

MEDICATION ADMINISTRATION POLICY

FOR MEDICAL CENTRE STAFF

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MEDICATION ADMINISTRATION POLICY FOR MEDICAL CENTRE STAFF

1. OBJECTIVES

This policy is written to ensure a standard process is followed in relation to medication held and used on site at Wymondham College. It provides a clear set of requirements for safe ordering, storage and use of both over the counter and prescription medications. The policy is designed to enable safe working practice for staff, which ultimately keeps students requiring medications safe whilst under the care of Wymondham College and Wymondham College Prep School.

2. RATIONALE

There are several medications held in stock which can be used by nursing and house staff within Wymondham College and Wymondham College Prep School. Boarding students also may require prescription medications whilst at Wymondham College. Day students (within the Senior School) may also have medication requirements for emergency situations whilst they are at Wymondham College. Therefore, this policy provides a clear and standardised set of guidelines for all staff involved in the use of medications to follow. This policy covers the safe ordering, storage, administration, and disposal of medications.

3. PROCEDURES TO BE FOLLOWED

3.1. Medication used

A Schedule for Medication used in the Medical Centre is drawn up and reviewed annually by the Medical Centre Nurses and the School Doctor. This clearly indicates which medication is to be given, when and how and forms the basis of the regulations that must be adhered to.

There are separate medication schedules for use within the boarding part of Wymondham College and Wymondham College Prep School.

All schedules can be found in the OneDrive shared Medical Centre folder, under policies. A paper copy of the house schedule is available in each boarding house, and a paper copy of the Medical Centre schedule is available in the policy folder on the Lead nurse's desk.

Only medication mentioned in the Schedule should be used.

The medication is provided by Wymondham Medical Partnership for their patients. Therefore, the medication provided is for boarding students at Wymondham College and Wymondham College Prep School only.

3.2. Medication exclusions at Wymondham College

Aspirin should only be taken by people over 18yrs. Therefore, the College does not stock it.

Sudafed has been linked with various potential side-effects. It has decided it is in the best interests of the students not to use it in the College.

3.3. Medication Storage

In the Medical Centre **stock medication** is kept locked in a locked cupboard in the front clinic room. Medication for the College and Prep school is stored in separate areas of a code protected, locked cupboard in the front treatment room.

General medication in use is kept in the locked brown wall cupboard in the front clinic room.

Medication requested for the Houses and prescriptions awaiting collection are kept in named storage boxes within the locked medication cupboard in the front clinic room (one for each House).

Insulin and any fridge items are stored in a temperature-controlled fridge in the back clinic room of the Medical Centre.

Controlled drugs are stored in a double locked cupboard in the back-clinic room of the Medical Centre.

Medication for day students is kept in a locked cupboard in the front treatment room. The parental request form for treatment is kept with the medication.

Emergency adrenaline pens are stored in emergency allergy (Anaphylaxis) boxes with a list of students who have anaphylaxis. The list is reviewed and replaced in each box as required, and both the list of students and the medications are checked Monthly to ensure all is in date.

Back up asthma inhalers (Salbutamol) are held in the Medical Centre.

All rooms are kept locked when not in use.

There are 2 sets of keys which do not leave the premises.

Every half-term the stock medication cupboard should have a full check. This includes:

- checking expiry dates,
- stock levels,
- medication to go home.

3.4. Ordering repeat prescription medication from Wymondham Medical Practice

Repeat prescription medication is requested by Matrons (or students for medications such as contraceptives) using the online Wymondham Medical Practice repeat prescription ordering form found:

<https://forms.office.com/e/NdJbxuWR9W>.

The email address used when completing the form should be medcentre@wymcol.org which will then ensure all emails regarding the prescription request come through to the Medical Centre.

When an email is received, the name of the student should be recorded on the Medical Centre prescriptions spreadsheet and SharePoint, along with who has put the request through. The students DOB should be obtained from Bromcom.

