



MEDICATION ADMINISTRATION POLICY FOR HOUSE STAFF

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Medication used:

A Schedule for Medication in the Houses is drawn up and reviewed by the Medical Centre staff and the GP annually. This clearly indicates which medication is to be given, when and how and forms the basis of the regulations which must be adhered to when administering medication (Appendix 1- example schedule). Access to the live schedule is stored on the shared medical centre onedrive files. A paper copy is also held in each boarding house.

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 only.

Medication not used at Wymondham College:

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

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

Medication Storage:

In the Houses medication is kept locked in a cupboard in the Matron's flat. The flat is locked when unoccupied. A small stock of medication for use during the school day is also kept in a locked cupboard in the House Office. This room is also kept locked when unoccupied.

Keys for the cupboards must only be held by the appropriately trained member of staff on duty and a spare set with the Head of House. Keys must not be given to anyone other than those authorised by the Head of House.

Every half-term the medication cupboard should be checked by house staff. This should include,

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

Ordering medication:

Requests for new stock medication are made by the Matrons using the Medication Request Spreadsheet. (Each House have their own folder where they can access all

the medication spreadsheets relevant to their House). This should be emailed to: medical.ad@wymondhamcollege.org

For stock medication 24 hours' notice is usually sufficient.

For prescription medication ordering the online WMP repeat prescription form should be completed using the following link:

<https://www.wymmed.co.uk/navigator/request-a-repeat-prescription/>

The email address inputted should be: medical.ad@wymondhamcollege.org to ensure all emails regarding medication go to the medical centre. This also ensures the Medical Centre is aware of what medication is required and when it has been ordered. A week's notice should be allowed when making these requests.

Sixth form students may order their own repeat medications.

Collection of Medication:

WCMC has medication deliveries/collections on Tuesdays and Fridays (except for urgent items).

When Matron or the student collects medication the MC nurse will record the date and staff member collecting on the medication spread sheet to acknowledge that the medication has been collected. This can be found in the medical centre ondrive files.

(There are specific arrangements for Controlled Drugs and Self-Medication, see further down document)

Receipt of Medication:

Upon receipt of bulk medication in House the details are logged onto a General Medication Sheet, recording:

- date medication received.
- the name and strength of the drug, e.g. paracetamol 500mg
- the amount of medication received, e.g. 32 tablets
- the expiry dates.
- signature (initials)

Prescription Medication:

Prescribed medication coming into the Boarding Houses should be entered onto medical tracker under the relevant medical condition. For medication already logged under a medical condition but where tablets/ medication has been returned from holidays, record under medication use on medical tracker, with the notes section used to record amount of medication brought into house. If the drug is given to the student, e.g. inhaler/adrenaline auto-injector or for holidays, this should be logged. NB Medication given to take home should be in whole boxes/bottles (not split up/partly used). If multiple boxes/bottles are dispensed they should be entered individually to allow expiry dates to be recorded.

If the prescription medication is dispensed by House staff, the medical tracker should be used to record this. The expiry date of the medication being used should be checked against that on medical tracker (this will need amending when repeat medications .

Special note should be made of the expiry dates of medication held by the students e.g. adrenaline pens. The Medical Centre should be informed prior to the expiry date so a new one can be ordered. (This is a double-check as the Medical Centre also keep a record.)

Medications should be stored appropriately. Refrigerated items should be kept in the clear lock top tub for fridge medications in a designated fridge (away from students) in house. Controlled drugs should be stored following the below guide.

Controlled drugs:

Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Occasionally we may have students who have been such prescribed medication, e.g. Methylphenidate.

Each of the Houses has a black book which the member of staff will need to bring with them when coming to the Medical Centre to collect this type of medication. The member of House staff and a Medical Centre Nurse will both check and enter the medication out of the Med Centre log and into House transfer book. Data checked and entered in both books will include:

- IN or OUT
- Date
- Name of student
- Name of medication and dose – that the label and contents match
- Number of tablets – counted unless in sealed container.
- Batch number - that the label and contents match
- Expiry date - that the label and contents match

- Signatures and printed name of both members of staff
- Upon return to House the medication needs to be checked and countersigned by a second member of House staff

Controlled drugs will be kept in a locked tin in house. The black record book will be kept with this tin.

If Controlled drug medication is sent home with the student, the above procedure should be duplicated with the parent/guardian. Medical tracker medication use can also be used to record that the medication has been sent over, with the number of tablets sent home recorded in the notes section.

