CHELTENHAM COLLEGE CHELTENHAM PREP SCHOOL

Medications Policy

Reviewer: Fiona Parry/Michelle Lucas-Halliwell
Approver: Michelle Lucas-Halliwell
Reviewed: December 2025
Next Review: August 2026 (or if guidance changes)

'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)
'College' refers to Cheltenham College Senior School
'Cheltenham Prep' refers to Cheltenham College Preparatory School
'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

Contents:

SECTION A (page 2): Policy on Usage of Prescription Medications from Home or Overseas in Cheltenham College

SECTION B (page 3): Protocol for Storage and Administration of Prescribed Medications (POM) in Boarding Houses

SECTION C (page 5): Protocol for Storage and Administration of Over the Counter (OTC) Medication in Boarding and Day Houses

SECTION D (page 8): Protocol for Medications Needing Refrigeration

SECTION E (page 10): Self-medication Policy

SECTION F (page 12): Protocol for storage and Administration of Medicines in the Health Centre

SECTION G (page 13): EYFS and KS1 Administration of Medicine Policy

SECTION H (page 15): Day trips, Residential and sporting activities.

SECTION I (page 15): Medication errors and safeguarding.

APPENDIX (page 17): Common prescribed drugs.

Principles of Good Practice

For the avoidance of doubt this Policy shall apply to any medication presecribed by a licenced Medical Practitioner in the UK as well as over the counter medication. This Policy also applies to all Homeopathic, Herbal and Chinese Medicines, and any medication not currently approved either for retail sale or prescription in the United Kingdom.

- When a pupil joins the School, parents will be requested to complete a medical declaration form outlining any past medical history, current medical issues and treatment, including any known allergies and past immunisations.
- The medicines policy will be reviewed bi-annually (or sooner if guidance changes) by the Lead Nurse/Director of Pupil Welfare to ensure that it reflects current working practice and staff will be made aware of any changes made.
- Medication may only be administered by designated and appropriately trained staff.
- Only staff who have dispensed medication can update ISAMs and this must be logged at the time that medication is dispensed.
- Medicines should be stored safely in lockable cupboards. In the boarding houses, House staff/Matrons will hold the key. In the Health Centre, School Nurses will hold the keys.
- Emergency medicines and devices e.g. asthma inhalers, insulin and adrenaline auto injectors or any other medication permitted by the Health Centre can be held by the pupil. Spares should always be readily available to pupils but stored safely and accessibly.
- If medication is prescribed by the school Doctor, it is best practice to inform parents/guardians and every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Fraser competence guidelines, which set out good practice for the treatment of under-16s without parental consent, should be followed.

SECTION A: Policy on Usage of Prescription Medications from Home or Overseas in College

Aim:-

To ensure that any medication not issued by Cheltenham College Doctors is:

- Safely administered according to the prescriber's directions
- Stored safely and, when applicable, in accordance with UK legislation on managing medications or controlled drugs
- Notified to Matrons and Health Centre in case of side effects or possible interactions with other prescribed medication
- To assess whether it is safe and appropriate to allow the pupil to self-manage this medication and store it securely
- To respect an individual's right to self-medicate if appropriate to do so and encourage personal responsibility with regard to individual health
- To reduce risk of any medication being taken either deliberately or inadvertently by pupils for whom that medication has not been prescribed

Medicines bought into school.

If a pupil returns to school with any medication, whether for regular or intermittent administration, and whether prescribed or not, this *must* be handed to the House Matron (or School Nurse if a CCPS Day pupil), who will then administer the medication in accordance with protocols set down by the School Medical Officer. The pupil may be permitted to self-medicate only in accordance with the agreed Cheltenham College policy on Self-Medication. This not only ensures that pupils receive medication as prescribed, but also guarantees the medication is stored away for the safety of others.

It is not permitted for any medicines, vitamins, herbal or homeopathic medicines to be given to anyone other than the person to whom it was intended. That person's name should be clearly marked on the packaging/bottle.

Medicines from outside the UK:

Stringent regulations applying to certain medicines in particular those used to treat ADHD in the UK may not apply equally outside the UK. It is therefore **essential** to identify the medicine before it can be administered. These medications are considered Controlled Drugs.

It is a Cheltenham College requirement that any medicines are clearly labelled with the name of the pupil, the name of the substance in English, and dosage instructions in English. A letter should accompany the medicines from the prescribing doctor. This letter must be in English and is expected to state the reason for the prescription, the dosage, and the intended duration of the course. It should also state any necessary monitoring that will be required and their plans for follow up.

