



## **MEDICATION POLICY**

### **Policy Statement**

Dulwich College welcomes pupils who take medication on a regular or temporary basis. It believes every pupil taking medication has the right to participate in all areas of school life and makes all reasonable efforts to ensure this is possible.

### **Procedure and Policies**

#### **Parents' Questionnaire**

On entry to the College pupils' parents or guardians complete a medical questionnaire (separate provision is made for children attending DUCKS) in which:

- (i) consent is given for homely remedies (i.e. products/medicines that can be obtained without prescription for the immediate relief of minor, self-limiting ailments) to be administered to their son (this consent lasts for the time he is a pupil at the College); and
- (ii) consent for prescribed medication is given.

Parents are encouraged to give as full disclosure as possible about the long term health needs of any pupil including sufficient and current information about any condition itself.

#### **Individual Health Care Plan**

On entry to the College or at any time thereafter should the need arise an Individual Health Care Plan is prepared for any pupil with specific medical needs. This is done in conjunction with the pupil, the pupils' parents or guardians and relevant health professionals and members of the Medical Centre staff. It includes:

- Details about the pupil and his condition (including triggers, signs, symptoms and treatments)
- Name and details of the pupil's medications (including dosage requirements, side effects and storage requirements)
- Special requirements (including dietary needs, pre-activity precautions e.g. asthmatics taking inhalers and testing equipment for diabetics with access to food and drink where it is used to managed the condition)
- Emergency procedures including what action to take and who to contact

Individual Health Care Plans are kept in accordance with medical record provisions set out in the College's Medical Confidentiality Policy.

## Severe Allergies

In the case of pupils with severe allergies information is displayed in the staff common room, the catering department and is held in the Medical Centre and the School Offices. Photographs of the affected pupils are displayed in departmental offices throughout the College so that they are easily recognisable.

Details of allergies are recorded on a pupil's Individual Health Care Plan which is updated as necessary.

## Severe Medical Needs

Pupils with serious medical needs are brought to the attention of key members of staff including class teachers and staff supervising sporting activities who are made aware of the relevant medical condition, medication requirements and emergency procedures. Provision for immediate access to medication is made where necessary.

## Information on Conditions

Posters giving information on common conditions experienced by young people e.g. diabetes, epilepsy asthma and anaphylaxis, are displayed throughout the College. These posters also outline the action to be taken in case of an emergency occurring to a pupil with these conditions. The Medical Centre staff offer awareness sessions to all staff.

## Arrival and Storage of Medication

- Any medication sent to the Medical Centre for administration is in its original container clearly labelled with the pupil's name, dose, expiry date and is accompanied by written consent and instructions completed by the parents or guardian. Staff verify the details so as to ensure the correct pupil name is stated, the instructions and the dosage (whether on the medication or from the parents or guardian) are clear and the medication has not passed its expiry date. If there is any ambiguity or confusion staff seek clarification from the parents or guardian before taking action.
- Medication brought by boarders from overseas is assessed by the Senior Medical Officer and a UK equivalent is prescribed where possible and necessary.
- Medication held in the Medical Centre is locked up at all times and the keys to the medicine cabinets and fridge held by nursing staff only. A record of any controlled drug given to a boy is kept stating what, how and how much was administered, when and by whom. Two signatures are required when administering and recording a controlled drug.
- All medications exceeding their expiry date are returned to a pharmacy. Any medication not used is returned to the parents or guardian or for boarders or for homely remedies to a pharmacy. Any return is recorded to include the date of return, the name, strength and quantity of medication, the name of the pupil in the case of any prescribed medication the reason for return. The record is signed by the member of staff returning the medication.

## Administration of Medication

- Assessments are carried out by a member of the Medical Centre staff as to the suitability of any pupil to self-administer medications. Those considered competent to do so (including boarders out of school hours) are allowed. Pupils are encouraged to carry asthma inhalers and diabetes and anaphylaxis medication with them at all times where access is essential.
- Any medication administered by a nurse within the Medical Centre is recorded and filed on the pupil's Individual Health Care Plan. If any pupil refuses to take prescribed medication the nurse does not force him but records the refusal (including date, time, reason and subsequent action) and notifies the pupil's parents or guardian as soon as possible. If necessary, the emergency services are called. Where it is not possible for a pupil or a nurse to administer medication, the Medical Centre staff ensure that College staff including the boarding house staff have the necessary training and instructions to do so safely. Administration of medication by any member of staff outside the Medical Centre is recorded as usual on the pupil's Individual Health Care plan.
- When a pupil goes on an away school trip the parents or guardian ensure any medication required regularly is handed to an appropriate member of staff in its original container with written consent and instructions for administration. If the pupil is a boarder the Medical Centre staff follow the same procedure. Pupils are made aware of the member of staff who has responsibility for their medication.
- A form for self-administration or administration of medication by staff is accessed on the parents' portal of the College website or collected from the Medical Centre and completed by the pupil's parents or guardian.
- When any course of medication is completed any remaining medication is returned to the pupil's parents or guardian.
- Any errors made in the administration of any medication are reported to the Senior Nurse and advice sought from the School Medical Officer.

## Controlled Drugs

Controlled drugs are subject to special monitoring arrangements. They are stored in a locked cupboard or fridge within a usual locked cupboard or fridge but easily accessible in case of an emergency. They are accessed and administered by a nurse only according to the prescriber instructions.

## DUCKS Children

This policy applies equally to **Early Years Foundation Stage and Key Stage 1** children (with the exception of self-administration) in addition to which the following is relevant:

- Children's medical needs to include information relating to any medication the child might need are detailed on his or her Entry Profile and CMIS (computer management information service) record.

- In the case of children with allergies, this information is also added to allergy posters which are displayed in the kitchen, serving areas and the child's classroom.
- For Early Years Foundation Stage children written, signed consent from a child's parents or guardian for each and every administration of medication is obtained prior to it being administered (with the exception of Paracetamol in specific circumstances).
- A record of medication administered is kept in the medication file in the office.
- Medication is stored in the locked box on the surgery wall or in the fridge in the case of antibiotics when necessary.