



KING WILLIAM'S COLLEGE

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# King William's College & The Buchan School

## Medical Management Policy

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# Medicines Management Policy

## Summary

**The aim of this policy is to implement and maintain an effective management system for the administration of medicines to all students in our care, and to ensure that King William's College provides support to individual students with medical needs.**

All staff must be aware of the contents of this document and of their likely/possible role in the administration of medicines to pupils, and must comply with its requirements at all times.

**There is a statutory requirement to record information on all medicines in boarding schools. Records of current medication must be kept for each pupil. The following records relating to all medicines must be kept:**

- All medicines received by the school
- All medicines prescribed for pupils
- All medicines administered by the school
- All medicines transferred out of the school or returned to the pharmacy for disposal

Students age 16 and over are deemed competent to self-administer **prescribed** medication unless explicitly stated otherwise by school Nurse, House Master/Mistress or School Medical Officer. Competent students are actively encouraged to take responsibility for the administration of their own medicines. This is risk assessed by House Staff and the Medical Centre Team. They may store their own individual medicines in their personal lockable storage. They have a duty to inform the House Master/House Mistress of any medication brought in from outside since the House Master/Mistress carries the end-responsibility for the secure storage of the medication. House Staff report any individual medicines to the Medical Centre.

Students age 15 or less may occasionally be given permission to self-administer **prescribed** medication. A comprehensive risk assessment will be undertaken by a member of the Medical Centre Team and the House Master/Mistress to ensure that an individual pupil aged 15 or less can self-medicate without risk to self or possible risk to other pupils. Only after this has been completed and agreed in writing will the pupil be allowed to self-administer prescribed medication.

Medicines should be stored in secure designated areas. These include:

- The Medical Centre
- Houses
- Personal safe, locked drawer or cupboard

House Masters/House Mistresses receive training and regular updates on first aid and the administration and storage of 'over the counter' medication for minor ailments. They work to an agreed procedure.

Teachers and support staff who have received training take responsibility for first aid and the administration of paracetamol and any prescribed medication for pupils on school trips.

**Prescribed and 'over the counter' medicines brought from home or outside school:** Parents are requested to notify the House Master/Mistress of any medicine brought into school. This will be documented on the pupil's records, unless a specific request is made for confidentiality when notification should be made to the Medical Centre. The pupil will be informed of the requirements of the Medicine Management Policy in the administration and storage of his medicine and assessed whether he/she is to self-medicate

**Complementary medicines:** All 'complementary' treatments, including fish oils, homeopathic treatments etc. are considered as over the counter medicines within the terms of the Policy and parents are similarly requested to notify their child's House Master/Mistress or the Medical Centre of their use.

## **EMERGENCIES**

Where a pupil is aged over 16, and under if deemed competent, and gives prior consent no other consent is required by law. However school policy is that if a pupil needs emergency medical, eye or dental treatment every effort will be made to consult and obtain the prior consent of a parent or guardian. If this is impossible in the time available, or if a parent or guardian cannot be contacted, the staff member in Loco Parentis has the authority to consult and consent to any such emergency treatment advised for a pupil by a doctor or other relevantly qualified health professional.

## **CONFIDENTIALITY**

In accordance with doctors' and nurse's professional obligations, medical and nursing details about pupils, regardless of age, will remain confidential. Ideally in providing medical and nursing care there will be consultation and liaison with a parent or guardian, Tutor, House Master/House Mistress and, when necessary, other staff. This will be with the pupil's knowledge and consent. There may be occasions however where the doctor or nurse considers that, in the individual pupil's best interest or for the protection of the wider school community, information should be shared without the pupil's consent. This is most likely to occur if there are child protection concerns. Any sharing of information will be with the pupil's knowledge and he/she will be informed and involved in the process and his/her views sought.

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## **EMERGENCY CONTACT NUMBERS**

MEDS (Manx Emergency Doctors Service): 01624 650235

Noble's Hospital Accident & Emergency Department: 01624 650000

To contact the duty nurse, please telephone the relevant number below.

Medical Room KWC: 01624 820451

Buchan Medical Room: 01624 820498

For an overnight event, please check the duty rota and use the contact details below:

Tracy Bostrom: 07624 456147; Frances Bland: 07624 360406; Nicola Quayle: 07624 492045

### **Policies and Procedures**

In accordance with the guidance laid down in the Isle of Man and UK National Minimum Standards for Boarding Schools, all schools are required to have written policies and procedures on the administration and control of medicines. This policy must therefore be easily accessible to all staff working in the school and should be complied with at all times.

This policy is a guide for management of medication for Boarding pupils. However, this policy also applies to all students of King William's College when there is direct involvement of King William's College staff in managing their health.

Documents referred to in the development of this policy include:

- *Medicines Management Policy by Radley College (with permission)*
- Administration and Control of Medicines in Care Homes and Children's Services - Royal Pharmaceutical Society of Great Britain superseded by The Handling of Medicines in House Care (2007) RPSGB.
- Medicines for Children and Young People - NSF for Children Young People and Maternity services
- Isle of Man National Minimum Standards for Boarding
- UK National Minimum Standards for Boarding
- Boarding School regulations
- Managing Medicines in Schools and Early Years Settings - Department of Health 2005
- Children's Residential Standards Implementation Project Children's Residential Network

### **STANDARD 3 – Boarders’ Health and Wellbeing**

**The school ensures that boarder’s health and well-being is appropriately managed and supported. There are suitable arrangements in place to care for boarders who are ill.**

3.1 The school has appropriate arrangements in place to gather information about boarders’ medical/health needs before admission. Where there are issues of health that require supervision and management there is a written plan in place which is shared with boarding staff.

3.2 Parental consent re medication and minor ailment treatment is recorded.

3.3 The school has, and implements appropriate policies and procedures for the care of boarders who are unwell to include the following:

- First aid.
- Care of children with chronic conditions including ongoing medication needs.
- Care of children with disabilities.
- Dealing with medical emergencies.
- Use of household remedies.

