



Dover College

Medication Policy and Procedures

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INTRODUCTION

The purpose of this policy is to ensure the following:

- The safe storage and administration of medication to pupils and staff by the nursing sisters, Medical Centre House staff and Prep school.
- Pupils at Dover College School are supported appropriately with their medication
- Arrangements are put in place to support any pupil with a medical condition
- The health and welfare of all pupils at Dover College School is maintained

To ensure safe practice in managing medicines, the following guidance should be adhered to:

- Nursing and Midwifery Council “Standards in Medicines Management”
- Royal Pharmaceutical Society “The Handling of Medicines in Social Care”
- Medicines Act 1968
- Health and Social Care Act
- Children’s and Families Act 2014
- National Minimum Standards for Boarding Schools
- Department for Education “Supporting pupils with Medical Conditions”
- Department of Health “Guidance on the use of Salbutamol Inhalers in Schools”

The role of the Medical Centre at Dover College is central to the implementation of this policy and to the safe and effective management of medicines. All actions by staff involving medication at Dover College, must only be undertaken with the full knowledge and authorisation of the School Nurses at the Medical Centre.

PRINCIPLES OF GOOD PRACTICE

Parents will be requested to provide up to date medical information to enable staff to provide the appropriate support. When the pupil joins the school, parents will be requested to complete a medical form outlining any past medical history, current medical issues (physical and psychological), treatments and medications, including any known allergies and past immunisations. In addition, parental consent will also be requested for administration of over-the-counter remedies. Vaccination consents will be requested in advance of vaccinations being carried out by the community school nurse vaccination team and will follow the UK recommended vaccination regime.

The medicines policy will be reviewed annually by the Medical Centre to ensure that it reflects current working practice within Dover College, staff will be made aware of any changes.

Prescribed medicines are the property of the person to whom they have been prescribed and dispensed, but can be stored safely in the Medical Centre during school hours.

Medication must be administered to the person whose name appears on the label and according to the prescriber’s instructions. These instructions are indicated on the pharmacy label and must be presented in English. At each administration, medication must be recorded with date, time, signed by administrator and Medical Centre advised if outside of the department.

The administration of medicines must be “protected time” and pupils and staff must be instructed not to disturb the person administering medicines, to reduce the risk of medication errors.

Administration of medication will be delivered in a way that respects dignity, privacy, cultural and religious beliefs of the pupil.

Confidentiality must be observed regarding the pupil's medical history and medication.

Medication should never routinely be pre-dispensed. In exceptional circumstances this may be done and checked out in the presence of the person who is going to administer.

If there is any query or concern regarding a pupil's medication, then that medication should not be given and the school Nurse must be consulted immediately.

Medication may only be administered by designated and appropriately trained staff.

All pupils taking medication should be monitored for changes in their condition, allergies etc. which may be medication related, and the school Nurse kept informed.

All staff who are going to administer medications are required to read the medication policy and sign to acknowledge their agreement to abide by it on a yearly basis unless changes are made this may happen more frequently.

All staff administering medications must complete an annual 'Administration of medicines' course on line.

This policy will be reviewed and updated yearly with medical staff and any appropriate members of the medical profession to ensure high standards are constantly maintained and to ensure that it reflects all current working practise within Dover College.

MEDICINES BROUGHT INTO SCHOOL

Medicines brought into school must be in the original pharmacy labelled container bearing the instructions from the prescriber in English.

All medicines prescribed or non-prescribed brought into school must be handed in immediately to the Medical Centre, Houseparent's, or Priory Lodge. The School Nurses will then receive it into the Medical Centre for recording and an appropriate plan can be put in place for storage and administration. The Prep school can receive medication into their department and are responsible for ensuring all medication is entered into their medication book, locked in the medication cupboard, details completed from home on administration of medication sheet (held in the prep school) and Medical Centre informed.

It is the House staff's responsibility that any prescribed or homely medications found within the Boarding house must be sent over to the nurses for recording, they will then liaise with the pupil and parents so that a plan can be put in place for storage and administration.

A letter /completed form from the parent must accompany any prescription medication, or OTC (over the counter) medication that has been requested to be administered by the parent/guardian giving full instructions in English.

House Staff/Medical Centre Staff must be informed when a day pupil was last given a dose of medication by the parent/Guardian..

Medication received into school must be recorded on arrival.

If there is any doubt over the medication received or it is not in the original packaging, this must be referred immediately to the School Nurses at the Medical Centre.

ORDERING MEDICINES

Any prescribed and dispensed medicines will be collected directly from the pharmacy by the Medical Centre staff/or if unavailable a member of house staff .

Any medicines prescribed will be added to the individual pupil's notes and also documented in the "Record of Pupil's Medication Book".

Stock will be entered into the "Stock Medications Book".

The medication will initially be received into the Medical Centre at Dover College, recorded and then if required distributed to the appropriate Boarding House/pupil or remain at the Medical Centre. A boarder's competence will be assessed if to self-medicate, and boarding staff will be given full information regarding any prescribed medication.

To avoid running out of medicines, if stored in the boarding house, house parents must ensure the Medical Centre is informed well in time of any medicine running low for a pupil, the Medical Centre will also make a note in the diary that this Medicine will need a repeat prescription. The turnaround time for issue of a repeat prescription at White Cliffs Medical Practice should be considered at approximately one week. Any medication stored within the Medical Centre requiring repeat prescription should be placed in the diary at least 1 week prior to requiring the repeat.

The School Nurses are responsible for ordering repeat prescriptions from the White Cliffs Medical Practice.

If medication is coming via parents from private prescribers, parents should be contacted when only 2 weeks of supply is left to ensure plenty of time for the next prescription to be obtained and supplied.

