



MEDICINE MANAGEMENT

Policy Statement

This policy is written in support of the schools aims and vision. At Bournemouth Collegiate School (BCS) we are committed to ensuring that every pupil is assessed on a case-by-case basis to ensure any medicines required are given appropriately, safely, and as prescribed.

This policy should be read in conjunction with the following documents:

- 1. First Aid Policy*
- 2. Self-administration of medication Procedure*

Whilst Bournemouth Collegiate School (BCS) has no legal obligation to administer medication, the School recognises that there may be occasions when it is vital that medicines are given during the School day to promote pupil health and school attendance. If possible, medicines should be prescribed for out of school hours. BCS however, will always endeavour to accommodate pupils' medical needs in close cooperation with parents/guardians.

It is not permitted for students to carry any medications within school. The only exceptions are:

- Inhalers for known asthmatic students*
- EpiPen's for those students known to have a severe anaphylaxis*
- Antihistamines for those students known to have severe allergies*
- Insulin for those students known to be diabetic*

All of these students should be known to the School Nurses.

Contents

Policy Statement	1
Non-Prescribed Medication	2
Prescribed Medicines.....	2
Emergency Medication	3
Controlled Drugs (CD):.....	3
Self-administration of medication:.....	4
Storage of medication.....	4
Disposal of medication.....	5

Refusing medication.....	5
Staff training:.....	5
Medicine Errors:	5

Non-Prescribed Medication

BCS Senior can facilitate students who need to take non-prescribed/over the counter (OTC) medicines. All parents/guardians are asked to complete a medical form (day or boarding) on behalf of their child on commencement of school and as requested by the medical team thereafter. This form provides consent for their child to receive a named list of non-prescribed/OTC medicines, together with the circumstances in which they may be issued, being administered if the needs arises within the school day.

All non-prescribed/OTC medicines will be recorded in on iSAMS. The records will indicate:

- Date and time medication administered
- Full name of pupil
- Reason for administering the medication
- Dose, method and form of medication
- Signature and name of person administering the medication.

BCS Prep do not administer any non-prescribed/OTC medicines unless under direct written instruction from the parent/guardian and the medication is bought in by the parent. The written instructions need to state the dosage and frequency of the medication and the medication must be in its original box, labeled with the child’s name. All medication is administered by the senior First Aider and observed by a second member of staff.

Prescribed Medicines

BCS Senior and Prep can facilitate students who need to take prescribed medicines; however, this needs to be deemed essential. Our preferred approach is to encourage parents wherever possible to administer medicines before and after school, and just before bedtimes. Parents are encouraged to refer to their GP on issues of dosage. We will only accept medicines that have been supplied by a registered doctor, dentist, nurse, or pharmacist prescriber. The medicines must be provided in the original container (as dispensed by the pharmacist) and include prescriber’s instructions for administration.

Parents need to complete a the ‘request for school to administer medication’ form requesting the school to administer prescribed medication to their child. This form must be signed by the school nurse (Senior site) or the Headteacher (Prep site) agreeing to administration the medication.

BCS will NOT accept medicines that have been removed from their original container nor make changes to dosage on parental instruction.

All prescribed medicines will be recorded in on iSAMS. The records will indicate:

- Date and time medication administered
- Full name of pupil
- Reason for administering the medication
- Dose, method and form of medication
- Signature and name of person administering the medication.

In addition, the lower section of the 'request for school to administer medication' form will be completed. A copy of this will be returned to parents and the original will be retained with the pupil's medical notes.

Emergency Medication

Emergency medication or life dependant medication (such as inhalers, adrenaline auto-injectors or insulin) will be kept safe but accessible to pupils who require them.

Pupils at the senior site are always encouraged to keep these medications on them. These pupils should be made aware of the importance of recognising the implications of misplacing them. Where it is not possible to have them on their person, for instance during sports, the medication should be given to the teacher to hold for the duration until the pupil is able to hold them again. The medication should not be left back in the classroom or in an office, but in the teacher's possession as these medications may be required at any time and must be available.

