

<b>Latest version issued</b>	March 2025
<b>Review cycle</b>	2 years
<b>Date to be Reviewed</b>	March 2027
<b>Updated by</b>	School Nurse

## **SECTION 3.18 – MEDICATION AND TREATMENT POLICY**

### **Introduction**

This sub-section aims to provide direction on the management of medication and delivery of medical treatment at Frensham Heights. This policy covers the whole School including the EYFS.

### **Health Centre**

The School has a Health Centre which delivers 24 hour nursing care: Sunday from 5.30pm to Friday 5.30pm. First Aid provision is covered by boarding house staff from 5.30pm Friday to 5.30pm Sunday. The Health Centre is staffed by 1x Senior School Nurse, 2x School Nurses and 2x school counsellors.

The Health Centre is open Monday – Friday 8.00am - 5.30 pm during term time. Outside these times, Sunday to Friday, an on-call nurse can be contacted via the Health Centre phone that will divert to the mobile of the nurse who is on call.

### **Boarders**

Through the registered nurses in the on-site school health centre, school counsellors on site and the boarding staff, the physical and mental health, and emotional wellbeing of boarders is promoted. All boarders are registered with the school GP practice - Holly Tree Surgery, Rowledge unless a Parent/Guardian opts out of this provision by emailing the school nurses at [healthcentre@frensham.org](mailto:healthcentre@frensham.org)

If you wish for your child not to be registered with the school GP practice and your child is unwell at school requiring a doctor, you need to collect your child from school and take them to your family GP. All boarders have access to the school doctor who hold two GP clinics a week on teams in the health centre and a boarder can be seen at any other time at the school GP surgery as and when required. The school nurses also provide advice and care for boarders with chronic conditions as and when required with the support of the school GP. See appendix 2 for over the counter (OTC) medication guidance for boarding houses.

### **Medication Principles**

It is important that the School has a clear policy which is understood by staff, parents and students, thereby ensuring children with medical needs receive appropriate care and support at School. The key principles are:

- The administration of medicines is a parental/guardian's responsibility, although older children have the right to be responsible for their own welfare. If medicines need to be taken during the school day the parent/ guardian must make arrangements for it to be given themselves or by a representative (in this case the School).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer. This is applicable to all students under 16 years of age. Parents/Guardians can add their consent for administration of medicines to their child's Schoolbase portal. For students aged 16 years and over, they can consent for themselves as to whether they would like to be given medication or not.
- School staff are not required to administer medication and have the right to refuse to be involved. Staff who administer medicines must understand the basic principles and be aware of the legal liabilities involved. Each member of school staff who administer medications will have undergone medicine management e-learning through the school's online training provider SSS, supervised as needed by the school nurses. Staff must have confidence in dealing with any emergency situations as they arise, always working within their limitations and level of training. Regular training relating to medications and medical conditions is essential. Regular HSE first aid training is delivered to staff and all staff receive annual first aid training by the school nurses.
- The circumstances in which children may take prescription only medicine (POM) and non-prescription medicines must be clear. Where appropriate, prior written agreement from parents or guardians for the administration of medicine to a child is required. Parent/Guardian form to be completed if medication is to be administered in school or on a school trip for all students under 16 years old [Consent to administer medication form.docx \(sharepoint.com\)](#)
- Medication administration must be thorough with appropriate record keeping and storage of medicines.
- Parents must provide the School with full, on-going information about their child's medical needs and update the school nurses as needed if there are any changes [healthcentre@frensham.org](mailto:healthcentre@frensham.org)
- Please also ensure you add the required medical information direct to your child's Schoolbase school portal. Staff noticing a deterioration in a student's health should call the emergency services via 999 if appropriate and inform the School Nurse, Head of School, Head of House or Deputy Head.

- Overseas medicines must have an English translation, the student's name on it and a doctor's prescription letter. Parents and students are to inform the School Nurse of any medication being sent to school and, following discussion, the School Medical Officer will decide if the medication is appropriate to continue whilst your child is in the UK. Medication which is not licensed under UK prescribing laws will not be administered and the school nurses will hold this medication until this can be taken home. Medication which is non-identifiable may be deemed illicit and a sanction offence under the school drug policy.

