



Leicester Grammar School
Trust

LEICESTER GRAMMAR SCHOOL TRUST

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POLICY AND PROCEDURES ON THE ADMINISTRATION OF MEDICINES

This policy should be read in conjunction with the First Aid Policy. It refers to the Leicester Grammar School.

1. Introduction

1.1.1 The School Nurses are the designated people responsible for the storage and administration of medicines within the School. Together, with the Healthcare Assistant and several appropriately trained Designated First Aiders, medicines are administered to pupils under a homely remedy protocol. On entry to the school and on an annual basis, parents are asked for their written permission for the administration of over the counter medicines when deemed necessary.

2. Prescribed Medicines

2.1 The School Nurse, Healthcare Assistant or Designated First Aider will administer prescribed short-term medication if it is in the child's best interests to do so whilst they are under the care of the school. If possible, dispensing times should be planned to avoid the administration of medication during the school day. The following principles should be followed when administering short term prescribed medicines to pupils:

- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
- The pupil must bring the prescribed medicine into school and immediately hand it to a member of the School Nursing Team for safe storage.
- The medicine must be in its original container.
- The dispensing label must not be altered.

- The medicine must only be dispensed to the pupil for whom it has been prescribed.
 - The School Nurse will discuss with the pupil the appropriate time for administration.
 - It is the pupils' responsibility to collect the medication at the end of each school day to take home.
- 2.2 In the case of children with long term medical conditions, such as asthma or diabetes, the pupil should keep their own prescribed medicines on their person **at all times** as they may need to self-administer their medication without delay. After discussion with the pupil, their parents and the School Nurse, a medicine administration plan will be agreed. The Nurses office is available if pupils require some privacy whilst administering their medication.
- 2.3 Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) states that anyone prescribed an adrenaline auto-injector (AAI) should carry two of the devices at all times and be no further than 5 minutes away from a device (Dept. of Health 2017). Therefore, LGS pupils with a diagnosis of anaphylaxis, should have two AAI devices available in school. The pupil will be required to keep their own prescribed adrenaline auto-injector on their person **at all times** to ensure its quick retrieval, this includes when participating in sport and school trips. A spare adrenaline auto-injector is stored in the Nurses office, in a clearly labelled bag, on a hook on the wall. This spare will accompany the pupil on all trips which take place off the school premises.

3. Non-Prescribed/Over the Counter Medicines

- 3.1 Leicester Grammar School stocks various over the counter medications (appendix one). On entry to the school and on an annual basis, parents are asked for their consent to allow the School Nurse or Designated First Aider to administer over the counter medicines if it is clinically indicated. If a parent withholds their consent, then no medicines will be administered and the parents will be contacted if necessary.
- 3.2 If it is clinically indicated for an over the counter medicine to be administered during the school day, it will be dispensed from the stock rather than a separate supply being brought in from home. This is to ensure safe storage and administration processes are followed by the school.
- 3.3 If a pupil requires an over the counter medication which is not stocked in school, the School Nurse or Designated First Aider will only administer the medication if it is in the child's best interests to do so whilst they are in School. The following principles should be followed when administering non-stocked, over the counter medicines to pupils:
- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
 - The pupil must bring the medicine into school and immediately hand it to a member of the School Nursing Team for safe storage.
 - The medicine must be in its original container which should ideally be childproof.

- The medicine must only be dispensed to the pupil for whom it has been intended.
- The School Nurse will discuss with the pupil the appropriate time for administration.
- It is the pupils' responsibility to collect the medication at the end of each school day to take home.

4. Self-administration of Medicines

- 4.1 It is strongly discouraged for pupils to self-administer medications whilst at school except in the cases outlined in point 2.2 and 2.3. This is to ensure the safety of the pupil and others.

5. Practice for administering medication to pupils

- 5.1 The School Nurse or Designated First Aider will only administer the medication to a pupil if they are aware of:

- The pupils medical history
- Any allergies
- Any other medication the pupil is currently taking
- Any possible side effects
- Any contraindications

The School Nurse or Designated First Aider will also establish and check:

- The pupils identity
- The pupils age
- The reason for giving the medication
- If the pupil has taken that particular medication before and, if so, whether there were any problems.
- Dose of the medication
- Frequency of the medication
- Expiry date
- Any specific instructions relating to that medication.

- 5.2 The pupil must take the medication under the supervision of the administering staff member.

6. Record keeping

- 6.1 Once a medicine has been administered, an accurate and legible paper record is completed using the medicines record book. This information is also transferred to the individual pupil's medical record held on SIMS.

- 6.2 The record should include:

- Name of the pupil
- Date and time
- Name and dosage of drug.
- Signature of the member of staff administering the medication.