Medication brought in from home:

The Medical Centre must be informed of any medication brought in from home. Medication brought in from home must have the drug name, strength and dose printed on a chemist's label, or in the case of vitamins printed instructions, and be in the original container. Parents/guardians who wish their children to have medication brought in from home are required to complete a parental request for treatment form (appendix 2). The completed form should be held in House. All medications brought in from home should not be self-medicated until a medical centre nurse has determined if this is appropriate- therefore Matron should dispense the medication initially. If a nurse determines the medication can be self-medicated, the medication can be returned to the student. The parental request form should be kept in matrons flat (ideally in a folder in the medication cupboard) a note should be made on the form to say self-medicated.

All medication brought into the House should be entered onto medical tracker under the relevant medical condition. If this medication is already logged but it is being recorded as brought back from a school holiday, this should be logged on medical tracker using medication use, with the number of tablet/medications recorded in the notes section (only required for controlled drugs and anti-depressant medication).

Medication from overseas:

All medication from overseas should be taken to the Medical Centre. The nurses will record the medication. An appointment will be made with the GP to prescribe the English equivalent. Once this is available the medication from overseas should be returned to the student to be taken home at the earliest possible opportunity.

Expiry dates:

When opening bottles of liquid medication/eye drops/tubes of medication the date of opening should be entered onto the container. The date of expiry will then be taken from the date of opening.

- 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 opened 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.

Any out-of-date medication, or prescribed medication that is not being used should be returned to the Medial Centre (who will return it to the pharmacy for disposal).

Medication Administration

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

Prescribed

For each prescription medication dispensed by House staff a medical condition will be listed on medical tracker with the relevant medication added (there may be more than one medication listed under a condition). Full instructions for using each medication is 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 e.g. medication and dosage
- Check the expiry date.
- If all of the above matches 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 students 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.
- Check that the information on the blister pack matches the label. e.g. Medication and dosage
- Check the expiry or “use by” date on the medication package or container.
- The student should take the medication under the supervision of the person issuing it
- Record the details on medical tracker- if this is a brought in from home medication linked to a medical condition record using this tab, or if giving an over the counter medication record under medication dispensed.

At Wymondham College, a web hosted, electronic recording system called medical tracker is used by all House staff who have received medication training and MC staff to log the administration of all occasional medication such as paracetamol. As well as the verbal checks with the student, medical tracker should also be checked prior to administering any medication to avoid errors in dosage or contra-indications.

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 Deputy Headteacher and GP where appropriate and 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.

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 3).

**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 via 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 the medication recorded on medical tracker.

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

If you find a student has medication that you are unaware of, please inform the MC.

Medications available on the medication schedule for ‘one off dispensing’ by house staff should not be self-medications due to the potential risk for overdose, i.e. paracetamol, ibuprofen and cetirizine.

Medication for use at Home

Medication must be kept in the original container and never divided up. This means that for most prescription medication dispensed by matron extra supplies should be provided for use at home, (exceptions to this are specific courses of medication e.g. antibiotics or steroids). It is the responsibility of parents/guardians to ensure they have enough medication to cover holiday periods.

If a parent/guardian requires a repeat prescription during the holidays they can order this using Wymondham Medical Partnerships online ordering service.

<https://www.wymmed.co.uk/request-a-repeat-prescription/>

A letter from the medical centre will be sent to all parents/guardians of boarding students at the end of each term reminding them of how to order repeat medications. When a student who has been prescribed an **antidepressant** goes home the medication needs to be passed to the parent/guardian. Some students may go home

using their own transport or public transport making it impossible to sign medication to parents/guardians. If this is not possible parents/guardians must be aware the medication will be signed out to the student. If they agree to this, they will be emailed informing parents/guardians the name, dosage and amount of medication dispensed.

There may be rare occasion when a student does not wish their parents to be informed. This decision can only be made by CAMHS/GP.

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. 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.

The designated nurse for each House will do a House Medication Review (Appendix 4) each term.

These reviews will be passed to the Medical Centre Lead nurse who will on a termly basis go through these and pass any relevant outcome information to house staff. (Urgent information such as near-miss prescribing errors will be passed on immediately to maintain student safety).

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.

The near-miss/incident form (Appendix 5) should be copied to the Lead Nurse and to HR. The student's parents/carers must be informed by the Head of House.

Finally:

- 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.

Training:

Each boarding house will have a designated, appropriately trained Matron to cascade training and monitoring of administration and management of medicines in their House (Appendix 6).

A hard copy of the training log/staff signature sheet should be retained with the medicines and checked by the Nurse assigned to that boarding house on a half-termly basis. This should be updated if any changes to the policy are made and when staff leave/start.

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.

