



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## ADMINISTRATION AND STORAGE OF MEDICINES POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Boarding
POLICY IMPLEMENTED BY:	Principal, Director of Boarding, School Nurses
REVIEWED BY:	School Nurse
CONSULTATION WITH:	Director of Boarding / Vice Principal
REVIEW DATE:	August 2024
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### The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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## **BACKGROUND**

Oxford International College provides an educational curriculum underpinned by the four areas of Wellbeing, Achievement, Communication and Independence. The school is committed to providing a safe, calm and supportive environment for students and staff to work in.

## **SCOPE**

This policy applies to student medication administered in school both in the educational and residential settings, and to educational day and residential visits. This policy also addresses how families should engage with the school around the issues of student health and the administration of student medication.

Our administration and storage of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management, storage and administration of:
  - Prescribed medication
  - Non-prescribed medication- Home remedies / Over the counter
  - Maintenance drugs
  - Emergency medicine
- Providing clear guidance to all relevant staff on the administration of medicines.
- Ensuring that there are appropriately trained staff to manage and administer medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management of administration and storage of medicines.

## **POLICY STATEMENT**

Oxford International College is committed to ensuring that student medication is administered in accordance with up-to-date national and local guidance for medicines governance including:

- The National Minimum Standards for boarding schools,
- Supporting pupils with medical conditions at school,
- Royal Pharmaceutical Society,
- Royal College of Nursing,
- NICE guideline,
- Government legislation.

This document sets out the procedures that boarding staff should use to collect, manage and administer of medication in the Oxford OIC boarding houses.

The safe administration of medications and accurate documentation is an extremely important aspect of the care we provide for OIC students. It is also a key part of meeting the National Minimal Standards, namely:

(7.1) The school has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted, and prompt action is taken when health concerns are identified. The policies include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of both prescription and non-prescription medication (including controlled drugs).

(7.6) All medication is safely, and securely stored and accurate records are kept of its administration. Staff are properly trained to provide the support that pupils need when administering medication. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so. Where applicable, schools consider government guidance

In accordance with the Royal College of Nursing, the school will only accept prescribed medicines if they are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist (or dispensing doctor) and include the date of dispensing and instructions for administration, dosage and storage. No containers with handwritten amendments on them will be accepted unless accompanied by a letter from 'the prescribing doctor' preferably written in English. Therefore, we ask that parents inform Residential staff by email of their intention to send students to college with medication. Please address the email to [jenny@oxcoll.com](mailto:jenny@oxcoll.com).

## **DAY STUDENTS**

It is our general policy not to take responsibility for the administration of non-prescribed medicines to day students as this responsibility rests with the parents/guardians. On occasions when students require over the counter medication the following medication can be given, providing that written consent from the parents has been received in advance: Paracetamol, Ibuprofen, Strepsils, Chlorphenamine (antihistamine), Cough syrup, Gaviscon. Consent can be found on ISAMS.

## **COLLECTION OF MEDICATION FROM BOARDING STUDENT POSSESSION**

When a student returns to school after a holiday or other extended time away from school, boarding staff must:

- Ask students if they have brought any medication back to school. Record the name of the medication and what it is taken for.
- Ask students to hand in any such medication they have in their bags or room to boarding staff to be checked
- Inform the school nurses of the presence of any medication (and any accompanying paperwork). The nurse must review medications to advise the boarding staff if the student is permitted keep control of and self-administered the medication or if the boarding staff are to store and hand out the medication when it is required / prescribed.
- If the medication is not prescribed, boxed and labelled in English, clearly labelled for the student's

- name, the expiry date, for safety reasons the student will not be permitted to take them in school.
- It is important to remember any medication brought with the student from home is the student's property.
  - If the nurse advised the student is not to be given the medication in term time, they must be kept locked away in the medical cabinet by the boarding house staff and returned when the student goes home.
  - Boarding staff are to keep a vigilant eye open for any medication being kept in student rooms during daily room checks that have not been authorised.
  - If the nurse advised the student can self-manage the medication and keep them in their room a self-medication care-plan. This will be written by the nurse stating the student is authorized to keep medication on their person (such as Ventolin inhaler or Epi-pens) or locked in the safe in their room when not in their pocket. This care plan must be signed by the nurse, the student (to confirm they understand the stipulations) and boarding staff.
  - If a student is prescribed any medication, they are to be stored in the boarding house medication cupboard and written up on a drug chart / ISAMS in order that they are administered correctly in accordance with the prescription instructions.

## **PROCEDURE FOR SUPPLY OF MEDICINES**

**Day Students** are registered with their home GP. Any medication are obtained and controlled via the parents, who need to liaise with the school nurse should a student need to take any medication during school hours or whilst on a school trips.