7. Immunisations

- 7.1 The local NHS Immunisation Team are commissioned to visit the school and administer vaccinations as per the NHS immunisation schedule. The School and School Nursing Team facilitate the sessions but do not hold any responsibility for the administering of the vaccinations.

8. Procedure for reporting drug errors and adverse drug reactions

- 8.1 In the event of a drug error or adverse drug reaction the pupil's health and safety will be the initial priority. The School nurse will assess the child and administer any lifesaving medicines if required.
- 8.2 If it was deemed necessary by the School Nurse, the child will either be seen by a GP, transferred to the Leicester Royal Infirmary Accident and Emergency Department or an Ambulance will be called.
- 8.3 The child's parents will be contacted as soon as is reasonably possible and a thorough explanation provided.
- 8.4 The Head teacher and Director of Finance & Operations will be informed and an investigation will take place. The parents will be informed of the outcome of the investigation.

9. Administration to save a life

- 9.1 In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be administered by the School Nurse without the direction of a medical practitioner or there being a Patient Group Directive, for the purpose of saving life. For example, the administration of adrenaline by injection (1:1000), Chlorphenamine and Salbutamol are among those drugs listed under article 7 of the Prescription Only Medicines (human use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.
- 9.2 All parents of children with allergies which may require an AAI will be asked to sign a form giving consent for appropriate emergency treatment to be administered in the event of a severe allergic reaction. An individual pupil action plan will be written to inform staff of the appropriate action to be taken in the event of the child developing anaphylactic symptoms.
- 9.3 As from 1st October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy AAI devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (for example, because it is broken or out-of-date). LGS has an AAI device that can be administered in the above situations and is stored in the School Nurses office with the appropriate guidance for use.
- 9.4 According the Department of Health Guidance, the school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom written parental consent for use of the spare AAI has been provided. Written consent has been requested from all applicable parents.

- 9.5 The Human Medicines (Amendment) (No. 2) Regulations (2014) allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). LGS have purchased spare emergency inhalers which can be administered in the above situations. They are stored in the School Nurses office, the first aid room in the sports hall and the first aid room in the pavilion, with the appropriate guidance for use.

10. Storage of medicines

- 10.1 To ensure a rapid retrieval, pupil's spare emergency medications such as inhalers and adrenaline auto-injectors, are stored in easily identifiable bags, in the School Nurses office. If the child is participating in a sporting fixture or school trip off the school premises, the medication should accompany the child.
- 10.2 It may be necessary for the School Nurse to store small amounts of spare long-term prescribed medicines at the request of the pupil's parents for example anti-epileptic drugs, spare inhalers or insulin. These medicines should be stored in their original packaging, accurately labelled with the child's name, the drug name, the dose required, the frequency of administration and the expiry date and in an appropriate place such as the fridge or a locked cupboard.
- 10.3 Short term medicines and over the counter medications are stored either in a fridge or in a locked cupboard in the Nurse office. The School Nursing Team hold the keys.
- 10.4 When on a school residential trip, the designated member of staff who is responsible for the administration of medicines will identify a secure place to safely store the medicines for the duration of the trip. If a pupil is over the age of 16, an Agreement and Consent for the Self-Administration of Over the Counter and Prescribed Medicines on Residential Trips (appendix 2) can be completed and implemented.
- 10.5 The fridge temperature is automatically monitored by the fridge. If there is any variation from the acceptable temperature range (2-8 degrees Celsius) the fridge will alarm and the temperature control should be adjusted accordingly; the temperature re-checked 2 hours later. If there are any medicines stored in the fridge during this time, advice should be sought from the local pharmacist.
- 10.6 Staff medication must be stored securely, out of reach of children, either in their department's office or in a locked cabinet. The School Nurse can store staff medication in a locked cupboard in her office if necessary.
- 10.7 Medicine should not be stored in the child's locker at any time.

11. Disposal of medicines

- 11.1 If there are any unused, out of date medicines in the First Aid room, they are sent home, disposed of in a sharps bin (in the case of Adrenaline auto-injectors) or

taken to the local pharmacy by the School Nurse for their safe disposal. The sharps bins are collected on a regular basis and taken to clinical waste incinerators.

12. Review of the administration of medicines procedures

- 12.1 The Administration of Medicines Policy and Procedures will be reviewed and updated annually.

Stock list of Medicines held at LGS.

For further information, read the patient information leaflet contained within the packaging.

