READING BLUE COAT

Administration of Medication (Including Homely Remedy) Policy

Introduction

The Governors and staff at Reading Blue Coat acknowledge their responsibility to ensure that all students within the School with medical conditions will be properly supported to ensure that they have access to a full education, including school trips and physical education.

Following government guidance regarding Supporting students at school with medical conditions Department for Education, 2015 and the Medicines Act 1968, this policy aims to outline how the School supports students with medical conditions through the safe administration of medication, including the use of over-the-counter medication within the School.

This policy should be read in conjunction with:

- Educational Visits Policy
- First Aid Policy
- Health and Safety Policy
- Medicines Act (1968)
- Supporting students with medical conditions at school (Department of Education 2014)

Roles and responsibilities

The Headmaster, supported by the Bursar will:

- Ensure that arrangements set up in this policy will be implemented effectively, including naming a person who has overall responsibility for policy implementation.
- Provide a named person who is responsible for ensuring that the necessary staff are provided with sufficient training to be able to administer medication safely in order to support students with medical conditions to have access to a full education.
- Ensure that, in the absence of the Nurse Manager, there is someone on site sufficiently trained to administer medication if necessary.
- Ensure that risk assessments are in place for school visits, trips, and other school activities outside the normal timetable.

The Medical team will:

- Ensure that Individual Healthcare Plans are suitably monitored and updated when necessary.
- Ensure that all necessary staff receive annual auto-injector training. All relevant staff to complete the Administration of Medication Module on TES Educare to administer medication when needed, for example, on school trips.
- Upload Individual Healthcare Plans onto the Staff Intranet for necessary staff members to access when a child, who has an Individual Healthcare Plan in place, is going to be taken off the School site.
- Administer medication to students where there is consent to do so.
- Communicate with parents/guardians if an over-the-counter medication is administered.
- Ensure that documentation is completed to a high standard.
- Monitor medication records and stock sheets periodically to ensure compliance with this policy.
- Order over-the-counter medication.
- Ensure that stock within the Medical Centre is sufficient and in date.

Other staff members will:

- Undertake the necessary training to ensure they are competent to safely administer medication to a student.
- Attend annual training updates.
- Attend extra training where necessary for students who may have more complex health conditions.

Parents/Guardians will:

- Inform the School of their child's medical needs and provide updates where necessary.
- Provide medication in the original dispensing container with the original dispensing label attached if their child must have prescribed medication administered at School.
- Provide medication in the original container, named if their child must have non-prescribed medication administered at school, giving written consent and clear instructions of dose and frequency.
- Collect any medication held by the School when contacted by a member of the medical team and asked to do so.
- Ensure that medication they provide to the School does not pass its expiry date.

Training

Most medication will be administered by staff in the Medical Centre.

During both day and residential trips, Paracetamol is included in First Aid Bags and staff may be required to administer this. During residential trips, they may also be required to administer student's own medication. Staff must also know how to administer emergency/reliever medication (AAI, reliever inhaler and antihistamines). As part of their training, staff will be expected to complete the Administration of Medication module on TES Educare. Staff must also read and be up to date with the School's Administration of Medication Policy.

The key staff groups that must receive annual auto-injector training and complete the TES Educare Administration of Medication module are:

- Teachers
- Any member of staff who may participate in School trips away from the School
- Any member of staff working in the Medical Centre.

Consent

Prior to any medication being administered, written consent must be given by a parent/guardian.

Consent is gained for over the counter and all emergency medication as part of the new admissions "Health Record for the School Medical Team" form that is completed when a student joins the School. Parents/Guardians are informed that they must let the School know if there is a change in medication or they would like to withdraw consent for a medication at any point.

Consent for medication will be documented on iSAMS.

If a student requires a prescribed medication to be administered at the School, the parent/guardian must provide consent via email/letter. The medication must be provided in its original packaging with the prescribing label attached. The Medical Centre will not be able to accept medication that is not in the original packaging with the prescribing label attached.

If a student requires a non-prescribed medication to be administered, their parent/guardian must follow the above procedure. Non-prescribed medication will not have a prescribing label attached. On receipt of these medications, the Medical team will check to ensure there is a name label attached.

It may be necessary for medical staff to contact parents/guardians if they require more detail about a prescribed medication. **Gillick competency**

Students aged 16 or over are entitled to consent to their own treatment. This can only be overruled in exceptional circumstances.