A second email will be sent once WMP have authorised the prescription which will provide medication name/dose, and any message from the surgery as to whether a medication review is needed or specific instructions. This should be recorded on the medication spreadsheet and student's Medical Tracker record.

3.5. Collection of Medication

Urgent medication can be collected by the Med Centre Assistant when it is required. We have medication delivery from Boots at Postmill Close on Wednesday's and Friday's. The day before, the MCA will contact Boots to check the medication we are expecting.

3.6. Receipt of medication

Upon receipt of **prescription medication** at Wymondham College Medical Centre the items are ticked off from medication requested spread sheet.

The spreadsheet contains a column to record the date received (other details such as house, medication name and dose will already be on the spreadsheet as this is inputted when ordering the medication).

The medication received should be checked against the spreadsheet to ensure it is what was ordered and the ordered dosage and checked against the enclosed GP prescription (which comes with the medication). This is to ensure that what has been sent is the required medication for the correct student.

The medication box and blister pack should be checked for expiry date and that the label matches the prescription (i.e. student name, dose and tablet regime is all correct).

Upon receipt of **Stock medication** all medication received is entered into the stock medication book in red pen, recording the date, the medication and strength, the number of units received at the new stock level, the expiry date and initial. There are separate stock books for Secondary and Prep School medications. The stock book is kept in the appropriate stock area of the medication cupboard.

The medication is then stored in the appropriate medication cupboard or put into a house collection box if they require more for their stock cupboards.

Fridge items are put in the locked fridge in the treatment room and labelled Secondary or Prep School.

Controlled drugs received

Receipt of **controlled drugs** is recorded by 2 people (one of whom should be a registered nurse). There is a bound black book in the CD cabinet. The 2 members of staff check and enter this book.

- the date,
- the name of the student
- the name of the drug and dose
- the number of tablets
- the batch number
- the expiry date
- Both members of staff countersign the entry leaving enough room for the item to be signed out to the House by a member of WCMC staff and the House matron.

Self-medicating students collecting medication

Prep School students may only self-medicate for Allergy (AAI's), inhalers and diabetic medication.

For students who self-medicate, please check that they have completed a consent to self-medicate, this is to be documented on medical tracker (signed paper copy kept in the house folders in the front clinic room).

If they have not completed a self-medication consent form (Appendix 1) (for instructions on completing this form, see medication administration section below) a

form needs completing. It should then be put in the bag with the medication. This will indicate that the student needs to come down to complete a self-med consent form.

All completed consent forms are filed in the student's medical folder which is kept in the Medical Centre front clinic room – in alphabetical order.

If the medication is a new prescription or change in prescription, a new or amendment to medical tracker-medications linked to medical conditions should be completed. The nurse should complete this where possible as it determines if the student is aware about when and how to take the medication safely (if the student is not deemed safe to self-medicate the self-medication box should not be ticked therefore indicating house matron should dispense the medication). For new or amended medications, an email from Medical Tracker should be generated and sent to Matrons to make them aware.

For regular medications where no changes to dosage are made- expiry should be updated then house emailed to make aware the medication is ready for collection.

The items are then placed in the designated House box to await collection.

Sixth form students are emailed by the MCA to inform them that medication for their House is ready for collection.

For items that are not self-medicated, e.g. antidepressants, Lincoln House Managers are emailed to inform them that the medication is ready for collection.

3.7. Medication from overseas

Students from overseas sometimes arrive with medication they have brought from home. When this occurs, the Medical Centre should be informed by the house staff.

An appointment should be made for the student with the school doctor who will prescribe the English equivalent if required.

Once this is received, the medication from overseas should be returned to the student to take home at the earliest opportunity. Where medication can't be stopped, a parental request form for overseas medications should be completed to allow for medication to continue to be administered.

