



# Medicine Administration Policy

(Includes Controlled Drug Policy and Homely Remedy Policy)

## Including EYFS and Boarding Provision

**January 2025**

Beachborough School – First Aid Policy		
Reviewed: January 2025		Next review: January 2026
Prepared by: A Deans	Approved by: C Wood	Approved by: S Mitchell
Signature:..... <b>School Nurse</b>	Signature:..... <b>Bursar</b>	Signature:..... <b>Head</b>

## Contents

Policy Statement .....	4
Aims .....	4
Objectives .....	4
Responsibility .....	4
Further Reading .....	5
1. First Aid Obligation for Medicine Administration.....	5
2. Staff Training.....	5
3. Parental Consent to Administer Medicines.....	6
4. Administration of Medicine in School .....	6
Prescribed Medication .....	6
Controlled Drugs (CD's) .....	7
Emergency Medication.....	8
Antibiotics.....	8
Non-Prescription Over the Counter (OTC) Medication .....	8
Staff Medication .....	9
5. Early Years Foundation Stage (EYFS) .....	9
6. Storage of Medication .....	10
General Medication Storage .....	10
Emergency Medication Storage .....	10
7. Disposal.....	10
8. Homely Remedy Policy (Including EYFS Provision and Boarding) .....	10
Consent for homely remedies .....	11
Administering of homely remedies .....	11
9. Controlled Drugs Policy (Including EYFS Provision and Boarding).....	11
Controlled Drugs in School.....	11
Storage .....	12
Administration.....	12
Monitoring and Record Keeping .....	12
School Residential Trips.....	12
APPENDIX A .....	14
Parental Consent for Prescribed Medication .....	14
Appendix B .....	16
Parental Consent for Over the Counter (OTC) Medication .....	16
Appendix C.....	18
Online Link for Parental Consent for Prescribed Medication.....	18
Appendix D .....	18

Online Parental Consent for Over the Counter (OTC) Medication.....	18
Appendix E.....	19
Over the Counter Items That May be Requested for Administration.....	19
Appendix F.....	20
Homely Remedies List .....	20

## **Policy Statement**

Beachborough School has a duty to provide an adequate and appropriate medication provision to pupils, staff and visitors. The school understands that it has a responsibility to be welcoming and supportive to children with medical conditions. All staff are aware of the most common serious medical conditions, and the school aims to provide all children with medical conditions the same opportunities as those without.

Most pupils will need medication at some stage of their school life. Although this will mainly be for short periods, there are a few pupils with chronic conditions who may require regular medication throughout their school life. The arrangements described in this policy are in place to meet the school's responsibilities in accordance with national guidance, including the National Minimal Standards for Boarding. Procedures have been developed in accordance with Government Guidelines and adherence to the various regulatory guidance to ensure the safe administration of medication to pupils. The school has referenced the DfE guidance on First aid in schools when preparing and reviewing this policy.

### **Aims**

To ensure the school has a competent, timely and effective Medicines Administration Policy to ensure every pupil, member of staff and visitor can be well looked after in the event of any illness, accident or injury both on the premises and for off-site activities. This policy is applicable to all areas of the school, including EYFS and Boarding.

### **Objectives**

- To appoint the appropriate number of suitably trained people for Medicine Administration to meet the needs of the school.
- To provide relevant training and to monitor the training needs of staff, as an ongoing process.
- To provide and maintain sufficient and appropriate resources and facilities, including a specific room for First Aid treatment.
- To keep staff and parents informed of the Medicine Administration arrangements in place.

### **Responsibility**

The School Nurse is responsible for the overall management of Medicines Administration, including training staff members and keeping records of this training as well as overseeing the Medical Room stock.

The school understands that it has a responsibility to be welcoming and supportive to children with medical conditions. All staff are aware of the most common serious medical conditions, and the school aims to provide all children with medical conditions the same opportunities as those without.

Three categories of pupils that may require medication while at school have been identified:

1. Those who have suffered an acute medical condition but are regarded as fit to return to school provided prescribed medication is taken
2. Those who suffer certain chronic or life-threatening conditions (e.g. anaphylaxis, asthma, diabetes) but can satisfactorily attend school provided they are given regular doses of medication, or medication is available in an emergency.
3. Those pupils who suffer occasional discomfort such as tooth ache or period pain who may require analgesics.