**Boarding Students** are registered with a local GP of the college choice. GP practises used in 2024 are: -

- Bury Knowle Health Centre –Telephone 01865 227788. Prescriptions are taken to Boots the Chemist, Cowley Road, Oxford (Telephone 01865 243633) or Boots Pharmacy at Bury Knowle Health Centre – Telephone 01865 765559.
- Northgate Health Centre - Telephone: 01865242657. 15 Market Street, Oxford, OX1 3EF. Out-Of-Hours: 111

## **ADMINISTRATION RESPONSIBILITIES**

It is our policy that Boarding students should not be given any over the counter medication apart from those purchased and managed by the school. The reason for this is safety management.

The list of home remedies which are over the counter medications stocked are: Paracetamol, Ibuprofen, Strepsils, Chlorphenamine (antihistamine), Cough syrup Gaviscon, Diflam mouth wash and Doralyte. These medications can only be given if parental consent has been given. The consent can be found on ISAMS.

The only situation where a Boarding Student will be allowed to use another over the counter medication will be if they are unable to get a GP appointment within 48h hours and the School Nurse or Pharmacist recommend it.

It is our policy to manage the administration of **maintenance drugs** (e.g., insulin), as appropriate and

following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the students concerned.

It is our policy to manage the administration of **emergency medicines** (e.g., Adrenaline). In all cases, professional training and guidance will be received before commitment to such administration is accepted.

### **PROCEDURE FOR STORAGE & ACCESS OF MEDICINES**

- All medications are stored in locked cupboards in the OIC office of the boarding accommodation. Each student has their own, labelled, box for their medicines.
- Stock is checked monthly by the House Parent or by staff as delegated to ensure it is within its expiry date and stock totals are correct.
- The key to the drug cupboard must be held securely in a place (such as a coded key-box on the wall) which only boarding staff and School Nurses have access to.
- All boarding staff and School nurses should be able to access the cupboard so that they can administer medication when on duty; once they have completed boarding induction training.
- If any medication requires refrigeration or other special storage, please consult the nurse for advice
- When storing medication that is required to be kept in the medical fridge, a daily check will be undertaken of the fridge temperature and the temperature recorded in the record book kept by the fridge. Range should be within 2 – 8 degrees centigrade. If the fridge is out of range, defrost the fridge or contact the Premises Manager.
- The stock of homely remedies will be checked weekly by boarding parents, any discrepancies will be reported to boarding managers.
- If stock levels are low boarding staff are to inform the school nurse who are responsible for monthly stock check and medication ordering.

### **PROCEDURE FOR ADMINISTRATION OF MEDICINES**

Whenever administering a medication, it is important to **GET IT RIGHT**.

**RIGHT** Child

**RIGHT** Drug

**RIGHT** Dose

**RIGHT** Expiry

**RIGHT** Documentation

#### **Recording Medication:**

It is essential that all medical records are completed **AT THE TIME** of administration and are accurate and up to date.

- Prescription Medication should be recorded on the relevant student's form.
- Non-Prescription Medication should be recorded on the house files.

**BEFORE** administering, you should check this paperwork in order to ensure students receive the correct

medication and to avoid overdosing.

Sequence of events when administering routine prescribed medication are as follows:

- Students are called into the surgery individually
- Staff to check the identity of the student to whom medicines are to be administered
- Staff to check the students' MAR, checking the student's name and dosage instructions, noting in particular any recent changes in medication or dose and ensuring that the dose has not already been administered
- Staff to identify the appropriate medicine container(s) checking the label(s) and medication profile match. If there is a discrepancy, clarify with senior Residential staff and if still unclear ring the students' parents/prescriber
- Staff to prepare the relevant dose(s) and administer. All medication should be taken with water.
- Liquids should always be shaken and then when administering pour away from the side where the label is – again offer a drink of water afterwards (as a general rule use a medicine spoon if the dose is 5ml or 2.5ml, a syringe if the dose is under 2.5ml and a measuring cup if the dose is 10ml or more, placing the cup on level surface at eye level when measuring the dose)
- Medical Records should be completed and signed immediately after the medicine has been given to the student (on ISAMS or if IT failure on paper records in Appendices).
- The total number of remaining medications in stock are to be amended accordingly before the next student.
- 'Any missed doses will not be given but marked as 'missed'.

For 'As required' drugs:

- Staff to check that we have parental permission to use
- Staff to check for allergies
- Staff to ensure the last time any medication was administered
- Staff to complete the record sheet for drugs as required immediately after the medication has been given

**Controlled drug administration** requires two members of staff, one person to administer the medication and the other to witness. Both members of staff need to have undertaken the training in Care and Control of Medicines.