A record is kept by the Medical Centre of stock medications supplied to the boarding houses, including amount, date issued, plus batch numbers and expiry dates.

If house stocks are depleted, it is the house parents responsibility to inform the Medical Centre who will replenish stocks accordingly.

STORAGE

Medicines should be stored safely in lockable cupboards, in a room not normally accessible to pupils. In the boarding houses or Prep school. House parents/2i/c and Headmistress will hold the key.

In the Medical Centre, School Nurses will hold the keys.

House parents should only store medications in their locked medicines cabinet held in their office from the Homely list provided by the Nursing Staff (see Annex C) or following an agreement with the Medical Centre sisters following an assessment and a plan for individual pupils. The Prep school should only hold medications provided by parents/Guardians.

Termly checks of all Boarding houses and the Prep school medication cupboards to be carried out by the Medical Centre.

For boarding pupils who have been deemed competent to self-administer, they can only do so if they have a safe area to store the medication in their rooms, preferably a lockable, non-portable cupboard/drawer.

Pupils should know where their medicines are at all times and be able to access them immediately where appropriate.

Emergency medicines and devices e.g. asthma inhalers, blood glucose testing meters, adrenaline pens and antihistamines can be held by the pupil. Spares should always be readily available to pupils, but stored safely and accessible either in the Red Box outside the Bursary and/or in the Medical Centre.

Items requiring fridge storage should be kept safely in a designated fridge. The temperature of the fridge should be within the range 2-8 degrees centigrade. A log of maximum and minimum temperatures should be recorded daily and any temperature that is out of range will be dealt with by the Nurse on duty that day. The fridge should be defrosted and cleaned termly.

It is recognised that during the school holidays, fridge temperatures will not be monitored. Nurses should inspect the integrity of medication at the beginning of term to confirm that appropriate storage has been maintained. Fridge medications should not be stored over long breaks. Any fridge medication in stock at the end of the summer term should be returned to parents or to the pharmacy for disposal. Any items in the fridge at the time of defrosting should be stored temporarily during the defrosting in a suitable location (e.g. another fridge or cool bag).

Room temperature for medication storage should be below 25 degrees Centigrade with a room thermometer present for monitoring.

Controlled Drugs should be stored in a locked non-portable container and only named staff should have access. Controlled Drugs should be easily accessible in an emergency where appropriate.

A lockable cupboard or drawer for safe storage of medicines must be available for each pupil who wishes to self-medicate.

Medication should be date-checked monthly and stored and used in date order.

Expired medication should be returned for disposal via the pharmacy which will be recorded in the appropriate book and signed by the school nurse and Pharmacist.

Medication storage areas including cupboards and fridges must be cleaned regularly.

Staff who bring their own medications into Dover College are responsible for the safe keeping of these while on site. They should ensure no pupils are able to gain access to them. Alternatively, if they are unable to keep them secure they should be brought to the Medical Centre for safe keeping until no longer needed.

CONSENT

Parents can consent to over the counter medications that are on the Homely Remedy list on the Entrance Medical Form for Dover College.

For prescription medications, it is ideal practice to inform parents/guardians of boarders that they have been prescribed and every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

Fraser competence guidelines, which set out good practice for the treatment of under-16s without parental consent, should be followed.

If a pupil refuses to take their medicine or carry out a necessary procedure, staff should not force them to do so but inform the School Nurse. The School Nurses will try to resolve the issues and liaise with parents/guardians as necessary.

DAY PUPILS

For Day pupils, prescription medicines should only be administered at school when it would be detrimental to a pupil's health or school attendance, not to do so.

Prescription Medications should be supplied with the pupil's name on, in their original packaging with clear administration instructions. They should also have a visible expiry date plus batch number and will be recorded in the Pupils notes and medication book.

INDIVIDUAL HEALTHCARE PLANS (IHCP)

For pupils with long term or complex medical conditions, an Individual Healthcare Plan (IHCP) should be drawn up with input from parents, pupils and healthcare professionals where necessary. This will be stored in a pupil's notes and also on the Medical Centre section of staff shared areas plus ISAMS under Medical Centre.

If a pupil has a medical condition, in addition to the details in the IHCP, the procedures in the guidance "Supporting pupils at school with medical conditions" DfE 2014 must be followed.

The following information should be recorded in the IHCP:

- Medical condition, its triggers, signs, symptoms, and treatments
- The pupil's resulting needs include medication (dose, side effects and storage), other treatments, testing, access to food and drink, dietary requirements, environmental issues etc.
- Specific support for pupil's educational, social, and emotional needs
- Level of support needed to manage the condition (including in emergencies)
- Who will provide the support (including training)
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents for medication to be administered by staff or self-administered by the pupil
- Separate arrangements for school trips, outings, activities
- Confidentiality issues
- What to do in an emergency
- If parents have been consulted and consented to emergency use of specific medication.
- Actions to be taken if pupil refuses to take their medication
- A suggested template for the IHCP is provided in Appendix 2.

HOMELY REMEDIES AND NON - PRESCRIBED MEDICATION

Homely remedies are over the counter (OTC) medicines which are provided for pupils at the school, for the treatment of minor ailments.

Non-prescribed medicines are defined as over-the-counter medicines, which are either provided by parents or can be purchased by pupils themselves. Parents and pupils should be encouraged to inform the Houseparent /School Nurse of any medicines they bring into school, these will be recorded, and an assessment made as to an appropriate plan as to where they should be stored and where required a competency for self-administration completed. The Prep school will receive all medications from home, they are responsible for the recording, storage and to comply with the relevant instructions and plan on administration set by parents. The Medical centre should be advised via email.

