



MEDICATIONS 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.

The principles set out in this policy apply to DUCKs but the detail of administration of medication at DUCKs is set out in the DUCKS Medication Policy.

The purpose of this policy is to ensure:

- the safe storage and administration (by appropriately trained staff) of prescribed, non prescribed and controlled drug medications to pupils and staff at the College;
- that pupils in the College are supported with their medication(s);
- arrangements are put in place to support any pupil with a medical condition; and
- the health and welfare of all pupils at the College is maintained.

Understanding Pupils' Medication Requirements

(1) Parents' Questionnaire

On entry to the College parents are asked to complete a medical questionnaire (separate provision is made for pupils attending DUCKS) in which they give consent for a list of non-prescription drugs to be administered to their child if suffering from a minor ailment. If given, this consent lasts for the time they are a pupil at Dulwich College (or until subsequently withdrawn).

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, and medications taken.

(2) Individual Health Care Plan ("IHCP")

On entry to the College or at any time, thereafter, should the need arise, an IHCP 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. This will be reviewed annually or before if deemed necessary.

It includes (as applicable):

- Details about the pupil and their 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, testing equipment for diabetics, access to food and drink where it is used to manage the condition); and
- Emergency procedures including what action to take and who to contact.

IHCPs are kept in accordance with medical record provisions set out in the College's Medical Confidentiality Policy.

(3) 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 relevant School Offices. Photographs of the affected pupils are displayed in departmental offices throughout the College so that they are easily recognisable.

It is the parents' responsibility to inform the College of any known allergies. The Medical Centre will be responsible for ensuring this information is shared appropriately with College staff and updated annually.

Details of allergies are recorded on a pupil's IHCP which is updated as necessary.

(4) Serious Medical Needs

Pupils with serious medical needs, such as insulin dependent diabetes, epilepsy, cystic fibrosis, haemophilia, cortisol deficiency and/or severe asthma etc. 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.

(5) Information on Conditions for Staff

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.

Types of Medications

Medications are separated into three categories: non-prescribed medications (formerly known as homely remedies), prescribed medications and controlled drugs.

(1) Non-Prescription Medications

Non-prescription medicines are over the counter medicines and do not have a pharmacy label. They are provided by the College for pupils for the treatment of minor ailments.

The College retains a list of non-prescription medicines which can be administered by the Medical Centre nurses and appropriately trained other members of staff in the College in accordance with the protocols set out in this policy. Only the listed medicines can be administered in accordance with this policy. The list shall be retained in the Medical Centre and shall be reviewed and updated as necessary in consultation with the College Medical Officer.

For non-prescribed medications sent into school by parents, these must have a signed parental consent form. They should be sent in the original package and with clear information on reason for use.

Non-prescribed medicines do not have a pharmacy label so should be administered in accordance with patient information leaflet supplied with the non-prescription medications and any specific instructions for administration should be adhered to.

Non-prescription medicines will only be administered to pupils under the age of sixteen with proof of written consent from parents or legal guardians.

In addition to the written consent, parents of pupils in DUCKS or the Junior School will be contacted prior to the administration of a non-prescription medication to check if the pupil has already had some of the non-prescription medications and to advise of administration whilst at College.

Pupils above the age of sixteen may consent themselves but written consent from parents should still be sought.

Consent by adults is implied.

(2) Prescribed Medications

Prescribed medication must be administered in accordance with the prescriber's instructions, as printed on the pharmacy label on the individual medication. Furthermore:

- The medication should only be given to the pupil to whom it has been prescribed.
- The medication should be and remain in the original container.

- The original dispensing label must not be altered.
- Prescribed medications are the property of the person to whom they have been prescribed and dispensed.

Staff should read the label carefully, ensuring the correct pupil's name is stated. They should make sure that they understand the instructions, including written instructions from the parents/guardians or doctor, and check the prescribed dosage and expiry date. Staff who receive the medication need to be satisfied with the container and labelling. If there is any doubt, staff should check with parents/guardians before taking further action.

Consent for prescribed medication is given (as applicable). It is ideal practice to inform parents / guardians of boarders that the pupil has been prescribed some medications and every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Fraser competence guidelines should be followed in the absence of parental consent.

(3) Controlled Drug(s) (CD(s))

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 and its associated regulations. This is of relevance to Dulwich College because they may have a pupil that has been prescribed a controlled drug e.g. methylphenidate. The Misuse of Drugs (Amendment No.2) (England, Wales and Scotland) Regulations 2012 allows 'any person' to administer the drugs listed in the regulations so it is permissible for schools to look after a CD, where it is agreed that it will be administered to the pupil for whom it has been prescribed.