Approval from Cheltenham College Health Centre Staff shall be sought before any medicines supplied from outside the UK may be administered. Cheltenham College reserves the right to decline to administer medication that is prescribed overseas, if it is not licensed for prescription in the UK. Cheltenham College Medical Officers will be consulted, and will be the final arbiter in these cases. Should Cheltenham College decline to administer the medication, it will be passed to Matron or School Nurse for safe storage, who shall return it to the parent/guardian or pupil when they return home.

When any medicines are not clearly labelled in English, College, with the agreement of the pupil or parent, may seek a translation. This may be from a member of the Modern Language Department staff, or by approaching outside resources (for example - going to the Chinese medicine therapist in Cheltenham). The cost of obtaining this translation or explanation shall be borne by the parents. In the absence of a satisfactory translation, the medicine will not be permitted to be administered, and will be stored securely as set out above.

Holiday treatment:

If a child is a boarder and should need treatment during the holidays, they may see the family doctor, or any other NHS general practitioner as a Temporary Resident.

If a pupil has an operation, accident, severe illness, immunisation or special treatment during the holidays, please inform Health Centre staff on nurses@cheltenhamcollege.org on or, preferably, before return to Cheltenham College. This information should be emailed from the parent, and supported if necessary by a report from the treating doctor, translated into English if required with details of medicines and treatment recommended, if these are to continue.

SECTION B: Protocol for Storage and Administration of Prescribed Medications (Controlled Drugs) in Boarding Houses

Pupils may be prescribed medication by the College Doctor or, in the case of day pupils, their family GP.

Controlled Drugs require secure handling and robust record keeping.

Procedure:

By following the procedures below Matrons, Academic and House Staff may administer prescribed medicines, providing that:

- They are employed by CHELTENHAM COLLEGE
- They read the information leaflet supplied with the medication to make themselves aware of any possible side effects or when the medication should not be taken. If there is any doubt regarding administering the medication, they call the Health Centre during opening hours

On receipt of the prescribed medications, Matron (or the adult accepting receipt) should allocate a single sheet in the blue book and record:

- The pupil's name
- The name and strength of the drug
- The manufacturer, batch number and expiry date
- The amount of tablets/liquid received
- Store the drug as per manufacturer's recommendation e.g. refrigerate antibiotic suspensions, eye drops etc as per instructions on the label

Procedures for administration

- Check the patient identity is checked against the dispensing label on the prescribed medication
- Check the drug is within its expiry date
- Check that all details on the medication label e.g. the name, form, strength and dose of the drug, how and when it is to be given, any additional instructions e.g. after food. Check the expiry date of the medication. If there is any discrepancy, contact the School Nurse or the pharmacy immediately.
- Check that the medication has not already been given and/or when the last dose was given.
- Administer the medication. Witness the pupil takes the medication. Record the administration of medication **immediately** by completing the individual record of medicines in the controlled drugs book.

If a lesson or activity means that the pupil will miss a dose, the Matron may give the dose (or doses) in an individual tablet envelope, which must be labelled with the pupil's name, strength and dose of medication and the time to be taken. Certain medications, including all inhalers and AAI's and those for migraine may be carried by the pupil if self medication form has been signed for the tablets.

- If the pupil refuses to take the prescribed medication this must be recorded on one note.The Health Centre should be made aware of the refusal to take the medicine.
- All courses of antibiotics should be fully completed.
- The pupil is aware and understands the reasons for taking the medication, this should have been explained by the prescribing GP.
- Drug errors must be recorded in the Drug Record book and must also be reported to the Health Centre. If these are deemed to be serious and could have impacted on a pupil's health, these need to be reported to the DSL.
- Suspected adverse drug reactions must be reported to the Health Centre and to Parents, and will be documented on the pupil's medical record

Record Keeping

Controlled drugs should be audited regularly by the HsM/Matron to ensure stock levels correspond with those indicated on ISMs and in the blue book.

In the case of other prescribed medication, if the pupil no longer requires the medication it should be sent back to the Health Centre to be disposed of safely.

It ***must not*** be used as a stock item for any other pupil.

Disposal of unused Controlled Drugs

Disposal of medication is necessary when:

- **The medication is out of date**
- **The course of treatment is completed, discontinued or no longer required**
- **The medication has been "spoiled"**

Controlled Drugs must be disposed of in the approved manner. The Health Centre will arrange with the boarding house to collect any controlled drugs and they will be returned to a Gloucestershire CCG approved Pharmacist for safe disposal.