Management of common conditions

Asthma:

Students with reliever inhalers (Salbutamol / Ventolin) are always encouraged to carry it with them (especially to sport). 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 spare inhalers are kept in the Medical Centre and the 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). The same arrangements can be made for Day students by prior arrangement with the parents. Self-medication forms need to be completed for all inhalers (Appendix 4&5).

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 College has drawn up an asthma management procedure: the use of emergency asthma inhalers is detailed within the medical centre standard operating policy.

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, e.g. diabetes nurse-specialists. This procedure is detailed within the medical centre standard operating policy.

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 4&5).

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 always encouraged to carry their Adrenaline auto injector and a small amount of oral antihistamine with them. 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 always have access to their Adrenaline Pen.

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 4&5).

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 would 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 Use of Emergency Adrenaline Auto-Injectors at Wymondham College within the standard operating policy for Wymondham College medical centre:

Appendix

Appendix 1

HOUSE MEDICATION SCHEDULE EXAMPLE (live copy accessed: W:\Staff Only\Medical Centre\Med_Centre\house medication\medication schedules)

First assess the condition thoroughly and ascertain whether the student has had any medication in the last 4-6 hrs.

Abdominal Pain

- Check temperature
- Check bowel habit is normal
- If nauseous give Peptac Mixture 10ml
- Offer hot pack
- If required, give paracetamol — see table for dosage
- For girls, check where in menstrual cycle i.e. Period pain: paracetamol and / or Ibuprofen (See table for dosage).
- If pain is ongoing for more than 6 hours, is worsening or is severe (8-10 on pain scale of 1-10) then please arrange MC review or if out of hours call 111 for advice.
- For testicular pain even that which is mild medical centre review immediately or out of hours contact 111.

Allergies

- Check for allergic / anaphylactic reaction (ask the person or check records). If not known contact Medical Centre and follow healthcare plan.
- Apply cool pad or ice pack to affected area.
- Give Cetirizine 10mg once daily.
- Inform Medical Centre or if out of hours contact 111 for advice.

Burns/Scalds:

- Hold under cold running water for 10 minutes minimum
- Apply wet pad / towel and send to Medical Centre

Go to a hospital [accident and emergency \(A&E\)](#) department for:

- large or deep burns bigger than the affected person's hand
- burns of any size that cause white or charred skin
- burns on the face, hands, arms, feet, legs or genitals that cause [blisters](#)
- all chemical and electrical burns

Cold sores:

Cold sores are contagious from the first tingling feeling or other signs of a cold sore coming on, to when the cold sore has completely healed.

A cold sore usually starts with a tingling, itching, or burning feeling, Small fluid-filled blisters appear. The blisters burst and crust over into a scab.

- Send to Medical Centre at the first signs as the anti-viral creams do not always work once the blister has appeared

Cold symptoms

- Check temperature
- Encourage fluids/Vitamin C
- Paracetamol if required — see table for dosage

Cough

- Check temperature
- Encourage fluids, e.g. Carry water bottle, drink of water at bedside
- Boiled sweets may be used
- If unwell send to MC

Diarrhoea

- Please check what the student means by "diarrhoea" and use the Bristol Stool Chart as a reference if needed; If type 6/7 please:
 - Send to Medical Centre or home, cannot be in general circulation until 48hours after symptoms cease
 - Encourage fluids

Dry skin

- Encourage fluids
- Encourage use of simple moisturiser (non- perfumed)

Eye problems

- Any signs of swelling or stickiness send to Medical Centre
- If a foreign body is suspected, washout with normal tap water or saline.
- Any visual problems send to Medical Centre

Grazes

- Clean with water
- For grazes such as Astroturf burns apply Cosmopore and send to MC for review. If non- adherent dressing unavailable - apply wet gauze or gauze with Vaseline

Headache

- Check temperature
- Ensure student is drinking enough water
- Any other symptoms
- If required, administer paracetamol - see table for dosage

Indigestion

- Check temperature
- Offer hot pack
- If required, 10ml Peptac

Insect bites

- Check for allergic / anaphylactic reaction (ask student and check records). Follow healthcare plan guidelines if present
- Remove the sting, tick or hairs if still in the skin. Scrape it out sideways with something with a hard edge, such as a bank card, or your fingernails if you don't have anything else to hand.
- Wash the affected area with soap and water.
- Apply a cold compress (such as a flannel or cloth cooled with cold water) or an ice pack to any swelling for at least 10 minutes.
- Raise or elevate the affected area if possible, as this can help reduce swelling.
- Avoid scratching the area or bursting any [blisters](https://www.nhs.uk/conditions/blisters/), (<https://www.nhs.uk/conditions/blisters/>) to reduce the risk of infection.
- Cetirizine 10mg can be given once daily