3.8. Expiry dates

When opening bottles of liquid medication/ eye drops/ or tubes of medication, the date of opening should be written clearly onto the container. The date of expiry will then be taken from the date of opening. The guidance on expiry of medication once opened is as follows:

- Six months or expiry date set by manufacturer for liquid medications
- Four weeks for eye drops
- Six months for tubes of ointment/cream
- One month for open pots used by staff – manufacturer's expiry if used by student.
- When dispensing from a tube or pot a glove or spatula should be used to prevent cross-infection.

4. DISPOSAL OF UNUSED OR OUT OF DATE MEDICATION

All out-of-date medication, or prescribed medication that is no longer required for the student, should be returned to the Medical Centre.

Medication should then be kept in a locked cupboard and clearly labelled awaiting disposal, until such time as it can be returned to the pharmacy.

5. MEDICATION ADMINISTRATION

Consent for the giving of medication is obtained from the parent/carer on the Medical Health Admissions form.

Prescribed

For each prescription medication dispensed by House staff, Medical Tracker will list the corresponding medical condition, with the specific medication attached to that condition. Multiple medications may be listed under a single condition. Full instructions for using each medication are completed when adding the medication.

Medical tracker medication records contain the student's name and DOB, the name and dosage of the medication and when it is to be given.

- Ask the student to confirm their DOB (even if you know the student)
- Check when the medication is due to be given
- Check that the label on the box matches all the information on medical tracker
- Check that the information on the blister pack matches eg Medication and dosage
- Check the expiry date
- If all of the above match give the student the medication. They must take it in your presence.
- Record your name in the drop down dispensed by member of staff box
- Save the record Non- prescribed
- All staff when issuing medication must adhere to the following procedures:
 - The reason for giving the medication must be established and explained to the student.
 - Check whether the student is allergic to any medication (medical tracker should detail any known student allergies).
 - Check on the student's medical tracker record
 - and ask the student whether or not they have taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the pack, must not be exceeded).
 - Check whether the student has taken that medication before and, if so, whether there were any problems.
 - The student should take the medication under the supervision of the person issuing it
 - Record the details on medical tracker- if this is a medication brought in from home and is linked to a medical condition, record using this tab, or if giving an over-the-counter medication record under medication dispensed.

6. REFUSING MEDICATION

If a student refuses to take medication, staff will not force them to take it, but will record it and inform the Medical Centre.

The Medical Centre will inform the parents unless consent to do so is withheld by a Gillick competent student.

If refusal compromises the student's safety emergency services will be called.

7. SELF-MEDICATION

To help young people to learn to become independent and responsible for their own care it may be possible for them to self-medicate.

All students who are deemed to be Gillick competent* may be allowed to self-medicate after assessment.

This assessment is done by the Nurses with the student and a self-Medication consent form is completed and signed by the student and nurse (Appendix 1).

**Gillick v West Norfolk and Wisbech Area Health Authority (1985) 3 All ER 402. A child under the age of 18 is lawfully able to give or withhold consent to medical treatment provided they can understand what is involved.*

A risk assessment for self-medication is also completed and record made on medical tracker. Each medication is recorded under a medical condition for regular medications and the medication record will indicate if the medication can be self-administered or not.

House Matrons have access to all medication records for their students on medical tracker. When a medication is changed or amended an email from medical tracker will be generated by the Medical Centre to alert Matrons. This email does not need printing, although houses may choose to keep a list for their information of self-medicating students in a central place.

Self-medication is a privilege and if it is found that it is being abused, for instance by medication not being stored safely or "losing" medication, the privilege may be withdrawn, and the signed agreement will be null and void. This arrangement should be reviewed by the nurses in liaison with the House Matrons and House Managers/Deputies.

All students who have/carry any medication such as inhalers, insulin or adrenaline pens need to complete a self-medication form and have a risk assessment completed (as detailed above).

Some medications are deemed not suitable for self-medication. Examples of these are "Controlled Drugs" and anti-depressants.