The school homely remedy policy is integrated into the School Medical Policy and signed off by the school Doctors. It comprises a list of homely remedies that may be administered by House parents and an extended list, which may be administered by Nurses. (See Annex A, B, and C)

Parents will be provided with the list of homely remedies, and they will be requested to state if there are any medications, they do not want their child to receive on the Entrance Medical Form.

A child under 16 must never be given medicine containing aspirin unless prescribed by a doctor.

As with all medications, medication for pain relief should never be administered without first checking when the previous dose was taken.

All medication purchases for homely remedy use, will be made by the medical centre nurses.

House parents must be made aware of the limited list that they are able to administer and ensure they are aware of the contra-indications before administering a non-prescribed homely remedy to a pupil. They must not administer Homely Remedies from the Nurses extended list.

For non-prescribed medications (including herbal or homeopathic remedies) sent into school by parents, these must have a signed parental consent form including confirmation that the medication has been taken before without any ill-effects. They should be presented in the original packaging with clear information preferably in English on reason for use. Before any medication is taken on site the Medical Centre should be made aware and pupil competency for self-medication should be assessed, or Houseparent's be informed of medication and regime to be followed.

A record detailing, the receipt, administration and return of non-prescribed medicines including herbal and homeopathic remedies sent in by parents that are not listed under the school homely remedy list, must be kept in the Medical Centre, or if in agreement following an assessment by the boarding house staff, a record of any non-prescribed medications that they administer must be recorded and the Medical Centre advised.

Records must be kept of all homely remedies and non-prescribed medication given to a pupil including the name, form and strength of the medicine, dose, date and time given and where appropriate the reason for administration. The record must be signed by the person administering, an email sent to the Medical Centre to advise plus a balance of medications will be recorded.

Homely remedies and non-prescribed medicines must be stored in the same way as prescribed medications.

Training will be offered to house staff as required by the school nurses, to ensure administration of medications are given safely. All house staff must read the administration of over the counter medication protocol as an agreement and sign that they are happy to administer safely (appendix 1).

The nurses will also administer non-prescribed medications under the over the counter medication protocol.

Prescribed Medications

Medication prescribed by a doctor should be administered according to the instruction on the individual medication and **only given to the pupil to whom it has been prescribed.**

The medication should be kept in their original container.

The original dispensing label must not be altered.

The protocol should be the same as for non-prescribed/homely remedies medications.

For boarders a form “pupils taking short term medication” should be completed by those staff administering medication to the pupil (appendix 2).

Parents of day pupils should give written instructions by completing the “parental request form re: administration of medication” (appendix 4). The medication must be in its prescription container when brought into school.

CONTROLLED DRUGS

Controlled Drugs (CDs) prescribed for pupils require secure handling and robust record keeping.

When Controlled Drugs (e.g. methylphenidate) are received from the pharmacy, they will be delivered to the Medical Centre where they must be checked in by the nurse, plus another member of staff to the Controlled drug record keeping book and cupboard.

If the CDs are brought in by a parent directly to the school the medication should be delivered straight to the Medical Centre and the same process as medications received from the pharmacy should be followed.

Administration of Controlled Drugs should be undertaken by a suitably trained member of staff and witnessed by a second appropriately trained member of staff. This task will usually be undertaken by the nurses at the Medical Centre. In the absence of a second member of staff, CDs may be administered by one person in order to ensure that medication is administered when needed. This member of staff should be vigilant and double-check each aspect of the medicine administration.

Controlled drug medicines will only be accepted that have been provided in their original container as dispensed by a pharmacist and include the prescriber’s instructions for administration, Plus with a clear Batch number and Expiry date..

The medical centre will never accept medicines that have been taken out of their original containers as originally dispensed or make changes to dosages on parental instruction.

Parents/guardians are strongly encouraged to discuss with prescribers of controlled drugs to consider providing two prescriptions, where appropriate and practicable, for a child’s medicine: one for home and one for use in school, avoiding the needs for repackaging or re-labelling of medicines by parents.

Staff at Dover College administering a controlled drug to a child will do so in accordance with the prescriber's instructions.

Dover College will keep controlled drugs in a locked non-portable container and only Dover College Medical Staff (Clare Hunt and Sarah May-Bradshaw), and staff who have had appropriate training should have access.

Any controlled drug kept within Dover College medical centre will be recorded. These records will be kept for audit and safety purposes.

Dover College will return all controlled drugs to parents when no longer required to arrange safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacy (details should be on the label).

Dover College Medical Staff (Clare Hunt and Sarah May-Bradshaw) when administering a controlled drug will ensure the child's name, the name of the medicine, prescribed dose, method of administration, any side effects, expiry date and written instructions provided by the prescriber on the label or container.

If the above named professionals are in any doubt/issues about administering a controlled drug they must check/discuss with either the parent or the prescriber before taking further action.

It will be the responsibility of medical staff at Dover College to check every half term that borders who receive controlled drugs have the required medication and paperwork for their travel home with involvement from the houseparent, parent/guardian as required.

Nurses will always be prepared to offer guidance to pupils, staff and parents in helping to ensure that any pupil taking controlled drugs feels fully supported.

Controlled medications for night or weekend administration will be checked out of the medical centre by the nurse on duty along with the Houseparent before being entered into the house safe on a weekly basis. Written prescription details will be provided and full documentation of administration will be recorded and copied to the medical centre.

Administration of Controlled Drugs must be recorded immediately, and transfer of medications recorded and witnessed in the Controlled Drugs register. The name of the pupil, time, date, medication (name, form, and strength) and dosage must be recorded each time. In addition, the balance of stock remaining must be counted and recorded. Any discrepancies must be reported and investigated immediately by the Medical Centre team, and in the event of needing to escalate the matter to the line manager of the Medical Centre staff.

