



St Mary's School
CAMBRIDGE

Medicines and Illness Policy: Boarders

The following medicines and illness protocol has been written with reference to the Department for Education 2015 guidance on 'Supporting students at school with medical conditions', Department of Health Managing Medicines in Schools (2005) and Boarding schools National minimum standards (2015).

We aim to provide guidelines for boarding and teaching staff who find themselves in a position of responsibility regarding the storage and administration of drugs to ensure the safe and appropriate procedure is used when administering medicines to pupils in our care.

Despite the fact that many medicines are available over the counter, the boarding staff are advised by the medical centre staff only to use those which have been prescribed by a doctor or those that have been sanctioned by the school doctor or nursing staff at the medical centre (see list below).

No child under the age of sixteen should be given medicines without their parents' consent. Each pupil must have a completed medical form prior to starting school which includes a declaration giving permission for nursing staff, boarding staff or teaching staff to give appropriate treatment for minor problems using non-prescription medicines. This is also authorisation for boarding staff or a member of staff to approve such medical treatment as is deemed necessary in an emergency. Parents have a clear responsibility to provide the school with written details of the medicines and medical needs of their daughters. They are also expected to inform the school of any changes as they arise. Please note that if a girl has been accepted into the school without prior notification of health problems that could, in our view, significantly affect the management and care of the pupil (and in some circumstances, the other pupils in the school), the school reserves the right to withdraw the school place.

When pupils start or return to school, all drugs and medicines must be given to the boarding staff or school nurse who will dispense them as prescribed. These medications should be patient named and listed in the British National Formulary and any foreign language must be translated into English. The school medical officer will treat and prescribe for pupils as necessary whilst the pupil is in their care as a boarder.

Sixth Form pupils (i.e. those over the age of 16) may give their own consent for medical treatment.

The Medical Centre

The medical centre is staffed by registered nurses (or qualified first aider in their absence) who are available to assist pupils, provide first aid and advice between the hours of 08.15 – 16.00 Monday to Friday term time only. The nurses also have a medical centre at Mary Ward House. A member of the nursing team will be there each morning Monday to Friday at 07.30 to see any girls who are unwell and decide if they are fit enough to attend school. If girls remain in the medical centre at Mary Ward House or the Elms during the day they will be cared for by the nurses or boarding staff. There will be a handover by the nursing staff to the boarding staff each weekday to plan any care required outside school hours. Should you wish to contact the nurses directly please telephone 01223 224169 between these hours or email nurses@stmaryscambridge.co.uk

The medical officer is Dr Veena Krishman, MRCGP, DFFP who is a member of the Woodlands Surgery, Bateman St., Cambridge, CB2 1LR, telephone 01223 697600. Dr Krishman attends surgery at school on Tuesday mornings and appointments can be arranged at Woodlands at other times. Medical emergencies are seen at Addenbrookes Hospital.

All new boarding pupils are asked to undergo a brief routine medical examination to assess each pupils' general health. Parents are also required to complete the GMS1 form which will be sent to parents with the medical form. This is a requirement for registration with the school Doctor as part of the National Health Service.

Boarders spend more time at school than at home therefore are required to be registered on the School Medical Officers' list under the provision of the National Health Service Act.

If a pupil is ill she will be cared by the nurses and boarding staff. If there is a serious illness or emergency parents will be contacted by the fastest means available. Parents must ensure the medical centre has up to date and accurate details of how they may be contacted. Should a pupil need to be away from school until they have recovered, parents or guardians will be contacted to make the necessary arrangements.

Boarding pupils who feel unwell during the school day should go to the medical centre at the senior school. The nurses will decide and make arrangements for them to return to Mary Ward House if this is deemed necessary. Pupils living at the Elms will be cared for in the medical centre. During evenings and weekends boarders should contact a member of the boarding staff. Boarders all have their own mobile phones and a list of contact numbers of the boarding staff should they require assistance rapidly during the day or night. One member of the boarding staff always carries the duty phone which will be available for pupils to call if they need assistance. Boarding staff also have the mobile phone numbers of boarders should they need to contact them rapidly. There is also an emergency pull cord in the sickbays and gym at Mary Ward House should anyone need help in an emergency.

If a boarder is too unwell to attend school, they must remain in the medical centre during school hours which may be on either site depending on the nature of their illness. The nurses or boarding staff will inform reception that the child is unable to attend school. In exceptional circumstances when it is considered to be in the child's best interest to remain in their room the child will be checked regularly by a member of the boarding/nursing staff. Any treatment/care given must be recorded on the medical database so that other members of staff can constantly evaluate and identify any deterioration in the pupil's condition. The nursing staff will also enter all medical information onto the medical database.

Boarders with medical conditions may require specific individual care. The nurses will provide a health care plan in consultation with their parent/guardian to ensure that arrangements are in place to support pupils.

Staff training is provided by the nurses annually at inset on allergies, anaphylaxis and asthma. Where necessary, the nursing staff will provide or arrange for a suitable health care professional to enable staff to be properly trained to support pupils medical needs. The nurses also provide annual medicines training for any staff that need to administer medicines.

Staff who are undertaking a school trip should ensure that they have up to date medical information in good time prior to the trip. They will need to have an appreciation of any medical information, medication and individual care plans. They should ensure that they speak to the school secretary to see if she has been provided with any pertinent information by parents and the nursing staff for up to date medical information and any individual care plans required for pupils on the trip.

Holidays

Pupils must not be sent back to school after the holidays if a pupil is unwell. If parents are in any doubt about their daughter returning to school, please consult the medical centre or boarding house staff. If a pupil has been ill during the holidays it is very important for the wellbeing of the pupil that all the relevant information is forwarded in writing to the school doctor as soon as possible, either by a letter sent with the pupil on return or by email to the medical centre. This should include any details of illness, injury or surgical procedures.