Teams of staff have been identified who may require specific training in the administration of medicines within the school. These are those that work in:

- Medical Room
- Boarding House (Houseparent's)
- All staff who lead 'off site' trips for the pupils

Parents are responsible for providing the school with full information of their child's medical history and ensuring that the school has up to date information regarding the health of their child, including any medications prescribed or taken regularly and any changes in medications (e.g. dosage). Parents must also inform the medical team by emailing [medical@beachborough.com](mailto:medical@beachborough.com), if their child has been given any homely remedies or medicines before attending school and must include time given and amount given.

Parents must ensure that the school holds details of at least two up-to date emergency contacts, who can be contacted in the event of an emergency or when a child is required to be sent home from school due to illness or injury. Emergency contact details are held on a central database, accessible to staff at all times.

Parents are responsible for collecting their children in a timely manner if, in the professional opinion of our medical team, they should be sent home. If a child is being sent home, it is only for the safety and wellbeing of that child and other children in the school. The school will fully support the decision of the medical team.

### **Further Reading**

This policy needs to be read in conjunction with other Beachborough School policies, including:

- Beachborough Health and Safety Policy
- Beachborough Medicine Administration Policy
- Medical Matters – Beachborough Parents' Guide
- Other specific policies which may relate to a pupil's condition
- Medicines Act 1971 (Amended 2010)
- Managing Medicines in Schools and Early Years Settings – D.f.E.S and D.o.H.

## **1. First Aid Obligation for Medicine Administration**

The school ensures that all staff understand their duty of care to children. In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication. The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood. In addition to this the School Nurse must always ensure that they fulfil their obligations under the Nursing and Midwifery Council (NMC) Code.

All staff know what action to take in the event of a medical emergency. This includes how to contact emergency services, what information to give and who to contact within the school (for further information please refer to the First Aid Policy).

## **2. Staff Training**

Teams of staff have been identified who may require specific training in the administration of medicines within the school. These are those that work in:

- Medical Room
- Boarding House (Houseparent's)
- All staff who lead 'off site' trips for the pupils

Staff who may need to administer medication need to:

- Read through 'Medicine Administration Policy'
- Attend annual update training sessions
- Attend Inset training – emergency medication.

Staff who have undertaken this training can administer medication as per the protocol contained within this policy. Competency will be shown following attendance at a teaching session. Only staff who have a record of attendance at a training session are deemed competent to administer medication to pupils.

### **3. Parental Consent to Administer Medicines**

Prior to any medication being administered to a pupil, parental consent must be obtained. If a pupil requires prescribed or non-prescribed medication to be administered whilst at school, parents are asked for consent. This can be given in three ways:

1. Completion of a relevant 'Beachborough School Parental Consent for School to Administer Medicine' Form (Appendix A or B)
2. Completion of a relevant online 'Beachborough School Parental Consent for School to Administer Medicine' form (Appendix C or D)
3. Telephone Consent – (Strictly in an emergency only, and written confirmation will be obtained from parent after the event)

In signing a consent form, parents are also permitting the School Nurse, Houseparent's and other authorised staff to administer medication solely and independently.

The confidentiality and rights of pupils will be appropriately respected. This includes the right of a pupil deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.

Where appropriate, a Medical Care Plan will be written in conjunction with the parents detailing the specific care to be given to the child with a medical condition.

### **4. Administration of Medicine in School**

The school recognises the following types of medicines that can be administered at school:

- Prescribed medications – prescribed for a specific child for a specific reason
- Controlled drugs – prescribed medications that are subject to higher regulations
- Emergency medication – Prescribed for use in an emergency e.g. anaphylaxis, asthma, epilepsy
- Non-Prescription Over the Counter (OTC) Medicines – medicines that do not require a prescription and can be purchased from a pharmacy or supermarket for self-care treatment.
- 

Parents must inform the medical team by emailing [medical@beachborough.com](mailto:medical@beachborough.com), if their child has been given any homely remedies, OTC or prescribed medicines before attending school and must include time given and amount given.