Medications available on the house medication schedule are not suitable for self-medication due to the risk for overdose. This includes medications such as Paracetamol, ibuprofen and cetirizine.

8. MONITORING OF HOUSE MEDICATION AND MEDICATION RECORDS

Medical tracker medication records will be reviewed by a Medical Centre Nurse termly during medication record review / audit (appendix 2). The Nurse will check that medications have been given at the prescribed times and dose and an accurate record has been kept. When required, appointments will be made with the GP for medication reviews.

When required, appointments will be made with the GP for medication reviews.

The Lead Nurse reviews the completed medication Audits for the Boarding Houses on a termly basis.

9. MEDICATION ERRORS OR NEAR-MISSES

The aim of all medication-related guidance is to minimise the risk of an administration error occurring. An error in medication administration is defined as **any deviation from the prescribed dose**.

Errors fall into three different categories (plus the temporary category of unresolved at the time):

Major Error - is an incident which results in major harm or death, admission to hospital for 24 hours or more or in the student being rendered unconscious.

- Major errors must be reported immediately to the member of the SLT on duty
- The Health & Safety Manager should report the incident to the HSE in accordance with RIDDOR if it results in a fatality or the pupil/service user going straight to hospital for treatment from the scene of the incident.
- The Head of House/Dept should obtain any witness statements immediately or as soon as possible after the event.
- A written report detailing the facts must be completed by the Head of House/Dept within 24 hours and sent to Health and Safety together with this form. A copy must also be sent to the Medical Centre
 - The Health and Safety Manager will then compile a detailed accident investigation report

Unresolved Error - is an incident the outcome of which for the student is unknown at the time.

Minor Error - is an incident which results in no significant harm to the student.

Near Miss Incident - A near miss in medication administration is defined as an incident which might have resulted in an error if it had not been noted and rectified before the error occurred. There have been no consequences for the student.

In all circumstances where there has been a failure to comply with written instructions, whether resulting in an over or under administration:

- Advice as to what action should be taken should immediately be sought from the Nurse on duty in the Medical Centre; if this person is not available, advice from another medical practitioner or pharmacist, or NHS 111 should be sought.
- Where none of these are available, the local hospital accident and emergency department should be contacted.
- A full record of the incident and action taken is to be recorded (Appendix 3) (copy to Lead Nurse

and to HR). The student's parents/carers must be informed by the Head of House.

- The incident should be discussed with the staff team to ensure that any lessons are learned and any changes to practice/procedure introduced to ensure there is no recurrence.

10. TRAINING

The Policy outlining medication administration in houses should be available and have been read by all Matrons and House staff involved in the administration of medications.

It is the responsibility of the Head of House to notify the Medical Centre team when a new member of staff joins the team and requires training. This will be delivered by the Medical Centre School Nurses.

The record of those allowed to administer and issue medicines along with the Policy Acceptance forms (Appendix 4) should be retained with the medicines and checked by the Nurse assigned to that boarding house on a half-termly basis.

Staff should also complete the National College Module – Certificate in Administering Medication
[Medication Awareness for Schools \(Course Overview\)](#)

Staff must not administer medication to a student unless they have received training from the Medical Centre Nurse, completed appendix 6 training and completed the online course.

All staff must complete the online course before the expiry of their certificate. Refresher training will be delivered by a Medical Centre Nurse every 2 years.

Day Students:

Day students are only given medication with a completed parental request form. The completed form should be kept with the medication supplied by the parents. This can be kept in house (if a regular medication) or at the Medical Centre (if something used very occasionally). This will be a prior arrangement with the Medical Centre/House and parents/carers who will be contacted to inform them if medication is given. Follow the SET policy for managing medication in school.

[Policies - OneDrive](#)

[Policies - OneDrive](#)

11. MANAGEMENT OF COMMON CONDITIONS

Asthma:

Students with reliever inhalers (Salbutamol/Ventolin) or MART inhalers (Fostair) are always encouraged to carry it with them along with their personal asthma action plan (especially to sports and school trips). These should be labelled with their name and date of birth. They do not need to carry any other kind of inhaler with them.