3.4 Suitable accommodation, including beds, toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick and injured. The accommodation is adequately staffed by appropriately qualified staff, is adequately separated from other boarders and provides separate accommodation for male and female boarders.

3.5 In addition to any on site provision, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.

3.6 Prescribed medicines are given only to the boarder to whom they are prescribed and a record is kept of administration. Boarders allowed to self-medicate, are assessed as sufficiently responsible to do so and are provided with a lockable facility in which to store their medication. Where medication is required to be stored in a fridge this facility is made readily available and steps taken to ensure that other boarders do not have access.

3.7 The school provide support for the emotional well-being of the boarders and access additional services as required.

3.8 The confidentiality and rights of boarders as patients is respected; this includes the right of a boarder deemed to be “Gillick Competent” to either give or withhold consent to his/her treatment.

3.9 Staff who oversee the health and well-being of boarders are suitably qualified and registered.

3.10 There is access to a named GP service.

**STANDARD 3 – Boarders’ Health and Wellbeing**

3.1 The school has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing<sup>6</sup> of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.

3.2 Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary.

3.3 In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.

3.4 All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.

3.5 The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be “Gillick Competent”<sup>7</sup> to give or withhold consent for his/her own treatment.

## **1. Roles and responsibilities**

### **1.1 Parents**

For definitions and legal terms see 'Managing Medicines in Schools and Early Years' Department of Health document.

It is important that professionals understand who has parental responsibility for a child. Parents should provide the Duty Nurse with sufficient information about their child's medical needs, ideally a doctor's letter listing treatment, special needs and current medication should be provided. They should, jointly with the Medical Centre Team and staff member in Loco Parentis, reach agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy and sign the appropriate records. (New Pupils' Health form (Appendix i)) It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact.

The Medical Centre Team or staff member in Loco Parentis will always seek pupils and parental agreement before passing on information about the pupil's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a pupil. (Health Policies (Appendix I))

### **1.2 The School as Employer**

The school has a Health and Safety Policy. This policy supplements the management of administration of medicines.

Appropriate Employers Liability Insurance must be in place, also insurance providing full cover in respect of actions which could be taken by staff in the course of their employment particularly staff who provide specific medical support such as nurses and House Master/House Mistress. It is the Employer's responsibility to make sure that proper procedures are agreed, and that staff are aware of the procedures and are fully trained to support the medical needs of the pupils.

The Employer should satisfy itself that training has given staff sufficient understanding, confidence and expertise and that arrangement is in place to up-date training on a regular basis. The Employer should also ensure there are appropriate systems for sharing information about pupils' medical needs.

### **1.3 Duty Nurse**

The Duty Nurse will have overall responsibility for the day to day management of the Medical Centre and all activities connected with the administration of medicines to pupils of the school. This will include the maintenance of records, communication with relevant staff and parents, and ensuring that working practice complies with the requirements of the school policies in order to satisfy relevant statutory obligations.

### **1.4 Nursing staff, Houses staff, teaching and other staff**

All staff must be aware of the contents of this document and of their likely/possible role in the administration of medicines to pupils, and must comply with its requirements at all times.

- Medical Centre Nurses - Regular involvement and responsibility to work according to these guidelines and also within professional code of conduct
- House Master/Mistress- Regular involvement and responsibility to work according to these guidelines
- Teaching staff - Occasional involvement and responsibility to work according to these guidelines, for example, in an emergency or when accompanying pupils on a school excursion off the premises

- Other staff - Occasional involvement and responsibility to work according to these guidelines, for example, in an emergency or when accompanying pupils on a school excursion off the premises.

## **1.5 Medical Officer**

The School Medical Officer has overall responsibility for advising the school on health care for pupils; including liaison with nursing staff and authorising appropriate homely medication and its use within the terms of this policy.

The School Medical Officer has overall responsibility for all permanent Boarding pupils. On behalf of King Williams College, the School Medical Officer may also advice on health issues with regards to other pupils, however these pupil's healthcare is the responsibility of their respective General Practitioners'.

## **1.6 Definitions:**

For the purpose of this policy the following are definition of :

1. Houses referred in this policy are Boarding Houses. There are 2 houses – Colborne House (boys) and School House (girls).
2. The Medical Centre is based in King William's College and a Medical Room is operated at the Buchan School.

## **2. Medical Room Records**

2.1 The Duty Nurse will have overall responsibility of the Medical Room and will be responsible for ensuring the appropriate maintenance of records. The duty nurse can appoint other members of staff to be the "designated person" to oversee medication procedures on a day to day basis. For the boarding houses, this is usually the Housemaster/mistress, but may be the duty tutor if necessary. For school expeditions, this is the lead teacher's responsibility. The "designated person" and other staff involved in medication should be appropriately trained to undertake this role.

2.2 All records should be properly completed, legible and current and be available for inspection at all times. Records should provide a complete audit trail of medication. A list of specimen signatures is kept by the Medical Centre of all staff who are deemed competent to be involved in the administration of medicines. The HR Manager maintains training records in respect of First Aid etc. All teaching and boarding staff are expected to complete First Aid qualifications relevant to their positions. Boarding Houses have their own list of specimen signatures which is monitored by the Medical Centre.

2.3 Medicine Records should be kept for at least 15 years from the date of the last entry

2.4 There is an individual Health Care File for each pupil, containing relevant health and welfare information provided by parents and recording significant health and welfare needs and issues.

This should include:

- Name and date of birth
- Significant known drug interactions
- Major allergies
- Chronic / notable medical conditions – see below
- Full details of all current medicines to include;
- Name, date prescribed and by whom, quantity, dose, form, strength and route and times of administration. This also includes preparations for external use and homely remedies used by that pupil.
- Any information given by a pharmacist on foods which might react with the prescribed medicine
- Parental permission; for the administration of First Aid and appropriate non-prescription medication to boarders, and to seek medical, dental or optical treatment when required.