#### **Prescribed Medication**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours (DoE).

The school understands the importance of medication being taken as prescribed, therefore, all prescribed medication for a child whilst in the care of the school, and under the direction of the School Nurse (and in their absence the medical team), must be handed to the medical team under the following conditions: -

- In date and suitable for children

- Appropriate for the illness, injury or pain
- Presented within the original container
- Ingredients and dosage information must be in English
- Prescription label must be clearly visible and associated to the medication provided
- The dosage and regularity must be clearly labelled and visible.
- Any supporting information that accompanies the medication must also be provided
- Prescription medicine cannot be administered unless it has been prescribed for a child by a doctor, dentist, nurse or pharmacist
- Tablets that are loose or cut from original strip cannot be accepted
- Variations in dosage cannot be accepted on parental instruction alone – must be corroborated either by the pharmacy label, written instruction from the prescriber
- In some circumstances the school holds the right to refuse the administration of certain medications without supporting medical documentation from a doctor
- A child should never be given medicines containing aspirin unless prescribed by a doctor

A relevant consent form must also be completed and accompany the medication. Parents must inform the School Nurse or medical team immediately if their child's medication changes or is discontinued, or the dose or administration method changes.

If a pupil refuses their medication, the Medical Room staff should record this and inform parents as soon as possible.

All staff attending off site visits must be aware of any pupils with medical conditions. They will receive information about the type of condition, what to do in an emergency and any other support necessary, including additional medication or equipment.

If a pupil misuses medication, either their own or another pupil's, parents will be informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures. It is not acceptable for any pupils to store their own medications in their school bags or lockers.

### **Controlled Drugs (CD's)**

Controlled drugs are substances listed in legislation that require special controls on their production, distribution, possession, and use and are regulated under the Misuse of Drugs Act 1971. The school recognises the need for some children to be prescribed controlled medication and the need for this to be administered during the school day and therefore adheres to the following exceptional rules:

- Will be stored in a special CD locked cabinet within the general locked medicine cabinet
- Documentation of stock and administration in a separate 'Controlled Drug Recording Book'
- Only trained staff may administer
- Two trained staff must administer and sign the 'Controlled Drug Recording Book'
- Parents must sign stock in and out of the 'Controlled Drug Recording Book' alongside a member of the medical team

The below rules also apply:

- In date
- Presented within the original container
- Ingredients and dosage information must be in English
- Prescription label must be clearly visible and associated to the medication provided

- The dosage and regularity must be clearly labelled and visible.
- Any supporting information that accompanies the medication must also be provided
- Prescription medicine cannot be administered unless it has been prescribed for a child by a doctor, dentist, nurse or pharmacist
- Tablets that are loose or cut from original strip cannot be accepted
- Variations in dosage cannot be accepted on parental instruction alone – must be corroborated either by the pharmacy label, written instruction from the prescriber
- In some circumstances the school holds the right to refuse the administration of certain medications without supporting medical documentation from a doctor

## **Emergency Medication**

Some medical conditions require medications that are to be used in an emergency only. Pupils with medical conditions that require such medicines are made aware of the processes that they must follow to receive their emergency medication and where this will be stored. All staff are updated at annual INSET training regarding the different types of emergency medication required at school, storage and administration.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis, but their own device is not available or not working (e.g. because it is broken, or out-of-date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay and are stored in first aid cabinets located in the dining hall, medical room and Boardman kitchen. An anaphylactic reaction always requires an emergency response.

## **Antibiotics**

Some children may need to take antibiotic medication during the school day, although the Department of Health recommendations (Supporting Pupils at School with Medical Conditions 2015) suggest that wherever possible the timing/dosage should be arranged so that the medication can be administered at home.

If medication cannot be managed at home, then the following guideline would be followed:

- Three times daily can be given at breakfast, lunch and bedtime. Antibiotics will be given at lunchtime prior to, or following, food as required.
- Four times daily medication can be given at breakfast time, one dose at morning break, one dose at afternoon break and the final dose at bedtime.

## **Non-Prescription Over the Counter (OTC) Medication**

The school recognises there may be times medication that has been purchased over the counter is required to be administered during the school day. The types of conditions and medication we expect parents may ask school to administer is limited and are listed in the table in Appendix E. All OTC medication for a child whilst in the care of the school, and under the direction of the School Nurse (and in their absence the medical team), must be handed to the medical team under the following conditions: -

- In date and suitable for children
- Appropriate for the illness, injury or pain



- Presented within the original container
- Ingredients and dosage information must be in English
- The dosage and regularity must be visible.
- Any supporting information that accompanies the medication must also be provided
- Tablets that are loose or cut from original strip cannot be accepted
- Variations in dosage cannot be accepted on parental instruction alone – the dosage provided on the item must be adhered to
- In some circumstances the school holds the right to refuse the administration of certain medications without supporting medical documentation from a doctor

A relevant consent form must be completed and accompany the item.