Controlled drugs prescribed for pupils require secure handling and robust record keeping.

A pupil who has been prescribed a CD may legally have it in their possession if deemed Gillick competent, however, Dulwich College does not allow pupils to self-administer CDs at College to ensure the safety of the whole school community.

CDs administration is recorded in the Controlled Drug Register (see Records below for more details) and where possible witnessed by a second appropriately trained member of staff. This task will usually be undertaken by the nurses at the Medical Centre, where possible checked by two members of staff, but CD's may be administered by one trained person in order to ensure that medication is administered in a timely manner. This member of staff should be vigilant and double check each aspect of the medication administration.

Ordering Medicines

Any prescribed and dispensed medications will be collected directly from the pharmacy by the Medical Centre staff.

The medication will initially be received into the Medical Centre at the College, recorded and if required distributed to the appropriate boarding house / pupil or remain in the Medical Centre.

A record of non-prescription medications is kept in the boarding house medication record book. It details stock medications supplied to the boarding house, including amount issued and issue date.

If these stocks are depleted it is the boarding housemaster's or tutor's responsibility to inform the Medical Centre, preferably in writing, and they will replenish stocks accordingly.

Stocks of non-prescription medicines will be obtained from the local pharmacy.

Overseas Medication

Overseas boarders are asked not to bring their own medication into College unless it is prescribed.

Where the pupil needs regular prescribed medication the Medical Centre should be informed prior to the pupil commencing the College via the medical questionnaire or by emailing: medical.centre@dulwich.org.uk.

The nursing staff in the Medical Centre can ensure an appointment is organised with the College General Practitioner and the UK equivalent medication can be prescribed so as dosage, administration, contraindications and side effects as per manufacturer's instructions cannot be misinterpreted.

When the prescribed medication is not available in the UK parents may be asked to give written consent to a prescription to a UK equivalent to be made available. Where this is not possible a supply of medication brought in by the pupil must include clear instruction in English for dosage, administration, contraindications and any side effects. In addition, a signed letter from the prescribing doctor should be included preferably in English with full information such as dosage, administration, contraindications and side effects.

Administration of Medications

Administration of medication will be delivered in a way that respects dignity, privacy, cultural and religious beliefs of the pupil.

Potential allergies, any medical conditions and other medications that have been taken (or are prescribed) must be checked before administration.

It is parents'/guardians' responsibility to ensure that if they are seeking their child:

- to take specific non-prescription medication not provided by the College non-prescription medication list, that medication must be provided in a suitable container, dated and labelled with their child's name, the name and strength of the medication, instructions for use, the quantity to be taken, the timing of dosage and expiry date; and/or

- to take a prescribed medication that medication must be in the original container with the original dispensing label attached;

without this in either case, the relevant medication cannot be legally administered.

Written permission for the administration of these medications must be obtained from the parent/guardian and they should complete a Permission for Medication Form.

The administration of any medications must follow the guidelines below and in particular, the 8 “Rights” of administration must be applied by any relevant member of staff when giving any medication:

- **Right pupil**

The identity of the pupil must be ascertained It is essential the medication is given to the right pupil. This must be checked by addressing them by name, if available check their name and photograph on their record.

- **Right medicine**

Check the relevant condition (and age of pupil) is appropriate to be treated with selected medication. The name, form, dose and strength of the medicine must be checked during the administration process, as well as the expiry date. Generic names should be used, and brand names should be avoided. Check before administering if age- specific medication may be needed e.g. paracetamol syrup for under 12’s or for pupils who cannot swallow tablets.

- **Right Dose**

The correct dose of medicine must be administered, and the expiry date on the packet should be checked before administration. If unsure confirm the appropriateness of the dose using an up-to-date British National Formulary (BNF) or the patient information leaflet for the drug being administered.

- **Right Time**

The member of staff administering the medication should check the frequency of the medication and then double check. They should always confirm when the last dose was given, and that the appropriate time interval is followed. They should check other medicine usage in last 24 hours, and if taking any other regular medication. If unsure, they should clarify before administering with appropriate boarding house staff, parent or guardian, or Medical Centre if in any doubt. They should ensure the pupil is informed when they can have the next dose.

- **Right route**

Each medicine must be administered in its prescribed form i.e. tablet, capsule, inhaler etc. and by the correct route i.e. oral, topical, buccal and in accordance with the instructions laid down for that medicine.