- All medicines brought into school are to be recorded - see below.

2.5 A Health Care Plan will be kept for each pupil with a chronic/notable condition, whether regular medication is required and it should be updated on at least an annual basis or as will be held on the shared electronic record, which can be accessed by Medical Centre staff, HMs and the pupil's Tutor.

**2.6 There is a statutory requirement to record information on all medicines in boarding schools. Records are kept in the Medical Centre of current medication for each pupil. The following records relating to all medicines must be kept:**

- All medicines received by the school
- All medicines prescribed for pupils
- All medicines administered by the school
- All medicines transferred out of the school or returned to the pharmacy for disposal

### **2.6.1 Receipt of medicines**

All medicines brought into school from whatever source should be formally received by a Medical Centre nurse or House Master/Mistress. The following information is recorded in the "Log of Medications and Drug Charts" file in the Medical Centre.

The records should show:

- Date of receipt
- Name and strength of medicine
- Quantity received
- Pupil for who prescribed and administered to
- Signature of staff receiving the medicine

The information will then be transferred to the student's notes.

### **2.6.2 Medicines Administered to Pupils**

Medication Administration Record books are working documents signed to record the administration of medication. They will include prescribed medication and non-prescribed medication administered by HMs or nursing staff. The record should be consulted at the time of administering the medication.

Make a record in the appropriate medicine record book held in the House or Medical Centre, depending where the administration takes place, which should include all medication administered and the reason for it, any medication refused, missed doses, date discontinued and reason. A medicine record sheet will also be issued to staff in charge for use when out of school on a trip or sports fixture etc. Information is shared between the Medical Centre and the Houses when medication is administered in order to avoid exceeding the recommended dosage.

Details of any medication errors should be recorded and an Incident Form completed. See section 5.4.

### **2.6.3 Self administration of medicines by pupils age 16 and over.**

Although students age 16 and over are deemed competent to self-administer **prescribed** medication unless explicitly stated otherwise by school Nurse, House Master/Mistress or School Medical Officer, risk assessments are completed. This also applies to homely remedies brought into school. Competent students are actively encouraged to take responsibility for the administration of their own medicines. They may store their own individual medicines in their personal lockable storage. They have a duty to inform the House Master/House Mistress of any medication brought in from outside since the House Master/Mistress carries the end-

responsibility for the secure storage of the medication. Resident staff check for new and undeclared medications on their daily rounds as far as practicable.

#### **2.6.4 Self administration assessment for pupils under 16 years of age**

Students aged 15 or less may occasionally be given permission to self-administer **prescribed** medication. A comprehensive risk assessment will be undertaken by the Medical Centre Team and the House Master/Mistress to ensure that an individual pupil aged 15 or less can self-medicate without risk to self or possible risk to other pupils. Only after this has been completed and agreed in writing will the pupil be allowed to self-administer prescribed medication. Risk assessments are stored in the Medical Centre and copies are sent to the Houses.

#### **2.6.5 Disposal of controlled drugs and other medicines**

All controlled drugs that are out of date or no longer required should be returned to the local pharmacy for destruction, after obtaining positive consent from the pupil for whom they were prescribed. A record of receipt, signed by the receiving pharmacist should be obtained and retained by the Medical Centre Team. All other unwanted drugs are to be returned to the pharmacy for destruction (See section 6). The pharmacist signs to acknowledge receipt of unwanted drugs.

#### **2.6.6 Fridge temperature recording chart (see section on storage 4.6)**

#### **2.6.7 Verbal order record for change of dose of prescribed medication by GP or other prescriber**

No verbal orders are to be accepted for a change in dose or frequency of an already prescribed drug unless an accompanying fax or email or written instruction is received before administration takes place. The Medical Centre Team are aware of complex health needs and are in regular liaison with families. It is recognised that sometimes medication is changed by consultants or parents (on advice of consultants) without this being in writing. Any change will be double checked with the relevant professionals before administration takes place.

### **3. Obtaining supplies of medication**

The supply of medicines to boarding schools in the UK comes under the remit of the Medicines Act 1968. This legislation identifies medicines into three categories:

- **GSL or General Sales List** : may be purchased from any retail outlet
- **P or Pharmacy Only**: may be purchased within a community Pharmacy when a pharmacist supervises the sale
- **POM or Prescription Only Medicines**: may only be obtained by presentation of a written prescription signed by an authorised prescriber.

#### **3.1 Homely remedies or non-prescribed medication**

Medicines in the P or GSL category may be purchased by the Duty Nurse for the school to use as stock for the treatment of minor ailments. An agreed list and quantity has been compiled in conjunction with the School Medical Officer as General Medical Practitioner of permanent Boarding pupils. These medicines must not be labelled for an individual if they are to be administered to several pupils. See Appendix iv for list and agreed conditions etc. Receipt and stock balance must be recorded in the appropriate medicine record book. Where non- prescribed drugs are bought by a pupil or parent, they should be recorded as outlined in paragraph 2.6.1 and 2.6.2

#### **3.2 Prescribed drugs**

Written prescriptions both NHS and private (except Blacklisted items) may be provided for individual pupils for medicines in all categories.

The Medicines Act clearly defines that prescribed medicines must only be administered to the person for whom they have been prescribed, labelled and supplied. Medicines supplied for individuals are the property of that individual. These medicines may not therefore be used as 'stock' by the school.

Staff must not tamper with supplies of prescribed packs of medicines or decant from one container to another for storage. This includes remains of the current supply when a new supply is received. The original supply should be finished first. Stock levels of medication should be kept at an appropriate level for each pupil dependent on need.

Staff should ensure that the doctor prescribing the medicines:

- Writes full and precise instructions on the prescription. Instructions such as 'as before' or 'as directed' should be avoided.
- Includes the dose and frequency of administration to enable correct treatment and reduce the risk of administration errors
- Specifies the route of administration when the oral route is not indicated
- Provides criteria for use of an 'as required' medication, including dose, frequency and dosage interval, and the maximum daily dose

Before it can be administered, a prescribed medicine must have a printed label showing:

- Student's name
- Photograph of student
- Date of dispensing
- Name and strength of the medicine
- Dose and frequency of the medicine.