If a pupil refuses their medication, the Medical Room staff should record this and inform parents as soon as possible.

If a pupil misuses medication, either their own or another pupil's, parents will be informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures. It is not acceptable for any pupils to store their own medications in their school bags or lockers.

### **Staff Medication**

All staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff within the EYFS will be asked to disclose any change in medication at their termly supervision meetings. All staff medication must be securely stored at all times. Staff within the EYFS must use the lockable storage lockers provided.

## **5. Early Years Foundation Stage (EYFS)**

This policy applies to all children including those attending an EYFS setting.

The school operates in line with The Department of Education (DoE) EYFS statutory framework 2024 which includes the following procedures:

- Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription over the counter) will only be administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer with the school consent forms
- The school keeps a record every time a medicine is administered to a child and parents and/or carers will be informed on the same day the medicine has been taken, or as soon as reasonably practicable.

## **6. Storage of Medication**

### **General Medication Storage**

Medical Room staff will check to ensure that all medication bought in to school is clearly labelled with the pupil's name, the name of medication, dose and frequency of dose. All medication should be supplied and stored in its original containers. All medication is stored in the medical room in a lockable cupboard.

Some medication may need to be refrigerated. A lockable refrigerator is available in the Medical Room and only accessible to Medical Room staff.

The expiry dates of medication stored in school are checked at least every half-term by the medical team, however, it is the parents' responsibility to ensure new and in date medication is provided to school if it is required for the care of their child.

### **Emergency Medication Storage**

Emergency medication will be stored in the medical room but must always be readily available to pupils who may require it during the school day or at off-site activities and therefore will not be locked away. If the emergency medication is a controlled drug, it must also not be locked away and be readily available. Boardman children will have their inhalers and/ emergency medication stored in the classrooms. School purchased AAIs are located in the main dining room, medical room and boardman staff kitchen.

## **7. Disposal**

Medicine no longer required or past its expiry date will be returned to the parent to arrange for safe disposal. If this is not collected it will be taken to the local pharmacy for safe disposal.

If any medication in tablet form needs to be cut e.g. in half, the remainder will be disposed of safely by the medical team as cannot be kept for future administration.

## **8. Homely Remedy Policy (Including EYFS Provision and Boarding)**

A homely remedy is a medicinal product that can be purchased over the counter and does not require a prescription for the short-term treatment of minor ailments such as cold symptoms e.g., sore throats and coughs, mild to moderate pain including headache and toothache and occasional indigestion.

An organisation that purchases such products are legally required to have a 'Homely Remedy' policy that refers to each product they store. All Homely Remedies kept at Beachborough are listed in Appendix F.

All Homely Remedy medications will be given according to manufacturer's guidelines which cover:

- The medical conditions licensed to be treated by that medication.
- The dose to be used.
- Exclusions set out by the manufacturer.
- Any drug interactions which would exclude their use.

Products not suitable for homely remedies include vitamin supplements and herbal or homeopathic remedies. Dressings and other first aid items are not classed as homely remedies.

## **Consent for homely remedies**

When a parent registers their child to come to Beachborough School, medical documentation is sent out and in this documentation is included a Consent for Homely Remedies Form. This seeks specific consent for the child to receive homely remedies. A copy of this form will be held in the pupil's individual medical files in the grey filing cabinets in the Medical Room and ISAMs record updated.

If a parent has chosen not to provide consent, no homely remedy should be given to the pupil and the School Nurse or Medical Room staff will contact the parents of the child to discuss the situation and determine a suitable course of action.

## **Administering of homely remedies**

The school will only administer when a pupil is deemed to fit the criteria of the 'Homely Remedy' policy, which gives guidance for when that medication should be dispensed (see Appendix F). If the administration of a particular medicine appears to be becoming a regular occurrence at School, the School Nurse will contact the pupil's parents.

Medication can only be administered by staff who have an up-to-date medication administration training certificate

When administering homely remedies the following guidelines must be followed:

- Ensure there is a signed parental consent form giving permission for the administration of medication.
- Check if the pupil has taken any medication within the last 24 hours and what was taken at what time
- Check the expiry date on the packaging/bottle.
- Read the instructions on the box to ensure the correct dose and frequency of medication/ointment is administered.
- Administer on ISAMs
- Send text message to parents informing them of medication dose and time given.