Itchy Skin

- Examine area -? dry / red / evidence of rash
- Moisturise if required
- Cold pack/cool wet pads if inflamed
- Cetirizine 10mg if likely to be allergic response

Mouth ulcers

- Saline mouthwash
- Send to MC if treatment required

Nausea

- Check temperature
- If required, 10ml Peptac

Pain (inflammation)/ Sprains

- If acute apply ice pack for 10-20 minutes
- Rest and elevate limb
- Ibuprofen: - see table for dosage
- If ibuprofen has been given and the pain has not settled paracetamol should be given: - see table for dosage

Piercings

- Clean with water
- If looking "crusty" clean with antiseptic wipes
- If signs of infection send to Medical Centre for review

Sore throat

- Check temperature
- Encourage fluids – use of water bottle
- If required, ibuprofen — see table for dosage
- Sucking boiled sweets

Sunburn

- Advise a cool bath or shower to cool down the burnt area of skin.
- Apply after sun lotion to the affected area to moisturize, cool and soothe it. Do not use greasy or oily products.
- Give paracetamol or ibuprofen for pain. For dosage see below
- Encourage fluids to prevent dehydration.

Paracetamol tablet dosages for young people

Age	Dosage
11 - 16 years	500mg 4 - 6 hourly, max x 4 in 24 hours
Over 16 years	500mg – 1g 4 - 6 hourly, max x 4 in 24 hours

Ibuprofen tablet dosages for young people

Age	Dosage
Under 12 years	200mg max x 3 in 24 hours
12 to 18 years	400mg max x 3 in 24 hours

Appendix 2

CONSENT TO TREATMENT - If more than one medicine is to be given, a separate form should be completed for each one.

PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION BROUGHT IN FROM HOME

The College can only give your child medication if you complete and sign this form.

Child's Name:

Date of Birth:

House:

Name and dose of medicine:

Expiry Date:

How much to give (ie. Dose):

When to be given:

Any other instructions:

Number of tablets

Note: Medicines must be in the original container

Daytime phone no. of parent or carer

Agreed review date to be initiated by
(Name of member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for the administration of the stated medicine to my child in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent's/Carer's signature: _____ Date _____

Print Name: _____

Appendix 3

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 anyone else.
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 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. Boarding students taking prescribed medication will request repeat prescriptions in person or via email in good time – at least a week's notice

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

Signed: _____

Date:

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

Name:

Signed: _____

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 4

Date:		House:	
Nurse:		Matron:	
Records & Administration	Comments	Action	
Is the House Medication Schedule available?			
Is there a medication chart for each student requiring medication? How are the students identified?			
Is this information correct and up to date? Are all doses clear and unambiguous?			
Is administration recorded and counter-signed by the student?			
Is administration of PRN medicines being recorded?			
Have the medication records been audited?			
Have all House staff who administer medication signed the Policy Acknowledgement Signature Sheet?			
Do House staff check that students with adrenaline pens who are staying over the weekend know where that pen is?			
Is there a parental request form for all medication that has not been prescribed?			
Self-medicating Students	Comments	Action	
Is there a risk-assessment form for each medication that students self-medicate?			

Is this medication stored safely?		
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? E.g. 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 5

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?		

Appendix 6

OUTLINE FOR MEDICATION TRAINING IN THE BOARDING HOUSES

Each Boarding House has a designated person who is responsible for the administration and management of medication in their Boarding House. This person will receive appropriate training from their designated Nurse. The designated person will then be responsible for ensuring all staff who dispense medication in the Boarding House have the appropriate training.

This training will cover:

- The medication policy and where to find it
- The medication Schedule for use in the Boarding Houses
- Medication Storage
- Ordering medication
- Collection of medication
- Logging of medication in House:
 - General Medication
 - Prescription Medication
 - Controlled Drugs
 - Medication brought in from Home
 - Medication from overseas
- Expiry dates
- Medication Administration:
 - Prescribed
 - Non-prescribed
- Refusing medication
- Self- medication
- Medication for use at home
- Monitoring of House Medication and Medication Records
- Medication Errors/Near Misses
- Training
- Day students
- Emergency asthma inhaler policy
- Emergency adrenaline pen policy

Following completion of this training please complete and sign the Policy Acknowledgement Signature Sheet.

