



## MANAGEMENT OF MEDICINES FOR PUPILS IN THE BOARDING HOUSE

If a pupil requires medication, the Housemaster/mistress (“HMM)/Matron will be informed, either by the Medical Centre or Parents/Guardians). The relevant parties will liaise in making arrangements to facilitate administration. This applies whether the medication is being taken either long or short term, and will take in to account the individual’s needs. At Epsom College in Malaysia, permission to self-medicate will only be granted to **Sixth Form pupils age 16 and above who, if boarders, have their own private study/bedroom in the Boarding House and have been assessed by the nurse as mentally stable to self-medicate.**

The pupil’s right to confidentiality should be considered at all times, and this may determine how much information is released regarding a condition and the treatment.

### Notification, assessment, recording and storage of medicines

- Following a request to self-administer any medication, the College Healthcare Coordinator will assess the pupil and decide whether he/she is capable and competent to do so.
- However, it remains the responsibility of the HMM to ensure that medicine kept in the Boarding House is being taken correctly, stored safely and any unused or expired items are returned home, or to the Medical Centre, for safe disposal.
- Any medication brought to College must be in the original container bearing the pharmacy label. This will state clearly the name of the recipient for whom it has been prescribed, plus the name, dose, duration and instructions for the administration of the medicine. Information regarding side effects and contraindications for taking the medicines must also be available.
- This also applies to non-prescription medicines. If pupils wish to provide their own to self-administer, parental consent and an appropriate risk assessment form must be submitted to the Medical Centre, and items should be brought and kept in their original containers containing the manufacturer’s instructions for use.

- Over the counter medicines for general use will not be kept in the house, and therefore are not given to pupils. Pupils requesting any such medication on an ad hoc basis will be referred to the Medical Centre.
- Best practice suggests a written log of all medicines entering and leaving the boarding house should be kept.
- In summary, where there is a need for a pupil to bring any medication into College, this must be immediately declared to the HMM/College Healthcare Coordinator.

It is mandatory for all Controlled Drugs to be signed for and witnessed on receipt and at every administration, and a detailed stock count maintained in an appropriate bound record book. All Controlled drugs must also be submitted with a Doctor's letter (in English) to confirm the prescription for the named pupil.

#### **Procedure for administering medicines**

- The law states that anyone may administer a prescribed medicine to another, in accordance with the prescriber's instructions (except for injections) so long as the drug is accompanied by a note from the original prescriber.
- Medicines must not be shared, or dosage altered at any time.
- Therefore, if the HMM/or College nurse wishes to oversee or undertake the administration of medicines to a pupil, he/she will adhere to the following procedure to ensure pupil safety:
  - The correctly labelled medication will be stored at all times in a locked cupboard/drawer, the keys to which are held by the HMM/Matron/Tutor only.
  - The exception to this is inhaler devices and adrenaline auto injector pens, which should be easily accessible at all times.
  - The required timings of the medication will be noted and administered accordingly.
  - Correct hygiene will be observed i.e. hand washing, prior to the procedure
  - A drink will be readily available
  - The name of the recipient will be verified against that on the clearly labelled container.
  - The name of the medication, dose and expiry date of the medication will be checked.
  - The correct dose of the medication will be administered according to the instructions on the label.
  - A record of the date and time of the administration of the medicine will be made.
- Details of any refusal to take the medicine will be documented and the parent/medical centre /doctor will be notified.
- In the event of any adverse reaction, the Medical Centre will be alerted. The pupils' records will be documented accordingly.

- In the event of an error being made, immediate advice from the Medical Centre will be sought and an incident form completed. Parents may also be informed. The pupils' records will be documented accordingly.

### **Self-administration of medication**

- In general, pupils aged over 16 years and who are in a Sixth Form single study are deemed to be responsible for the safe storage and self-administration of their medicines.
- The HMM will be informed, with the pupil's agreement, that a pupil under 16 yrs has been prescribed medication.
- Details of the type of medicine issued, the dosage, duration of course, side effects and contraindications are entered onto a Risk Assessment for Medicines form.
- This form is completed by the College Healthcare Coordinator issuing the medication to the pupil or the parent, and is submitted electronically to the HMM, who then be able to assess whether the pupil is competent and reliable enough to be able to manage his/her own medication, or may wish to assist or supervise the pupil accordingly.
- This form is signed by HMM and kept in the Medical File in the Boarding House, and the Medical Centre notified if necessary.
- Pupils are instructed in the importance of storing medicines safely and securely and must have access and keys to a suitable locked drawer/cupboard.
- Information regarding medication is strictly confidential and will not be divulged to anyone without the express permission of the pupil concerned.

### **Competency**

- Advice from professional medical bodies notes:
- *"You must assess a child's capacity to decide whether to consent to or refuse proposed investigation or treatment before you provide it. In general, a competent child will be able to understand the nature, purpose and possible consequences of the proposed investigation or treatment, as well as the consequences of non-treatment".*

### **Risks**

- The pupil to whom the medicine belongs does not administer the medicine according to the prescribed or recommended dose.