**Inhalers** - ensure students use inhalers properly, refer to separate guidance for further details if unsure. If a student uses 2 types of inhaler at the same time, give the blue inhaler first. Offer a drink of water after inhalers are used. Students, who have parental consent, may carry their own salbutamol (blue) inhaler for use as and when needed within the school. Students will record use of inhaler on their individual recording book, which should be carried with the inhaler.

Protocol for the use of **emergency salbutamol inhalers** - Oxford International College has a supply of two salbutamol inhalers for use in emergencies. These inhalers can be used if a student's prescribed inhaler is not available. They are only for use by those students listed in the information stored with the emergency inhalers, who have their own prescribed inhaler and consent from parents/carers to use the emergency inhaler should the need arise. The emergency inhaler packs (2 identical packs) will be stored with the 'taxi



medication' for both ease of access and safe storage. Further information on recording and actions to take if the inhalers are used are kept with the inhalers.

**Emergency medication** – some students may require emergency medication for the management of their medical conditions. These students should have emergency care plans in place written by the School Nurse, copies of which are kept with their emergency medication which is kept in the boarding staff office. Emergency medication can only be given by staff who has completed appropriate training.

Boxes for liquids, drops and creams must be dated on opening with a prepared label also writing the date for disposal.

The expiry dates are as follows:

- Eye drops – 28 days expiry
- Liquids – 6 months after opening
- Creams – 6 months after opening
- Tablets in bottles – 1 year from the date on the label
- Tablets in blister packs – 2 months from the date on the label

Any mugs/spoons/syringes used should be washed in washing up liquid in the surgery.

Medication cupboards must be kept locked and should never be left unattended by staff when open.

All members of boarding staff that are on duty have a key to the medication cupboard that always remains on their person during the shift OR in the key code safe.

There is a separate key to the controlled medication cabinet.

## **PROCEDURE FOR ADMINISTERING CONTROLLED DRUGS**

Controlled drugs must be stored in a double locked drugs cupboard. There must be two different keys which should not be stored together.

The drug should be removed from the safe and the pharmacy label checked to confirm the drug, dose and student name.

Two members of staff should verify the quantity of the drug against the running balance total in the Controlled Drugs register. If two members of staff are not available the student can act as one checker. If a student has acted as a checker the controlled drugs stock must be checked and recorded weekly by two members of staff.

The correct dose will be administered to the student as per drug administration procedure above. Details of date, student name and dose should be entered in the Controlled Drugs register and the entry signed (not initialled) by the two members of staff.

The medicine administration should be entered on ISAMS immediately.

The controlled drugs stock must be checked monthly by two members of staff and recorded in the control drugs register.

### **INVASIVE TREATMENTS**

If a student is prescribed medication in the form of a suppository, pessary or injection it should be administered only by the student him/herself or by a registered nurse.

### **REFUSAL TO TAKE MEDICATION**

Should a student refuse a prescribed dose of medication the School Nurse will be notified. She will then discuss with him/her the reasons for refusal. If he/she still refuses to take the dose the parent/guardian should be notified. A written report will be recorded in CPOMS.

### **ADVERSE REACTION**

When a student is receiving medication which is new to them, e.g., a course of antibiotics, staff must be aware of the possibility of adverse reactions and should check the PIL (Patient Information Leaflet) for details. If there is, or if staff suspect there is, an adverse reaction, the treatment must be stopped and the prescribing doctor (or out of hours service) notified. If necessary, emergency treatment will be commenced. A written report will be completed and uploaded to CPOMS.

### **ERRORS OF ADMINISTRATION**

We understand that due to the dynamic nature of boarding, there may be errors which occur when administering medication. Whilst these should be avoided wherever possible, it is essential that these are recorded in the interest of transparency and staff training.

If you discover you have made an error when recording or administering medication, this **MUST** be reported. Errors may include:

- Giving the wrong medication to a student.
- Given incorrect dosage.
- Miscalculating dose or time
- Accidentally recording medication under the wrong student's name.

This is not a definitive list. If you make any errors or have any questions please log the error on CPOMS and inform the School nurse with as much information as possible.

Inform the student of the error and parent/guardian.

Depending on the nature of the incorrect dosage, you may need to follow usual emergency medical procedure by contacting nurse, 111 or 999.

## **INHALERS ADMINISTRATION**

Inhalers are supplied by parents for day students, GP or School nurse for boarders.

Inhaler are prescribed for one student; they should not be used for another.

All inhalers must be labelled with the student's name.

Boarding staff will be trained to recognise correct use of inhalers, and if any concerns identified they are to be referred to the School Nurse who will check a student's inhaler technique, to ensure that the correct dose is delivered. Where a spacer device is required, this will be kept with the inhaler. In the boarding houses the boarding parents / managers will monitor the expiry dates.