Administration of Controlled Drugs should be protected surgery time to avoid drug errors with a one pupil only policy, to ensure confidentiality is maintained.

The member of staff who administers the Controlled Drug must make the entry and sign in the Controlled Drug register and the witness (if available) must countersign.

Any complex dosage calculations should be double checked by a second member of staff if possible.

Controlled Drugs for destruction should be returned to the parent for disposal via the pharmacy, or directly from Dover College Medical Centre to the pharmacy. The register must be signed by two people including the person removing the drugs to the pharmacy.

A pupil who has been prescribed a Controlled Drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence.

For storage of Controlled Drugs- see section on Storage.

Overseas Medication

Overseas boarders are asked not to bring their own medication into school, unless prescribed.

Where the pupil needs regular prescribed medication the Medical Centre should be informed prior to the pupil commencing Dover College via the medical form, so the nursing sister can ensure a Doctor's appointment is organised and a U.K. equivalent medication be prescribed so as dosage, administration, contraindications and side effects as per manufacturer's instructions cannot be misinterpreted.

Where the prescribed drug is not available in this country parents may be asked to give written consent to a prescription of a U.K. equivalent to be made available. Where this is not possible a supply of medication brought in by the child must include clear instruction in English for dosage, administration, contraindications, and any side effects. Plus, a signed letter from the prescribing doctor should be included, preferably in English with full information such as dosage, administration, contraindications, and side effects.

If the Medicine is an unlicensed medication in injectable form the school nurse will not be able to administer this under any circumstances. If the medication is licensed in the U.K. then special consideration may be given after liaison with the School Doctor.

ADMINISTRATION

Medication must be administered in accordance with the prescriber's instructions, as printed on the pharmacy label. Non-prescribed medicines will not have a pharmacy label so should be administered with the IHCP or as per patient information leaflet supplied with the medications and any specific instructions for administration should be adhered to.

Potential allergies must be checked before administration. It is the parent's responsibility to inform Dover College School of any known allergies. The School Nurse will be responsible for ensuring that this information is shared appropriately with staff in school via the "Allergy and Medical Conditions in-depth list" to be found on staff shared areas or via pupils profile found under Medical Centre on ISAMS.

The label on the container provided by the pharmacist must not be altered under any circumstances. If the label becomes detached from the container or is illegible, the medication must not be given and the School Nurse should be contacted for advice.

Medication must not be transferred from one container to another.

For house staff a diary or a prompt sheet should be used to ensure all pupils who require medication, receive it at the correct time.

Before commencing administration of medication, hands must be washed with liquid soap to prevent contamination.

The 6 Rights of Administration must be applied.

- Right pupil
- Right medicine
- Right dose
- Right time
- Right route
- Right to refuse

Medication that has been prescribed with directions to administer “as required” (PRN) must be given in accordance with the prescriber’s instructions.

Staff should record medication that has been administered to a child immediately after the medication has been given. It is also essential that the staff member witnesses that the child has taken the medication.

For medication with a limited expiry, containers of medication should be marked with date of opening e.g. eye drops, creams, liquids.

For application of creams and ointments, disposable gloves must be worn, or non-touch techniques be used.

Medication should not be given if:

- The pharmacy label is difficult to read
- A significant change in the pupil’s physical or emotional condition is observed
- The 6 Rights of Administration cannot be verified
- There are any doubts or concerns

In these situations, the medication should not be given until advice has been sought from the School Nurse.

Medication must never be crushed, broken or mixed with food and drink unless it is designed for the purpose, or it has been specifically authorised in writing by a healthcare professional such as the consultant or the pharmacist.

All liquids must be shaken prior to administration. Liquid dose measurements must be undertaken with accuracy. For doses of 5 or 10ml, the 5ml plastic measuring spoon should be used. For doses over 10ml, an appropriately graduated plastic measuring pot can be used. This must be held at eye level for accurate dose measurement. For doses of less than 5ml, an oral syringe must be provided for measurement of the dose.

If a pupil refuses to take medicine, they should not be forced to do so. The school Nurse should be informed who will in turn inform the pupil’s parents and GP so that alternative options can be considered.

PROCEDURE FOR ADMINISTRATION

When administering medication to a pupil:

- Check the identity of the pupil to whom the medication is to be administered.
- Check any documentation e.g. IHCP
- Check that the medication has not already been given and/or when the last dose was given.

- Check that all details on the medication label e.g. the name, form, strength and dose of the drug, how and when it is to be given, any additional instructions e.g. after food and the pupil's name agree with the medication details supplied.
- Check the expiry date of the medication. If there is any discrepancy, contact the School Nurse or the pharmacy immediately.
- Administer the medication. Witness the pupil takes the medication.
- Record the administration of medication immediately. This must include the name, strength of medicine and dose given, date, time and details of the person who administered.
- If the medication has not been administered, an explanation should be included to explain why e.g. if the pupil refuses.
- Record any additional relevant information and inform the School Nurse if appropriate e.g. refusal.

RECORD KEEPING

Records must be kept of all medicines administered to pupils.

The record should include what and how much was administered, when and by whom. Any side effects of the medication should be noted.

The record should be made immediately after the medication has been administered and the staff member has witnessed it has been taken.

A record should also be made for non-administration e.g. refusal.

For medications that are administered regularly but infrequently e.g. monthly or every 3 months, a system must be in place to record when these medications are due e.g. noting in the diary.

The school Nurse must be informed of any unusual events e.g. medication given out of the usual timeframe, refusal, side effects etc.

Any changes to medication made by the prescriber by phone can only be accepted if it is supported in writing or via email before the next or first dose is given. The records (and IHCP if appropriate) must be updated as soon as possible (usually within 24 hours).