The member of staff administering the medication should confirm that the pupil can take or receive the medication by the route prescribed in advance.

- **Right to refuse**

The pupils right to refuse or decline must be respected. Their dignity and independence should be maintained at all times.

- **Right evaluation**

Relevant member(s) of staff must ensure the medication is working the way it should. Ongoing observation if required.

- **Right documentation**

The member of staff must ensure they have signed the medication record book of what medication has been given immediately after it has been administered.

It is essential that administration of medicine is completed for one pupil before selecting medicines for the next.

Medication should not be administered if:

- There is no required consent.
- The pharmacy label is missing, unclear or difficult to read.
- There is a significant change in the pupils physical or emotional condition is observed.
- There are any doubts or concerns.

The following administration protocols apply:

- Medicines should only be administered with water unless stated otherwise.
- Medications must never be crushed, broken or mixed with food and drink unless it is designed for that purpose or has been specifically authorised in writing by a prescribing healthcare professional or pharmacist.

- For application of creams and ointments, disposable gloves must be worn or a non touch technique be used.
- For medicines and / or date of expiry with a limited expiry containers of the medicine should be marked with the date of opening e.g. eyedrops.
- Liquids should be shaken prior to administration. Liquid dose measurement must be undertaken with accuracy. For doses of 5-10ml the plastic measuring spoon should be used. For doses over 10ml, an appropriately graduated plastic measuring cup can be used and should be held at eye level for accurate dose measurement. For doses of less than 5ml an oral syringe must be provided for measurement of the dose.
- The label of the container provided by the pharmacist must not be altered under any circumstances. If the label becomes detached from the container or is illegible, the medicine must not be given. The Medical Centre must be contacted for advice, and instruction from the supplying pharmacist must be sought.
- Pupils that have been prescribed medication (e.g. antibiotics) from the CMO will be assessed for their competency in self medicating and if approved, all medication should be kept as stated in Storage section below.
- Pupils, where age appropriate, should carry prescribed asthma inhalers, diabetes and anaphylaxis medication with them at all times.

In relation to the administration of controlled drugs:

- All pupils requiring CDs must have a consultant or GP's letter stating diagnosis, medication prescribed and dosage before it can be administered. Any changes to medication must be accompanied by a letter from their consultant or GP.
- If the pupil is under the care of a Private Specialist and is registered with the College Medical Officer, a Shared Care Agreement needs to be set up with the College Medical Officer before the CMO will agree to prescribe the medication and monitor the pupil during term time.
- All CDs must be in the original packaging, with a pharmacy label including name and correct dosage.

Refusing Medication: If a pupil refuses their medication, College staff should not force them to take it. The College should inform the pupil's parents/guardians as a matter of urgency. If necessary, emergency medical advice should be obtained from either the College Medical Officer, or NHS 111. Appropriate recording of the refusal should be undertaken, identifying the subsequent action taken, by whom and at what time.

Follow-up: The appropriate monitoring and review of the pupil should be undertaken according to the nature of the medication administered, and parents must be informed if symptoms persist. Further medical attention should be advised if symptoms persist or deteriorate. Concerns about the well-being of a boarding pupil should be referred to the College Medical Officer for advice.

Drug Errors

- A drug error must be recorded in the pupil's school medical record.
- The College Medical Officer may be contacted for further advice.
- Medical staff may contact National Poisons Information Service on 0344 892 0111 if appropriate.
- Teaching staff may call either 111 for further advice, the medical centre or the on-call nurse on 07961 489967.
- In the event of a drug error, A&E is more appropriate than a GP surgery if needed due to the patient's condition.
- Parents or legal guardians must be informed, and the incident documented on the MyDulwich accident reporting system. If required, staff should follow the Critical Medical Incident Policy.

Training and Competence of Staff Administering Medications

- Medicine may only be administered by designated staff who will only administer relevant medicine (prescribed, non-prescribed or controlled drugs) when:
 - (i) it is within their competence;
 - (ii) within the parameters set out in this policy; and
 - (iii) they have been properly trained and signed off as competent to administer the relevant medication by the School Nurses.

Competence of staff must be assessed at least annually or more frequently if required e.g. following an incident or error.

- Staff authorised to administer non-prescription medicines may include staff from the Medical Centre, the Boarding Houses, DUCKS or teaching staff supervising pupils on a residential trip and at the Outdoor Centre.
- Relevant school staff need to undergo additional training to administer controlled drugs, particularly before being able to dispense them in the Boarding House, and these staff will be given annual or as required training on the administration and safe storage of CDs.

