

**GORDON'S SCHOOL**  
**ADMINISTRATION AND HANDLING OF MEDICINES POLICY**

The core principle that guides everything we do is **Putting Students First**.

**1. Introduction**

This policy has been written for use by parents, students and school staff.

Students attending school may have been diagnosed with an illness or condition for which their doctor may have prescribed them medicines. Students may also need the administration of 'Over the Counter' (OTC) medicines, as and when required, to ensure their continued health in the school environment.

The administration of medicines to students will always reflect their right to privacy and dignity. Medicines will be administered privately, accurately and always recorded appropriately, both in the Houses and in the School Medical Centre.

**2. Objectives**

This policy is intended to ensure that all students experience a consistency of approach in the safe administration of their medication. This policy reflects the legal obligations and standards of good practice, featured in relevant legislation and The National Minimum Standards for Inspection.

**3. Categories of Medication within School**

- CONTROLLED DRUGS (CDs) are medications that have been prescribed by a medical professional for the use of a named individual and which, under the Misuse of Drugs Regulations (2024), must be locked away appropriately and strictly monitored and recorded in a dedicated book as it is used. The prescription will determine dosage, frequency and method of administration. Examples of Controlled drugs include but are not limited to Ritalin, Medikinet, Concerta and Dexamphetamine. Broadly speaking, medications for ADHD and Opiate based painkillers are Controlled Drugs.
- PRESCRIPTION ONLY MEDICATION (POM) is medication, which has been prescribed by a medical professional for the use of a named individual. The prescription will determine dose, frequency and route of administration. Prescription Medication should be locked in a secure cupboard and recorded as it is used.
- OVER THE COUNTER MEDICATION (OTC) can be bought without a prescription and comes with generic directions for use and not specific directions for use for an identified person.
- EMERGENCY MEDICATION (EM) is medication prescribed by a medical professional to treat a named individual for a potentially life-threatening condition. There are specific recognized circumstances when this medication MUST be administered. These circumstances are clearly stated in the Student's Individual Health Care Plan (IHCP). Examples of Emergency Medication include Asthma Inhalers and Adrenaline Auto-Injector devices.

**4. Administration and Handling of Medicines for Day Boarders**

Where possible, the administration of any medication should be scheduled outside of school hours. If however, it is required at school, the handling and administration of Controlled Drugs (CD), Prescription Only Medication (POM) and Emergency Medication (EM) will only be accommodated in school if accompanied by a written communication from the parents.

CD's and POM's MUST then be handed into the School Nurse in Gordon's Medical Centre. EM's can be

held by the Student as per their Individual Health Care Plan. Changes in medication regimes must also be notified in writing by the parent to the School. The CD, POM or EM must also comply with the following criteria;

- Medication is in the original container in which it was dispensed
- The original dispensing label must be intact and all necessary instructions clearly visible
- The name of the individual for whom the medication was prescribed is clearly displayed on the label
- The dosage and frequency of the medication is clearly displayed on the label
- The route of administration is clearly displayed on the label
- The expiry date is clearly displayed on the label

The School Nurses will administer student medication throughout the school day, except for some Controlled Drugs, which may be administered in House by trained members of House staff.

### Controlled Drugs

#### Students in years 7 to 11

Controlled Drugs must be brought in to and out of the School Medical Centre by the parent/guardian and NOT by the student. The receipt of Controlled Drugs is recorded and checked in the School Medical Centre before being issued to the student's House. These are then kept in a lockable cupboard in a locked office in the Boarding House. Trained House staff administering these medicines sign a dedicated Controlled Medication Book to witness the date, time and dosage of medicine and that the student has taken the medicine. Each dose is counter-signed by the student. The School Nurse monitors the administration and storage of Controlled Drugs closely.

#### Students in years 12 and 13

Following a risk assessment by the School Nurse, Controlled Drugs may be brought in to and out of the School Medical Centre by the parent/guardian or by the Student. The receipt of Controlled Drugs is recorded and checked in the School Medical Centre before being issued to the student's House. These are then kept in a lockable cupboard in a locked office in the Boarding House. Trained House staff administering these medicines sign a dedicated Controlled Medication Book to witness the date, time and dosage of medicine and that the student has taken the medicine. Each dose is counter-signed by the student. The School Nurse monitors the administration and storage of Controlled Drugs closely.

