All medication sent into school must be in the original packaging.

Pupils coming from abroad may bring prescribed medication to school, but must complete an 'Administration of Medication Parental Request Form' describing in English- the drug, dosage, administration route, side effects and any interactions with other medication.

Pupils bringing in 'alternative medication' must also complete an 'Administration of Medication Parental Request Form'

If this form is not completed then the pupil will not be allowed the medication.

Prescription Medicine Administration Procedure

The pupil name will be checked against the medicine.

The consent form will be checked.

The allergy history checked.

Dose & expiry date will be checked.

A record of the administration will be made by entering this electronically on to the school recording system OSIS.

If a pupil refuses the medication, the member of staff has no power to enforce the administration but must document the non taking of the drug in the medical record.

All prescription medication must be administered from the original packaging

Storage of Medications for Asthmatics in School

All asthmatics should be encouraged to carry their inhalers at all times. Parents of Day Pupils should supply the school with a spare inhaler to be kept in the House master/housemistress's office.

Boarders / Day-boarders/ Transitional boarders should have a spare inhaler in their Matrons drug cabinet. All inhalers should be labelled correctly and only used by the named pupil.

Storage of Medication for Anaphylactic Reactions in School

All pupils with possible anaphylactic reactions should carry their own adrenaline auto-injectors at all times. A spare auto-injector should be stored in their matron's or Housemaster/housemistress's office. It should be in a plastic box with a care plan for use. The box should be labelled with the child's name & expiry date of the Epi-pen and be easily accessible at all times.

Diabetes Management

Oakham School nurses and house staff are pleased to work with pupils and their family to achieve independence and self-management. An Individual Health Care plan is in place for each diabetics in school whether they are boarders or day pupils. We request that the pupils carry a sugar substitute at all times and that a box is maintained in their house with emergency supplies.

The Medical Centre does store Lucozade and other forms of carbohydrate for emergency use.

Epilepsy Management

Oakham School nurses and house staff are pleased to work with pupils and their family to achieve independence and self-management. An Individual Health Care Plan is in place for all epileptics in the school whether they are boarders or day pupils.

Administration of Paracetamol in Boarding Houses

A 'homely remedies' protocol signed by the School Medical Officer and School nurse allows paracetamol to be administered in the boarding house by those members of staff who agree to administer it. Such staff includes, Matron, Housemaster/Housemistress or Tutor. Training on administration and documentation will be given by the School Nurse.

The administration of medicine will then be documented in the 'house paracetamol book', the pupils' medical card and also on the computer medication document on OSIS which will be linked to the Medical Centre. Name, time, indication, dose and signature must be documented. A tally of the number of tablets remaining should be kept and the person who administers should sign to say that they have done so.

Self Medication

You are not allowed to keep medication in your dorm, in line with the Boarding School Regulations. It must be kept and dispensed by Matron.

This includes all prescription medicines, but also medicines like Paracetamol, Ibuprofen, co-codamol, codeine and lemsip.

Exceptions:

- Matron may issue one day's supply of a medicine, which you may then keep (locked away) in your room.
- 6th-formers are allowed to keep supplies of vitamins for personal use only.
- skin lotions & inhalers.
- Epipens/Adrenaline Auto-injectors
- Strepisils, Bazuka,

The reasons for this are:

- The danger of our not being able to inform medical staff in an emergency of any medication you have taken.
- The risk of overdosing, which can be serious, even on seemingly everyday medicines like Paracetamol.
- The danger of other girls / boys taking your medication, with or without your knowledge or agreement.

Day-boarders / Day Pupils

If any day-boarder takes medication at home on a school day, please inform matron on arrival or send an email

S.J.Besant
December 2018
Review December 2020