POLICY ACKNOWLEDGEMENT SIGNATURE SHEET

In signing this form I agree to the following:

- I am authorised to administer and issue medicines at Wymondham 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

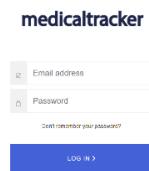
A copy of this form should be sent to the Lead Nurse at the Medical centre

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

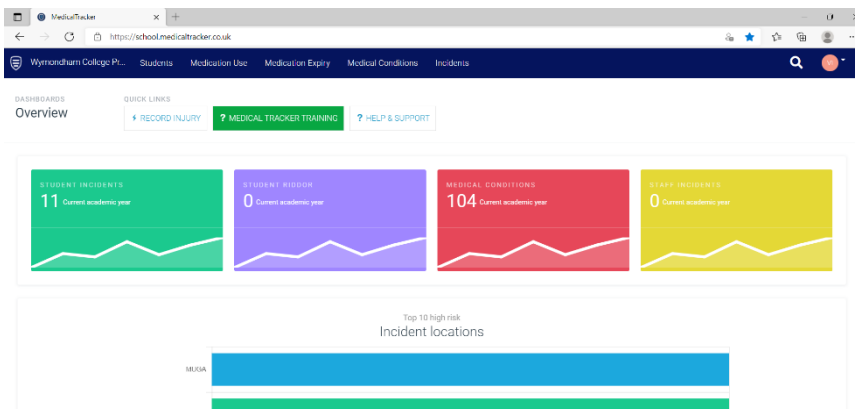
Print Name	Position	Signature	Date

Medical Tracker Working Instructions

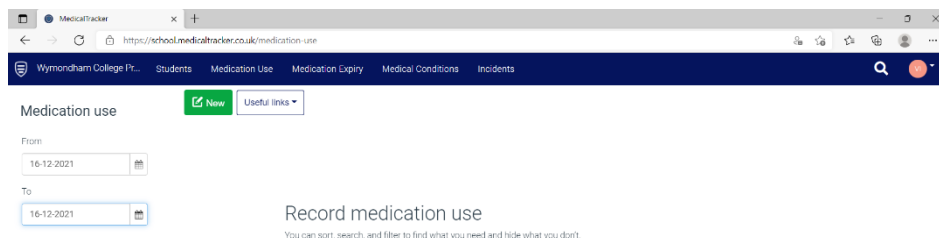
1. First log into [MedicalTracker](#)



2. Once logged in you will need to click on **Medication Use**, located on the navy tool bar.



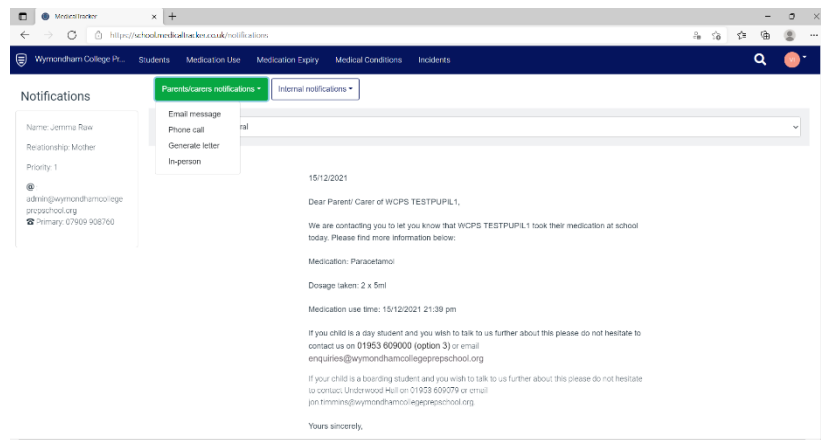
3. Click on the green **'New'** button to add the record.



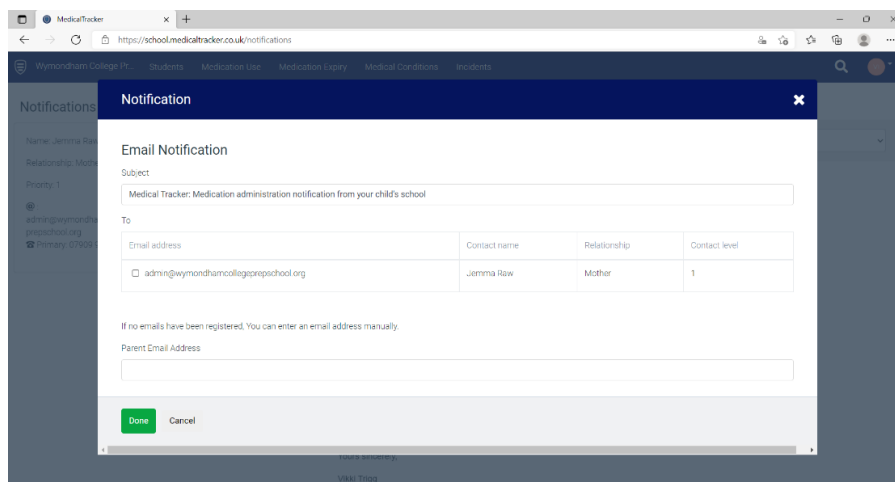
4. The following screen will appear. Fill in the **student's name, medication, dosage, who administered the medication** and in **notes** add the reason for administering it. Remember that you can change the time, to match the time that the medication was given.