Like adults, young people (aged 16 or 17) are presumed to have sufficient capacity to decide on their own medical treatment, unless there's significant evidence to suggest otherwise.

Competence will be assessed to ensure that a student has sufficient understanding to fully appreciate what is involved in their treatment. This is known as being Gillick competent. If Gillick competent, a student can decide whether they agree to a parent/guardian being informed when medication has been given.

Storage of medication

All medication is stored in a locked cupboard or fridge in the Medical Centre. Controlled drugs are stored in a separate locked cupboard which has a different lock. Keys for medication storage are held by the staff in the Medical Centre.

A stock sheet for all student's own medication (**Appendix 1**) can be found in the folder in the locked cupboard.

The shelving in the medication cupboards is adjustable. This ensures that medication in bottles can be stored upright.

Some emergency medications that may need to be administered by a staff member can be found in the foyer of the Medical Centre. This includes spare AAIs, an emergency asthma inhaler, antihistamines (Piriton liquid and Cetirizine 10mg tablets) and medication for the treatment of a diabetic student who is experiencing hypoglycaemia (Glucogel and Glucotabs).

No student is permitted to carry medication, except for students who carry an AAI, an inhaler or emergency diabetic medication.

If a student is found carrying medication, other than the medication listed above, they will be sent to the Medical Centre to hand over the medication to the Medical Centre staff who will ensure the correct procedures are in place.

Controlled Drugs

If a student is to have a controlled drug administered, they must bring it to the Medical Centre, in the original dispensing box with the original prescribing label attached with a letter/parental email of consent as soon as they arrive at school. If a student is expected but doesn't arrive at the Medical Centre, the 4-step process below will be followed:

1. Students are encouraged to set an alarm/reminder on a device or watch.
2. If a student fails to attend, the medical team will message the student on Teams and request they attend the Wellbeing Centre immediately. The wellbeing staff will also contact the School Office to contact the student via the class teacher.
3. If after 30 minutes the student has still not attended, Learning Support will be notified (**only for students known to Learning Support, and if by not taking their medication could result in the student's focus/behaviour being impacted**). Learning Support can then notify any relevant staff.
4. If after 1 hour the student has not attended, the medical team will email parents/guardians notifying them of student's failure to attend.

Where a student may be placed at risk by failing to take their medication, the Medical Team will take appropriate action to ensure the student's safety.

The student will return to the Medical Centre each time a controlled drug is required to be administered. It is not always possible for a second staff member to be available when a controlled drug is administered; because of this, students are allowed to countersign for their own medication. This stock is checked monthly.

Homely Remedies (over-the-counter medication)

A homely remedy is a medication that can be purchased and administered without a prescription. The School keeps stock of homely remedies in the Medical Centre to be used to treat minor ailments when necessary. A homely remedy will only be administered if it is deemed necessary and consent has been obtained prior to administration.

Homely remedies are only to be administered by medical staff or other trained staff. This is to ensure that the medication is administered correctly within the parameters of safe practice. It is the responsibility of the Nurse Manager to ensure that all staff have completed annual administration of medication training.

All homely remedies are stored in a locked cupboard in the Medical Centre. They are kept separate from any prescribed medication. The Medical Centre stocks the following over-the-counter medication:

- Anthisan Cream
- Cetirizine Hydrochloride
- Paracetamol
- Piriton
- Rennie Antacid tablets
- Throat Lozenges
- Olbas oil

A folder containing information about the homely remedies stocked in the Medical Centre (**Appendix 2**) can be found on top of the locked cupboard in the Medical Centre.

Before a homely remedy is administered, it must be confirmed if the student or staff member has any known allergies, past medical and drug history, or has taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**

If a homely remedy is administered, it will be documented on the students or staff members iSAMS account.

Staff working in the Medical Centre must check iSAMS before administering any medication.

Procedure for administration of a homely remedy

1) Ask the student for their full name, year group and tutor.

2) Assess the student. A homely remedy should only be administered if it is necessary.

3) Ask the student if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**

4) Check that there is consent in place for the student to receive the necessary homely remedy. This can be found by checking iSAMS.

5) If there is consent, the homely remedy may be administered to the student following the instructions that are on the medication packaging. This information can also be found in the Homely Remedy folder on top of the medication cupboard.

6) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**

7) If there is no consent in place, the parent/guardian must be contacted before the medication is administered. If the parent/guardian does give verbal consent, they should be asked to complete the consent form on the parent portal for any future administrations to prevent delay of treatment.