An audit trail of medication needs to be maintained i.e. a record of all medication received, medication administered, and medication returned.

Staff who are "in charge" will provide a record of all medicines leaving and returning to the school with pupils for the purposes of day trips, residential visits, sporting activities etc. An in/out log should detail date, quantity, medication name, form and strength and pupil's details. Information must be provided by the Medical Centre to the appropriate school staff responsible for the pupil when the pupil is temporarily away from the school. This includes the medicines taken with the pupil, clear directions, time of the last and next dose and a contact for queries.

Medication administration records must be kept with the individual medical records and retained for the time specified by the regulatory body and thereafter destroyed securely. This is currently advised at 25 years of age or 10 years after leaving the school (7-10years after leaving).

The Controlled Drugs register must be used whenever Controlled Drugs are received into the school, administered, or returned to the parent/ pharmacy. The remaining balance in the register must always reflect the current stock held in the school.

SELF-ADMINISTRATION OF MEDICATIONS

A risk assessment should be undertaken to determine whether a pupil is able to self-medicate bearing in mind the safety of the individual pupil and others in the school.

Where appropriate, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

A lockable facility should be provided in the boarding pupil's room. Storage for an individual will be determined as appropriate by the Medical Centre nurses, this must be reviewed regularly, and reassessment undertaken based on individual circumstances and need. As part of the reassessment, it must be checked whether the pupil has been taking their medication as intended.

A record should be kept of all medicines received into the school and then distributed to pupils for them to self-medicate.

Boarders wishing to self-medicate and are seen as Gillick competent must complete the "Pupil assessment for competency of Boarders self-medicating" form. (Appendix 5). Likewise, day pupils should complete the "Pupil assessment for competency of day pupils self-medicating" form. (Appendix 6). The form will then be signed and dated by the nurse and Houseparent, a copy will be held by each and documented on the medical conditions/medicines list on google drive.

The pupil must be made aware that they must keep their medicines in a secure place, and not give their medication to anyone else, even if they have the same symptoms.

Dover College has a protocol for assessing the ability of the pupils to self-administer their medications. (See separate protocol).

DISPOSAL OF MEDICATIONS

Disposal of medication will be necessary when:

- Medication is out of date.
- A course of treatment is completed, discontinued, or no longer required.
- The pupil user has refused to accept the medication.
- The medicine has been "spoiled".

In these circumstances, it must be removed from the Medical Centre drug cupboard/drawer/fridge or boarding house cupboard and returned to the Medical Centre, where it will be placed in a locked cupboard for return to the parent or, appropriate disposal by the School Nurse via the pharmacy. This must be recorded.

If medicines are returned to the parent for safe disposal, a record should be made in the medication log, and pupil's notes. Details should include date, quantity, name, form and strength of medication, name of the pupil for whom it was prescribed plus the School Nurse's initials or signature. If the

parent fails to collect the medicine at the end of term, it may be taken to the pharmacy for disposal, and documented accordingly.

No medication may be destroyed in the school. Unwanted medication may not be placed in sharps boxes or down the sink or toilet. The only exception to this is for small doses of liquids which have been measured out for the pupil but which the pupil refuses. In this case, as the volume of liquid is small, it may be poured down the sink and a record of its destruction made on the medication record.

Syringes and needles must be disposed of by placing them in the “sharps” box.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

All pupils with significant medical conditions will have an IHCP detailing support and actions required for them to participate safely in school activities. This will require participation from the parents, pupil, and relevant healthcare professional.

If the staff member completing the general risk assessment for the activity has any concern, they should speak to the school Nurses.

Consideration must be given to the safe transport and storage of any medicine.

All staff involved must be fully trained to administer medicines and must be aware of the pupil's condition and treatment and familiar with their IHCP.

The Medical Centre nurse on duty will provide any medication that pupils are taking, and trip staff will be provided with the correct doses and instructions on how to give the medication. If there is any doubt, please contact the Medical Centre staff. Trip leaders must contact the Medical Centre staff in advance to advise of the pupils they are taking out so that the medication can be ready for collection.

All individual medications taken out on trips, both day trips and residential, should be signed out of the Medical Centre by the trip leader and nurse and the quantity remaining signed back in on arrival.

Stock levels should be updated by Medical Centre staff to correspond to the current level held in the cupboard after returns are received. If the quantity signed back in is not what was expected or there are any other discrepancies the School Nurse on duty should investigate, and report findings to management. This includes using the CD register for pupils on CDs.

Staff must record all medication administration whilst on a visit/ trip away from the school. The same procedures should be followed for medicines administration whilst away from the school as within the school. (See School trip administration of medicines protocol).

SPECIALIST TASKS

On occasions, staff may be requested to administer medication by a specialised technique. Examples include: administration of buccal medication, adrenalin auto-injector pens, nebulisers etc.

This will normally be undertaken by the School Nurse but occasionally a task may need to be delegated to a member of staff.

Administration of such medication requires specific training via an approved trainer. Training should be documented. An assessment of competence should also be carried out and documented for any staff member who has been trained in the procedure.

This treatment and responsibilities of all those involved in this care should be included in the Individual Health Care Plan.

Administration of a medication by a specialised technique may only proceed with the express recorded agreement of the pupil and parent.

Authorisation for a staff member to undertake this responsibility must first be obtained by the School Nurse.

EMERGENCY SUPPLY OF SALBUTAMOL

The School Nurses will be responsible for implementing the Department of Health "Guidance on the use of emergency salbutamol inhalers in schools". The "guidance" allows for the school to keep a spare salbutamol inhaler on the premises, these can be located in the red box outside the bursary, Medical Centre, Farthingloe Pavilion and Maxton Pavilion, to be used in a specific emergency.