5. By clicking on the **Send notification** button, you will be given options on how to notify the Parent/Guardian that their child has been given medication. *You would send a notification if you were giving an over the counter med as a one off. You would not need to do this for daily meds.*

6. You can see in the image below the options available. You can also see a preview of the letter. Click on the letter if you wish to make amendments to this. To send an email click on **Email Message**.

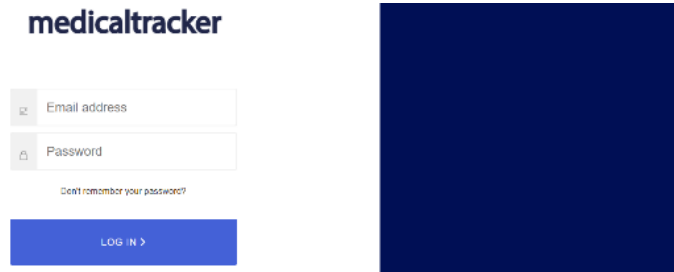


7. The email addresses that are logged for the child will automatically populate on the screen. Tick the boxes of those you wish to send the letter too. Alternatively, you can add a different email address at the bottom of the screen. Then click **Done**.



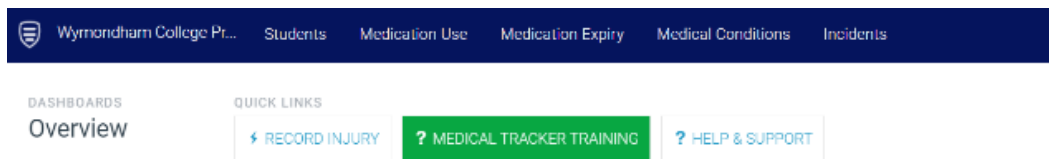
Does the Pupil need regular medication? – Here is how to add it to Medical Tracker

1. Log into [MedicalTracker](#)

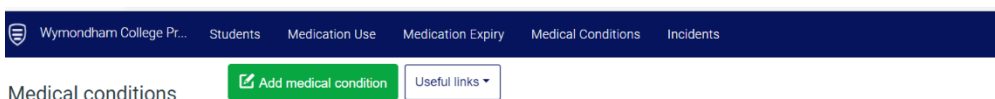


2. If you have a child that will be taking a course of medication, you can add their medical condition onto Medical tracker. By doing this, the name of the medication and dosage amount will auto populate on the screen when you log a medication use.

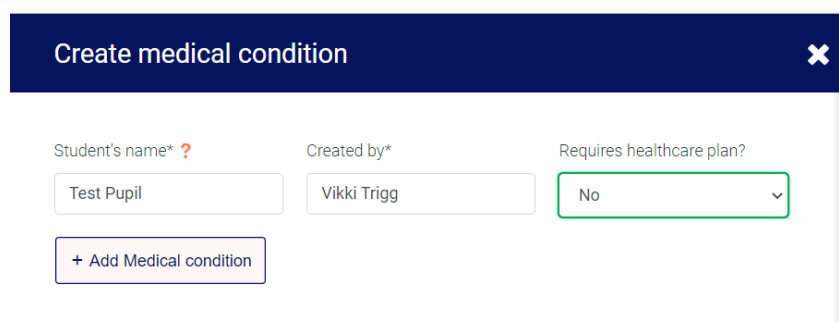
Once logged in you will need to click on **Medical Conditions**, located on the navy tool bar.



3. Click on the green box which says **Add medical Condition**.



4. A box titled 'Create medical condition' will appear. Fill in the boxes and click on **Add Medical condition**. *A child needing regular medication does not mean that the child necessarily requires a healthcare plan.*



5. Fill in the form. *Name of medication, how often it is to be given, dosage, expiry date etc. You can add timing if necessary.* Once complete, click the green **Next** box.