Emergency inhalers: Under updated regulations 2014 schools are permitted to hold an un-prescribed inhaler for use by students who have mislaid or broken their own inhaler. These inhalers are stored securely and contain a list of students with asthma, a Salbutamol inhaler, a spacer device, and instructions for use.

All Emergency inhalers are not allowed off school property as not covered by our insurance as students will bring their own. It down to staff to check the students have their medication on them and have handed it in.

They are/will be stored at the following sites: Reception at London Place, Alfred Street, 3 Ways House; All boarding houses office

## **ADRENALING AUTO-INJECTIONS (AAI / EPI-PENS)**

Students at risk of anaphylactic reactions should carry a labelled adrenaline auto-injector (AAI) / Epinephrine Pen (EPI-PEN) in an easily accessible place. For more information on anaphylactic reactions and protocol for the use of adrenaline please Allergens Policy.

In an extreme emergency, certain medications, including adrenaline auto-injection/Epi pens, can be given without the direction of a medical practitioner in order to save life.

An adrenaline auto-injector can be administered only to students who have been prescribed them. A list of students, with photographs, to whom the AAI can be administered will be placed in each Emergency AAI Kit along with a record of administration.

Students should carry their AAI in an accessible place.

Due to a worldwide shortage of AAIs it is increasingly difficult to obtain them. When they become readily available they will be stored at the following sites: Reception at London Place, Alfred Street, 3 Ways House; The boarding houses office where the students are known to reside.

## **SUPPLY, STORAGE AND CARE OF THE EMERGENCY RESUCITATION AND ANAPHYLAXIS KITS**

Two members of staff at each teaching site will be nominated as responsible for maintaining the emergency kit. The emergency anaphylaxis kit will be stored centrally and securely in Reception.

The emergency anaphylaxis kit will include:

- An adrenaline auto-injector (500 micrograms) is suitable for any person over the age of 12 years.
- Instructions on how to use the Emerade AAI(s).
- Manufacturer's product information leaflet.
- An emergency anaphylaxis kit monitoring log (checklist of expiry date/batch number and kit location).
- A list of students to whom the AAI are prescribed / can be administered.

The emergency anaphylaxis kit must be easily accessible in an emergency, out of the reach but not locked away.

The emergency anaphylaxis kit must be stored below 25°C and protected from extremes in temperature and direct sunlight (do not store close to radiators). The emergency anaphylaxis kit must be stored separately from the student's own AAI, which might be stored nearby.

On a monthly basis, one of the nominated members of staff must ensure the emergency anaphylaxis kit(s) is present, in date and located in its designated place in Reception. If the AAI is nearing its expiry date the school nurse is to be notified and replacement should be ordered.

All Emergency anaphylaxis kits are not allowed off school property as not covered by our insurance as students will bring their own. It down to staff to check the students have their medication on them and have handed it in.

## **DISPOSAL OF THE ADRENALIN AUTO-INJECTOR (AAI/EPI-PEN)**

Expired AAIs must be returned to a pharmacy for destruction. The School Nurse will facilitate this.

## **SELF ADMINISTRATION OF MEDICATION OF BOARDING STUDENTS**

A boarding student's ability to self-medicate both prescribed medicine and homely remedies will be assessed by the School Nurse or Head of House.

The following categories of medication may be suitable for self-administration:

- Regular long-term prescriptions, e.g., for the control of epilepsy
- Insulin
- Preventative asthma inhalers
- Topical lotions and ointments for skin conditions
- Antibiotics for 18 years olds.

- Regular antihistamines for hay fever
- Antimalarial medication
- Oral contraceptives

Any medication (except for relieving asthma inhalers and Epi-pens) should not be kept by students. Students who self-administer medication should meet the following criteria: The student must be aged over 16 and has been assessed by the school nurse and be deemed competent to understand the implication of self-medicating and the medication prescribed.

Either the medication should be prescribed by a UK medical practitioner and must be in a correctly labelled container dispensed from a UK pharmacy or, if the medication is from overseas, the student should provide a copy of the original prescription if possible (with an English translation if necessary). The medicine should be in a correctly labelled container dispensed by a pharmacist.

The student must hand in their medication to boarding staff to be stored in a lockable cupboard. The student should then inform the boarding staff when they need to take their medication so that the boarding staff can open the cupboard for them and then lock away any the medication after administration.

If deemed able to self-manage and administer their medication the student must store any medication in their safe in the student room or on their person. If medication is found out in their room, then they get one warning. If this happened again self-administration rights may be suspended for 1 month and they will need to meet with school nurse for their suitability to self-manage such medications.

If a student is found to have medication in their room that they have not been informed the boarding staff of, any self-administration rights may to be taken away.