## **9. Controlled Drugs Policy (Including EYFS Provision and Boarding)**

Controlled drugs are substances listed in legislation that require special controls on their production, distribution, possession, and use and are regulated under the Misuse of Drugs Act 1971.

### **Controlled Drugs in School**

Methylphenidate Hydrochloride (Medikinet, Concerta, Ritalin & Equasym), Dexamfetamine (Elvanse & Amfexa) and Atomoxetine (Strattra) are recognised medications used in the management of ADHD (attention deficit hyperactivity disorder).

Buccal Midazolam is an emergency medicine for seizure management in epilepsy.

The school recognises the need for some children to be prescribed controlled medication and the need for this to be stored and administered during the school day and therefore adheres to the following exceptional rules:

- Parents must sign stock in and out of the 'Controlled Drug Recording Book' alongside a member of the medical team
- Parents must hand the medicine directly to the Medical Room staff
- Items must be in date

- Medicines must be stored in a locked Controlled Drug cupboard within the main medicine cabinet as per statutory guidelines.
- Only staff deemed competent and with up-to-date training may administer
- Documentation of stock and administration in a separate 'Controlled Drug Recording Book'
- Administration requires 2 x staff signatures – 1 for administration and 1 for witness to administration
- Controlled Drugs Register must be completed as per medicines training

## **Storage**

- Medication to be stored ONLY in lockable CD safe, which conforms to Misuse of Drugs (Safe Custody Regulations 1973) and BS2881: 1989 Security Level 1
- All medication to be kept in original packaging with dispensing labels
- Key to CD storage cupboard is held by School Nurse and accessible to house parents and medical room staff
- All CDs to be returned to parents/carers during holiday periods (Christmas, Summer and Easter).
- CDs should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

## **Administration**

- Only staff deemed competent and with up-to-date training may administer
- Documentation of stock and administration in a separate 'Controlled Drug Recording Book'
- Administration requires 2 x staff signatures – 1 for administration and 1 for witness to administration
- 'Controlled Drug Recording Book' must be completed as per medicines training

## **Monitoring and Record Keeping**

- The Bursar is the School's Accountable Officer
- Accountability for maintaining the running balance of CD stock and dealing with discrepancies lies with the School Nurse who reports to the Accountable Officer (not with the person to who they may delegate day-to-day responsibility)
- An up-to-date list of staff who are medicines trained will be displayed in the Medical Room
- Stock balance to be checked monthly by 2 members of staff
- The 'Controlled Drug Recording Book' should contain a separate page for each patient's medication and should always contain a running balance
- Medicines in and out of 'Controlled Drug Recording Book' should be documented in red pen, administration in black pen
- When transferring the drug record to a new page, 'brought forward from page X' should be clearly written
- Any documentation errors should be crossed out with a single line and initialled. Correction fluid etc should never be used
- Records should be stored for at least 2 years and within the policy of the School's Data protection and information storage policies
- Any issue to be raised immediately to the School Nurse who will then investigate as part of the 'incidents and near-miss process', if appropriate. The Accountable Officer should be notified within 48hrs.
- If the discrepancy cannot be resolved, the advice of the NHS National Commissioning Boards' Controlled Drugs Manager will be sought, and the Head Teacher will be informed.

## **School Residential Trips**

- CD's to be recorded *out* of the 'Controlled Drug Recording Book' and recorded *in* the 'School Trip CD Medication Log'

- All medication to be kept in original packaging with dispensing labels
- Consent form must be kept with the medication
- Staff responsible for administering the CD's to have completed the relevant CD training with the School Nurse
- CD's to be kept in a lockable 'School Trip Medication Bag' and the bag then stored behind another lockable source e.g. room safe, staff bedroom, staff car.
- Administration must take place with 2 trained member of staff – one to administer and one to witness
- Documentation and running stock total with 2 x staff signatures in the 'School Trip CD Medication Log'
- Medications must not be carried or stored by staff who have not completed the medicines administration training.

## APPENDIX A

### Parental Consent for Prescribed Medication



## **PARENTAL CONSENT FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION**

This form is to be completed each time your child requires regular or occasional medication.

