



# Prior Park Schools

## An Education for Life

# MEDICINES POLICY FOR PRIOR PARK NURSING STAFF

v.14

Whole Trust? No	Statutory? Yes	Website? Yes and a hard copy will be provided on request
Reviewed: September 2015	Next: September 2016	



**PRIOR PARK  
PREPARATORY**  
WILTSHIRE



**PRIOR PARK  
COLLEGE**  
BATH



**THE PARAGON  
JUNIOR**  
BATH

# MEDICINES POLICY FOR PRIOR PARK COLLEGE.

## POLICY STATEMENT.

Prior Park College aims to uphold the principles of health and safety of all Pupils through safe practice in the storage and administration of medicines in the Medical Centre and in the Boarding Houses.

## IMPLEMENTATION.

1. All Nurses working in the Medical Centre at Prior Park College must adhere to the **Medicines Policy** and strive to ensure that it is followed throughout the College.
2. This policy should be followed at all times to ensure that medicines are administered safely to all Pupils.
3. Nurses treating Boarding Pupils with minor ailments should only use remedies, medicines and dressings listed in the **Minor Ailments Policy**.
4. **Before administration** of medicine the nursing staff should;-
  - Ensure that the **Minor Ailments Policy** has been signed by the Pupil's Parent or Guardian and that consent has been given for all medicines, dressings and remedies to be used.
  - Check that the Pupil has no known sensitivity to the medicine.
  - Ensure that the correct dose is given according to product information for the age of the Child.
  - Ensure that the medicines are dispensed from their original container, that they are not repackaged or relabelled and that the dispensing instructions have not been rewritten.
  - Ensure that a check has been made both from the Medical Centre records and by verbal response from the Pupil that the dose has not already been given.
  - Ensure that the medicine/remedy is given in accordance with the correct time scale for that product
  - Ensure that the dose given does not exceed the maximum number of doses permitted in a 24 hour period.
  - Ensure that the Pupil understands what the medicine/remedy is and the reason that it is being given.
5. Nurses must **record** that a medicine or remedy has been given to a Pupil in:  
  
The Medical Centre treatment record book and the Pupil's confidential medical record on Schoolbase giving:

- Name of Pupil
- Medical condition requiring treatment
- Medicine or remedy administered
- Dose given
- Time and date of administration

6. During the **School day**, all medicines for those under 16 will be administered by the Nurses in the Medical Centre.

7. A small stock of Paracetamol will be held in the **Houses** stored in a locked cupboard and administered under the guidance of the Medical Centre so that a late evening dose can be administered if necessary, under the following procedure:

If the Nurse on duty feels that it would be beneficial for a Pupil to have a bedtime dose of a medication, she will complete a **Medicines Chit** and return it to the house with the pupil concerned to give to the Member of Staff on duty for the evening.

The **Medicines Chit** must contain the following information:

- Name of Pupil/House
- Medicine to be given
- Date and time that medicine is to be given
- Dose of medicine to be given
- Signature of Nurse

The Duty Staff Member will then complete the **Pupil's Personal Record Card** when he/she administers the medication with:

- Name of Pupil.
- Medicine given.
- Date and time that medicine is given.
- Reason for giving the medication.
- Complete the Medication History.
- Signature of Member of Staff.

This should then be kept in the House Medical File.

8. A member of Staff who administers medicines in a Boarding House should follow the **Policy on Control of Medicines in Houses**; follow the dispensing instructions on the medicine's packaging and the guidelines from the Medical Centre. If a member of Staff has any concerns he/she should contact the Medical Centre.

9. If Pupils asks a Member of House Staff for some non-prescription medication from the House medical box during the evening or weekend and does not have a Medicine Chit from the Medical Centre, the Member of staff should first telephone the Nurse on duty at the Medical Centre to check that this is appropriate. The Member of Staff will then be required to fill in the **Pupil's Personal Medical Record** in the House file.

10. Boarders, **over 16**, may keep their prescription medication in the Boarding House if there is a lockable space in their room.