The appropriate documentation must be completed (see Student Self-Medication Form in APPENDIX 4).

A day student's ability to self-medicate prescribed medicine will be assessed by the School Nurse and the student's parent/guardian. If agreed with parents and School Nurse, day students may carry a small quantity of medication on their person for administration as per the prescription. The student must inform school staff when they have self-administered medication so that it can be updated on ISAMS.

#### **PROCEDURE FOR RECORD KEEPING CONTROLLED DRUGS**

All controlled drug administration must be recorded in a fixed book provided with the total stock balance. All controlled drugs received are entered on to the students' individual page and are to be recorded in the register if any are sent home or disposed of.

Medication administration is a legal record which needs to be archived and retained for a minimum of 15 years.

## **PROCEDURE FOR DISPOSAL OF MEDICINES**

Medication will be disposed of if it is:

- out of date (return to pharmacy/parents)
- discontinued (return to pharmacy/parents)

## **RECORDS OF RETURNED MEDICATION ARE KEPT (SEE PREVIOUS SECTION)**

- Controlled Drugs will be disposed of by returning to parent or pharmacy.
- There may be times during the administration of medication when a tablet falls onto the floor when it may be disposed of by putting it into the sharps bin.

## **PROCEDURE FOR SELF-MEDICATION**

- Self-medication is an important step towards independence and should be encouraged; provided student's capabilities, including mental capacity, has been assessed and found to be adequate and robust. Resources may be put in place as necessary to support older student to self-medicate.
- Only those students who have been risk assessed by the School Nurse and Boarding Manager as suitable for self-administration using the school's "Initial self-medicating assessment form" (appendix) and "Risk assessment for the self- administration of medication" (appendix) can undertake self-management of their medication.
- Students will only be able to self-medicate if their parents have completed and signed the school's "Self-medication consent form," in addition to the above assessments being completed.
- Daily monitoring by members of the Boarding staff who are qualified to administer medication will include counting and recording the number of doses recorded on ISAMS.
- Termly monitoring of student's capacity will be undertaken by a member of the Boarding team using the "Termly self-medicating assessment form". (Appendix)
- Medication will be stored in a locked box inside a locked cupboard in the students room.
- If medication is changed, or any difficulties arise, then the student must be reassessed to ascertain capacity to self-medicate.
- Students will not be permitted to continue to self-medicate if they display poor compliance; unstable medical or mental condition; or the student wishes to discontinue.
- Records for students who self-medicate will be separate from the records of the students who do not self-medicate. The medical record sheet will clearly display any medication the student has been authorised to self- manage and will be signed the student each time they self-medicate.
- It is the responsibility of all members of Boarding team to regularly monitor independent medication. Attention should be paid to ensure that students have:
  1. Identified correct medication
  2. Identified the correct dose of medication
  3. Identified the correct time for taking the medication
  4. Medication has been prepared correctly.
  5. Medication has been taken correctly
  6. Medication is recorded correctly
  7. Medication has been stored correctly.

- The School Nurse and boarding Managers will decide which medication is appropriate to self-administer on an individual basis. If necessary, a Care plan will be created to support and inform boarding staff of the students health needs.
- The student should administer medication without supervision and responsibility for self-medication lies with the student unless a different level of help has been agreed from the outset and is noted on the "Risk assessment for self-administration of medication" form.
- If anyone becomes concerned about a student self-medicating, they must report it to the Boarding Manager and School Nurse immediately.

## **EDUCATIONAL VISITS & ACTIVITIES WITH EXTRACURRICULAR TEAM**

The extracurricular team will perform risk assessments on all the student attending activities and excursions. If any student has a health condition, the extracurricular team will liaise with the school nurse to ensure there are no acute medical concerns and if necessary a care plan can be provided for individual students who have special needs. If any additional medication or treatments are required to ensure safety to all attending students together the departments will source necessary medications and treatments.

The Extracurricular team will liaise with the boarding team for the medication of any boarding student booked to attend educational or extracurricular visits or activities.

Medication administration policy applies to ALL OIC staff caring for OIC students.

For students taking a course of medication the teacher in charge must have written information from the parent, guardian or School Nurse detailing the name of the drug, dose and frequency. Sufficient habitual medication must be provided by the boarding team or parents to support the students for the duration of the visit. Home remedies will be provided by School nurse team.

Medication must be safely and securely stored for the duration of the visit. Responsibility and supervision of medication must be determined before the visit commences by liaising with the school nurses, wellbeing and boarding teams.

Training on administration and medicine management will be provided to extracurricular team including Epi-pen and Ventolin administration.

It is the responsibility of the extracurricular team to ensure all medication and dressings are intact and in date and in sufficient supply before any excursions.