It is possible for Gordon's Medical Centre to safely store a small supply of Controlled Drugs for specific students who may require that medication if they have forgotten to take it at home. Confirmation that the student has not taken their regular dose at home must be sought from the parent or guardian before the School Nurse is able to administer that medication to the student.

### Prescription Only Medication

These are kept securely in Gordon's Medical Centre. The student will need to attend the Medical Centre to receive the medication. At the parent's written or verbal request, the School Nurse will administer the medication and document that on a secure medical database (Patient Tracker).

### Over The Counter Medication

Day Boarders can also access Over the Counter Medicines by attending the School Medical Centre and seeing the School Nurse. The School Nurse can administer OTC medicines if consent has been given by the parent/guardian on the medical forms completed when the student joins Gordon's School. The School Nurse will document the administration of medication on a secure medical database (Patient Tracker) and give the Student written confirmation to give to their parents. On NO account should day boarders bring OTC medication into school from home.

### Emergency Medication

Day Boarders can carry Emergency Medication such as Asthma Inhalers and/or Adrenaline Auto-Injector Devices on them provided the School Nurse has received written notification from parents and they comply with the above criteria regarding labeling. Those students with Adrenaline Auto-Injector Devices must provide school with at least 2 devices, one of which is kept in the staffroom for easy access in an Anaphylaxis emergency.

The school will not accept, store or administer Food supplements, herbal medicines, medicines from abroad or alternative remedies unless prescribed or supported in writing by a UK GP or Hospital Consultant.

## **5. Administration and Handling of Medicines for Residential Boarders**

The School Nurses will administer medication throughout the school day, except for some Controlled and Prescription Drugs, which may be administered in House by trained members of House staff.

Trained House staff will administer all out of hours medication to their Students.

### Medication brought from home

The handling and administration of Over the Counter medication (OTC), Controlled Drugs (CD), Prescription Only Medication (POM) and Emergency Medication (EM) will only be accommodated in school if and as prescribed by the School GP or other NHS or GMC registered physician. The OTC, CD, POM or EM must also comply with the following criteria;

- Medication is in the original container in which it was dispensed
- The original dispensing label must be intact and all necessary instructions clearly visible
- The name of the individual for whom the medication was prescribed is clearly displayed on the label
- The dosage and frequency of the medication is clearly displayed on the label
- The route of administration is clearly displayed on the label
- The expiry date is clearly displayed on the label

### Medication prescribed by the School GP, or NHS Hospital Consultant

Parents will be notified following the School GP or NHS Hospital physician's consultation of the outcome including any medicines prescribed. The School Nurse will collect prescriptions written by the School GP or NHS Hospital physician and make a record of the medicine before dispensing to the House. The nurse dispensing medicines to the boarding houses will provide full instructions as to the dosage, administration and special precautions, according to guidelines for the dispensing of medicines. The School Nurses will continually monitor the administration of both Prescription Medicines and Over the Counter Medicines in the Houses.

### Controlled Drugs

#### Students in years 7 to 11

Controlled Drugs must be brought in to and out of the School Medical Centre by the parent/guardian and NOT by the student. The receipt of Controlled Drugs is recorded and checked in the School Medical Centre or House. The medication is then kept in a lockable cupboard in a locked office in the Boarding House. Trained House staff administering these medicines sign a dedicated Controlled Medication Book to witness the date, time and dosage of medicine and that the student has taken the medicine. Each dose is counter-signed by the student. The School Nurse monitors the administration and storage of Controlled Drugs closely.

#### Students in years 12 and 13

Following a risk assessment by the School Nurse, Controlled Drugs may be brought in to and out of the House or School Medical Centre by the parent/guardian or by the Student. The receipt of Controlled Drugs is recorded and checked in the School Medical Centre or House. The medication is then kept in a lockable

cupboard in a locked office in the Boarding House. Trained House staff administering these medicines sign a dedicated Controlled Medication Book to witness the date, time and dosage of medicine and that the student has taken the medicine. Each dose is counter-signed by the student. The School Nurse monitors the administration and storage of Controlled Drugs closely.