- The Medical Centre will maintain accurate records for staff who have completed the non-prescription and / or controlled drugs medication training.
- Staff administering medicines must comply with the administration requirements set out in this policy.

Records

Save for when medicines are self-administered the College will comply with the following record keeping:

- The medicines record must contain an up-to-date record of all medicines administered within the College, after each administration and after witnessing that the pupil has taken it.
- If administered in the Medical Centre the nurses must update their medical database. All medication administered will be recorded in the pupil's records applicable,
- 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. Remove and replace with by immediately signing the medications administration record book for the specific area.
- A record of any CD given to a pupil is kept stating what, the route and quantity and how much was administered, when and by whom.
- The record of any boys with drug allergies will be updated when further information is received.
- The Medical Centre nursing staff audit the non-prescription medications received, administered, and returned in the Medical Centre, Boarding Houses, DUCKS, residential / day trips and at the Outdoor Centre at the end of each term.
- All records will be stored, processed and retained in accordance with the Privacy Notice for Pupils, Parents and Old Alleynians.

There are additional recording requirements for controlled drugs including the requirement to maintain a Controlled Drug Register (CDR):

- A paper Controlled Drugs Register (CDR) will be kept in a bound book format in each Boarding House and each Boarding House must have a separate CDR that can be used when a pupil requires CDs administration at weekends or when the Medical Centre is closed. The CDR must be kept on the premises to which it relates.

- There must be a separate page for each strength and form of an individual drug. Each page must specify the name, strength and form of the drug at the head of the page and all of the entries on that page must relate to that drug and associated strength only.
- Each entry must be in chronological order and each entry must be legible and written in indelible ink. If a mistake is made, then it should be crossed through with a single line so that it can still be read. Each entry of administration should be signed by the adult administering and individual receiving the medication.
- The CDR must be available for inspection and audit by an authorised person.
- CDRs must be kept for 2 years from the date of the last entry, in line with Regulation 23 of the Misuse of Drugs Regulations 2001.

Self administration of Medications

Pupils should be assessed to determine whether they are able to self-medicate bearing in mind the safety of the individual and others in the College. Where age appropriate, pupils should be allowed to carry their own medicines and relevant devices. The following self-administration protocols should be adhered to:

- In the case of day pupils, if parents/guardians deem them competent the parents/guardians will be asked to complete a Self-Administration Form which can be obtained from the Medical centre in person or by email) giving consent and taking responsibility for their child to self-administer any medicine brought into the College which has been or prescribed by their doctor or advised by a pharmacist.
- A boarders competence to self-medicate (this excludes CD's) will be assessed by Medical Centre nurses and will be permitted by those considered competent to do so. A Self Medication Form will be completed with the pupil in the Medical Centre by the Nurse who has assessed the pupil competent and sent to the Boarding Housemaster and the pupil. Boarding House staff will be given full information regarding any prescribed medication.
- Boarding pupils who have been deemed competent to self administer, will be allowed to keep their medication in their room but only if they have a safe area to store the medication in their room, preferably a lockable non portable cupboard / drawer. It can also be stored safely in the Medical Centre during school hours.
- The pupil must be made aware that they must keep their medicines in a secure place, and not give their medication to anyone else, even if they have the same symptoms.

Storage of Medications

- **General:** All prescription and non-prescription medication held in the Medical Centre, DUCKS, Boarding Houses and the Outdoor Centre must be kept in a secure, stable environment, and locked in a designated wall mounted medicine cabinet provided in each area (save for those medications permitted to be held by boarders – see below). Keys for medication cupboards should ideally be kept on the person in charge and transferred to the next senior person at shift changes. Alternatively, keys can be stored in a key safe or safe.
- **Boarders:** For boarding pupils who have been deemed competent to self-administer, they can only do so if they have a safe area to store the medication in their rooms; storage for an individual must be assessed appropriate by the Medical Centre Nurses before they are permitted to store such medications. Pupils should know where their medicines are at all times and be able to access them immediately where appropriate.
- **Controlled Drugs:** There are specific protocols for the storage of controlled drugs **which** must be stored in a locked non-portable receptacle such as an appropriate CDs cabinet when stored in College. The key to this cabinet must be securely stored and only accessible to staff authorised to have access to it.
- **Fridge storage:** Items requiring fridge storage should be kept in a designated fridge in the Medical Centre. The temperature should be within the range of 2-8 degrees centigrade. A log of maximum and minimum temperatures should be recorded daily by the Nurses and if the fridge is out of range, it will be dealt with by the School Nurse on duty that day. It is recognised during the school holidays; the fridge temperature will not be monitored. Fridge medications should therefore not be stored in the Medical Centre over the long breaks and must taken to the Old Dairy Health Centre for storage in their medication fridge which is monitored regularly. This should only be done after the day pupils have left the school premises for the holidays.