## **PROCEDURE FOR MEDICATION TO BE GIVEN WHILST ON EDUCATIONAL VISITS (DAY OR RESIDENTIAL)**

- Consult trips information on 'Everyone' for relevant medical information.
- Medical information must be copied by the trip leader for every member of staff going on the trip. Any individual emergency treatment plans will be in with the emergency medication.
- If you are still not sure of medication needs consult with Boarding staff or School Nurse.
- Complete a risk assessment as appropriate. Part of this risk assessment will be to ensure you have staff trained to meet the specific medical needs of the students on your trip. Again, copies of

the risk assessment must be given to each staff member on the trip.

- Some students can take responsibility for carrying their own inhalers as agreed the School Nurse. Trip leaders will need to ensure the students have their inhalers with them prior to departure. An Emergency inhaler pack should also be taken on trips for any relevant students.
- School nurse to be consulted at least 3 weeks prior to trip if any additional supply of medications are required.
- Staff given the responsibility for the administration of medication on the trip must collect the required medication from the Residential staff prior to departure and ensure they have liaised with a senior member of the Residential team.
- Recording for the medication given during a residential trip will be on the recording sheets prepared by Boarding staff for the duration of the trip. These records and any unused medication are then returned to the boarding house on return.
- Controlled drugs required to be taken on day or residential trips must be always kept in a locked box with the person designated to administer this drug. A recording sheet will be prepared by Boarding staff in advance, and this must be completed by two members of staff.
- Staff required to give medication on school trips will have appropriate medication training

## **STAFF TRAINING**

All boarding parents / managers / and staff who will be administering OTC and emergency medication are required to undertake relevant training to ensure they are able to understand the correct storage safely administer and correctly documentation all relevant medications – student own, homely remedies, CD;s and emergency medications.

Only staff who have undertaken appropriate training on Anaphylaxis, Epilepsy and Asthma Training may administer emergency medication and when required. This training should be updated annually.

## **MONITORING**

Monitoring of this policy will take place through twice yearly observations of all Boarding staff supported by regular School nurse Medication Audit.



**APPENDIX A: STUDENT INDIVIDUAL MEDICATION ADMINISTRATION  
FORM**

**STUDENT NAME:** \_\_\_\_\_

**MEDICATION NAME:** \_\_\_\_\_

**STUDENT INITIALS:** \_\_\_\_\_

**DOSE:** \_\_\_\_\_

**FREQUENCY TAKEN:** \_\_\_\_\_

**ADDITIONAL INSTRUCTIONS:**

<u>STOCK RECEIVED &amp; LOCKED IN CUPBOARD</u>						<u>STOCK ADMINISTERED</u>							<u>WEEKLY STOCK CHECK</u>
DATE	TIME	FROM (Home/ Pharmacy)	QUANTITY	STAFF SIGN	STUDENT SIGN	DATE	TIME	QUANTITY GIVEN	STAFF GIVEN SIGN	2ND STAFF GIVEN SIGN (FOR CD;s)	STUDENT TAKEN SIGN	TOTAL BALANCE	SIGN & DATE

**APPENDIX B: HOME REMEDIES ADMINISTRATION CHART**

**NAME OF DRUG:** \_\_\_\_\_

**STRENGTH:** \_\_\_\_\_

<b><u>STOCK RECEIVED</u></b>			<b><u>STOCK ADMINISTERED</u></b>							<b><u>WEEKLY STOCK CHECK</u></b>
<b>DATE RECEIVED</b>	<b>QUANTITY</b>	<b>STAFF SIGNATURE</b>	<b>DATE</b>	<b>TIME</b>	<b>PATIENTS NAME</b>	<b>QUANTITY GIVEN</b>	<b>STAFF GIVEN SIGNATURE</b>	<b>STUDENT TAKEN SIGNATURE</b>	<b>TOTAL BALANCE</b>	<b>DATE &amp; SIGNATURE</b>

**APPENDIX C: STUDENT DRUG CHART**

**STUDENT NAME:** \_\_\_\_\_

MEDICATION NAME	DOSE	INSTRUCTIONS	Times	DATE		DATE		DATE		DATE:		DATE:		DATE:		DATE:		
				STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	STAFF SIG	STUDENT SIG	
			AM															
			LUNCH															
			AFTERNOON															
			PM															
			NOCTE															
			AM															
			LUNCH															
			AFTERNOON															
			PM															
			NOCTE															
			AM															
			LUNCH															
			AFTERNOON															
			PM															
			NOCTE															

**APPENDIX D: INITIAL SELF-MEDICATING ASSESSMENT FORM**

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

**ANY COMMENTS**

I agree to self-medicate in accordance to the self-medication agreement and have read and understood the risk assessment.  
 Student signature

.....  
 Date .....