### **EYFS Medication**

- All EYFS staff who administer medication to students are trained in medicine administration management. If a member of EYFS staff is administering medication to a student, the same medication principles apply as with all medicine administration in the school, and information must be obtained as to why the child is to be given the medication and this information must be kept up to date.
- In the EYFS setting prescription medicines must not be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer. Staff administering the medication to the child must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. A form is to be completed by the parent/carers when medication has been requested to be given by EYFS staff  
[Consent to administer medication form.docx \(sharepoint.com\)](#)
- Parents should provide the School with full, on-going information about their child's medical needs and update the school nurses as needed if there are any changes [healthcentre@frensham.org](mailto:healthcentre@frensham.org) Please also ensure you have added the required medical information direct to your child's Schoolbase school portal. Staff should ensure they check Schoolbase prior to administering the medication to ensure no other medication has been given that day by the school nurses and ensure no medication has been given at home by calling home to check.
- Training must be provided for staff where the administration of medicine requires medical or technical knowledge. The school nurses will carry out this training to staff if they are able. However, more specific training may also be given to staff including the school nurses, by the child's specialist medical team.

- EYFS staff should be aware that they are not permitted to bring their own medications into the EYFS setting; it should be kept in the Junior School office (or locked drawer).

### **Complementary medication**

The Health Centre nursing team/boarding staff are not trained in administering complementary medications, so are unable to administer such medications in school to students. However, a student can self-administer these types of medications at school if deemed competent enough to, by the health centre nursing team.

[Student Self Administration of Medication Form.docx \(sharepoint.com\) Self-Administration of Homeopathic Medication Form.docx](#)

Complementary medication must be brought into school in its original packaging and information with the medication from your complementary practitioner clearly stating what the medication is used for.

It is the responsibility of the parent/complementary therapy practitioner to ensure there are no contra indications of using the complementary medications if also taking prescribed medication. The school GP if a boarder, family GP for day students must be made aware.

### **Safety**

Some medicines may be harmful to individuals for whom they are not prescribed. By agreeing to administer medicines on the premises the School has a duty to ensure that the risks to others are properly controlled.

Following the administration of medicine by injection e.g. vaccination, insulin or prescribed medicine, needles are to be disposed of safely in a yellow “sharps bin” clearly labeled with ‘Danger’ in accordance HSE (Health and Safety Executive) and in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Sharps bins are in the Health Centre. For any administration of medication by injection, such as an insulin pen, a sharps bin must be available.

### **Storage**

The School should not store large volumes of medicines; storage is to be limited to minimum requirements. The following rules are to be followed:

- All School medicines are to be locked in secure cupboards in an area not normally accessible to students except for Inhalers and Auto adrenaline injector pens, which need to be readily available so that all staff know where to locate them quickly: Locked cabinets are to be found:
  - Health Centre – including drugs fridge.

- All boarding houses – Roberts House, Main House and Hamilton House.
- Junior School Office.
  
- The Health Centre is to maintain a record of medicines stored in the school. Medicines brought in by students need to be clearly labeled with the name of the medicine, the student for whom it is prescribed, the date prescribed and instructions for administration and stored in the Health Centre, unless the student is self-administering their medication, and the medication must then be stored safely following school's procedures in a locked cabinet in their boarding room. This is assessed for each individual student by the School Nurses.
  
- Medicines are to be stored in the original container in which it was dispensed, clearly marked with the name of the drug and student when it is a prescribed medicine. Where students with specific needs bring medicine into school, such as to complete a course of treatment thereby minimizing the absence from school, the drug needs to be clearly labeled with the name of the student, the name of the drug, the dosage and frequency of administration in its original packaging please. Where a student needs more than one prescribed medicine, they should both be stored in their own separate original packaging, Medicines should never be transferred from the original containers. Students should know where their own medication is stored and who holds access to this if the medicine is locked away.
  