Create medical condition

Student's name* ? Test Pupil

Created by* Vikki Trigg

Requires healthcare plan? No

+ Add Medical condition

Medical condition 1

Medical Condition* Dietary

+ Add Medication

Time 07:30

Next Cancel

+ Add Timing

6. If there are any additional notes, you can add them now. Once finished click on the green **Save** button.

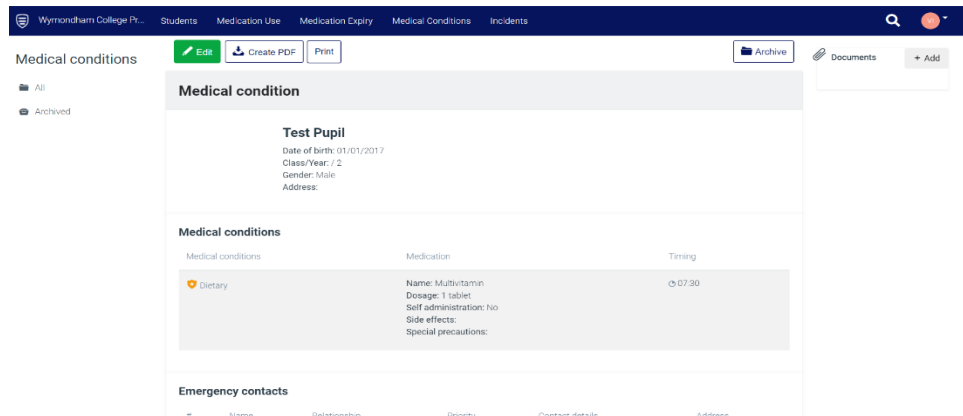
Create medical condition

Procedures to take in an emergency

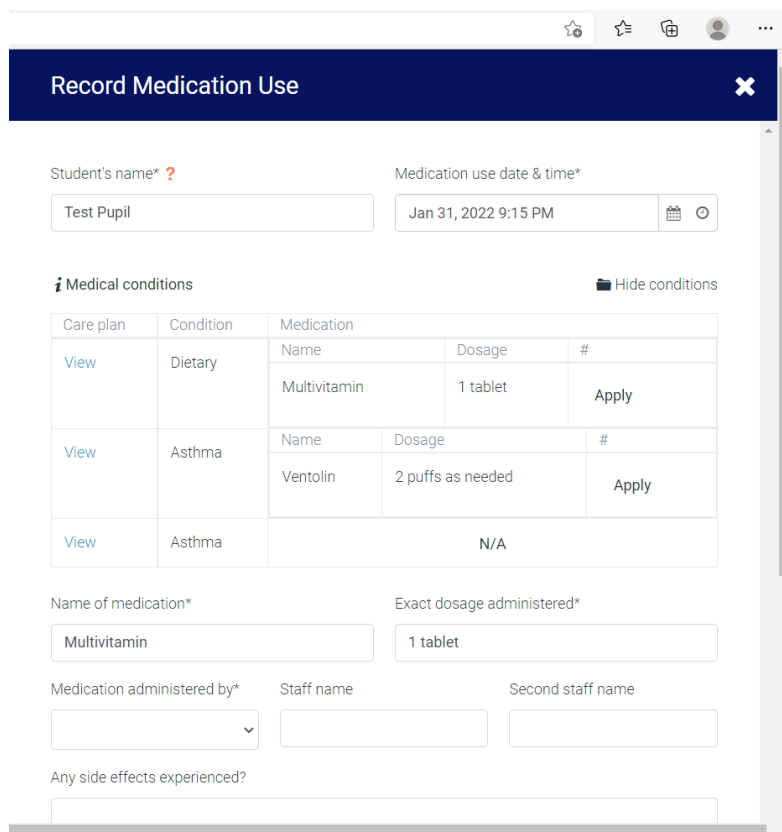
Notes

Save Previous Cancel

7. The following screen will appear which shows the medical condition which you have just added to this students profile.

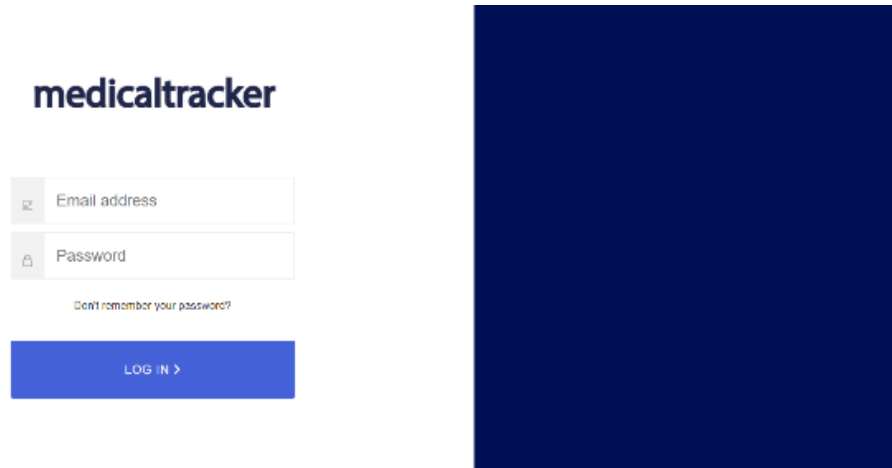


8. It may take 24hours for the computer system to update the students record. Once it has updated you can see from the following screen that when you go to add a medication use for that specific student, the medication will auto populate. You simply click **Apply** and it will add the information into the relevant boxes for you.