I have observed this student and believe that this student is/isn't able to self-minister their own medication correctly in accordance to the self-medication agreement.

Head of Residential Provision/Deputy Head of Residential Provision signature

.....  
 Date .....

**APPENDIX E: RISK ASSESSMENT FOR SELF-ADMINISTRATION OF MEDICATION**

Student Name: .....

Date of Birth: .....

ADMINISTRATION QUERY	YES / NO	COMMENTS
Has self –administration been explained?		
Will the student want to / be able to obtain own supplies?		
Does the student understand the requirement to store the medicines safely?		
Is there a suitable facility to lock the medication away?		
Can the student access the storage facility?		
Does the student understand what their medication is for and how it should be taken?		
<b>CAN THE STUDENT DEMONSTRATE AN UNDERSTANDING OF:</b>		
1. The name of the medicine		
2. The purpose of the medicine		
3. Dose and frequency		
4. When and how often to take 'prn' medicine and what the maximum dose is?		

Does the student know what the likely side effects are of the medication and know to inform staff if they feel unwell?		
Has the student been advised to inform the staff if they take the medicine incorrectly?		
Can the student access the container and handle the medicine/measure the dose?		
Can the student read and understand the label?		
Does the student understand the passage of time and have access to a clock or watch?		
Is the health and medical condition of the student appropriate for the self-medication		
Is the student likely to self-harm or abuse with the medicines?		
Is the student happy to be monitored and reviewed?		

SPECIAL DISPENSING REQUIREMENTS	TICK REQUIRED	COMMENTS
Tablets in 'Medisure' blisters		
Large print labels		
Dispensing aid - eg to pop out of foil		
Inhaler Aids		
Reminder cards, pictures or other aids		
Other help		

Self-Medication Approved:      Yes / No

Reassessment Date.....

School Nurse / Boarding Manager: .....

Date.....

**APPENDIX F: SELF MEDICATION CONSENT FORM**

Student Name: .....

Date of Birth: .....

I would like to start self-administering all / some of my own medication and have received an initial assessment and guidelines of what I need to do. A risk assessment has been completed with me.

DRUG NAME	DOSE AND FREQUENCY

I agree to:

- Keep my medication inside the locked cupboard and keep the key to my box safe.
- Take the medication as directed and not take more than the stated dosage
- Tell the senior member of staff on duty if I have made a mistake or another student tries to take my medicine

Let Staff have a spare key to my box and check my progress

Student Signature:

.....

Parent Signature:

.....

Head of Residential Provision / Deputy Head of Residential Provision:

.....

## **APPENDIX G: SELF-MEDICATING GUIDELINES**

When a student wants to self-medicate parents will be contacted and asked to read and sign the self-medication explanation and give consent. Then a self-medication initial assessment will be carried out. This requires the School nurse or Boarding Managers to undertake a risk assessment and the student will be observed taking each medicine correctly on two occasions. This will then be monitored by an assessment that will be carried out once each term unless any concerns have been raised at which point it will be undertaken immediately.

Staff will expect the student to remember the timing of their medication, follow the correct procedure and act responsibly if they have any concerns.

The student's medication will be kept in a locked container within the cupboard in the Boarding staff office. Student and Boarding staff will have a key to access the medication box within the cupboard when required.

Medication will be taken as stated on prescription labels. Medication will be taken as prescribed; at the correct time and the dose will be as stated on the prescription label.

Students agree to attending the Boarding Staff once week (on a day agreed but Boarding staff). The Boarding staff will check the current number of medications were taken, check expiry date and remaining supply. If there have been any omissions, problems taking or concerns the school nurse if to be informed. If the medication is low in stock the student is to be supported in requesting a repeat prescription from the GP.

Medication will be signed in and out by staff only. Staff will contact parents when medication is running low if the medication is not obtained under the NHS.

Boarding staff will be present when the student is self-medication and will report any concerns to senior staff or seek medical advice. Home remedies will need to be agreed and actioned by nursing staff. The student will have their own self-medication file which will contain self-medication consent form, medical administration record sheets, risk assessment, self-administration assessments and any other relevant medical documents.

The student will not be able to continue to self-medicate if there is poor compliance, unstable medical or mental condition or the student wants to discontinue.

The student has read and understood the risk assessment and understands what to do if they have any worries or feel they have made a mistake.

Student: I agree I will administer my medication and assume responsibility as outlined in this document.

Signed.....Date.....  
(Student)

School Nurse: I agree that this student is fully competent to administer their own medication.

Signed.....Date.....  
(SCHOOL NURSE / BOARDING MANAGER)



Parent / Guardian: I agree my daughter is fully competent to independently administer her own medication. I therefore assume responsibility for the risks involved.