To be able to receive the Emergency Salbutamol inhaler pupils must

- have been diagnosed with asthma, and prescribed a reliever inhaler

OR

- have been prescribed a reliever inhaler.

Written parental consent for use of the emergency Salbutamol Inhaler can be found on Staff shared areas.

The emergency inhaler can be used if the pupil's prescribed inhaler is not available.

Each pupil will have an Asthma care plan drawn up so staff know who to contact in an emergency and procedures to be followed in line with the "guidance".

A register will be kept of each child who is permitted to use the emergency inhaler, this can be found on staff shared areas or on the pupil profile under Medical Centre on ISAMS.

Supplies for the emergency asthma kits will be ordered by the School Nurse using the contents list of the kits in the "guidance" and following the recommendations for the supply order in the "guidance".

Emergency kits will be held in the school, one in each of the following locations; Red Box outside the Bursary, Farthingloe Pavilion, Maxton Pavilion & Medical Centre .

Staff should attend a first aid course every 3 years and be trained on how to recognise the symptoms of an asthma attack, and ideally, how to distinguish them from other conditions with similar symptoms and when to call an ambulance or initiate caring for a pupil experiencing an asthma attack.

All staff in the school must be aware of the asthma care plans, how to check them, how to access the inhaler and contact the Nurse in the Medical Centre for relevant support if required.

The staff at the Medical Centre will be responsible for the Ordering including obtaining consent from the Head of School, storage and care of the emergency kit, documentation of Batch numbers and expiry dates, monthly checks and disposal of empty or expired inhalers.

Ensuring all inhalers kept in school remain in date will also be the responsibility of the medical centre staff. They will also check the availability of spacers and update Asthma care plans regularly.

The emergency inhalers should not be locked away. Staff should always have access to the inhalers, being kept in a safe area.

A record will be made each time the inhaler is administered.

The pupil's GP, School Nurse and pupil's parents should be informed whenever a pupil has an asthma attack that requires emergency salbutamol use.

The School Nurse is responsible for disposing of expired or used inhalers and they should be returned to parents or the pharmacy as per the disposal of medications.

ADMINISTRATION OF EMERGENCY MEDICATIONS TO SAVE A LIFE

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without direction of a doctor, or without there being a patient group directive (PGD), FOR THE PURPOSE OF SAVING A LIFE. In an extreme emergency a medication e.g. adrenaline would be given. (Article 7 of the prescription Only Medicines (Human Use) Order 1997).

Emergency Auto injector kits of 150mcgs and 300mcgs doses will be held in school in the following locations: Red Box outside the Bursary, Farthingloe Pavilion, Maxton Pavilion. These areas are accessible to all and should never be locked away.

Parental consent is obtained for the use of auto injectors for those known with an anaphylactic history, along with an action plan. All pupils from September 2026 will be asked on their medical forms for parents/Guardians to sign the consent for administration of emergency medication in case of an incident that requires the administration for the saving of life.

Staff must be trained yearly for the administration of Auto injectors.

The School Nurse is responsible for the ordering including obtaining consent from the Head of School, storage and care of emergency kits, documentation of batch numbers/expiry dates, monthly checks and disposal of auto injector if expired or used Via Paydens chemist.

MEDICATION ERRORS AND SAFEGUARDING

Dover College School recognises that despite the high standards of good practice and care, mistakes may occasionally happen for various reasons. If a mistake occurs in the boarding house, this must IMMEDIATELY be reported to the School Nurse when the Medical Centre is open (07:45-17:00 Monday-Friday & 09:00-13:00 Saturdays) or ring 111 so as to prevent any harm to the pupil. There must be no concealment or delay in reporting the incident. In the event 111 is contacted, the Medical Centre should be updated as soon as is practicable.

Any advice given by the healthcare professionals must be actioned immediately. The pupil must be observed and monitored for any obvious side effects and emergency action taken if required. The pupil's family must be informed and updated accordingly. Finally, a medication error form (appendix

3), must be completed including details of whether the pupil came to any harm as a result of the error and what action was taken.

If the mistake occurs within the Medical Centre, action should be followed as above, but also **MUST** be reported to the current line manager.

A medication error may consist of any one of the following. The list is not exhaustive.

- Administering medication to the wrong pupil
- Administering the wrong dose of medication
- Failing to administer the medication
- Administering medication at the wrong time
- Failing to record the medication administered
- Administering the medication via the wrong route
- Incorrect stock balance of Controlled Drugs

All medication errors, incidents and “near misses” must be fully and carefully investigated and documented by the Medical Centre to determine the root cause and action taken as appropriate.

Safeguarding issues in relation to managing medicines could include:

- Deliberate withholding of a medicine without a valid reason
- Incorrect use of a medicine for reasons other than the benefit of a pupil
- Deliberate attempt to harm through use of a medicine
- Accidental harm caused by incorrect administration or a medication error

Reporting of suspected or confirmed medicines related safeguarding incidents should be made through the usual safeguarding channels.

MEDICATION AWARENESS AND TRAINING

All staff who administer medication must be aware of the medications they are administering and the consequences of administration and non-administration. Full consideration must be given to whether the best outcomes are being achieved for pupils.

Advice on medication issues, policies and procedures should be sought from the Medical Centre who will liaise with the G.P. or pharmacist as necessary.

Medication reviews will be performed by the GP or other healthcare professional and all staff involved in the pupil’s care will be made aware by the Medical Centre of any potential changes to a pupil’s medication regime.

Staff are responsible for monitoring the effects of the medicines they administer and taking action if the pupil’s condition changes.

Staff administering any medication must be expected to complete an online course provided by the school prior to undertaking this role.