- Students are allowed to carry their own asthma inhalers and use them as required. They should have had instructions on correct usage, their technique being regularly checked by their Asthma Nurse during their annual asthma check-up. The school nurse can support with this as needed.
  
- Students with diagnosed anaphylaxis should carry 2x prescribed, in-date, auto adrenaline injector (AAI) pens around school with them at all times.
  
- Some medicines need to be refrigerated. These types of medicines are to be kept in a drugs refrigerator in the school Health Centre or boarding house for boarders. Access is restricted to the School Nurses and relevant house staff.
  
- All medications, including over-the-counter medication, should be given to the Health Centre or Head of House. Any found in a student's possession will usually be confiscated unless already discussed with the School Nurses. Duty staff in the boarding houses and in the Health Centre can issue a range of OTC medications as necessary.

**Parental Responsibility**

Parents/guardians are responsible for supplying information about the medicines their child needs to take at School. They are responsible for informing the school in writing of any changes to the prescription. Verbal messages will not be accepted as a change to the prescription. The parent/guardian or the student's own doctor should provide written details to include

- The name of the medication
- The dose
- The method of administration
- The time and frequency of administration
- The length of treatment/stop date if appropriate
- Other treatments required
- Any possible side effects

Parents/guardians are also responsible for ensuring that drugs stored for occasional use are not out of date. Therefore, it is recommended that parents note when sending medication to School when a replacement prescription will be required. The School Nurses will take charge of this with the student if they are a boarder and request repeat prescriptions from the School Dr as required.

**Access**

Students must have access to their medicine when required, however it is important that medicine is only available to those for whom it has been prescribed. Students carrying their own medicines must be advised of school policy and not allow other students access to their own medication.

**Hygiene/Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

**Regular Medication**

If a day student requires regular medication the parents/guardians should provide the School with authorisation and a written instruction about how and when to administer the medication. A member of staff, usually the School Nurse, will supervise the student taking the medication and notify the parents/guardians if for whatever reason any non-administration of medicine has occurred. Students who refuse medicine must never be forced into taking the medicine.

**Circumstances in which Medicines may be administered**

Simple non-prescription medication may be administered by the School Nurses or other staff assessed as competent to do so in her absence, to those students under the age of 16 years, once parents have completed and returned the administration of medicine consent unless deemed 'Fraser' competent by the school nurse or doctor. Those students

aged 16 or over can consent to the administration of medicines themselves without parental consent. However, if the School Nurse has any concerns regarding the administration of any medicines to these students, then medication will be withheld until the parents/guardians can be contacted.

- Paracetamol (including Calpol) may be administered for headaches, pyrexia (temperatures) abdominal pains, toothache, and other conditions when deemed appropriate. It may also be administered to those students who are unable to tolerate Non-Steroidal Anti-inflammatories (NSAIDs) such as Ibuprofen, for example asthmatic students.
- Ibuprofen may be administered for dysmenorrhoea (painful menstruation), migraine, injuries, such as sporting injuries, and other injuries not requiring hospital treatment. Those injuries requiring hospital treatment will receive no medication until fully assessed by School Nurse, GP or staff at the local Accident and Emergency Department. Ibuprofen must not be given to students with diagnosed asthma without prior consultation with the school nurse/parents.
- Analgesia may be given in cases involving minor head injury following assessment by School Nurse.
- Anti-histamines such as cetirizine may be administered for mild allergic reactions or hay fever
- An emergency salbutamol inhaler is in each emergency asthma box which are located in the Health Centre, each boarding house, PE, Dance and Junior School office. Staff receive annual training on the use of asthma inhalers and spacers and the school nurses can provide further competency based training if necessary. An up to date asthma register of students is in each emergency box. The emergency salbutamol inhaler is only to be administered to those students listed on the school's asthma register unless a health professional/emergency services have given prior authorisation at the time.
- Generic emergency auto adrenaline injector (AAI) pens are stored in the Health Centre, servery and each boarding house in emergency anaphylaxis boxes. This can be given to any student who is at risk of anaphylaxis and prior written permission from parents has been obtained for medication to be administered. School staff can provide emergency treatment to a student without parental consent to save the life of, or prevent serious deterioration in the health of, a child or young person
- Each boarding house has a list of non-prescription medicines they may administer if they feel competent in doing so. See Appendix 2.