8) Watch the student take the medication.

9) Document that the student has taken the medication (including time and dose) on iSAMS.

10) Inform the student's emergency contact by email of the time that they have had the medication.

Procedure for the administration of student's own medication

1) Ask the student for their full name, year group, Tutor, what medication they are prescribed, if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**

2) Remove the medication from the locked cupboard in the Medical Centre and ensure that the information the student provided matches the consent form completed by their parent/guardian. **If there is no consent form or the medication is not in the original dispensing box with a prescribing label/name label for non-prescribed medication attached, do not give the medication.**

3) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**

4) Hand the medication to the student and watch them take it.

5) Document that the student has taken the medication (including time and dose) on iSAMS and update the students stock sheet. Email the parents/guardians to advise the time the medication was given.

If a student declines to take prescribed medication, medical staff must not force the student to take it. The refusal must be recorded on iSAMS and the parent/guardian informed as soon as reasonably practicable. Where the refusal may place the student at risk, appropriate action will be taken by the Medical Team and senior staff.

School trips (including First Aid bags, AAI and stock Paracetamol)

Each First Aid bag provided by the Medical Centre for School trips contains Paracetamol 500mg caplets, the amount issued will depend upon the nature and duration of the trip/visit. They also contain a medication administration record that should be completed if Paracetamol is administered. For residential trips where medication other than Paracetamol may need to be administered, a larger medication administration record will be provided to avoid confusion.

Student's own medication and controlled drugs will be stored separately from Paracetamol in a locked container. The trip leader is responsible for safe custody, storage and administration of all medication, including Paracetamol.

Risk assessments will be conducted for controlled drugs on School trips.

Procedure for the administration of student's own medication on School trips (medication supplied by parents/guardians) including controlled drugs

If a student requires a medication to be administered during a school trip, the student's parent/guardian must provide consent prior to the trip. If the medication is prescribed, it should be provided in the original box with the original dispensing label. If it isn't a prescribed medication, it should be provided in the original box with a name label attached. The student's parent/guardian should only provide the maximum amount of medication needed for the trip (for example, if the student is going on a 3-day trip and they take an antihistamine every morning, the parent/guardian should only provide 3 antihistamines). The student's medication must be stored with the trip leader in a locked container to ensure no other students can get access to it. The following steps must then be followed:

1) Ask the student for their full name, year group, Tutor, what medication they are prescribed, if they have any known allergies and if they have taken any medication in the last 24 hours. If the student has taken medication, but is unsure of what they have taken, a parent/guardian must be contacted to confirm what they have had. **MEDICATION MUST NOT BE GIVEN UNTIL THIS IS CLARIFIED.**
2) Remove the medication from the locked container. If the medication is prescribed, it should have a dispensing label attached. The dispensing label should be clear and easy to read. **If there is no consent, do not give the medication.**
3) **Always read the dosage guide, check the expiry date, and confirm the route of which the medication must be administered.**
4) Hand the medication to the student and watch them take it.
5) Document that the student has taken the medication (including time and dose) on the "Stock sheet for individual students' own medication".
6) Ensure that the medication is placed back into a container, locked and kept away from other students.
7) Upon arriving back on the School premises, inform the students parent/guardian of when they received medication during the trip. Also inform Medical Centre staff so that they have a record of medication administered on the trip.

Student's self-administering and carrying their own medication

Students who are taking oral contraceptive medication will be allowed to carry and self-administer this themselves on residential trips. A risk assessment has been completed to support this.

If a student is requesting to keep a different medication on themselves and self-administer it during a residential trip, an individual risk assessment would need to be conducted before the School can agree to this.

Students must always carry their own reliever/emergency medication with them. During PE and sports games away from School, if the student anticipates being away from their reliever/emergency medication, they must hand their medication in to their teacher. This includes AAIs, antihistamines for severe allergic reactions, an inhaler or emergency diabetic medication.

Medication timings

Students requiring short-term medication (for example, a course of antibiotics) only need to bring in a "lunch-time dose" if the prescription is for administration more than 3 times per day. Prescriptions for 3 x daily administration can be given at home.

All medicines being brought into School must be delivered to the Medical Centre before the start of the School day, between 08:00 and 08.40. Prescribed medication needs to be in the original dispensing box with the dispensing instructions with a visible expiry date. Non-prescribed medication needs to be in the original box, with a name label attached and have a visible expiry date.