**Name of Child:** \_\_\_\_\_

**Year Group and Tutor:**

\_\_\_\_\_

**Reason for Medication:**

\_\_\_\_\_

**Name of Medication:**

\_\_\_\_\_

**Dosage and Method:** \_\_\_\_\_

**Frequency e.g. once daily, twice daily:**

\_\_\_\_\_

**Special precautions / other instructions:**

\_\_\_\_\_

**Are there any side effects that we need to know about?:**

\_\_\_\_\_

**To commence from:** \_\_\_\_\_ **To Complete on:** \_\_\_\_\_

**Expiry date:** \_\_\_\_\_ **Amount supplied:** \_\_\_\_\_

### **Declaration: (To comply with the Medicines Act 1968)**

I have ensured that the medication is in its original packaging, clearly labelled detailing contents, dosage, expiry date and the child's full name (dispensing label).

I give consent for my child, who is named above, to be given the medication detailed on this form.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities by teaching/non-teaching staff in accordance with the school policy.

It is the responsibility of the pupil to attend the Medical Room for medication although every effort will be made by Medical Room staff and the teaching staff to remind pupils that medication is required.

I understand that on arrival at school a parent or guardian must deliver the medication to the Medical Room staff and collect it (if needed) at the end of the day.

**Signature of Parent / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Names of Parent / Guardian (Please Print):**

\_\_\_\_\_

## Appendix B

### Parental Consent for Over the Counter (OTC) Medication



### Parental consent for school to administer an 'over the counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given or applied.</b> <b>For example:</b> <b>One tablet</b> <b>One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration</b> Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

#### Declaration:

I have ensured that the medication supplied is in its original packaging. I give consent for my child, who is named above, to be given the medication detailed on this form. I understand that on arrival at school a parent or guardian must deliver the medication to the Medical Room staff and collect it (if needed) at the end of the day.

It is the responsibility of the pupil to attend the medical room for medication, although every effort will be made by Medical Room staff and the teaching staff to remind pupils that medication is required.



**Signature of Parent / Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Names of Parent / Guardian (Please Print):**

\_\_\_\_\_

## **Appendix C**

### **Online Link for Parental Consent for Prescribed Medication**

Prescribed medication - <https://forms.office.com/e/8vhiVL9bzd>

## **Appendix D**

### **Online Parental Consent for Over the Counter (OTC) Medication**

OTC medication - <https://forms.office.com/e/psfQvtfyb1>

## Appendix E

### Over the Counter Items That May be Requested for Administration



Conditions and treatments that may be requested by parents for the school to administer for minor or self-limiting illnesses of children in nurseries or schools.

Nurseries and Schools		
OTC condition	Product that may be requested for administration at school	Age restrictions
Coughs, colds and nasal congestion	Paracetamol Ibuprofen cough mixtures e.g. Pholcodine	>2 months >2 months >6 years
Insect bites	Chlorphenamine cetirizine or Loratadine hydrocortisone 1% cream	>1 year old >6 years old > 10 years old
Indigestion	e.g. Gaviscon	> 6 years old
Mild to moderate hay fever/ allergic rhinitis	Chlorphenamine Cetirizine or Loratadine	>1 year old >6 years old
Conditions associated with pain/discomfort or fever e.g. aches, sprains, headache, period pain, back pain, toothache/teething, mouth ulcers	Paracetamol Ibuprofen	>2 months >2 months
Bacterial conjunctivitis	Chloramphenicol 0.5% eye drops or 1% cream	>2 years old
Oral thrush	Miconazole 2% gel	>4 months of age
Nurseries only		
Infant Colic	e.g. colief drops	
Nappy rash	barrier creams	
Teething	teething gels	
Schools only		
Minor irritant dermatitis	Hydrocortisone 1%	>10 years old
Travel sickness on school trips	Cinnarizine Promethazine Hyoscine hydrobromide	>5 years old >5 years old >4 years old