- When the Pupil collects his/her prescription from the Medical Centre, the Sister on Duty will fill out a **Self-Medication Form** to ensure that he/she is fully

informed about what the medication is, how and when to take the medicine, how to store it safely and to discuss any other concerns.

- If the Pupil has been prescribed more than 1 weeks supply of the medication and it has been dispensed in several containers, the remainder of the prescription will be stored in its original container in the Medical Centre.

11. If the Boarder is **under 16** and has been prescribed medication, he/she must attend the Medical Centre at the agreed times to receive his/her medication.

However:-

- If the course requires a **late evening dose**, the Pharmacist will be requested to dispense the course in two separate marked containers, one containing the day doses for the Medical Centre Sister to administer, and one containing the night doses to be kept in the locked medicine cabinet of the Boarding House. This night dose will be accompanied by a medicine chit from the Medical Centre and this should be completed by the member of the House Staff when he/she administers the medicine.
- If it is not possible for the Pharmacist to provide two separate containers, Sister will hand the original container to the Member of House Staff on duty, so that the late evening dose can be administered according to the **Medicine Policy**. This will be stored in the House medical cabinet for the night and returned to the Medical Centre in the morning by the Duty Member of Staff.

12. **Day Pupils** should not carry any medication in School. Minor Ailments can be treated by the Medical Sisters if his/her Parent has signed the medication list on the Day Pupil's Medical Record Card.

If a Day Pupil requires prescribed medication to be given during the school day, the medication must be handed in to the Medical Centre at the beginning of the day in its original container with dispensing instructions and collected at the end of the day.

If a prescribed medication is to be taken long term by a Day Pupil during the school day (e.g. insulin), a supply must be kept at the Medical Centre and replenished at regular intervals by the Parents.

This medication must be provided in a dispensed container with clear dispensing instructions.

A **Medicines Administration Record** must be completed when the medication is administered together with a Self-Administration Form if the pupil is to self-medicate.

A letter of **consent** giving full details of the medication and its administration must be given to the Medical Centre.

13. A Pupil has a **right to refuse** medication.

- If the pupil is over 16 and the medicine has been prescribed, this refusal will be recorded in the medical notes and the School Medical Office will be informed.

- If the pupil is under 16, and refuses medication, the above process will be followed but, a record of this will be made in the Medical Centre Records. Parents, Housemaster/Housemistress and the School Medical Officer may be informed if it is deemed necessary by the Nursing Staff for the on-going care of the Pupil.
14. If a pupil is prescribed a **controlled drug**, it will:
- Be stored in the Medical Centre in a locked cupboard within a locked cupboard.
  - The medication will be administered by the Medical Centre Staff and each dose will be signed for on the Medicines Administration Sheet.
  - An audit trail will also be maintained.
15. If a Pupil requires to hold **Emergency Medication** (e.g. EpiPens, asthma inhalers) for a medical condition, he/she will need to complete a Self Medication Form and keep the medication on his/her person at all times.
16. In the event of **Serious Emergency**, the School Medical Officer has provided some Emergency Drugs to be used by the Medical Sister if this becomes necessary before the ambulance arrives. This emergency medication is will only be used under the direction of a Doctor.
17. The Medical Sisters are trained in the administration of oxygen and may also use this in case of extreme emergency.
18. All Staff taking a school party abroad should be trained in the administration of medications and should follow the **Administering Of Medications To Pupils Whilst On A School Party Travelling Abroad Policy**.

## CONTROL OF MEDICINES IN HOUSES.

1. During the **School day**, all medicines for those under 16 will be administered by the Nurses in the Medical Centre.
  
2. A small stock of Paracetamol, will be held in the **Houses**, stored in a locked cupboard and administered under guidance of the Medical Centre so that a late evening dose can be administered if necessary, under the following procedure:

If the Nurse on duty feels that it would be beneficial for a Pupil to have a bedtime dose of a medication, she will complete a **Medicines Chit** and return it to the house with the Pupil concerned, to give to the Member of Staff on duty for the evening. The **Medicines Chit** must contain the following information:

- Name of Pupil/House
- Medicine to be given
- Date and time that medicine is to be given
- Dose of medicine to be given
- Signature of Nurse

The Duty Staff Member will then complete the **Pupil's Personal Record Card** when he administers the Medication with:

- Name of Pupil
- Medicine given/dose
- Reason for giving the medication
- Date and time that medicine is given
- Complete the Medication history
- Signature of Member of Staff

This should then be kept in **the House Medical File**.