PROCEDURE FOR EMERGENCY CONTACTS

Emergency contact details for medication issues are as follows:

1. Medical Centre 01304 798030 or ext 230
2. NHS 111
3. White Cliffs Pharmacy 01304 240500.
4. Paydens Pharmacy 01304 206460
5. National Poisons Unit 0344 892 0111

APPENDICES

Appendix 1

Administration of over the counter medicines by house parents/ authorised staff protocol

The medications kept in locked cupboards in the boarding houses are as follows:

Medication	Reason for administration
Paracetamol 500mg	Headaches, period pains, pyrexia, toothache, migraine, muscular aches and pains, neuralgia, colds, sore throats, and flu
Ibuprofen 200mg	NOT TO BE ISSUED TO ASTHMATICS. (UNLESS PRESCRIBED) NOT TO BE GIVEN TO CHILDREN UNDER 12 Headaches, muscular pain and backache, dental pain, period pain, neuralgia
Strepsils	Sore throats
Piriton	Antihistamine for hay fever and allergic symptoms
Easy Breather tissues	Colds and nasal congestion

Administration of Medicines by House parents/ authorised staff protocol

When administering medicine to a pupil please use the following procedure:

- The reason for giving the medicine should be established.
- Always ensure the child has no allergies to any particular medicine.
- The contraindications of giving the medicine should be either known or checked.
- If the pupil has already taken medicine that day and requires another dose of the same medicine. The person administering the medication must check that it is given safely by ensuring it falls within the manufacturers recommended guidelines. These guidelines are supplied with the medicine on the patient information leaflet.
- Always check the medicine is on date and only administer the amount of medicine as recommended for a child of that age (See patient information leaflet).
- The person issuing the medication should witness the pupil taking it.
- The student's name, the reason for giving the medication, the amount of medication issued, the dosage, the date and time should be noted immediately in the relevant medical record book, and the Medical Centre emailed to inform of any medication given with time, date and reason for administration.

N.B. It is the responsibility of each house to inform the medical centre if over the counter medicines are depleted and stock needs replenishing.

Member of staff to administer medication:

Name.....

Sign.....

Date

Completed by :-Mrs S. L. May-Bradshaw
Reviewed by Sister C.E.Hunt 8th November 2025
Next review:-8th November 2026

Appendix 2

PUPILS TAKING SHORT TERM PRESCRIBED MEDICATION

Name of Pupil: Date of Birth:

House:

Name of Medication:.....

Date medication started:..... Date medication to be completed:.....

Dose to be
taken:.....
.....

Times to be
taken:.....
.....

Amount of medication
dispensed:.....
.....

[illegible]

****Once this form is completed please return to the Medical Centre for filing in the pupil's notes.****

Appendix 3

Dover College Medication Error Report Form.

- All areas of this form must be completed and returned to the Medical Centre.
- The Child's parents/guardian must be notified immediately of any medication errors
- If one or more child is involved in the error, an error report form must be completed for each child.

Child's Name:		Child's Date of Birth:
Date of Medication Error:		
What type of medication error occurred: <ul style="list-style-type: none"> • Incorrect child • Incorrect medication • Incorrect time • Incorrect dose • Incorrect route • Given an out of date medication • Forgot to give medication • Other..... 		
.....		
Name of medication:	Amount/dosage prescribed:	Route of administration:
Frequency to be administered or signs and symptoms that necessitate the need for medication to be administered:		

--

Describe the incident (include all individuals involved in the error):

Action Taken:

Medical Centre Notified:	Date Notified:	Person Notified:
Parent/Guardian Notified:	Date Notified:	Person Notified:
Other Healthcare professional notified (give details):	Date Notified:	Person Notified:
Other Person(s) Notified: 1. 2. 3. 4. 5.	Date Notified:	Person(s) Notified:

Describe Corrective Action Taken (including any investigation completed and by whom).

--

Appendix 4

PARENTAL REQUEST FORM RE: ADMINISTRATION OF MEDICATION

DETAILS OF PUPIL (Capitals please)						
Name		M/F	Date of Birth	/ /	Class/Form	
Medical Condition or Illness:						
Doctors Details:						

MEDICATION AND ADMINISTRATION	
Name of medication (give full details on the container label issued by the pharmacist)	
Type of Medication (e.g. tablets, mixture, inhaler, epipen, other (please specify))	
Date Dispensed:	Dosage and method:
Times to be taken in school:	Is precise timing critical? Yes/ No

How long will your child need to take this medication:		
For medication that need not be administered at pre-set times please indicate when it should be given: (eg before exercise, onset of asthma, onset of migraine)		
The medication needs to be administered by the medical centre	Yes	No
My child is capable of administering the medication themselves under the supervision of the staff at the medical centre	Yes	No
I would like my child to keep their medication on them as I believe them competent to self medicate. (See attached sheet re: self medication)	Yes	No
Precautions/ side effects:		

Please if you are in any doubt about how the medicine is to be given you must seek advice from your child's doctor before completing this form.

The information I have provided is accurate: Sign:.....

Relationship to child: Date:

Appendix 5

Pupil Assessment for Competency of Boarders Self Medicating

Name of Pupil:

.....

Medication and

frequency:.....

.....

What is this Medicine? Educated by: *Medical professional/Parent /
 Houseparent/ Teacher/Other (Please
 State).....

To be completed by boarder

Under what circumstances should you take your medicine and how much should you
 take?.....

.....
.....
What time of day should you take your
medicine?.....

.....
.....
Are there any obvious side effects that you are aware of?
.....
.....

How should you store your medicine on school premises/ in the boarding
house?.....
.....

What would you do if you believe that you have taken too much
medicine?.....
.....
.....

Do you understand that you should never share your medicine with other people no
matter what the circumstances are? YES/ NO

What would you do if someone else took your medicine accidentally?
.....
.....
.....