## Appendix F

### Homely Remedies List



#### HOMELY REMEDY PROTOCOLS

<b>Paracetamol</b> <b>Calpol Infant or 6 +</b>	<p>Analgesic for mild to moderate pain</p> <p>Antipyretic – reduces temperature when raised</p>	<p>Infant:            2-4 years old 7.5ml            4-6 years old 10ml</p> <p>6+ Fastmelt            6-9 years 1 x tablet            9-12 years 2 x tablets            12-16 years 2-3 tablets</p> <p>6+ liquid            6-8 years 5mls            8-10 years 7.5ml            10-12 years 10ml            12-16 years 10-20ml</p> <p>Do not give this medication more than 4 times in 24 hours.            Leave at least 4 hours between doses.</p>	<p>Store below 25°C</p>	<p>Consult GP if symptoms worsen or persist after 3 days</p>
<b>Ibuprofen</b> <b>Nurofen for Children</b>  <b>NOT TO BE GIVEN TO ANYONE WITH ASTHMA</b>	<p>Anti-inflammatory analgesia for treatment of muscle or joint pain as well as period pains.</p> <p>Antipyretic – reduces temperature when raised</p>	<p>1-3 years 5ml            4-6 years 7.4ml            7-9 years 10ml or 2 x capsules            10-12 years 15ml or 3x capsules</p> <p>Doses should be given every 6-8 hrs with a minimum of 6hrs between doses            Do not give more than 3 doses in 24 hrs</p>	<p>Store below 25°C</p>	<p>Consult GP if symptoms worsen or persist after 3 days</p>

<b>Piriton</b>	<p>Fast Relief from symptoms of:</p> <ul style="list-style-type: none"> <li>- Skin allergies</li> <li>- Food allergies</li> <li>- Hayfever</li> <li>- Prickly heat</li> <li>- Insect bites</li> <li>- Pet allergies</li> <li>- House dust mite allergies</li> <li>- Itchy rash if chicken pox</li> </ul>	<p>For ages 6 years and over 4 – 6 hourly – see packet for more info</p> <p><u>Piriton Liquid:</u> Age 1-2: one 2.5ml spoon twice daily at least 4 hours apart Age 2-6: One 2.5ml spoon every 4-6 hours 6-12: One 5ml spoon every 4-6 hours Adults and children over 12: 10ml spoon every 4-6 hours</p> <p><u>Piriton Tablets:</u> Ages 6-12: half a tablet every 4-6 hours. 12+: one tablet every 4-6 hours</p>	May cause drowsiness	<p>No maximum treatment duration</p> <p>Consult GP if symptoms worsen or persist</p>
<b>Piriteze</b>	<p>Effective Relief from symptoms of:</p> <ul style="list-style-type: none"> <li>- Hayfever</li> <li>- Pet allergies</li> <li>- House dust mite allergies</li> <li>- Mould spore allergies</li> </ul>	<p>For ages 6 years and over <u>Piriteze Liquid:</u> Not recommended for children under 6</p> <p>6-12: One 5ml spoon twice daily</p> <p>Adults and children over 12: Two 5ml spoons twice daily</p>		Consult GP if symptoms worsen or persist
<b>Kwells Kids 150mcg Hyoscine Hydrobromide</b>	Prevention of travel sickness	<p>Take tablet 30 mins prior to travelling.</p> <p>Children 4-10 years: half to one tablet every 6 hours as required.</p> <p>Children over 10 years: One to two tablets every 6 hours as required.</p>	<p>Store below 25°C</p> <p>Tablets may be sucked, chewed or swallowed.</p> <p>May cause drowsiness.</p> <p>Children who have taken Kwells should not be left</p>	

		Do not give this medication more than 3 times in 24 hours.	unattended.	
<b>E45 Cream</b>  <b>Anthisan Cream</b>	To rehydrate dry or chapped skin  Provides relief from insect bites, stings and nettle rash	Apply to affected areas as often as required  Apply directly to site. For best results use as soon as possible following bite or sting  Apply 2-3 times a day for up to 3 days	External use only  Do not use on large areas of skin. Do not use if the skin is cut, broken or grazed. Stop using if there are any signs of skin sensitivity. This includes redness, swelling, itching, pain or burning sensation  External use only	No maximum treatment duration  Consult GP if symptoms worsen or persist
<b>Germolene Antiseptic Cream</b>	Antiseptic cream used in first aid to clean minor wounds and grazes.	Use sparingly – apply to affected areas	External use only	No maximum treatment
<b>Vaseline Petroleum Jelly</b>	To rehydrate dry or chapped skin conditions	Apply liberally when needed	External use only	No maximum treatment duration
<b>Boots Soltan Factor 50 sun cream</b>	Protection before and during exposure to the sun	Apply to skin that is to be exposed to sunlight. Reapply after water-based activities		