



Policy

Oakham School Medication Policy

Introduction

At Oakham School we recognise that most children will have a short or long term medical need at some point in time. These are managed predominantly by the school Medical Officer and the nurses who staff the school Medical Centre.

Aims

- To explain our procedures for administering prescription and over the counter (OTC) medication to Boarders and Day Pupils.
- To explain the procedures for administering and storing OTC and prescription medications in the boarding house.
- To explain the procedure for administering and storing OTC and prescription medications on school trips.
- To outline the roles and responsibilities of parents, nurses and teaching staff in the management of short term and long term medical conditions at school and on school trips.

Non-prescription Medicines

Consent for giving non-prescription drugs must be obtained from the parent/guardian of all pupils. The Medical Centre Consent Form is sent out in the admission pack and should be returned to the Medical Centre before the pupil starts at Oakham School. There is a simple 'yes/no' consent for basic non-prescription drugs which are kept in the Medical Centre and in the Boarding House.

Paracetamol, Ibuprofen, Gaviscon, Milk of Magnesia, Piriton, Waspeze, Calamine Lotion, Savlon, Antisan, Hydrocortisone 1%, Kwells, Dioralyte, Strepsils, Olbas Oil, Hedrin.

Prescription Medicines

The School Medical Officer is responsible for prescribing medications for short term and long term treatments. The prescribed medication will be delivered to the Medical Centre and will be collected either by the pupil or matron. The prescription will be signed off in the prescription book as being received.

From Dr DB Cowie
Medical Officer

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If the Medical Centre deem pupils are competent enough to administer their own medicine (this would likely be limited to contraception, skin cream and a minority of 7th Form pupils) a self-medication form will be completed at the Medical Centre.

All prescribed medication will be stored in a locked metal medicine cabinet in the Boarding House or if self-medicating in a locked drawer.

Controlled medication such as Ritalin or Concerta XL must be stored in a locked cabinet within the locked medicine cabinet.

Pupils coming from abroad may bring prescribed medication to school, but must complete an 'Administration of Medication Parental Request Form' describing in English the drug, dosage, administration route, side effects and any interactions with other medication.

Pupils bringing in 'alternative medication' must also complete an 'Administration of Medication Parental Request Form'

If this form is not completed then the pupil will not be allowed the medication.

Prescription Medicine Administration Procedure

The pupil name will be checked against the medicine.

The consent form will be checked.

The allergy history checked.

Dose & expiry date will be checked.

A record of the administration will be made and signed by the administrator.

If a pupil refuses the medication, the member of staff has no power to enforce the administration but must document the non taking of the drug in the medical record.

Emergency services will be called if a refusal compromises a pupil's safety

Storage of Medications for Asthmatics in School

All asthmatics should be encouraged to carry their inhalers at all times. Parents of Day Pupils should supply the school with a spare inhaler to be kept in the House master/housemistress's office.

Boarders / Day-boarders/ Transitional boarders should have a spare inhaler in their Matrons drug cabinet. All inhalers should be labelled correctly and only used by the named pupil.

Storage of Medication for Anaphylactic Reactions in School

All pupils with possible anaphylactic reactions should carry their own Epi-pen at all times. A spare Epi-pen should be stored in their matron's drug cabinet or Housemaster/housemistress's office. The Epi-pen should be in a plastic box with a care plan for use. The box should be labelled with the child's name & expiry date of the Epi-pen.

Diabetes Management

Oakham School nurses and house staff are pleased to work with pupils and their family to achieve independence and self-management. A specific care plan is in place for each diabetics in school whether they are boarders or day pupils. We request that the pupils carry a sugar substitute at all times and that a box is maintained in their house with emergency supplies.

The Medical Centre does store Lucozade and other forms of carbohydrate for emergency use.

Epilepsy Management

Oakham School nurses and house staff are pleased to work with pupils and their family to achieve independence and self-management. A specific care plan is in place for all epileptics in the school whether they are boarders or day pupils. For pupils who are prescribed Midazolam, a prescription will

be held in the house and also in the Medical Centre in case of an emergency. The first time the drug is used a Paramedic must be on site as the drug may lead to a pulmonary arrest. The medication must be clearly labelled, with clear instructions for use.

Administration of Paracetamol in Boarding Houses

A 'homely remedies' protocol signed by the School Medical Officer and School nurse allows paracetamol to be administered in the boarding house by those members of staff who agree to administer it. Such staff includes, Matron, Housemaster/Housemistress or Tutor. Training on administration and documentation will be given by the School Nurse.

The administration of medicine will then be documented in the 'house paracetamol book', the pupils' medical card and also on the computer medication document on filemaker which will be linked to the Medical Centre. Name, time, indication, dose and signature must be documented. A tally of the number of tablets remaining should be kept and the person who administers should sign to say that they have done so.

GM Grant

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