

Policy and Procedure: Administration of Medicines to Pupils

Introduction

The following policy has been written with reference to the *Supporting Children and Young People with Healthcare Needs in Schools* guidance document (issued by the Scottish Government in December 2017), the *Nursing and Midwifery Standards for Medicine Administration/Medicine Management policy* and the *General Data Protection Regulations*.

'Any child or young person at school in Scotland may require healthcare support or the administration of medication. Healthcare support or medication may be required for the management of short or long term conditions or in response to an emergency situation such as an allergic reaction.'

Aim and Purpose

The aim of this Policy is to ensure that pupils who require medication whilst in the care of George Watson's College (the School) are given the correct medication at the correct dosage.

This Policy outlines actions required by all parties to ensure the safe and appropriate administration of medicines to our pupils.

Scope

This Policy applies to administration of medicines for Nursery, Junior School and Senior School pupils. For the purpose of this policy the term 'parent' is used to define those who have parental responsibility for the pupil.

This policy covers the medical welfare of the pupils during the School day and on day and residential trips.

This policy covers medicines which include:

- **Homely Remedies:** ie, non-prescribed medication which can be purchased over a Pharmacy counter (Annex 1)
- **Prescribed medication** (or over the counter medicine which is NOT on our Homely Remedy list), e.g. antibiotics, Sudafed
- **Emergency Medicines:** lifesaving treatments, e.g. Anaphylaxis, Acute exacerbation of Asthma, Epilepsy, hypo-glycaemia in Diabetes
- **Controlled medication:** prescription medication whose manufacture, possession or use is controlled under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001 e.g. Ritalin.

Parental Responsibilities

If medication has been given to a nursery or Junior School pupil before the start of the school day it is essential that the parent lets the Nursery staff know.

All parents must let School know if their child's medical needs change.

Parents' consent will be sought to cover a range of circumstances. This consent, where required, will be updated annually.

Homely Remedy Consent

Before a pupil commences school at George Watson's College their parent will be asked to complete a medical questionnaire, which includes consent allowing School Nurses to administer medicines from the Homely

Remedies list (Appendix 1). School Nurses will not administer any medication where consent has not been given. In this instance the School nurse may contact the parent.

Emergency Medication Consent

If a pupil has a condition that may require emergency medicine it is the parents' responsibility to bring this to the attention of the School Nurse. An individual Care Plan will then be given to the Parent to complete.

If a pupil is prescribed emergency medication the parent should provide the School Nurses with the medication required for emergency treatment, clearly labelled with name and directions for use, accompanied by a letter of consent to administer the medication.

Controlled Medication Consent

Parents are required to sign in and out any supply of Controlled Medication. Consent arrangements are the same as Emergency Medication.

Non-Homely Medication and Prescribed Medication Consent

To administer non-homely medication or prescribed medication we require a signed letter of consent from the parent. Separate consent is required for each medication. Medication is to be handed to the School Nurse in its original container, (in a sealed plastic bag), which is clearly marked with the child's name and instructions for use. The School Nurse will check the medication is labelled appropriately.

School Trips Consent

Where pupils are attending trips where nursing staff may not be present we will require the parent's consent for either Trip Leaders, or pupils themselves, to administer medication. This includes administration of Homely Remedies.

Duke of Edinburgh expeditions. The aim of DoE is to develop independent young adults. Ideally any pupil who requires medication should self-medicate therefore parental consent will be requested. Parents with concerns will be encouraged to consult with Trip Leaders.

Where a parent has not consented to these medicines being administered, staff will not be permitted to administer any medication.

Surgical, Medical or Dental Consent

In Scotland a person under the age of 16 has the legal capacity to consent to any surgical, medical or dental procedure if, in the opinion of the health care professional, that person is capable of understanding the nature of the treatment. Any exchange of information should be with the consent of the pupil (if they have the necessary capacity to understand why) or otherwise the parent.

Information Sharing

George Watson's College is committed to protecting all personal data. Our Privacy Policy explains how we protect data. Only where consent has been given will information be shared with those who have a legitimate need, e.g. Trip Leaders.

Age of Capacity

The Age of Legal Capacity (Scotland) Act 1991 sets the age of legal capacity in Scotland is 16.

16 and 17-year-olds can consent to medical treatment or intervention without needing parental consent. If a 16 or 17-year-old in Scotland lacks the capacity to consent, they should be treated as an adult who lacks capacity (under the Adults with Incapacity (Scotland) Act 2000). Children under 16 can consent to medical treatment if they understand what is being proposed. Nurses will always attempt to contact a parent if consent has not been given. However where it would be deemed harmful to not administer medicine, e.g. serious allergic reaction, medicine will be given and decisions documented.

Storage of Medication

Medicines will be stored in the school Medical Bays in line with *The Misuse of Drugs (safe custody) Regulations 1973*.

All medication handed into the Medical Bays for administration by the School Nurse must be in the original container or package.

All medications are stored in a locked medicine cupboard within the School Medical Bays with the exception of adrenaline pens which are stored with pupils' emergency care plan and parental consent in easily accessible containers.

Administration of Medicines

The Administration of Medication on campus and during a school day will be carried out by the School Nurses. See **Administering Medication on School Trips**

The School Nurse will assess, through dialogue with the pupil, the suitability of the medication being given.