- Medicine prescribed to a pupil (or otherwise obtained by the pupil) without parental knowledge, is brought to College.
- Medicine is taken by pupils for whom it was not prescribed or otherwise provided.
- Medicine obtained overseas and then brought to College is not familiar — nor are its effects — to medical authorities in Malaysia.

### **Controls**

- Parents notify their child's HMM (either in writing or via e-mail) giving details of the medicine they wish their child to keep at College.
- Notification is passed on to the Medical Centre. Parents ensure that their child is fully aware of the dangers of medicine being taken by anyone for whom it is not appropriate.
- A pupil who is prescribed medicine by or on behalf of Medical Centre staff will be reminded that the HMM would normally be given brief details: length of course, doses frequency and possible side effects (but not necessarily the nature of the medical condition for which it was prescribed)
- The pupil will be invited to object to the sharing of this information. Any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained, must notify the College Healthcare Coordinator before that medication is brought into College.
- The Doctor may decide who else should be informed. Prescribed medicine is brought to school and kept by the pupil at all times in the original labelled container in which it was dispensed by a pharmacist and carries the prescriber's instructions for its administration (including the name of the pupil, the name and dose of the medicine, the date of its expiry and the frequency of administration).
- Non-prescription medicine is brought in and kept at all times in its original container with the manufacturer's instructions for use.
- Taking into account the nature and quantity of the medicine, the College Healthcare Coordinator (and/or Medical Centre staff acting on his behalf) and the HMM/Matron must all be satisfied that the pupil is sufficiently mature and trustworthy to assume responsibility for keeping and self-administering the medicine while on College premises or otherwise engaged in College activities.
- The pupil accepts responsibility for ensuring, to the satisfaction of the HMM, that the medicine he or she is being allowed to keep at College does not fall into the wrong hands.
- The HMM ensures that the pupil has the means of storing the medicine safely and securely in the house, with the pupil, but no one else, having ready access as necessary.

- The HMM continuously monitors the pupil's management of the medicine, particularly its safe and secure storage, while it remains on College premises.
- Parents ensure that date-expired medicine is removed from College and returned to a pharmacy or otherwise safely disposed of. Parents ensure that medicine held in College is taken home at the end of each term.
- Parents are encouraged to communicate to HMM via e-mail if at all possible.
- Any detailed information regarding the type, quantity, dose, frequency, expiry date, etc. of the medicine can then quickly be passed on directly and accurately to staff at the Medical Centre.

#### **Administration of Medicines from Overseas**

- Pupils returning from overseas and who bring medication obtained from another country and/or pupils returning to College with any medications not labelled in English, must be willing to provide, from the prescriber, written details of the name, nature, dose and quantity of the drug(s) supplied.
- These must be written or translated into English, and permission must be sought from the College Healthcare Coordinator for the pupil to continue taking them whilst under the care of the College teaching/medical staff.
- If this is not granted, but the pupil continues to keep and use the medicine, parents/guardians will be informed and will be expected to assume full responsibility/liability if the pupil continues to take them.
- Storage, administration and recording procedures for such medicines remain the same.

#### **Medicines for Off Site Visits/Trips**

- Pupils requiring medication are expected to provide their own medications and to provide details in writing of the medication for the group organiser. Any medication must be clearly labelled. A copy of any health care plans and emergency procedures should accompany the pupil. All staff on the visit should be made aware of medication to be taken and any emergency procedures.
- In the event of the group organiser being asked to oversee the administration of medication, the pupil's name, symptoms, date and time of administration, the name and dosage of the preparation given should be documented and a stock balance maintained.
- Any unused items are returned, to the pupils on their return.
- Some pupils on trips may require medication for the prevention of minor ailments (such as sunburn, heat rash, insect bites, period pains, headaches, athlete's foot, indigestion, sore throats, colds, coughs, cuts

and grazes and muscle stiffness). Parental permission must be given before any medication can be administered.

- Medicines which may be legally held in one country may be illegal in another. The rules of the country to be visited should be checked. Medicines must always be properly labelled and on overseas trips a copy of the prescription should accompany any prescription medication. Where medication includes delivery by a syringe it may be necessary to show a doctor's note at border security.

### **Staff Training**

- All staff undertaking administration of medications to pupils must be familiar with the College policy and procedures.
- Guidance and advice for administering medicines and emergency procedure is available from the Medical Centre.
- First aid at work training

### **Emergency Procedures**

In the event of an adverse reaction or untoward incident occurring, contact the Medical Centre immediately giving details of the incident.

In the event of anaphylaxis, collapse or unresponsiveness in a pupil:

- Call for help
- Assess the casualty according to guidelines
- Dial (9)999 Or (9)112 (from a mobile)

All incidents must be reported and clearly documented.