MEDICINE	INDICATION FOR USE	CONTRA-INDICATION	DOSE	SIDE EFFECTS	DURATION
Medication taken orally (by Mouth)					
Paracetamol Tablets 1 tablet=500mgs 1 Soluble tablet=500mgs Suspension For children over age six (6+) = 250mgs in 5mls	Mild to moderate pain. High temperature. (> 37.5c)	Hepatic and renal impairment	For Child 10–11 years 480–500 mg every 4–6 hours; maximum 4 doses per day. For Child 12–15 years 480–750 mg every 4–6 hours; maximum 4 doses per day. For Child 16–17 years 0.5–1 g every 4–6 hours; maximum 4 doses per day.	Very rare, may cause a rash.	No more than 2 doses in one day to be given in school, parents must then be called.

<p>Ibuprofen</p> <p>1 tablet =200mgs</p> <p>Suspension =100mgs in 5mls</p> <p>NOT TO BE GIVEN TO PUPILS WHO HAVE NOT HAD PREVIOUSLY OR CANNOT GIVE THEIR INFORMED CONSENT</p>	<p>Mild to moderate musculoskeletal pain</p>	<p>Asthmatics Hypersensitivity to aspirin or any other anti-inflammatory. Pregnancy or breast feeding. Renal, hepatic or cardiac impairment. Gastric ulcer</p>	<p>8-12yrs 200mgs (1 tablet) 3-4 times daily (every 6 hours)</p> <p>> 12yrs 200-400mgs (1-2 tablets) 3-4 times daily (every 6 hours)</p>	<p>Gastro-intestinal discomfort, nausea, diarrhoea occasionally bleeding and ulceration occur.</p>	<p>No more than one dose to be given in school.</p>
<p>Sudafed Decongestant tablets</p> <p>1 capsule= Pseudoephedrine hydrochloride 60mg</p> <p>NOT RECOMMENDED FOR CHILDREN UNDER 12 YEARS</p>	<p>Clears stuffy noses associated with colds and hay fever.</p>	<p>Previous reaction to Sudafed Diabetes Heart disease Overactive thyroid, Prostrate problems, Taking blood pressure tablets</p>	<p>>12yrs 1 capsule, 4 times daily</p>	<p>Increased heart rate, irregular or changes to heart beat, increase in blood pressure. Nausea and vomiting. Headache.</p>	<p>No more than one dose to be given in school.</p>
<p>Feminax Express</p> <p>1 capsule=200mgs of ibuprofen</p> <p>NOT RECOMMENDED FOR CHILDREN UNDER 12 YEARS</p>	<p>Period pain</p>	<p>Allergy to Codeine, Hepatic or renal conditions, Pregnancy</p>	<p>> 12yrs 1-2 capsules every 4-6hrs. Maximum of 8 /day</p>	<p>Constipation</p>	<p>No more than one dose to be given in school.</p>

<p>Lemsip cold and flu.</p> <p>Each sachet = Paracetamol 650mg and Phenylephrine hydrochloride 10mg.</p> <p>NOT RECOMMENDED FOR CHILDREN UNDER 12YRS</p>	<p>Relieving the symptoms of cold and flu</p>	<p>Have taken paracetamol within the past 4 hrs. Allergic to paracetamol, High blood pressure, Anti-depressants called MAOI's See info sheet</p>	<p>>12yrs 1 sachet every 4 hrs. No more than 4 sachets in 24hrs</p>	<p>Skin rashes, susceptible to bleeding, reduction in white blood cells.</p>	<p>No more than 2 doses in one day to be given in school, parents must then be called.</p>
<p>Piriton</p> <p>1 tablets =4mg chlorphenamine maleate</p> <p>Suspension= 2mgs in 5mls of chlorphenamine maleate</p>	<p>Allergic reaction</p> <p>Hay fever</p>	<p>Allergy to anti- histamines. Anti-depressants called MAOI's</p>	<p>2-6yrs 1mg (2.5mls) every 4-6hrs</p> <p>6-12yrs 2mgs (5mls) every 4- 6hrs</p> <p>>12YRS 4mgs (1 tablet) every 4-6hrs</p>	<p>Drowsiness, Palpitations, arrhythmias</p>	<p>No more than 2 to be given in school. In the case of allergy consider anaphylaxis, does an ambulance need to be called?</p>
<p>Cetirizine Hydrochloride</p> <p>1 tablets=10mg</p>	<p>Symptomatic relief of allergy such as hay fever, urticaria (skin rash)</p>	<p>Allergy to anti- histamines. Anti-depressants called MAOI's, Pregnancy and breast feeding.</p>	<p>>6yrs 10mgs once daily</p>	<p>Palpitations, arrhythmias</p>	<p>No more than one dose to be given in school.</p>