Multiple containers should be labelled individually. Where items have an inner container (eye drops, creams etc.) the label should be applied to the item instead of, or as well as the outer container. If the label becomes detached, damaged or illegible the advice of the pharmacist should be sought before the product is used.

It is good practice to record that a request for a repeat prescription has been made. If medicine is supplied which is unexpectedly different from that received in the past, the staff must check with the pharmacist and or the prescriber before formally receiving or administering the medication. Receipt and stock balance to be recorded in medicine record book on the individual page for that pupil and drug, and/or on a Pupils self-medication health care plan. If the GP changes the dose of a medication then he/she must provide written authorisation for the Medical Room. The container must then be clearly re-labelled by the pharmacist or the GP. The Medical Centre Team must not alter any information on medication labels. 2.6.7

### **3.3 Controlled drugs**

The Misuse of Drugs act 1971 is the legislation governing Controlled drugs. Controlled drugs will only be supplied on an NHS or private prescription for individual pupils. The school is not permitted to hold controlled drugs as 'stock items'. The above information relating to prescribed drugs also applies to this group.

## **4. Storage of medicines**

All medicines should be stored in secure designated areas. These include:

- The Medical Centre
- Houses
- Personal safe, locked drawer or cupboard

Key security is integral to medication security and keys should only be held by authorised designated members of staff. Duplicate keys for use in an emergency will be available from the Duty Nurse. Handover procedures should be known and understood by all staff.

4.1 Non-prescribed stock medication must be stored separately from prescribed medication, in a locked cupboard that is securely fixed to a wall in the Medical Centre or in the House.

4.2 Non-prescribed individual medicines should be stored in personal self-medication lockers/safe or centrally within the House or Medical Centre as appropriate

4.3 **Prescribed medicines** should be stored in a locked cupboard that is securely fixed to a wall in the Medical Centre or the House. There should be sufficient space to store individual pupil's medication.

4.4 **Controlled drugs** are stored in a locked cupboard within a locked cupboard securely fixed to a wall, in a secure location in the Medical Room. The cupboard should be reserved only for the storage of controlled drugs and other items such as money or jewellery or other classes of drug should not be placed in the cupboard. Only Registered Nurses working in the Medical Room are authorised to hold the keys to the controlled drugs cupboard. All keys are stored in a key safe in the Medical Centre.

4.5 **Self-medication.** Pupils aged 16 or over and younger pupils assessed as competent to self-medicate **prescription medication** may store their own individual drugs (including controlled drugs) in their safe, locked drawer or cupboard, to which they personally have access. It must not be accessible to other pupils. The school must have a contingency plan for staff to access this, with the permission of the pupil, in case of a problem or emergency arising. It is the responsibility of the House Master/Mistress, Tutor, or Resident Housemother to ensure the security of this medication.

#### 4.5.1 Procedure for Risk Assessment of Self-Medication

- The pupil/parent/guardian can request permission to self-medicate.
- This request is communicated to the Medical Centre as soon as possible.
- The Medical Centre will interview the pupil. They discuss the medication, the importance of safe storage, the importance of following the prescription and possible side effects to be aware of. Where possible, this is also discussed with the parent/guardian.
- Following an interview, agreement of the House staff is sought as they are aware of the pupil's strengths and weaknesses.
- Only when all interested parties are satisfied are the "green forms" completed by the Medical Centre staff ("permission for self medication" and "risk assessment for pupil to self medicate").
- This is signed by the pupil, Medical Staff, and parent/guardian/boarding staff.
- Self medication is monitored by boarding and medical staff as much as possible. If the agreed protocols are not followed, permission to self-medicate is rescinded and reviewed.
- The self medication procedure is reviewed at each renewal of a prescription.

4.6 **Cold Storage.** A separate and secure dedicated refrigerator will be available to be used exclusively for stock and prescribed medicines requiring cold storage. It should be kept locked. It should be cleaned and defrosted regularly. The temperature should be measured and recorded daily when in use using a maximum minimum thermometer. The normal range is 2-8°C. Staff should contact the nurse on duty if temperatures are recorded outside of the normal range. Pharmaceutical advice should be taken regarding the stability of the contents of the fridge in such circumstances. Prescribed short term medicines requiring cold storage should be kept in the HM's fridge. Prescribed long term medicines should be kept in the Medical Room fridge and sufficient supply or one original pack issued to the HM as appropriate for the pupil's current use.

**4.7 Staff Medication.** On some occasions, staff may need to bring their own prescribed or non prescribed medication into school. At the College, this should either be stored in the Medical Centre or in a locked area in a teacher's classroom. At the Buchan, this should be safely stored in the Medical Room. It must not be left in a location where a child could gain access to it. All medication must be kept beyond the reach of children.

Staff who have been prescribed medication which could affect their performance whilst at work or have a medical condition which could affect their performance whilst at work must inform the HR Manager who will keep the medical staff informed. Buchan staff are also requested to inform the Head of Buchan. The HR manager must be updated if there are any changes to this information.

## **5. Administration of medicines**

- Administration of medicines is undertaken only by staff designated as competent and who completed the relevant induction training. All boarding staff complete the EduCare course "Administration of Medication in Schools". Specific instructions will also be provided by a member of the Medical Centre Team.
- Prescribed Medicines should be administered strictly in accordance with the instructions stated by the prescriber.
- They should only be used for the stated purpose and not administered to anyone other than the pupil stated on the label.
- Administration should be made at an appropriate time to maximise benefit from the medicine (e.g. may be necessary to take before or after meals or last thing at night).
- It is an individuals' right to refuse medication. Steps should be taken to explain the benefit of taking the prescribed medication. However persistent refusal should be recorded and reported to the GP.
- Only a registered nurse may administer medication requiring specialised or invasive technique.