3. If a Pupils asks a member of Staff for some non-prescription medication from the House medical box during the evening or weekend and does not have a Medicine Chit from the Medical Centre, the Member of staff should first telephone the Nurse on duty at the Medical Centre to check that this is appropriate. The member of Staff will then be required to fill in the Pupil's personal medical record card and file it in the House Medical File.
  
4. Boarders, **over16**, may keep their prescription medication in the Boarding House if there is a lockable space in their room.
  - When the Pupil collects his/her prescription from the Medical Centre, the Sister on Duty will fill out a **Self Medication Form** to ensure that they are fully informed in what the medication is, how and when to take the medicine how to store it safely and to discuss any other concerns.
  
  - If the pupil has been prescribed more than 1 weeks supply of the medication and it has been dispensed in several containers, the remainder of the prescription will be stored in its original container in the Medical Centre.

5. If the Boarder is **under 16** and has been prescribed medication, he/she must attend the Medical Centre at the agreed times to receive his/her medication. However:-
  - If the course requires a **late evening dose**, the Pharmacist will be requested to dispense the course in two separate marked containers, one containing the day doses for the Medical Centre Sister to administer, and one containing the night doses to be kept in the locked medicine cabinet of the Boarding House. This night dose will be accompanied by a medicine chit from the Medical Centre and the **Pupil's Personal Record Card** should be completed by the member of the House Staff when he/she administers the medicine.
  - If it is not possible for the Pharmacist to provide two separate containers, Sister will hand the original container to the Member of House Staff on duty, so that the late evening dose can be administered according to the **Medicine Policy**. This will be stored in the House medical cabinet for the night and returned to the Medical Centre in the morning by the Duty Member of Staff.
  
6. **Day Pupils** should not carry any medication in School. Minor Aliments can be treated by the Medical Sisters if his/her Parent has signed the medication list on the Day Pupil's Medical Record Card.
  - If a Day Pupil requires prescribed medication to be given during the school day, the medication must be handed in to the Medical Centre at the beginning of the day in its original container with dispensing instructions and collected at the end of the day.
  - If a prescribed medication is to be taken long term by a Day Pupil during the school day (e.g. insulin), a supply must be kept at the Medical Centre and replenished at regular intervals. Medication must be provided in a dispensed container with clear dispensing instructions.
  - A Medicines Administration Record must be completed when the medication is administered together with a Self Administration form if the pupil is to self-medicate.
  - A letter of consent giving full details of the medication and its administration must be given to the Medical Centre
  
7. A Pupil has a **right to refuse** medication.
  - If the Pupil is over 16 and the Medicine has been prescribed, this refusal will be recorded in the Medical notes and the School Medical Officer will be informed.
  - If the Pupil is under 16, and refuses medication, the above process will be followed but:
    - A record of this will be made in the Medical Centre Records. Parents, Housemaster/Housemistress and the School Medical Officer may be informed if it is deemed necessary by the Nursing Staff for the on-going care of the Pupil.

8. If a Pupil is prescribed a **controlled drug**, it will:
- Be stored in the Medical Centre in a locked cupboard within a locked cupboard.
  - The medication will be administered by the Medical Centre Staff and
  - each dose will be signed for on the Medicines Administration Sheet.

An audit trail will also be maintained.

9. If a Pupil requires to hold **Emergency medication** (e.g. EpiPens, asthma inhalers) for a medical condition, he/she will need to complete a Self Medication Form and keep the medication on his/her person at all times.

Reviewed September 2015