Pupils emergency medicine at the Prep site is kept in an unlocked, cupboard in reception.

Spare EpiPen's are kept in the Staff Room at the Senior site and at Reception at the Prep site.

It is the responsibility of Parents/Guardians to ensure that the School is provided with an adequate supply of medication and to replace out of date items, promptly, as requested.

Controlled Drugs (CD):

Controlled Drugs (CD's) differ from prescribed drugs and drugs bought over the counter. CD's are any drug or therapeutic agent that often contains substances that have the potential to cause addiction or have the potential for abuse.

We will only accept CD's into both the senior and prep site that have been prescribed and supplied by a registered doctor. The medicines must be provided in the original container (as dispensed by the pharmacist). BCS will require a letter or document indicating the need for the CD and the instructions for administration, signed by the registered doctor. Parents need to complete a form requesting the school to administer CD medication to their child. This form must be signed by the school nurse (for both sites) agreeing to administration the medication.

CD's will be kept in a secure and lockable cabinet, within a locked cupboard. Only the School Nurses will have authority to access and dispense CD's.

If a child requires a CD during school hours, a record will be made on iSAMs and in the Controlled Drug Recording Book.

A record of receipt for any CD must be entered into the Controlled Drug book, witnessed by both School Nurses. The stock balance will need to be checked weekly and a record made of it in the Controlled drug book.

Self-administration of medication:

It is not permitted for students to self-administer medication within BCS.

The only exceptions (at the senior site) are:

- Inhalers for known asthmatic students
- EpiPen's for those students known to have a severe anaphylaxis
- Antihistamines for those students known to have severe allergies
- Insulin for those students known to be diabetic
- Boarders who have been deemed competent to self-administer by the School Nurse and signed the declaration form.

All of these students should be known to the School Nurses.

There are no exceptions at the prep site.

Please refer to 'Self-administration of medication' procedure

Storage of medication

- The school will store non prescribed/OTC medication in a locked cupboard
- Pupils own medication must be given to the school nurse or senior first aider
- Emergency Asthma inhalers and Epipens will be readily available if needed
- Controlled drugs will be stored in a locked cabinet within a locked cupboard

- Some medication may need to be refrigerated. These will go into designated medication fridge

A temperature check of the medicine fridges is performed and recorded daily during term time. The fridges should remain between 2-8 degrees centigrade. If the temperature deviates out of this range with no obvious cause (door being open for a prolonged period, probe not situated properly) the Maintenance Department will be notified to assess the function of the fridge.

Disposal of medication

Parents/guardians should collect all medication held at school at the end of each term and responsibly disposal of any expired medication (return to a pharmacy).

Any supply of school medication, which has expired, will be dispensed via the pharmacy by the School Nurses.

Special arrangements should apply to the disposal of CDs. The CDs should be returned to the pharmacist or dispensing Doctor who supplied them at the earliest opportunity, for safe disposal. When CDs are returned for disposal, a record of the return should be made in the CD record book. Where possible, we will endeavor to obtain receipt from the pharmacist or dispensing Doctor

Refusing medication

If a child refuses to take any medication the school may not force them to do so. The school must inform the parents/guardians as soon as possible if this occurs.

Staff training:

All First Aid trained staff receive training in the management of emergency medicines every 3 years.

Boarding House staff complete an accredited online training course every 2 years.

Medicine Errors:

Whilst BCS Nurses, First Aiders and Boarding Staff will always endeavour to ensure there is a minimal chance of a mistake occurring, errors can occur in the prescribing and/or administration of medicines.

All medicine related errors will be reported to the School Nurse and the designated School GP. All errors will be recorded, and the cause investigated to prevent similar errors happening in the future. The Nurses will discuss any such incidents with their Line Manager.

This document is reviewed annually by the BCS Nurses or as events or legislation change requires.

The next scheduled date for review is: 12.2021