Disposal of Medications

No medication may be destroyed at the College. Unwanted medication may not be placed in sharps bins or down the sink or toilet. The only exception to this is for a small dose of liquids which have been measured out and refused in which case it may be poured down the sink and a record of its destruction made on the relevant medication record.

The disposal of medication will be necessary when, for example:

- the relevant medication is out of date;
- a course of treatment is completed, discontinued or no longer required;
- the pupil has refused to accept the medication; and/or

- the medication has lost its integrity e.g. broken fridge or stored incorrectly.

All drugs that have exceeded their expiry date will be returned to either the parent or the pharmacy (via the Medical Centre) for disposal.

When:

- any medication is not used, or
- there is remaining medication after a course of medication is completed

the relevant medication is returned to the pupil's parents or guardian, or (in the case of boarding pupils or non-prescription drugs) to the pharmacy. A record of this and the reason for return will be kept by the College. The record includes the date of return, and the name, strength and quantity of medication and from where in the College it is returned from. It will be signed by the member of staff returning the medication and in the case of prescribed medication the name of the pupil for whom it was prescribed.

In the event of the disposal of controlled drugs, as above, CD should be either returned to the pupil's parents/guardian or returned to the local pharmacy but in addition:

- any return to the pharmacy should be made on a pharmacy disposal form; and
- all returns of CDs should be recorded in the Controlled Drug Register.

Any sharps will be disposed of as outlined in the Sharps Policy.

Trips (day trips, and residential visits)

All pupils with significant medical conditions will have an IHCP detailing support and actions required for them to participate safely in school activities. This will require participation from the parents, pupil and relevant healthcare professional. The following protocols apply to pupil medications and trips:

- If the staff member completing the general risk assessment for the particular activity has any concern regarding medications for any pupil they should speak to the School Nurse.
- Consideration must be given to the safe transport and storage of any medicine.
- All staff involved must be fully trained to administer medicines and must be aware of the pupil's condition and treatment and familiar with their IHCP.
- All non-prescription medications taken from the Medical Centre for a trip must be signed in and out by the trip leader and their use audited on return by Medical Centre Nurses.

- When a day pupil is going on a trip away it is the responsibility of their parent/guardian to ensure that any medication they require regularly is handed to an appropriate adult in its original container, together with written consent and instruction for administration. They must complete either a permission to administer or self-administration form for any medications that are sent from home on a school trip. If a boarder is going away on a trip and takes medication which is usually regularly administered in the Medical Centre, the Medical Centre staff will ensure that the supervising member of staff on the trip will take responsibility for the drugs administration procedure. Pupils are made aware of the member of staff who has responsibility for their medication.
- Controlled drugs taken on a trip must be transported in a lockable cash box and stored in a lockable cupboard / drawer or safe at their destination. If travelling abroad with CDs a consultant letter detailing the prescription should be carried with the medication.
- Staff must record all medication administration whilst on a visit or trip away from school either on the “permission to administer medications form” completed by the parent/ guardian or in the medication record book provided in the case of non-prescription medication.
- The same procedures should be followed for medicines administration whilst away from the College as within the College.

Specialist tasks

- On occasions staff may be requested to administer medication by a specialised technique in the event of an emergency. For example, administering adrenaline auto injectors (see Anaphylaxis Policy), inhalers via a spacer (see Asthma Policy) or emergency buccal medication (see Epilepsy Emergency Care).
- This would normally be undertaken by the school nurse but occasionally a task may need to be delegated to a staff member accompanying specific pupils perhaps on a trip. Administration of such medications will require specific training and this treatment and responsibilities of all involved in this care should be included in the IHCP.

Policy Owner:	Lead Nurse
Last Reviewed:	October 2024
Date of Next Review:	Academic Year 2025-26

References:

[The Misuse of Drugs \(Amendment No.2\) \(England, Wales and Scotland\) Regulations 2012](#)

[The Misuse of Drugs Regulations 2001](#)

Nursing and Midwifery Council “Standards in Medicines Management”

National Minimum Standards for Boarding Schools 2022

Department for Education “Supporting pupils with Medical Conditions” 2015

[Safe and secure handling of medicines | RPS \(rpharms.com\)](#)