### Prescription Only Medication

These medications are kept in a lockable cupboard in a lockable office in each Boarding House. The trained staff member will document the administration of medication on a secure spreadsheet. The School Nurse monitors the receipt, administration and storage of POMs closely.

### Over The Counter Medication

Residential boarders can access Over the Counter medicines by attending the School Medical Centre and seeing the School Nurse during the school day. The School Nurse can administer OTC medicines in accordance with the consent given by the parent/guardian on the medical forms completed when the student joins Gordon's School. The School Nurse will document the administration of medication on a secure medical database (Patient Tracker). Outside the school day, trained members of House staff can administer OTC medicines kept securely in the House and log the administration of medicines on Patient Tracker.

### Emergency Medication

Residential boarders can carry Asthma Inhalers and/or Adrenaline Auto-Injector Devices on them provided the School Nurse has received written notification from parents and they comply with the above criteria regarding labeling. Those students with Adrenaline Auto-Injector Devices must provide school with at least 2 devices, one of which is kept in the staffroom for easy access in an Anaphylaxis emergency.

### Alternative and Overseas Prescription Medication

The school will not accept, store or administer supplements, herbal medicines, medicines from abroad or alternative remedies unless prescribed or supported in writing by a UK GP or Hospital Consultant.

### Vitamin and Mineral Supplements

Your body only needs a small amount of vitamins and minerals every day. A varied diet generally provides enough of each vitamin and mineral. In some circumstances however an additional supplement may be indicated. Students may receive vitamins and/or mineral supplements if they are age-appropriate, manufactured and bought from within the U.K and remain in their original packaging with instructions for administration. A request from parents for the student to receive vitamin and/or mineral supplements must be made to the House Parent or Medical Centre in writing. The supplements will be administered by trained House Staff and NOT remain in the possession of the student unless otherwise agreed by the House and School Medical staff.

## **6. Disposal of Medicines**

All medicines stored in day or residential boarding houses should be returned to parents at the end of term. The exception to this is for medication belonging to Students who have completed risk assessments to self-administer and/or transport their own medication to and from School. In those cases, medication can be given to Students to take home.

Any Controlled Drugs returned to either the Student or the parent will need to be signed for in the Controlled Medication book to acknowledge receipt, as per usual procedure.

Any medication remaining in the house, despite parents being asked to collect, may be taken to the local

pharmacy for disposal

OTC Medicines will be returned to the Medical Centre by House staff.

Sharps boxes are available on prescription for those students who need them for the safe disposal of needles. The Medical Centre will arrange for the safe collection of used sharps boxes.

## **7. Self-Medication**

Medicines may be self-administered by students in some cases but must be kept in a secure area. Parents are informed of this on the Medical consent form. Students storing and administering their own medication will be risk assessed by one of the School Nurses. Both the Nurse and the student will complete a risk assessment e- form together and a formal review process is in place to check compliance, efficacy and supply.

## **8. In Addition**

All members of staff administering medicines must;

- Be trained and deemed competent to do so
- Ensure there has been no previous dosage within the permitted timescale
- Ensure substances to which the patient may be allergic are not given
- Ensure the dose is age appropriate
- Ensure the medicine is taken in the presence of the member of staff signing the student's record
- Document the administration of medication immediately on Patient Tracker
- Record a student's refusal to take a medication and report that refusal to the School Nurse
- Immediately report any mistakes to the School Nurse or School Doctor
- Ensure that the medicine is given based on the patient's informed consent and that they are aware of the purpose of the treatment.

## **9. Medicines for Staff**

Members of staff can attend the school Medical Centre for Over the Counter Medicines should they require them during the school day.

Members of staff are required to store all personal medications other than Emergency Medications securely and it is their responsibility to ensure that they are not accessible by students.

**Julie Unsworth**  
**Lead School Nurse**

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