These may include:

- Subcutaneous injection of insulin
- Medicines administered by the rectal route

In exceptional circumstances this may be delegated to another member of staff who will receive suitable training:

- The pupil/ parent must have given consent for this delegation
- Details of support and accountability to be included in the individual Health Care Plan.
- Medicine must not be secondary dispensed for someone else to administer.

### **5.1 Procedure for the administration of medicines:**

- Check why the medication is required
- Check the identity of the pupil
- Check the medication chart or record, dosage instructions, noting any recent changes
- For days pupils, check with pupil and parents that medication has not already been administered.
- For boarding pupils, check with pupil and House Staff that medication has not already been administered. Also, check for email notifications.
- Check that the pupil is not allergic to the medicine before giving it
- Check the expiry date of the medicine
- Administer the medicine following the prescribed instructions
- Sign the administration record immediately after the medication has been given.
- Where there is a choice of dosage (i.e. one or two tablets) record the number given
- Where a drug is to be given 'as required' record whether given or not and reason for giving or not.
- Record any refusal of medication and the reason. If persistent refusal is reported to the GP then a record of this should be made of the time, date and who the problem was reported to and signed by the member of staff. Record also any advice received from the prescriber.
- For homely remedies to be given in Houses and the medical centre, the Homely Remedy Guideline should be followed (Appendix iv)
- Handover procedures should be known and understood by all staff.

- Homely remedies should not be administered for longer than 48 hours without obtaining medical advice
- For controlled drugs, appropriate entry must be made in the pupil's own drugs record. The balance should be checked and maintained by staff after each administration.
- A record should be made of doses irretrievably lost (dropped or spilled) during administration in case further supplies are then needed to finish the course
- Crushing tablets or opening capsules to aid administration should be avoided, advice about alternative formulations should be sought from the School Medical Officer.
- For days pupils, inform parents that medication has been given. This can be via telephone, information email or written note in cases of unsuccessful communication.
- For boarding pupils, an information email is sent from the Medical Centre to the House Staff. House Staff email the Medical Centre when medication is administered in House.

## **5.2 Administration of medicines away from school**

When away from school the parent of the pupil would receive the balance of the prescribed medication. For occasional days out a separate supply may be organised as the secondary dispensing of medication into envelopes for example is not appropriate. Details of medicines taken out should be recorded and the administration supervised by the staff responsible for the pupil whilst away from school. The administration guidelines above should be followed. An off-site medicines record book should be used to maintain a complete medicine audit trail.

A medicine pack containing: authorised homely remedies, a medicines record book and information, and where necessary pupils' own medicines, will be provided in the event of excursions off the school premises. Medicines policy should be followed when off the premises.

## **5.4 Drug Administration Errors**

- If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.
- Appropriate line manager and Medical Room nurse in charge must be informed
- The school medical officer must be informed, even if advice is initially sought from a different source, and a record made on the pupil's NHS record.
- The pupil's parents, House Master/Mistress and Tutor should be informed.
- An Incident Form should be completed to enable a review to take place into how the error occurred to prevent a similar incident happening again
- Out of hours contact numbers are provided at the front of this policy.

## **6. Disposal of medicines**

Medicines should be removed and disposed of when appropriate; care should be taken with medicines with a short shelf life and stored in fridges. Prescribed medicines for an individual pupil are the property of that pupil and should be given to the pupil, parent or member of staff as appropriate when leaving the school for any period. Consent, verbal or written, is required before the medicine can be returned to the pharmacy for disposal. This consent should be recorded, by a Medical Room nurse, on the relevant page in the pharmacy return duplicate book held in the Medical Room.

### **6.1 Disposal of medicine should occur when:**

- The expiry date is reached
- A course of treatment is finished or is discontinued
- When a dose of medicine has been removed from the original container but then not taken by the pupil. It should be kept by the lead nurse and returned to the pharmacy for safe disposal
- Positive consent has been obtained if the medicine is not a stock item but belongs to a pupil
- Pupil dies (keep for 7 days in case needed by Coroner's office or courts)

6.2 Controlled drugs obtained on individual NHS prescriptions may be disposed of by returning to the supplying pharmacy. A signature of receipt should be obtained from the pharmacist. Use the duplicate book to record this information

6.3 House Masters/Mistresses should sign the drugs out of their records in House, including that consent has been obtained, preferably written, and the point at which they are returned to the Medical Room. Medicines should not be disposed of by school staff.

6.4 Return of medicines for destruction should be authorised by Duty Nurse working in the Medical Room, who should ensure that the record of return is completed. Use the duplicate book to record this information

6.5 The record of disposal should include:

- The pupil's name (for prescribed, controlled drugs and individual homely remedies)
- Name, strength and quantity of medicine
- Date of return
- Consent of pupil
- Signature of nurse authorising the return

## **7. The Handling of Non-Prescribed Controlled Drugs**

A licence is required to possess a schedule 1 controlled drug. If a circumstance arose, where a member of staff was required to remove a substance from a person, they may only take possession of the substance to hand it over to the police for destruction.

## **8. Medicines Information and Pharmaceutical Advice**

Staff should have access to appropriate information about medicines. They should contact the local community pharmacist at Lloyds pharmacy if additional information is required concerning individual medicines. A current copy of the British National Formulary should be available on site.

### **8.1 Hazard notification and Drug Alerts**

In the event of a medicine being recalled, the community pharmacist should notify the school as appropriate. A record should be kept of any action taken. The designated Medical Room nurse is responsible for dealing with the information at the time

## **9. Adverse Drug Reactions**

Any Adverse Drug reaction (ADR) or suspected ADR should be discussed with the GP and/or the community pharmacist, before any further administration of that drug. If appropriate the reaction should be reported to the Medicines and Healthcare Regulatory Agency (MHRA) via the yellow card scheme. Yellow cards are available in the BNF, where information about the types or reaction to report is also given. Record any action taken. The lead nurse or designated Medical Room nurse is responsible for dealing with the information at the time

## **10. Staff Induction and Training**

If the employee is employed as a Nurse they must have current registration status with the Nursing and Midwifery Council (NMC) Medical Room nursing staff should as part of the Medical Room induction be instructed on procedures for:

- Obtaining medication.
- Storing medication.
- Administering medication.