- Other medications may be administered by nurses under the GP directive for administration of medicines within the health centre.
- Prescription Only Medicines (POMs) will be administered by the School Nurse or other staff assessed as competent.

### **Administering Medication**

Prior to any member of staff giving medicine to a student, they are to check:

- The student's name
- The student's date of birth
- The written instructions provided by parents/guardians or doctor/GP
- The identification of the drug to be given is correct, by generic or brand name
- The strength of the medication
- The prescribed dose
- The last time the student received the medication
- The frequency of the medication
- The route of administration
- Any allergies or existing medical conditions that may contraindicate the medication
- The expiry date of the drug
- The circumstances in which the drug is to be administered
- Their own ability/training needs to administer the drug
- The possible side effects of the drug and what to do if they occur

### **Record Keeping**

Records offer protection to staff and students while providing proof that agreed procedures have been followed:

- All medicines administered by School Nurses, day staff and boarding house staff are recorded as a treatment on Schoolbase.
- Parents/guardians are also contacted prior to any administration of medicine to their child in year 6 or below unless in an emergency.
- Medicines administered on school trips are to be recorded on the medicines log sheet and given to the Health Centre staff on return which are then entered on school base treatments. Or staff to enter information directly onto Schoolbase at the time of when the medication was administered.

Record any adverse reactions in the student's medical notes and notify parents/guardians and GP where necessary.

### Over the Counter (OTC) Medications

OTC medications are given as and when deemed necessary by the school nurses and boarding staff. All boarding staff, as stated earlier in this policy are trained in the administration of medicines. Please see the link below for an up-to-date list of OTC medications in school. Regarding storage of OTC medication, please see the storage section in this policy.

[OTC medication list .docx](#)

### Potential Issues

Guidance of potential issues is as follows:

- Those students with long-term medical needs who carry their own medication and self-medicate should be encouraged to take ownership of their medication and safely administer the medication. No students will be allowed to share medication and should be encouraged to act responsibly to safeguard their own health and that of their peers. These students include those with asthma carrying inhalers and those known to have anaphylactic reactions requiring prompt administration of an auto-adrenaline injector pen. Those with other medication may include those students with diabetes and epilepsy. The School Nurse will provide support and advice for these students.
- Students aged 16 years and over may keep prescribed medication if deemed Gillick competent by the school nurse in their boarding room in Roberts House. This medication is to be kept in a locked cupboard (evidence to be seen by house staff/school nurse) and only 7 days' worth of medication to be dispensed by the Health Centre at one time. A self-administration of medication assessment form must also be completed by the school nurse to ensure the student is competent enough to hold their own medication  
[Student Self Administration of Medication Form.docx \(sharepoint.com\)](#)
- Those students known to have anaphylactic reactions or a medical diagnosis such as asthma, should have Individual Care Plans drawn up by the School Nurse in accordance with local Primary Care Trust or medical team advice on the treatment of their condition.
- Medicines can have side effects in some people. If a student experiences side effects to medication staff should not give any further doses until instructed to do so by the doctor. A medical incident form should be completed. **If a serious reaction occurs, then medical attention should be sought immediately.**
- **If medicines are given in error, then immediate medical advice must be sought from the School Nurse, NHS 111 or the emergency services.**

- Should the need arise for the administration of an AAI the teacher should stay in the classroom with the student and either telephone the School Nurse directly or send someone to the School Reception to obtain help or administer the AAI themselves. Call 999/112 for emergency assistance by ambulance. A member of reception staff should contact the School Nurse then take the AAI to the location of the affected student and not hand over the medication to the student sent for help.
- Should an AAI be administered prompt transfer to hospital should be arranged for further observation, this should not be by private car but by calling 999/112 and requesting the ambulance service, as the support of paramedics is paramount.
- Where the School accepts a request for the emergency administration of buccal midazolam for students having an epileptic seizure, the drug should only be administered by named staff, usually the School Nurse and other staff who have received formal training on how to administer the drug. The student's care plan must also be followed carefully.

