Culford School Health Centre

Protocol for Prescription Drugs

It is the aim of the Health Centre to support pupils with short- and long-term conditions by encouraging personal responsibility of their condition and safe medicine management while considering the safety of all those in our school community.

The protocol for prescription drugs considers the vast age range, needs and maturity of our pupils.

If it is necessary for a pupil to take a prescribed medicine during the school day the parent/guardian should complete the necessary prescribed medicine consent form allowing the school to manage this responsibility. These forms can be obtained from the Health Centre, Prep and Pre-Prep school office.
The Heath Centre staff will then liaise with parents and the relevant part of the school to ensure the people can be given their prescribed medicine with minimal disruption to their school day.

- All prescribed medicines supplied by parents to the school must be in the original container with a prescription label in place
- The school reserve the right not to administer prescribed medicine which in the UK is 'off licence' for that condition or aged child, or not licenced in the UK.

If a pupil is prescribed a medicine during the holidays the Health Centre staff should be informed by the parent/tutor/HSM.

When a boarding pupil is prescribed medicine the Health Centre will ensure the prescription is delivered to the school as soon as possible and repeat prescriptions ordered as necessary.

Self-Administration of Prescribed Medicine

Assessment of a pupil's ability to self-administer must be carried out carefully by the nursing staff. Support and encouragement from both the House matron and the Health Centre staff is necessary.

The nursing staff will decide through an assessment if it is appropriate for the pupil to self-administer the prescribed medicine.

This assessment is carried out using the 'Gillick' competency guidelines' (see appendix 1). If the pupil is deemed to be Gillick competent in this matter the nurse will ask the pupil to sign a self-administer form which outlines the schools expectations regarding safe storage and recording of the medicine. With the strict understanding that the medicine is not to be given to anyone else.

It should be noted that Gillick competency is an assessment that is made and applied to that specific health matter, it will be reviewed regularly and according to the presenting evidence. If for any reason the pastoral and/or nursing staff have concerns that the pupils is unable to store, administer and record their medication safely then the matron will take charge of administering the medicine to the pupil.

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Boarding House Prescribed Medicine Form

If the pupil is deemed able to self-administer then the pupil will use the boarding house prescribed medicine form system.

- The pupil will be given a prescribed medicine form to complete for the duration of the treatment/course
- The nurse will fill in a medical tracker form which is kept at the Health Centre. This details the name of the pupil, the drug, dosage, quantity and date of review
- The House staff will be alerted/reminded that the pupil is self-administering by a small yellow card which the nursing staff will give to the matron, who will keep the card in the House medicine cabinet, this will state the pupils name and the date of review, for the purposes of confidentiality this card will not indicate the medicine the pupil is taking
- On completion of the form/completion of the treatment the form will be recalled to the Health Centre where it will be filed in the pupils nursing notes
- All prescribed medicine forms are recalled by the matron at the end of each half term and returned to the Health Centre

If the pupil cannot safely self-administer their prescribed medication the matron will hold the prescribed medicine form and be responsible for the administration and documentation of the medicine. Nursing staff will liaise with the pupil and matron to ensure the pupil has adequate supplies of medicine for the duration of school holidays.

When administering prescribed medicine to a pupil always adhere to the following procedure

- Check the identity of the pupil by verbally confirming their name and date of birth against the prescription label on the medicine
- Check the prescribed dose
- Check the expiry date of the medicine
- Check the written instructions provided by the prescriber on the label/container

Document on the medicine card the following information:

- Date, time, dosage/amount given, amount remaining

Note

Prescribed Medicines should only be administered from the original container.
Prescribed medicine must only be given to the person it has been prescribed for.

Controlled Drugs

Culford School 'Controlled Drugs policy' is written in accordance with current guidelines from the National Prescribing Centre and the DoH. (Appendix C)

Prescribed medicine on school trips

On a school trip prescribed medication will be managed under the following arrangements

- Each school trip should have a designated member of staff responsible for medicines, first aid and medical matters. The member of staff will liaise directly with parents of pupils with health conditions and on medication as part of the trip planning
- Prior to the trip parents should give written permission for staff to give the medication in accordance with the prescribing instructions. This consent form is included in the teacher school trip pack.
- Prescribed medication must be handed over by the parent to the staff member designated in charge of first aid and medicines.
- The prescribed medicine must be in the original container with the prescribing label on it. The container should only contain the amount of medication required for the duration of the trip
- On receipt of the medication from the parents the designated staff member will cross check the exact number of tablets and record this on the prescribed medicine form (the prescribed medicine form is included in the teacher trip pack). This designated member of staff will maintain management of the medicine and recording its administration on the prescribed medicine form
- The designated member of staff will hand back to the parent any medication remaining at the end of the trip
- Prescribed medicine forms should be handed into the Health Centre at the end of the trip

Adverse drug reactions and drug errors

- An atmosphere of transparency and support is essential for reflective practice to be a reality in the environment of drug administration
- Adverse drug reactions and drug errors must always be reported verbally to the Health Centre immediately.
- House staff should record the incident in the Boarding house log/handover book and complete a Smartlog report.
- Nursing staff will inform the SMO and record adverse drug reactions through the national yellow card MHRA system and record the incident as a near miss/serious incident through the internal school system of Smartlog and report the incident to the Compliance Officer, Head and Assistant Head (Pastoral and Boarding).
- Nursing staff will monitor the pupil and liaise with the School Medical Officer as to whether further action/treatment is necessary as a result of reported errors/adverse reactions
- Nursing staff will inform the parents of the pupil and keep them updated on any care given or actions taken by the school
- The Head of Health Services (Clinical) and Head of Compliance will decide if an internal serious incident review is necessary and manage that process

Specific staff training

House staff that administer prescribed medicines will be given specific guidance from the nursing staff for that particular medicine. This will cover safe administration of the medicine, correct documentation, dosages, side-effects, reporting adverse reactions, drug errors and refusal of medicine

Nursing staff will support and liaise with the pupil and matron regarding repeat prescriptions.

The school prescribed medicine form system will not be put in place for pupils who are administering the contraceptive pill or long-term acne treatment.

Appendix 1 Gillick Competency

Gillick competency 1985 states that:

- Any child below the age of 16 years can give consent when they reach the necessary maturity and intelligence to understand fully the intervention proposed and the consequences (advantages and disadvantages) of their decision.

- If a child is deemed to be Gillick competent after receiving all the appropriate information regarding the intervention then consent is valid.

- Intelligence and ability to understand will vary greatly for every child and in different types of medical intervention. So the decision of Gillick competency must always be considered very carefully.

- Doctors and nurses must always encourage the child to inform their parents.