Reporting Medication errors

If you are aware of having made a dispensing error, please contact the Medical Centre as soon as possible on 0118 933 5814 Monday-Friday, term time only, 08:00-17:00. Outside of these hours please ring the duty SLT phone.

Disposal of Medication (including Controlled Drugs)

Any medication stored in the Medical Centre, including controlled drugs, that are out of date should be disposed of at a pharmacy as per NHS guidelines.

Before disposing of any medication at a pharmacy, medical staff will contact parents/guardians to ensure they are happy for the medication to be disposed of. If they do not want medical staff to dispose of it at a pharmacy, they will have to arrange a time to come into the School to collect the medication.

Sharps boxes are used for the disposal of needles and AAIs. These are then collected and disposed of when full by our clinical waste company, Select Environmental.

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Agreed by:	 Mike Rumbelow (Health & Safety Governor) on behalf of the Full Governing Board
Date of Agreement:	October 2026

Appendix 1 – Individual Student Medication Record

READING BLUE COAT

Individual medication record

Student name … … …

Appendix 2 – Homely Remedy information

Anthisan Cream

Indication for use

Anthisan Cream contains a medicine called mepyramine maleate. This belongs to a group of medicines called antihistamines. It works by blocking a natural substance (histamine) that your body makes during an allergic reaction. It can be used to help with pain, itching and inflammation caused by insect stings, bites, and nettle rashes.

Strength

Each 1g of cream contains 20mg of the active substance, mepyramine maleate.

Dose

A thin layer to be applied up to 3 times a day.

Maximum dose in 24 hours

3 applications

Maximum duration of treatment as a homely remedy

24 hours

How to use

The recommended dose is two or three times a day for up to three days.

Apply the cream directly to the affected areas of skin. For best results, use as soon as possible after the bite or sting. The student should seek advice from a Doctor or Pharmacist if there is no improvement after 3 days.

Cautions

This cream should not be used if the student is allergic to mepyramine maleate or any other ingredients in Anthisan cream.

This cream should not be applied on eczema or extensively broken skin.

Anthisan cream contains ceto-stearyl alcohol, castor oil and methyl hydroxybenzoate. Ceto-stearyl alcohol and castor oil may cause local skin reactions (such as contact dermatitis). Methyl Hydroxybenzoate may cause an allergic reaction, possibly delayed. This reaction may happen sometime after starting the medicine.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Cetirizine Hydrochloride

Indication for use

In adults and children aged 6 year and above, cetirizine tablets are indicated for the relief of symptoms of hay fever (seasonal allergic rhinitis), allergies such as dust, food or pet, insect bites and stings, nettle rash and prickly heat.

Strength

Each tablet contains 10 mg cetirizine hydrochloride.

Dose

Children aged 6 to 12 years: The recommended dose is 5 mg twice daily as half a tablet twice a day.

Adults and children aged 12 years and over: The recommended dose is 10 mg once daily as one tablet.

Maximum dose in 24 hours

10mg

Maximum duration of treatment as a homely remedy

24 hours

Cautions

Cetirizine 10mg tablets should not be given to a student if they have severe kidney disease or if they are known to be allergic to any ingredients in Cetirizine or if they are known to be allergic to drugs from the Piperazine family. Epileptic students should consult with a doctor before taking this medication. If a student has had a different antihistamine that day, they should not take Cetirizine.

If a student is pregnant or suspected to be pregnant, they should avoid taking Cetirizine.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Olbas Oil

Indications for use

Used for the relief of bronchial and nasal congestion, hay fever, catarrh, colds, blocked sinuses and minor infections of the airways by inhalation.

Dose

Adults and children over 2 years old add 2-3 drops to a tissue and inhale the vapours.

Avoid direct contact with skin – **DO NOT PUT DROPS INTO MOUTH OR NOSE**

If Olbas oil comes into contact with the eyes or skin thoroughly wash with water and seek medical advice.

Paracetamol 500mg Caplets

Indication for use

Paracetamol should be used to relieve mild to moderate pain including headache, migraine, sharp nerve pain, toothache, sore throat, period pains, aches and pains, influenza symptoms, fever and feverish colds.

Strength

Each caplet contains 500mg of Paracetamol.

Dose

Children aged 10 to 15 years: Take one caplet every 4 to 6 hours, if needed.

Adults, the elderly and children aged 16 years and over: Take one to two caplets every 4 to 6 hours, if needed.

Maximum dose in 24 hours

For children aged 10 to 15 years: Don't take more than 4 caplets in 24 hours.