- Recording activity.

All Staff must receive training/information on any current policies and procedures for the management of medicines within the school. Nursing Staff and House Masters/Mistresses should not be responsible for administering prescribed or controlled medication until they have completed the induction and training required.

The Duty Nurse is responsible for ensuring that only competent staff are eligible to undertake administration of medicines. Training is documented and records held with the HR manager.

All staff should receive training in or information on the Medicines Management Policy appropriate to their role, to ensure the school's procedures are followed correctly and the safety of pupils is not compromised. Staff required to administer First Aid should be appropriately trained and regular updates provided.

## HEALTHCARE ARRANGEMENTS

- Medical Care of permanent Boarding Students at King Williams College is provided under the NHS (National Health Service) by General Practitioners from Castletown Medical Centre in Castletown. One of the partners, Dr Mary Drijfhout is the School Medical Officer. This registration is only for their period as Boarders. Once the pupils have left the King Williams College, their registration with Castletown Medical Centre will also cease. It is the responsibility of the pupil and parents to have a copy of a summary print out of their consultations, medications as well as their Health Care Record.
- The boarders must not register with another GP during holiday periods. If a pupil is seen by another doctor or other healthcare professional during the holidays or at any other time please inform the College Medical Room with details. Pupils are entitled to register with another local doctor & arrange their own appointments and transport but the College Medical Room must be informed with whom the pupil is registered, and the school informed if a pupil will be absent.
- All other pupils who are not classified as permanent boarders are to remain registered with their relevant NHS General Practitioners. The Duty Nurse or staff member in Loco Parentis will liaise with their registered General Practitioner. However, if they require urgent medical advice or treatment with the School Medical Officer, Castletown Medical Centre, then they should be registered as Temporary Resident. Any management and medical records will then be sent to their permanent registered General Practitioner.
- Outside Practice hours (after 5.30pm to 8.00am Monday – Friday and at weekends) the nurse on duty in the College Medical Room will access medical advice from the MEDS Out of Hours service.
- Pupils may attend the Medical Room for routine health advice or treatment at surgery times noted around the College between the hours of 0800 – 17.30. If they need urgent or emergency treatment they can attend at any time.
- During the night we ask that pupils contact their House Master/House Mistress, Tutor or other adult on duty so they can be accompanied to the Medical Room.
- The Medical Room has 6 inpatient beds. Pupils are admitted following a full assessment by the nurse on duty or in consultation with the doctor. Parents are informed of any admission to the Medical Room if for more than 24 hours.
- Pupils who have a minor ailment may be looked after in House by their House Master/Mistress for a maximum of 48 hours. If a House Master/Mistress is off duty junior pupils will stay in the Medical Room. Senior pupils may stay in House, with the permission of their Tutor, and with contact details of how to obtain help from the Medical Room if they become more unwell.

## ADDITIONAL SERVICES PROVIDED BY CASTLETOWN MEDICAL CENTRE:

- Health advice and organisation of immunisations for pupils travelling overseas. It is helpful if pupils or their parents give the Medical Room 8 weeks' notice of any planned trips.
- Nurse led asthma and diabetic monitoring.
- Health promotion including smoking, obesity and advice on issues that affect young people.

## **CONTACT:**

We aim to maintain good communication with parents and welcome any contact for discussion about your child's health.

Contact details:

Dr Mary Drijfhout, School Medical Doctor

Castletown Medical Centre

Tel: 01624 686939 Fax: 01624 686945

Medical Centre King William's College: 01624 820451 ([Medical@kwc.im](mailto:Medical@kwc.im))

### Health Policies

Whilst legally pupils over the age of 16 can consent on their own behalf, and pupils under that age can do so if considered competent, it is school policy that written consent from a parent is received on admission to the school for the instances identified on the consent form enclosed. We only require the signature of one parent but both parents are welcome to sign if they wish. Please read both carefully and if you would like to discuss further please contact the Medical Room.

#### 1. IMMUNISATIONS

Information about immunisations and vaccines can be obtained from [www.immunisation.nhs.uk](http://www.immunisation.nhs.uk)

1.1. National Child Health Programme: It is school policy to immunise children within the National Child Health Programme. The Diphtheria, Tetanus & Polio combined vaccine is given during the Lent or Summer Term of the Shell year. Any identification of an incomplete course of MMR or single dose Meningitis C will be offered as a 'catch up'. Parents are notified of vaccinations given.

1.2. BCG: Routine vaccination is not offered to children in Isle of Man. Current county and school policy is to test and vaccinate only those whose main domicile is in an endemic area (usually a developing country) or those who spend long periods (more than 6 months) in such countries. Parents will be contacted for consent where a pupil is identified as fulfilling the policy criteria.

1.3. Influenza: It is school policy to offer all pupils an annual vaccination against seasonal influenza. Since the introduction of this policy the impact of flu within the school has been minimal. The immunisation is usually undertaken just before Michaelmas Leave Away. The strains of flu vaccinated against vary from year to year, identified by the Health Protection Agency. Information about the specific annual vaccine to be offered is given to pupils at the time of immunisation.

1.4 HPV: This is offered to all girls in the Upper Fourth year. This is provided by the Isle of Man Department of Health.

1.5. Travel Vaccinations: The Medical Room will undertake Typhoid and Hepatitis A immunisation free of charge. Any other requirements can be arranged but a fee may be payable. A request for immunisation for overseas travel will be deemed as consent. Pupils are given information about the vaccine at their immunisation appointment.