### **Privacy**

All students are entitled to privacy for the administration of medicines, especially for those students requiring invasive techniques for the administration, such as those requiring injections. This will maintain the dignity of the students concerned but also lessens the distress of fellow students, especially if the administration is in an emergency. Privacy will also allow the student the opportunity to discuss any confidential matters with the staff involved.

### **School Trips**

All staff must take a first aid kit with them off school site – see appendix 1 for first aid kit contents list. Students with special medication requirements are encouraged to participate in school trips, if the risk assessment can identify the appropriate additional safety measures:

- Consideration should be given to transporting medications safely. Students, except for those students who self-medicate and carry their own medication within the school environment, should not be asked to carry medications, staff should take sole responsibility.
- Those students who may require emergency administration of medication should be easily identifiable to the staff in charge of the excursion. The medication for that student should be taken by the member of staff in charge or the student may also carry her own medication, providing the staff have checked it, and the staff agree that the student can do so safely. Any controlled drug must always be carried by the TIC of the trip.
- Any drug administered should be as set out above.

- All staff on school trips who will be administering medication to students must ensure they have completed the administration of medication course on SSS training.
- The staff administering should make a written record of administration in the school trip medication log which can be found in the first aid kit or on Schoolbase and the School Nurse is to be informed so they can update the students' medical records as necessary.
- If staff are concerned about whether they can provide for a student's safety, or the safety of other students and staff on the trip, they can discuss their concerns with the School Nurse and the school nurse can discuss this further with or the child's General Practitioner with parental/guardian consent.
- All students who have diagnosed asthma or anaphylaxis must carry their inhaler/AAI pens x2 on their person on all school trips/any activity off school site.

Guidance on the school trip first aid kit contents can be seen in Appendix 1.

### **Sporting Activities**

Most students with medical conditions can participate in Physical Education or extra-curricular sport. For many, physical exercise can benefit their overall social, mental and physical health and well-being. However, the following should be considered:

- Some students may need to take precautionary measures before and during exercise, such as those asthmatic students who may need to self-administer their inhalers.
- Staff supervising sporting activities should be aware of the student's medical conditions and allow access to their medication. They should be aware of emergency procedures. The School Nurse should be consulted if there are any concerns.
- Caution must be exercised when taking the student off site, such as to the sports field. Students should be encouraged to take ownership of their own medication and staff should ensure the medication is available when required. If the student is not able to take ownership, then the responsibility lies with the Staff involved.
- Any medication administered should be as set out above.
- All treatment must be recorded.

### **Disposal of Medicines**

School staff should not dispose of medicines. Parents/guardians should collect all the medication held at school when the course of treatment is completed, when a label becomes detached or unreadable (care must be taken to ensure the correct medication is returned to the correct parent), and/or when an expiry date has been reached or at the end of term.

If it is not possible to return the medicine to a parent/guardian, the School Nurse can take responsibility of the medicine. Any unused or out-of-date medicines can be taken to the Pharmacy for disposal.

No medicine should be disposed of into the sewerage system or the refuse. Current waste disposal regulations make this illegal.

**Replacing Stock**

A record is to be kept of all stock supplied to all medicine cabinets, including the amounts issued, issue date and expiry date. When appropriate, stock is to be replaced so that the School maintains the necessary minimum supply of medicines.