For children aged 16 years and over: Don't take more than 8 tablets in 24 hours.

Maximum duration of treatment as a homely remedy

24 hours

Cautions

These caplets should not be taken if the student is allergic to Paracetamol or any other ingredients. Special care should be taken if the student is suffering from liver or kidney disease.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Paracetamol 250mg/5ml oral suspension

Indication for use

Paracetamol should be used to relieve mild to moderate pain including headache, migraine, sharp nerve pain, toothache, sore throat, period pains, aches and pains, influenza symptoms, fever and feverish colds.

Strength

250mg/5ml

Dose

Aged 6 to 8 years: One 5 ml spoonful (large end) every 4-6 hours if needed.

Aged 8 to 10 years: One 5 ml spoonful (large end) and one 2.5 ml spoonful (small end) every 4-6 hours if needed.

Aged 10 to 12 years: Two 5 ml spoonfuls (large end) every 4-6 hours if needed.

Aged 12 to 16 years: Two to three 5 ml spoonfuls (large end) every 4-6 hours if needed.

Adults and children over the age of 16 years: Two to four 5 ml spoonfuls (large end) every 4-6 hours if needed.

Maximum dose in 24 hours

Not to be taken more than 4 times in 24 hours following the above dosage instructions.

Maximum duration of treatment as a homely remedy

24 hours

Cautions

This medication should not be taken if the student is allergic to Paracetamol or any other active ingredients. Special care should be taken if the student is suffering from liver or kidney disease.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Piriton

Indication for use

Piriton's active ingredient is chlorphenamine maleate. It is indicated for symptomatic control of all allergic conditions responsive to antihistamines, including hay fever, vasomotor rhinitis, urticaria, angioneurotic oedema, food allergy, drug and serum reactions, insect bites. Also indicated for the symptomatic relief of itch associated with chickenpox.

Strength

Each tablet contains Chlorphenamine Maleate 4mg.

Each 5ml of Chlorphenamine maleate syrup contains 2mg

Dose

Adults and children aged over 12 years: 1 tablet/10mls syrup every 4-6 hours, do not take more than 6 tablets in 24 hours.

Elderly: The elderly are more likely to experience neurological anticholinergic effects. Consideration should be given to using a lower daily dose (e.g., a maximum of 12mg in any 24 hours).

Children aged 6 - 12 years: Give half a tablet/5mls of syrup every 4-6 hours. Do not give more than 3 tablets in 24 hours

Maximum dose in 24 hours

Adults and children aged over 12 years: 1 tablet 4 to 6 hourly.

Elderly: The elderly are more likely to experience neurological anticholinergic effects. Consideration should be given to using a lower daily dose (e.g., a maximum of 12mg in any 24 hours).

Children aged 6 - 12 years: ½ tablet 4 to 6 hourly.

Not recommended for children under the age of 6 years.

Maximum duration of treatment as a homely remedy

24 hours

Cautions

This medication should not be taken if the person taking it has had an allergic reaction to antihistamines in the past. Not to be taken with any other antihistamine containing medication. Not to be taken with alcohol.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Rennie Antacid tablets

Indication for use

Rennie's are to be used to provide relief from heartburn and acid indigestion.

Strength

Rennie's contain calcium carbonate 680mg, magnesium carbonate 80mg, sucrose and glucose 250mg

Dose

Rennie products are not suitable for under 12 years. Adults and children aged over 12 years – 2 tablets to be chewed, preferably 1 hour after meals and before bedtime. For heartburn an extra 2 tablets may be taken between these times.

Maximum dose in 24 hours

8 tablets

Maximum duration of treatment as a homely remedy

24 hours

Cautions

Not to be given to someone if they have severe kidney disease or suffer from kidney stones, if they have high calcium or low phosphate levels in their blood or if they are allergic to any of the ingredients.

Students with gastro-intestinal issues should consult their doctor before taking Rennie's.

FOR SIDE EFFECTS AND WARNINGS CHECK THE PATIENT INFORMATION LEAFLET

Throat Lozenges

Indication for use

To soothe sore throats.

Strength

There is no medication in this product.

Dose

N/A

Maximum dose in 24 hours

N/A

Maximum duration of treatment as a homely remedy

24 hours.

Cautions

Where throat lozenges are provided to students with diabetes, a sugar-free alternative will be used.

FOR SIDE EFFECTS AND WARNINGS CHECK THE BACK OF THE PACKET