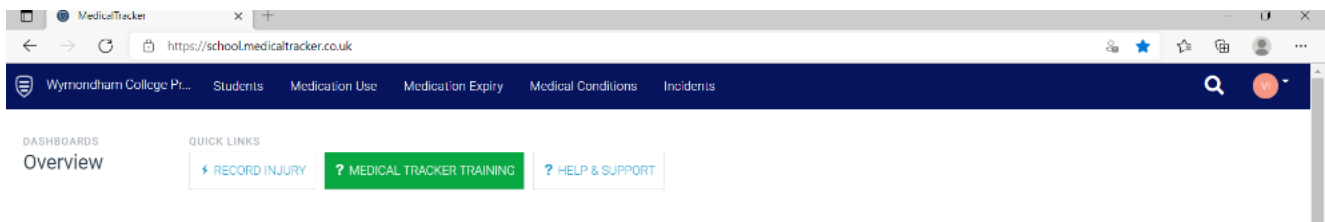


Logging an Incident on Medical Tracker

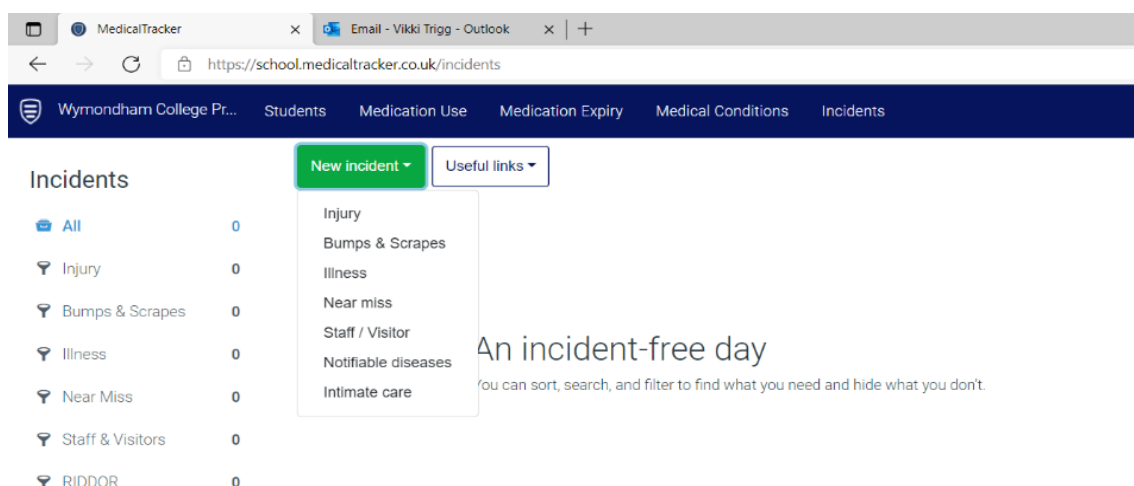
1. First log into [MedicalTracker](#)



2. Once logged in you will need to click on **Incidents**, located on the navy tool bar.



3. Click on the green box which says '**New Incident**'. You will see that a list of incident types will appear in the drop-down box. Select the one that you wish you record. For the purpose of this training, we will record **Bumps & Scrapes**.



4. The following screen will appear. Fill in all the relevant boxes with the information about what happened, who dealt with it and how. Once complete Click on the green **Save** box.

5. On the next screen you will see all of the information that you have just logged. At this point you can choose to send a notification to the parent/carer to inform them of the incident. Click on the **send notification** button.

6. You will see a green **Parents/carers notifications** box appears on the screen along with a template letter. This letter can be amended now if you wish to add any other information which you think the parent/carer needs to know. Simply click on the screen to add the additional information. For the purpose of this training, we will click the **Email Message** button to notify the parent/carer of the incident.

7. The following screen will appear. The parent/carers email should auto populate into the email address field. You can also add other email addresses yourself at this point if necessary. Lastly click the green **Done** button.