1.6 Meningitis ACWY: This is advised to all pupils in the Upper Sixth before going to university. This is promoted by the Isle of Man Department of Health.

#### 2. MEDICINES

The School Medicines Management Policy can be found on the school website [www.kwc.im](http://www.kwc.im) and is also available from the Medical Room.

2.1. **In Houses:** House Masters/House Mistresses receive training and regular updates on first aid and the administration and storage of 'over the counter' medication for minor ailments. They work to an agreed procedure.

2.2. **School trips:** Teachers and support staff who have received training take responsibility for first aid and the administration of paracetamol and any prescribed medication for pupils on school trips.

**2.3. In the Medical Room:** The nurses in the Medical Room have access to an extended list of homely remedies. Medication can be administered for a maximum of 48 hours after which the pupil is referred to the school doctor

**2.4. Prescribed Medication:** It is the school's practices to encourage competent pupils to self-manage their prescribed medication. Whilst prescribed medication is the property of the pupil an assessment will be made by a Medical Room nurse to ensure a pupil's ability and understanding of their responsibilities to self-administer and store their medication in accordance with the requirements of the Medicines Management Policy. If a parent or pupil prefers, or the assessing nurse considers self-medication inappropriate, administration will be undertaken by the House Master/Mistress. Pupils who request that any consultation with and subsequent prescription from a school doctor is treated as confidential will be assessed by that doctor as competent to self-medicate under the terms of the policy.

**2.5. Prescribed and 'over the counter' medicines brought from home or outside school:** Parents are requested to notify the House Master/Mistress of any medicine brought into school. This will be documented on the pupil's records, unless a specific request is made for confidentiality when notification should be made to the Medical Room. The pupil will be informed of the requirements of the Medicine Management Policy in the administration and storage of his medicine and assessed whether he/she is to self-medicate.

**2.6. Complementary medicines:** All 'complementary' treatments, including fish oils, homeopathic treatments etc. are considered as over the counter medicines within the terms of the Policy and parents are similarly requested to notify their child's House Master/Mistress or the Medical Room of their use.

### **3. EMERGENCIES**

Where a pupil is aged over 16 (and under 16 if deemed competent), and gives prior consent no other consent is required by law. School policy is however that if a pupil needs emergency medical, eye or dental treatment every effort will be made to consult and obtain the prior consent of a parent or guardian. If this is impossible in the time available, or if a parent or guardian cannot be contacted, the staff member in Loco Parentis has the authority to consult and consent to any such emergency treatment advised for a pupil by a doctor or other relevantly qualified health professional.

### **4. CORRESPONDENCE**

All communications concerning pupils past illnesses, current health or future treatment should be addressed to the Lead Nurse direct, preferably with a letter from any doctor consulted. Verbal messages cannot be accepted.

### **5. CONFIDENTIALITY**

In accordance with doctors and nurses' professional obligations, medical and nursing details about pupils, regardless of age, will remain confidential. School staff are expected to respect this requirement. Ideally in providing medical and nursing care there will be consultation and liaison with a parent or guardian, Tutor, House Master/House Mistress and, when necessary, other staff. This will be with the pupil's knowledge and consent. There may be occasions however where the doctor or nurse considers that, in the individual pupil's best interest or for the protection of the wider school community, information should be shared without the pupils consent. This is most likely to occur if there are safeguarding concerns. Any sharing of information will be with the pupil's knowledge and he will be informed and involved in the process and their views sought.

A student who is under 16 and requests contraceptive advice but declines to inform his/her parents needs to be assessed for his/her Fraser Competence. This is be assessed by the prescribing GP. A pupil who displays a good understanding of the issues involved and is found to have a considered opinion can be deemed to be Fraser Competent and can be given contraceptive medication. The procedure for risk assessment for self medication is then followed in College. (see 4.5.1)

To ensure a pupil's safety and welfare during lessons, games and school trips a signed list of pupils with asthma, allergies and significant illnesses is available to the schools teaching and games staff.

## **6. COMMUNICATION**

We aim to maintain effective communication with parents regarding their child's health. Where parents are separated or divorced it is Duty Nurse's responsibility to contact the parent who has custody on that day if a pupil is admitted to the Medical Room or receives an injury. If there are circumstances where this is not appropriate please inform the Medical Room. It is the responsibility of both parents to clarify which parent has custody on each day. This applies to all students of King William's College.

## **7. RECORD KEEPING**

The doctors at Castletown Medical Centre record all consultations with pupils on their NHS Medical Records. This is totally confidential. Pupils are entitled to view their records and encouraged to contribute to decisions about their care.

In addition each pupil has an Individual School Health File, which is completed by the Medical Centre. Any pupil who has ongoing health or health related conditions will also have an Individual Health Care Plan. This is a shared record and Medical Room nurses will contribute to these records, with the pupil's consent, to ensure continuity of care.

## **8. CLINICAL GOVERNANCE**

As part of maintaining standards we may contact parents and pupils from time to time for feedback on their experience of health care at King William's College. All responses will be treated confidentially.

Complaints about any of the health care services should be made following the College's Complaints procedure. If, however, any parent or pupil would like to have an initial discussion please contact the Medical Centre Duty Nurse at the Medical Room.