For Boarding students' nurses perform asthma reviews and management plans when required, (usually when the students come to collect new inhalers or when their asthma is causing them concern). Self-medication forms need to be completed for all inhalers (Appendix 1&2).

Following campaigning from asthma charities, the Department of Health finally issued guidance and schools are now allowed, and indeed advised, to hold spare emergency reliever inhalers. The standard operating Policy for Wymondham College Medical Centre details Asthma Management.

Diabetes:

The nursing staff actively work with students that suffer from diabetes along with their families to achieve independence and self-management. A healthcare plan will be established, working closely with the student, their family and sometimes other health professionals, eg diabetes nurse specialists.

Students with diabetes are encouraged to carry emergency supplies with them, for blood testing, insulin and sugar substitutes. Some students have an insulin pump. Spare supplies of all required items can be kept in the Medical Centre for both Day and Boarding students.

Self-medication forms need to be completed for all required items (Appendix 1&2).

Further information can be found in the Standard Operating Policy for the Medical Centre, Diabetes Management.

Anaphylaxis:

Nursing staff actively work with students who have severe allergies and anaphylaxis. The nurses will liaise with the student and their families to draw up a healthcare plan outlining potential problems and appropriate action to take.

The student is encouraged to carry their 2 Adrenaline auto injectors, and a small amount of oral antihistamine, with them at all times. The student must keep their prescribed medication on them at all times and should be stored inside an insulated pouch specific for storing adrenaline pens. The Anaphylaxis Society suggests that a second dose of adrenaline is less likely to be needed if it is given early enough. It is, therefore, of great importance that a student who has previously experienced an anaphylactic reaction can have access to their Adrenaline Pen at all times.

Teachers and all pastoral staff have been trained in the administration of an Adrenaline Pen, should the student not be able to do so themselves.

Anaphylaxis updates for teaching and support staff take place annually.

Self-medication forms need to be completed for all adrenaline pens or antihistamines held by the students (Appendix 1&2).

Boarding students who have an Adrenaline Pen and are staying over the weekend must be asked to present their injector to Boarding staff. This will serve as a reminder to the student of the need to be self-reliant and ensure that the Adrenaline Pen is available if needed.

If the Adrenaline Pen is used over the weekend, on call SLT should be informed and they can access the Medical Centre for the second injector which is stored there.

Following campaigning from the Anaphylaxis Campaign and other organisations, new legislation from the Dept of Health enables schools in the UK to purchase Adrenaline Auto-Injectors (AAIs) without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. There is more information on the use of Emergency AAI's in the Standard Operating Policy for Wymondham College Medical Centre.

For day student we follow the SET policy for allergy and anaphylaxis [SET Allergies and Anaphylaxis Policy May 2026.docx](#)

REFERENCES

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DOH (2015) Guidance on the use of emergency Salbutamol Inhalers in Schools. [Online] Available at: [Guidance on the use of emergency salbutamol inhalers in schools](#)

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Appendix 1

SELF-MEDICATION CONSENT FORM

Name:

D.O.B.:

House:

Has agreed to the following:

1. Students must not, under any circumstances, share, swap, or trade their medication with others.
2. Students must keep their medication safe and secure.
3. All medication must be in its original container, labelled with the student's name, the dose and frequency of the medication is taken.
4. If medication is prescribed, it must be taken and stored as instructed.
5. All non-prescribed medication must be taken according to the manufacturer's instructions, (a Parental Request for Treatment form must be completed for all non-prescribed medication).
6. Students are aware of the process to follow if they accidentally take too much of their medication.
7. Boarding students taking prescribed medication will request repeat prescriptions in person or via email in good time – at least a week's notice.
8. If you are taking any other medication or herbal remedies, ensure you have informed the Medical Centre **before** taking the medication.

