

POLICY FOR THE ADMINISTRATION OF PRESCRIBED OR NON-PRESCRIBED MEDICATION TO BOARDING PUPILS



AIM: To ensure the safe administration of medication.

PRESCRIBED MEDICATIONS: Prescribed by a Doctor for a named pupil.

NON-PRESCRIBED MEDICATIONS: Common 'household' medications, prescribed in the first place by a system of 'bulk prescription' for administration by the Housemistress (or suitably trained boarding staff) when they consider it to be necessary, or when a pupil requests it.

STORAGE: Medicines will always be stored in a locked cupboard and administered in strict accordance with clearly defined protocols. For pupils who are deemed responsible enough to administer their own medication, eg asthma inhalers, provision will be made for the safe storage of such medication.

RECORDING: All medication will be recorded at the point of administration in the appropriate section of the House Diary in the Boarding House and in the main school Medication/Treatment book held in the general office.

CONSENT: Written consent by parents/guardians is required for ALL pupils under the age of 16 years and preferred by those 16 years and over. Verbal consent only is not enough, although in an emergency it would be acceptable to act within the best interests of the pupil.

The Housemistress is responsible for ensuring that all boarding staff are aware of any pupils for whom consent has not been obtained. All staff should be aware of the importance of 'informed consent' by the pupil, to medication or treatment, even where 'blanket consent' has previously been given by a parent or legal guardian.

PROTOCOLS: will outline the following:

- A list of those drugs which may be administered by the Housemistress and suitably trained staff
- Indications for the use of the drug in question
- Dose
- Precautions regarding administration
- Side effects
- Clear reasons for not administering the drug
- Duration of treatment/administration before medical advice is sought

The Housemistress will liaise closely with all other boarding staff on individual and collective matters relating to safe administration of medications. She will also be responsible for updating protocols as legal requirements and minimum standards are amended or arise.

The following medicines/treatments should only be given to Boarding pupils at Hurst Lodge School.

Paracetamol syrup eg Calpol	Strepsils
Ibuprofen tablets and suspension	Instant cold pack
Imodium capsules	Bonjela
Lemsip Cold and Fle sachets	Eurax
Generic cough linctus	Hydrocortisone Cream
Piriton tablets and syrup	Zovirax
Rennies Digestif	Lyclear (example)
Salbutamol Inhaler	Feminax Ultra

Full details of the protocols ratified by the school doctor are available for parents to view in the boarding house office.

Lynda Andrews
RGN, Senior Housemistress

Dr. Hartstone.....

Policy drafted April, 2009.

Review: Yearly with Dr's surgery

Example of a Protocol

PARACETAMOL 500mg TABLETS

INDICATIONS: Mild or moderate pain. Pyrexia

CONTRA-INDICATIONS: Renal or liver failure. Alcohol dependency.

Do not administer if pupil is already taking any other Paracetamol based medication,
eg. Co-Codamol, Anadin Extra, Co-dydramol, Lemsip etc.

Adults/children over 12 years: 500mg-1g up to four times daily.

Children 6-12 years: 250-500mg up to four times daily.

Children under 6 years: not recommended

N.B. Maximum of 8 tablets in any 24 hour period