If the pupil has been in the company of anyone who subsequently develops meningitis or any contagious or tropical disease, she should only return to school after consultation with the school medical officer. If a serious illness occurs at home shortly after a pupil has returned to school parents should contact the medical centre as a matter of urgency so that appropriate action may be taken.

Vaccinations

It is important that an accurate up to date record of all previous vaccinations is obtained from parents/guardians. If a boarder receives any vaccinations from any other source other than the medical centre, it is vital that we are informed in order that the vaccination is not duplicated. A list of up to date vaccinations required prior to entry into the school are listed on the Health Information Form. It is important that pupils are fully vaccinated as infectious diseases can spread rapidly in a school community. We request that boarders have had at least two doses of the measles, mumps and rubella (MMR) vaccination prior to starting school. Boarding pupils are encouraged to receive an annual flu vaccination which will be given at school and permission for this annual vaccination is requested on the medical form. The nursing team will liaise with the vaccination team to arrange for national vaccination programmes such as HPV, meningitis ACWY and flu.

Consent to Medical Treatment

Gillick competence is used in medical law to decide whether a child (16 years old or younger) is able to consent to her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if she has sufficient understanding and intelligence to understand fully what is proposed. Wherever possible, confidentiality will apply. However, the pupils are aware that there may be circumstances where the nursing staff may have to share information with another third party where, for example, it is in the best interests of the pupil or where there is a safeguarding or child protection matter or where there is a risk to a member of the school community.

Storage of Medicines

- Store any medication (including “household medication”) as safely as possible - that is, in a secure locked cupboard (which should be firmly attached to a wall) or fridge as per manufacturers’ instruction.
- Boarding pupils who keep and administer their own medication must be able to store their medication safely and securely, ideally within a locked cupboard in their room. If this is not possible, they must be stored in the medical centre, locked cupboard or fridge as required.

Self administration of medicines

- Pupils under the age of sixteen will only be able to self administer medicines in exceptional circumstances.

Boarding pupils over the age of 16 who keep and administer their own medicines need to be assessed as sufficiently responsible to do so:

- They need to understand what the drug is, why they are taking it, the correct dose and frequency required;
- Understand the importance of storing medicines safely and appropriately. If medicines are not stored correctly around the pupil will no longer be allowed to keep and manage their own medicines; and
- Everyone who self medicates must sign an appropriate form indicating agreement with the above policy. However certain medicines will only be allowed to be held in small quantities.

Administration of medicines

Staff that administer medicines must undergo annual training which will be provided by the nursing team. It is the responsibility of the member of staff to access training sessions provided.

When issuing medications, the following procedure should be followed:

- The reason for giving the medication must be established.
- Administer the medicines (prescribed by Doctor) as per pharmacist label on the box.
- Check whether that pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so, what (ensure maximum dose is not exceeded).

- Check, whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or 'use by' date on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details – These must be recorded immediately on the Patient Tracker medical database ensuring the correct date, time, reason for medication and dose is documented.

The use of the medicines listed below are sanctioned by the medical centre as per above protocol which should be administered as per manufacturers instructions and medical centre protocol taking care not to exceed the recommended dose.

Calcium carbonate (Tums)
 Certirizine
 Chlorphenamine maleate
 Cinnarizine
 Dextrose tablets
 Dioralyte
 Gaviscon
 Ibuprofen
 Ibuprofen syrup
 Loperamide Hydrochloride
 Loratadine
 Olbas Oil
 Paracetamol
 Rescue remedy
 Simple linctus
 Soluble paracetamol
 Stugeron
 Strepsils and throat lozengers

Creams & topical application

Antiseptic wound spray
 Anthisan
 Aqueous cream
 Arnica
 Biofreeze
 Bite and sting relief
 Burn cream
 Calamine lotion
 Corsodyl mouthwash
 Deep heat
 Diprosbase cream
 Germoline
 Hydrocortisone 1%
 Magnesium sulphate

Sore mouth gel
Sudocrem
Vaseline

Prescription only medicines

- These are medicines that may only be given to the boarding pupil for whom it was prescribed, in accordance with the prescription or instructions from the pharmacy (National Minimum Standards for Boarding 2015).
- Dispose of any unwanted, unused medication with care by either returning it to the pharmacist or take it to the medical centre.
- Consult with the medical centre if there is any cause for concern about the type of medicine, its use or any relating factor.
- Complete form 5 (DOH Administration of medicines) for each prescribed medication that a boarding pupil is to receive, ensuring that each time the drug is administered the record is updated so that it can be clearly seen when the pupil last received the medication and ensures that doses are not missed. If the pupil refuses to take the medication this should also be recorded.

Controlled drugs

Controlled drugs are stored in a locked cupboard (firmly attached to a wall) in a locked or attended room with only named personnel having access. Controlled drugs are signed in when received and out when dispensed in a hard back bound book.

A controlled drug, as with all medicines 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.

Please note:

The medical centre staff cannot be held responsible for any “household medication”, “homely remedies” or “over the counter” medicines administered to pupils without having consulted with the medical centre first.

Parent Responsibility

The administration of prescribed medicines is undertaken under strict supervision by the school. Parents supply the school with all medical information including emergency procedures where relevant to their child's medical needs and are responsible for updating that information as well as the prescribed drugs.

Due to the development of Covid 19 this arrangement should be read in conjunction with St. Mary's Covid 19 risk assessments and covid site rules, according to the site you are on. This arrangement is reviewed annually and will be next reviewed in July 2021