IMPORTANT: You are trusted to be responsible for your own medication and to take it as prescribed. If you cannot do this, you will not be permitted to self-medicate.

Wymondham College does not accept any responsibility in the administration or control of the above medication. For safety, pupils are not allowed medication containing analgesics eg paracetamol unless authorised by a Healthcare Practitioner or School Doctor as these are available from boarding staff or the Medical Centre.

Signed (Student):

Date:

I agree the above named student is competent to administer their own medication.

Name and Signed (Medical Centre Nurse):

Date:

NB Medication misused or found without permission will be confiscated and pupils will be subject to disciplinary action.

**Gillick v West Norfolk and Wisbech Area Health Authority (1985) 3 All ER 402. A child under the age of 18 is lawfully able to give or withhold consent to medical treatment provided they are capable of understanding what is involved.*

Appendix 2

Date:		House:	
Nurse:		Matron	
Records & Administration	Comments	Action	
Is EVERY medication you administer on medical tracker?			
Are regular medications linked to a medical condition on medical tracker?			
Are medication dispensed records on medical tracker completed adequately?			
Is administration of PRN medicines being recorded on medical tracker in real time?			
Have all House staff who administer medication signed the Policy Acknowledgement Signature Sheet?			
Do House staff check perform random checks on AAI holders and asthma inhalers carried?			
Is there a parental request form for all medication that has not been prescribed? Is the sign in and out sheet for students medication up to date?			
Self-medicating Students	Comments	Action	
Is there a medical condition with linked medication with self administration ticked? Is there a signed student			

agreement held in the medical centre?		
Are staff aware how to fill out medication error or near miss forms and who to send to?		
Is this medication stored safely (sample student)?		
Do House staff feel that self-medicating is appropriate for this student?		
Supply	Comments	Action
Do House staff use appropriate spreadsheets to request medication		
Are stock levels appropriate?		
Storage	Comments	Action
Storage of all medication is correct and safe, secure & tidy & who is responsible for holding the keys? Are spare keys available & where are these stored?		
Are all medications correctly labelled?		
Are all medications in date?		
Staff Training	Comments	Action
Have all staff who administer medication attended training?		
Have House staff received training to administer adrenaline		

pens?		
Do the House Staff appear competent in administration of medication? Eg - Are they aware of the processes involved in administering medication?		
Can House staff demonstrate they know that stock medication is only for boarding students?		

Appendix 3

Medication Error or Near Miss Report & Action Form

Date Incident Reported		
Date Incident Occurred		
Name of student		
Name of Staff Member		
Indicate at which stage of the process the incident occurred		
Prescribing	Ordering	Pharmacy Dispensing
Receipt	Administration	Administration
Recording	Other:	
Details of Incident		
Action Taken: Contact Medical Centre/Pharmacy/A&E – advice given Inform HoH/Houseparent on duty Contact Parents. Date & time parents informed:		
Outcome of Action (e.g. follow advice of above)		
What do you think went wrong and why?		
Action taken as a result of error (e.g. further training, clarification of procedure)		
Overall Outcome (e.g. Health of Student)		
What have you learnt, and what will be done differently as a result of this incident?		

To err is human; to cover up is inexcusable: to fail to learn is unforgivable

Report, Record and learn from all medication incidents.

The following House staff have read and understood both the **Medication Administration Policy and the Schedule for Medication in the Boarding Houses**
House:

[illegible]

In signing this form, I agree to the following:

- Version 3



College in accordance with the medication policy

- I have received the necessary training to administer and issue medicine at Wymondham College
- I have read and understood the Medication Policy

Name.....

.... Boarding

House.....

Signed.....(Initials.)

Date.....

Counter-signed

Head of House (or Deputy/House Parent)

Date.....

A copy of this form should be retained in the locked medicine cupboard

A copy of this form should be sent to the Lead Nurse at the Medical Centre.