Signed.....Date.....  
(Parent/carer)

**APPENDIX H: MEDICATION ADMINISTRATION RECORD**

Record Non-Administration of Medication with Appropriate Code:

R - refused, A - absent, H - at home, NR - not required, T - trip, D - dropped

**APPENDIX I: TERMLY SELF-MEDICATING ASSESSMENT FORM**

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

MEDICATION:	OUTCOME:
Has identified right medication	
Has identified correct dose	
Has identified right time	
Has prepared medication correctly	
Has taken correctly	
Has recorded correctly	
Has stored correctly	

**ANY COMMENTS**

I agree to self-medicate in accordance to the self-medication agreement and have read and understood the risk assessment.

Student signature

.....

Date .....

I have observed this student and believe that this student is/isn't able to self- minister their own medication correctly in accordance to the self-medication agreement.

Head of Residential Provision/Deputy Head of Residential Provision signature

.....

Date .....

**APPENDIX J: STAFF TRAINING**

ANAPHYLAXIS, EPIPEN AND ASTHMA			
STAFF MEMBER	TRAINING	DATE COMPLETED	RENEWAL DATE
MEDICINES AWARENESS FOR SCHOOLS			
STAFF MEMBER	TRAINING	DATE COMPLETED	RENEWAL DATE
BASIC FIRST AID			
STAFF MEMBER	TRAINING	DATE COMPLETED	RENEWAL DATE
OXYGEN TRAINING			
STAFF MEMBER	TRAINING	DATE COMPLETED	RENEWAL DATE

**APPENDIX K: MEDICATION ADMINISTRATION AND CONSENT FORM**



**MEDICATION ADMINISTRATION AND CONSENT FORM**

To be used if the Parent has not already provided consent

**Student's Name:** .....

**Date of Birth:** ..... **Year Group:** .....

To be completed by Parent:

<b>Name of medication</b>	
<b>Preparation supplied e.g. tablet, ointment</b>	
<b>Dose</b>	
<b>Frequency</b>	
<b>Date medication commenced</b>	
<b>Date medication completed</b>	

I give permission for the above named medication to be given to my child as prescribed.

**Parent signature:** .....

**Date:** .....

Staff safety check – staff member to initial by each number below to confirm they have checked.

1. Child resistant container?
2. Pharmacy label and physical direction for use?
3. Name of child on container?
4. Current date on container?
5. Expiration date checked?
6. Name and phone number of licensed health professional who order medication on container?

**APPENDIX L: PRESCRIPTION RECORD SHEET**



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**PRESCRIPTION RECORD SHEET**

**Record of an individual student’s drug administration for PRN (Prescription Required as Needed) (when required) doses only.**

**This is NOT to be used for medication that are classed as Controlled Drugs**

Student name: .....

Name and strength of drug: .....

(only one drug/strength must be recorded per sheet).

A member of staff responsible for medication administration (as above) must complete this form. When further supplies are **received** from the chemist the quantity must be added to this form and when drugs are **returned** to the chemist the total must be amended accordingly.

The balance must be checked by the School Nurse *on a regular basis*. The School Nurse should indicate (by signature and date) when a check has taken place.

<b>Date supply received from chemist</b>	<b>Quantity received</b>	<b>Date and time of administration</b>	<b>Dose given</b>	<b>Number of tablets remaining</b>	<b>Staff Signature</b>	<b>Student Signature</b>

## APPENDIX M: SELF MEDICATION ASSESSMENT AND CONSENT



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### SELF MEDICATION ASSESSMENT AND CONSENT

<b>Student name:</b>	
<b>Boarding House:</b>	<b>DOB:</b>

<b>Name and strength of medication</b>	
<b>Preparation supplied</b> eg, tablets, ointment	
<b>Dose</b>	
<b>Frequency</b>	
<b>Date commenced</b>	
<b>Date completed</b>	

Medication seen by School Nurse	Yes / No
---------------------------------	----------

- I confirm that the School Nurse has explained to me the nature of the medication that I have been prescribed, and the risks of either missing a dose, or taking a dose too many.
- I confirm that I will take the medication as prescribed by the doctor.
- I will inform the Boarding Parents or School Nurse of any problems or potential side-effects that I may experience, especially if I am unable to take a prescribed dose.
- I will complete the course of treatment.
- I will hand in my medication to be stored safely, in a lockable place and will inform boarding staff when I need access to my medication, or I will keep it in the safe in my room.
- If medication is found on the side the student will receive a warning. If found again out in their room, then self-medication right may be suspended for 1 month.
- I am aware that the school nurse will carry out random checks to ensure that I am taking my medication as prescribed.

Signed ..... Student

Signed ..... School Nurse

Signed .....Head of House