Where necessary to administer a Homely Remedy during the school day the School Nurse will follow manufacturer's guidelines when dispensing the medicines/preparations. For all other medication the School Nurse will follow the prescribed instructions.

Where medicine has been prescribed to a pupil without the knowledge of their parents every effort will be made to encourage the pupil to involve their parents, whilst respecting their right to confidentiality.

Primary pupils do not carry their own adrenaline/insulin pens during the School day, they are kept in Medical Bay. School pupils must not carry their own medication and this includes adrenaline pens, Paracetamol or Ibuprofen. However, see section on Self-Administration for exceptions.

Where a pupil has an adverse reaction to medication no further doses will be given until instructed to do so by a Doctor. Where a serious reaction occurs medical attention will be sought immediately. Side effects will be reported to the parent and an incident form completed by the Nurse.

Administering Emergency Medication

The agreed Care Plan will be referred to in the administration of emergency medication.

All staff who are directly involved with pupils who may require emergency medication will receive support in how to administer the emergency medication. After medication has been given parents will be informed and involved in any decision making process.

Administering Controlled Medication

Where controlled medication is administered two staff are required to be involved. If in the rare event only one staff member is available in the Senior School, and the pupil is over 12 years of age, they can legally act as second signature.

Administering Medication on School Trips/Away Sports Fixtures

The Trip Leader/PE Teacher takes responsibility for medicines and parental consent.

Where emergency or controlled medicine is required to be taken on the trip the School will work in partnership with parents to agree the suitable arrangements for transporting/storage of medication. The appropriateness of the pupil to self-medicate will also be discussed.

Far From Help

Any staff who have completed the Advanced Far From Help course are permitted to give any medication which the qualification permits in remote areas outside the UK.

Self-Administration of Medication

Some pupils, aged 12 and over, whose parents consider having the maturity and capacity to carry and manage their own medication and symptoms (for example; period pain, sore throats) may be allowed to do so. Parents should discuss this with the School Nurse. In such circumstances the School asks that the pupil carries only enough medication for a single day and that it must be in the original packaging or in an envelope with the pupil's name and medication amount written on it.

Records

Pupils will receive a note identifying any medication given during the school day by the School Nurse. A record is kept of all medicines administered during the School day. Records will be destroyed in accordance with our Data Retention Policy.

Paracetamol audits will be conducted.

Renewal and Disposal of Expired Medication

It is the parents' responsibility to supply medication. School Nurses will inform parents when medicine runs low. Parents are encouraged to use the Epipen Expiry Alert Service.

Policy Owners

This Policy is owned by the Chief Operating Officer and is reviewed with the assistance of the School's Nursing Team.

Policy Approval and Review

This policy has been approved by the Principals Leadership Team.

This policy will be reviewed every two years or earlier if legislation requires it.

A copy will be available in each medical room and on the George Watson's College Website.

Annex 1: Homely Remedy Medicines*

Medication	Reason for Medication
Paracetamol tablets 500mg Paracetamol Suspension 250 Mg/5mls Paracetamol suspension 125 mg/5mls infant Calpol fast melts	Headache, period pains, pyrexia, toothache, migraine, muscular aches and pains. Cold and flu symptoms. Minor injuries. Brace pain
Ibuprofen 200mg tablets Ibuprofen suspension	NOT TO BE GIVE TO ASTHMATICS or any pupil with a previous history of wheeze. Over 12's only: Pyrexia, headaches, muscular period pain, dental pain
Piriton Tablets 4 mg tablet	Over 12's only: Anti-allergy, hay fever, allergic reactions
Piriton Suspension 2mg / 5ml	Anti-allergy, hay fever and allergic reactions
Strepsil	Not suitable for children under 6: sore throat
TLC Throat sweets	Sore throat
Dextrosol energy tablets	Diabetic related condition
Glucose Gel	Diabetic related condition
Rennie	Over 12's only: indigestion heartburn
Arnica Cream	For bruises
Bonjela: infant	Mouth ulcers
Iglu rapid relief gel	Over 7's only: mouth ulcers
Ibuprofen gel	NOT TO BE GIVE TO ASTHMATICS or any pupil with a history of wheeze. Over 14's only. Not to be used if allergic to Ibuprofen, or of kidney disease, history of peptic ulcer, had prior reaction to aspirin or other NSAIDS. Not to be used with plaster or other dressings. Relieve backache, muscular pain sprains and sports injuries.
Savlon cream and antiseptic spray	Antiseptic broken wounds
Sudocrem	Antiseptic broken wounds, mild eczema
Anthisan	Minor bites stings
Easy Breathers: Tissues	Not suitable for nut allergy sufferers, contains pine nut oil. Blocked sinuses head colds

Olbas Oil	On tissue for head cold, sinuses
Dioralyte	For dehydration and to be used on S3 projects only
Inadine Non adherent dressing	Not to be used if allergic to Iodine, if a person has kidney, thyroid disease. Minor wound dressing.
Jelonet; Paraffin gauze dressing	Minor wound dressing
Emergency Ventolin: Salbutamol inhaler 200mcg	Asthma Attack: To be used only for pupils/staff who have a diagnosis of Asthma and have prescribed Emergency salbutamol inhaler. On a named pupil basis.

*** REFER TO HOMELY REMEDY PROTOCOL FOR DETAILS OF MEDICAL RECOMMENDATIONS AND RESTRICTIONS**