Pupils signature..... Date.....

To be completed by the house parent/ parent/ guardian

Having read the above I/we the *house parent/ parent/ guardian of..... are in
agreement that they fully understand what their medicine is and give consent that they are
competent enough to self medicate on school premises.

YES/ NO Sign: Date:

To be completed by medical professional

Does the above named pupil have a basic acceptable level of understanding about their medication
to self-medicate safely? YES/ NO

Sign: Status: Date:

* Delete as appropriate

Appendix 6

Pupil Assessment for Competency of Day Pupils Self Medicating

Name of pupil:.....
Medication and frequency
Batch Number..... Expiry date.....

What is the medicine?: Educated by:Parent/ Nurse/ Teacher (delete as appropriate)
Other (Please State)

To be completed by the day pupil

Under what circumstances should you take your medicine and how much should you take?.....
.....
.....

What time of day should you take your medicine?
.....
.

Are there any obvious side effects that you are aware of?.....
.....

How should you store your medicine on school premises?.....
.....

What would you do if you believe you have taken too much medicine?
.....

Do you understand that you should never share your medicine with other people no matter what the circumstances are? YES/ NO

What would you do if someone else took the medicine accidentally?
.....

Pupils signature.....Date.....

To be completed by parent/guardian

Having read the above I/we the parents/guardian of are in agreement that they fully understand what their medicine is and therefore give consent that they are competent enough to self medicate on school premises:

YES / NO

Sign: Date:

To be completed by medical professional:

Does the above named pupil have a basic acceptable level of understanding about their medication to self medicate safely. YES / NO

To be signed by medical professional completing the form:

Sign:Status: Date:

Appendix 7

Administration of own medication policy

Dover College allows pupils to keep their own medicines in a locked area in the boarding house if they have been assessed as competent to do so. Asthmatics may carry their inhalers with them.

The criteria used to assess the pupils are:

- The age of the pupil
- Whether the medication is long term or a short term course
- The pupil's own choice
- Whether the pupil has proven himself or herself to be reliable in general and will remember to take the medication if it is to be taken regularly
- That the pupil understands why they are taking the medication and any side effects, and the risks of overdose
- That the pupil knows when and how much to take of the medication and which route to administer it.
- That the pupil can effectively store the medication in a locked area
- That the pupil understands that they should never give the medicine to anyone else even if they have similar symptoms
- If deemed a controlled drug e.g. Ritalin, methylphenidate HCL etc, unfortunately, this can only be administered by the Medical Centre and so self-administration will not be permitted for health and safety reasons.

Reviewed date: 8th November 2025

Next review date: 8th November 2026

ANNEX A–Policy for Administering Medicines by Dover College Medical Nurses

The Medical Centre Nurses are responsible for the safe storing, record keeping and administration of medication to pupils at Dover College. The following medications may be administered as per written instructions for ailments such as headaches, colds/fevers, period pains, allergies, infections or sporting injuries. Paracetamol, Ibuprofen, Feminax, CoCodamol tablets Lemsip, Piriton, Benadryl, Cetirazine, Loratidine tablets, Benylin linctus, Simple linctus, Sudafed, Imodium, Gaviscon, Strepsils, Dequacaine lozengers, Olbas oil, Vicks vapour rub, Kaolin and Morphine mixture, Dioralyte, Senakot, Lactulose, Calamine lotion, Corsodyl mouth wash, Oradene mouth wash, Deep heat cream/spray, Ibuleve gel, Bonjela, Savlon antiseptic cream/spray, Zovirax cream, Canesten cream, Earex ear drops, E45 cream, Wart freeze, Flamazine/Burnease, Optrex, Headlice treatment and prescribed medication from medical officer.

If any concerns/ problems occur or symptoms persist for more than 12-24 hours the Medical Centre Nurse is responsible for contacting a Medical officer.

Nursing Sister

.....Date.....

Nursing Sister

.....Date.....

Medical Officer

.....Date.....

ANNEX B – Policy for Administering Medicines by the Medical Centre Assistant

The Medical Centre Assistant may administer a recommended dose of the following medications, to pupils at Dover College who are suffering from minor ailments such as headaches, colds, fevers, period pains, allergic reactions and sporting injuries if there is written consent given by parents/guardians or if phoned for verbal consent.

Paracetamol tablets / Calpol, Simple Linctus, throat lozenges, Piriton, Lemsips, Ibuleve gel, Deep heat cream/ spray, Savalon cream/ spray, E45 cream, Olbas oil, Vicks vapour rub, Corsodyl mouthwash and Bonjela .

If any concerns or problems occur the Medical Centre Assistant is responsible for contacting the Medical Centre Nurse.

Nursing

Sister.....Date.....

Nursing

Sister.....Date.....

Nursing

Assistant.....Date.....

Medical

Officer.....Date.....

ANNEX C–Policy for Administering Medicines by House parents

All houses may keep a supply of the following medications within their house, Paracetamol, Ibuprofen, Throat lozenges, Piriton and Feminax. These will be provided by the school Medical centre and will be checked termly. Administration of medications may be given per written guidelines for pupils at Dover College suffering from minor ailments such as headaches, colds/fevers, period pains, allergies or sporting injuries. All medications must be stored in a locked unit within a locked room within the house.

If any concerns/ problems occur or symptoms persist for more than 12 hours the house parents are responsible for contacting the Medical centre Nurse.

Nursing Sister

.....Date.....
.....

Nursing Sister

.....Date.....
.....

Houseparent

.....Date...
.....

Boarding assistant

.....Date.....
.....

Boarding assistant

.....Date.....
.....

Medical Officer

.....Date.....
.....