**APPENDIX 1**

**SCHOOL TRIP FIRST AID KIT LIST**

**Contents**

1x First aid guidance leaflet  
2x triangular bandages  
20x assorted plasters  
10x Wound cleansing wipes  
3x assorted bandages  
1x tape  
5x gauze including sterile gauze  
2x saline pods / eye wash  
1x burn gel  
4 pairs of gloves  
1x Instant ice pack  
1x eye dressing  
1x 10cm dressing  
1x pair sterile scissors  
1x pair of tough cut scissors  
1x resuscitation face shield  
1x foil blanket  
1x alcohol hand gel

Appendix 2

## **ROBERTS HOUSE**

Guidance on dosages for children *over 16 years old*

- **INDIGESTION (Rennie/Gaviscon)**; 1-2 tablets to be chewed or sucked as required
- **PARACETAMOL**; 2 x 500mg tablets every 4-6 hours. Max 8 tablets in a 24-hour period
- **IBUPROFEN**; 2x 200mg tablets every 4-6 hours. Max 6 tablets in a 24-hour period. **\*\*\*NOT TO BE GIVEN WITH MEFANAMIC ACID\*\*\***
- **ANTI-HISTAMINE (Cetirizine)**; 10mg once daily
- **DEHYDRATION SACHET**; 1 sachet mixed with water after each loose movement. Max 5 in a 24 hour period for 3-4 days then seek medical attention
- **COLD AND FLU SACHET containing 1g of paracetamol**; 1 sachet dissolved in hot water every 4 hours. Max 4 sachets in a 24-hour period **\*\*\*CONTAINS PARACETAMOL\*\*\***
- **INSECT BITE/STING CREAM**; apply directly to affected area 2-3 times a day for up to 3 days

## **HAMILTON HOUSE**

### Guidance on dosages for children *under 12 years old*

- **INDIGESTION (Rennie/Gaviscon)**; 1 tablet to be chewed or sucked as required
- **PARACETAMOL SUSPENSION 250mg/5mls**; 5-10mls every 4-6 hours. Max 4 doses in a 24 hour period
- **IBUPROFEN SUSPENSION 100mg/5mls**; 10mls every 4-6 hours. Max 4 doses in a 24 hour period
- **ANTI-HISTAMINE (Cetirizine SYRUP 5mg/5mls)**; Children 6 years and above 10mg daily
- **DEHYDRATION SACHET**; 1 sachet mixed with water after each loose movement. Max 5 in a 24 hour period for 3-4 days then seek medical attention
- **INSECT BITE/STING CREAM**; apply directly to affected area 2-3 times a day for up to 3 days

### Guidance on dosages for children *over 12 years old*

- **INDIGESTION (Rennie/Gaviscon)**; 1-2 tablets to be chewed or sucked as required
- **PARACETAMOL**; 1-1 ½ x 500mg tablets every 4-6 hours. Max 8 tablets in a 24 hour period
- **IBUPROFEN**; 1-2 x 200mg tablets every 4-6 hours. Max 6 tablets in a 24 hour period \*\*\* **NOT TO BE GIVEN WITH MEFANAMIC ACID\*\*\***
- **ANTI-HISTAMINE (Cetirizine)**; 10mg once daily
- **DEHYDRATION SACHET**; 1 sachet mixed with water after each loose movement. Max 5 in a 24 hour period for 3-4 days then seek medical attention
- **INSECT BITE/STING CREAM**; apply directly to affected area 2-3 times a day for up to 3 days

## **MAIN HOUSE**

Guidance on dosages for children over 12 years old

- **INDIGESTION (Rennie/Gaviscon)**; 1-2 tablets to be chewed or sucked as required
- **PARACETAMOL**; 1-1 ½ x 500mg tablets every 4-6 hours. Max 8 tablets in 24-hour period
- **IBUPROFEN**; 1-2 x200mg tablets every 4-6 hours. Max 6 tablets in 24-hour period \*\*\* **NOT TO BE GIVEN WITH MEFANAMIC ACID\*\*\***
- **ANTI-HISTAMINE (Cetirizine)**; 10mg once daily
- **DEHYDRATION SACHET**; 1 sachet mixed with water after each loose movement. Max 5 in a 24-hour period for 3-4 days then seek medical attention
- **ANTISAN CREAM**; apply directly to affected area 2-3 times a day for up to 3 days