<p>Dextro energy tablets</p> <p>1 tablet= Dextrose (82%), Maltodextrin, Citric Acid, Anti-caking agent (magnesium salts of fatty acids), Vitamin C, Flavouring</p>	<p>Diabetics with low blood sugar. Anyone requiring an immediate increase in energy/ sugar in blood stream</p>	<p>High blood sugar levels in diabetics</p>	<p>1-2 tablets as required</p>	<p>Headache</p>	<p>No more than one dose to be given in school.</p>
<p>Rennie</p> <p>1 tablet= Calcium carbonate 680 mg and Heavy Magnesium Carbonate 80 mg.</p> <p>NOT RECOMMENDED FOR CHILDREN UNDER 12YRS</p>	<p>Indigestion and heartburn</p>	<p>Taking antibiotics, tetracyclines (a particular type of antibiotic) or other prescribed medicines</p>	<p>1-2 tablets to be sucked or chewed. Maximum of 16/day</p>	<p>unlikely</p>	<p>No more than 4 given at school</p>
<p>Throat soothers</p> <p>Ingredients= Glucose syrup, Sugar, Glucose-fructose syrup, Glycerol, Concentrated blackcurrant juice, Lactic acid, Citric acid, Flavourings, Acidity regulators (Sodium lactate, Potassium citrate), Menthol, Eucalyptus</p>	<p>For the relief of a sore throat</p>	<p>Allergy to any of the ingredients</p>	<p>1 sweet as required</p>	<p>unlikey</p>	<p>No more than 2 whilst in school</p>

Oil, Colours (E129,E132), Emulsifier (Soya lecithin)					
Strepsils Each lozenge contains 1.2mg of 2.4 Dichlorobenzyl alcohol & 0.6mg of Amylmetacresol.	For the relief of a sore throat	Allergy to any of the ingredients	1 lozenge as required	Mouth irritation and sore lips	No more than 2 whilst in school
Medications used topically (on the skin)					
E45 cream	Emollient cream to soothe, smooth and hydrate the skin. Indicated for dry scaling disorders	Avoid if allergic to ingredients	As required	unlikely	As required
Deep Heat Rub	Muscular pain caused by muscle sprain during exercise	Avoid if allergic to any of the ingredients	A drop the size of a 5 pence piece covering affected area	Heat and skin irritation at site of application	As needed
Anthisan	Relief of local pain causes by insect bites and stings	Avoid if allergic to any of the ingredients	Small blob of cream, covering the affected area	Hypersensitivity to the cream	As required

Bonjela gel	Mouth ulcers, oral herpes.	Hepatic impairment	Small blob covering the affected area. Use a cotton wool bud to prevent cross contamination	May stain teeth	As required
Inhalant medications (to be breathed in)					
Olbas Oil	Relief of catarrh, colds and sinuses	Sensitivity to the ingredients	Inhale 2-3 drops from a tissue. DO NOT SWALLOW	None known	As required
Eye Drops					
Refreshing eye drops	Soothes and refreshes red tired eyes	Avoid if allergic to any of the ingredients	2 drops as often as needed	None known	As required

Agreement and Consent for the Self-Administration of Over the Counter and Prescribed Medicines on Residential Trips.

Self-medication is an important step towards independence and should be supported; provided the student understands the importance of medicine safety and parental consent has been granted.

The purpose of this form is to provide clear guidance and outline the expectations of the student on the trip. Students will not be permitted to continue to self-medicate if they display poor compliance and, if at any time the student does not adhere to the expectations, the Trip Leader will give consideration to their future participation in the trip.

Over the counter medication:

- All medicines will be stored in the original packaging which will include the patient information leaflet.
- Parents must explain to their child the purpose of the medication, the frequency of administration and the maximum daily dose prior to departure.
- The medication should either be stored securely in the student's room, or on the student's person if needed during the day.
- If the student administers the medication, they should inform the member of staff responsible for first aid/medications so they are aware of the student's condition.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.
- Under no circumstances should the medication be shared with another pupil on the trip.

Prescribed medication:

- Prescribed medication should always be stored in the original container with the pharmacist's original label, with the following detail:
 - Child's name and date of birth
 - Name and strength of medication
 - Dose
 - Any additional requirements e.g. in relation to food etc
 - Expiry date whenever possible
 - Dispensing date
- Parents must be satisfied that their child has a clear understanding of the purpose of the medication, the frequency of administration and, in the event of a missed dose, what they should do.
- The medication should either be stored securely in the student's room, or on the student's person if needed during the day.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.
- Under no circumstances should the medication be shared with another pupil on the trip.

Student agreement

I _____ (please print name) agree to adhere to the expectations detailed in this document. I understand that if I display poor compliance and/or breach these expectations, consideration will be made to my participation in this and any future trips.

Signed _____

Parental consent

I _____ (please print name) give consent for my child to self-administer over the counter and/or personally prescribed medication whilst on the trip. I understand that if they display poor compliance and/or breach these expectations, consideration will be made to their participation in this and any future trips.

Signed _____