## **Appendix IIIA: Medical Questionnaire**

See admissions department for a copy of the current Health/Medical Questionnaire

## **Appendix IIIB: Additional Medical Consent Form**

[https://kwc.fireflycloud.net/Resources/Pastoral%20\(KWC\)%20%5BF17%5D/Medical%20Centre%20%5BF1k%5D/Forms%20%20Blank%20Care%20Plans%20%5BFa2y%5D/Additional%20medical%20consent%20form.pdf](https://kwc.fireflycloud.net/Resources/Pastoral%20(KWC)%20%5BF17%5D/Medical%20Centre%20%5BF1k%5D/Forms%20%20Blank%20Care%20Plans%20%5BFa2y%5D/Additional%20medical%20consent%20form.pdf)

## **Appendix IIIC: Boarder Admission Health Assessment Form**

[https://kwc.fireflycloud.net/Resources/Pastoral%20\(KWC\)%20%5BF17%5D/Medical%20Centre%20%5BF1k%5D/Forms%20%20Blank%20Care%20Plans%20%5BFa2y%5D/Boarder%20Admission%20Health%20Assessment.pdf](https://kwc.fireflycloud.net/Resources/Pastoral%20(KWC)%20%5BF17%5D/Medical%20Centre%20%5BF1k%5D/Forms%20%20Blank%20Care%20Plans%20%5BFa2y%5D/Boarder%20Admission%20Health%20Assessment.pdf)

**Homely Medicines held by House Master/House Mistress:**

Medications that may be administered by a House Master/House Mistress following the accompanying guidelines:

Paracetamol, soluble tablets, 500mg

Paracetamol, tablets, 500mg

Ibuprofen, tablets, 200mg

Gaviscon

Lemsip

Simple Linctus

Inhalant Decongestant- Olbas oil

In addition they are authorized to hold the following for first aid treatment:

Ice packs

Non-adhesive dressings

Fabric dressing strip 7.5cms x 1m

Fabric dressing strip 3.8cms x 1m

Surgical tape 25mm x 5m

Surgical tape 12.5mm x 5m

Fabric strapping 2.5cms x 5m

Swabs 7.5cm x 7.5cms

For infection control:

Alcohol hand rub gel

Non-alcohol antiseptic wipes

Disposable gloves

Clinical waste bag

Signature of Medical Officer: \_\_\_\_\_

Name: Dr Mary Drijfhout (GMC: 3435881) Date: \_\_\_\_\_

**Homely Medicines that may be administered by Registered Nurses at King Williams College Medical Room:**

Paracetamol 500mg

Paracetamol syrup 120mg/5 ml and 250mg/5ml

Ibuprofen 200mgs

Ibuprofen suspension 100mg/5 ml

Gaviscon Advance

Simple Linctus

Pseudophenadrine

Cerumol liquid

Zovirax Cream

Chlorphenamine Maleate 4 mg tablets

Chlorphenamine syrup 2 mg/5 ml

Cetirizine 10mgscetirizine suspension 5 mg/ 5 ml

Olbas Oil – inhalant decongestant

Hyoscine Hydrobromide (Kwells) 150 – 300 mcg

Saline for cleaning wounds/ for use as eye wash

Bonjella

Arnica

Cold Spray

Anthisan cream

Deep Heat

Chloramphenicol eye drops

Inadine dressings

Signature of Medical Officer: \_\_\_\_\_

Name: Dr Mary Drijfhout (3435881)      Date: \_\_\_\_\_



**KING WILLIAM'S COLLEGE**

**Risk assessment of student to self-medicate**

<b>Procedure for assessment</b>	<b>Comment/tick</b>	<b>Drug/Medication:</b>  (only one item can be written per self -form)  Name:  Strength:  Frequency:  Duration:
Confirm identity of pupil		
Pupil understands reason for the medicine		
Dose and Frequency (how much and how many times a day)		
Additional instructions ie with or after food etc		
Length of treatment- continuous or course (ie number of days)		
Expiry date		<b>Signature of Nurse completing assessment:</b>
Advice against stopping without consulting Lead Nurse or medically trained staff		
Carry medicine with you or locked in safe – storage as appropriate		<b>Date:</b>
Medicine prescribed for personal use – not to be shared		
Unused medicine to be returned to Medical Room (to be disposed appropriately as per policy)		<b>Signature of Pupil/Parent:</b>
Additional medicines not to be used without checking instructions with Medical Room or Doctor		
Any questions?		<b>Date:</b>
Permission to share information with Housemaster/ Housemistress		



KING WILLIAM'S COLLEGE

**King William's College Medical Protocols**

**PERMISSION FOR SELF MEDICATION**

I,....., understand the need for  
..... and **I agree to take it as prescribed** by the  
School Medical Officer. The dosage and side effects have been discussed with me and I understand them.

I understand it is my responsibility to ensure medication is stored in a lockable store and is not left accessible to anybody but myself unless requested by medical or teaching staff.

I understand it is my responsibility to inform medical staff when my regular medication has only one week stock left, to enable a prescription to be ordered from the surgery.

I understand I am responsible for ensuring I will have enough medication to cover me for school leave/holidays/trips including one week into the return of term to allow a new prescription to be requested.

Signed .....

Print Name ..... Form .....

Health Centre approved .....

This permission slip to be signed by the student - in the presence of a member of the Health Centre. This permission slip is to be used under Frasier Guidelines only.

Medication Received ..... Date.....

Signed by parent/guardian/Boarding staff

Name ..... signature ..... Date .....

I..... understand, failure to comply to the above, will result in my medications being stored in the medical centre and I will have to have all medications administered daily by medical/duty staff.

Signed .....

*Copy of form to be stored in the boarding house and the Medical Centre*

**Appendix VIA: Healthcare Plan for Severe Allergic Reaction (Anaphylaxis)**

[https://www.kwc.im/uploads/healthcare-plan-for-severe-allergic-reaction-\(anaphylaxis\).pdf](https://www.kwc.im/uploads/healthcare-plan-for-severe-allergic-reaction-(anaphylaxis).pdf)

**Appendix VIB: Healthcare Plan for Mild Allergic Reaction (Not Anaphylaxis)**

[https://www.kwc.im/uploads/healthcare-plan-for-mild-allergic-reaction-\(not-anaphylaxis\).pdf](https://www.kwc.im/uploads/healthcare-plan-for-mild-allergic-reaction-(not-anaphylaxis).pdf)

**Appendix VIC: Allergy Action Plan**

[https://www.kwc.im/uploads/allergy-action-plan-\(epipen\).pdf](https://www.kwc.im/uploads/allergy-action-plan-(epipen).pdf)