Failure to comply with the regulations lays the Housemaster/Housemistress (HSM) open to prosecution.

SECTION C: PROTOCOL for Storage and Administration of Over the Counter (OTC) Medication in Boarding and Day Houses

There are occasions when pupils require medication in the Boarding House, such as paracetomol, simple cough linctus, ibuprofen etc.

Approved OTC Medication

The Lead Nurse will provide a list of appropriate first aid supplies and approved non-prescription medicines. These will be supplied centrally from the Health Centre. The list will be reviewed by the Lead Nurse and Chief Medical Officer annually.

Matrons and House Staff may give out OTC medication to pupils, provided that:

- They are employed by CHELTENHAM COLLEGE
- They have read and signed to confirm understanding of the individual medication protocols These must be signed on an annual basis. Names of staff who are covered to administer medication will be stored on ISAMS
- Medication Protocols can be found on Digizone >Houses> Health Information
- They fully understand the rationale for administering the drug, the risks involved and the consequences of action taken (See protocols for individual drugs/or leaflet supplied with medication when purchased)

It is the responsibility of of the person administering the medication to ensure:

- The drug being administered is being used for the correct purpose
- The medication given/time/date/dose /expiry date and the reason for administration will be entered **immediately** after administration onto Medicine Management on ISAMS ensuring electronic records are maintained. Running totals will be kept in drug administration record books which will be checked termly by nursing staff
- The pupil takes the medication under the supervision of the person issuing it unless it is being dispensed for a later dose to be taken off site/in a lesson. Please check with nursing team regarding circumstances when this may be appropriate

- The drug is within its expiry date
- There are no known allergies to the drug concerned. This can be checked by asking the pupil and consulting ISAMS. Records of any allergies should be highlighted as Medical Alert on ISAMS
- The pupil is aware of the drug being administered and gives consent for this to occur
- The frequency of doses is checked to prevent the possibility of overdose (e.g. Paracetamol 4 to 6 hours between doses, maximum 8 tablets in 24 hours). See individual medication protocols
- If there is any doubt regarding administering the medication, they call the Health Centre and seek medical opinion

It is the responsibility of house staff/Matron to ensure

- That replacement stock is ordered in good time as this may have to be ordered in
- Any person giving medicines has signed the medication protocols and is registered on ISAMS
- Medicines and products not on the approved list should only be used after consulting the Nurses to ensure the suitability of its use with each pupil
- New pupil parents have completed the relevant section of the Health Certificate outlining consent for administration of medication
- Existing pupils have a current consent form signed by parents
- Staff handover time is used to share information about medicines given thus ensuring maximum dosage is not exceeded
- The drugs are stored in a locked medicine cabinet. The keys should be held by the Matron and House staff on duty and not kept where they would be accessible to unauthorised persons
- Drug errors must be recorded in the Drug Record book. Drug errors must also be reported to the nursing team in the first instance
- Suspected adverse drug reactions must be reported to the Health Centre who will inform parents and update medical records accordingly

List of Over The Counter (OTC) Medications which may be kept in Boarding Houses:

Asthma: There is an Emergency Salbutamol (Ventolin) Blue Inhaler in each boarding house, Matron should ensure this is kept in visible and accessible at all times -this will be checked and discussed with house nurse on their visit. It is essential that this is checked and available 24/7 and that all house staff know where it is located. If it is used please contact the HC for replacement.

Analgesia:	Paracetamol 500mg tablets Soluble Paracetamol 500mg tablets Paracetamol Suspension 250mg/5ml (Prep)
Anti-inflammatory analgesia:	Ibuprofen 200mg tablets– (over 12 years only) Ibuprofen Suspension 100mg/5ml (Prep only) Voltarol Pain-eze Emugel (over 12 years only)

- **DO NOT give Ibuprofen medications to anyone who is allergic to Aspirin.**
- **DO NOT give Ibuprofen medications to anyone who suffers from asthma unless they have taken it before and had no adverse reaction.**

Antihistamines:	Piriton 4mg tablets Piriton Syrup 2mg/5ml (Prep only) Cetirizine 10mgs
Anti-diarrhoea:	Imodium 2mg tablets

	Loperamide 2mg tablets
Travel sickness:	Stugeron
Cough Mixture	Simple Linctus Paediatric Simple Linctus (Prep only)
Creams:	Arnica – for relief of bruising Anthisan – for treatment of insect bites
First Aid Items:	Disposable gloves Elastoplast strip Assorted plasters Hypoallergenic tape Strapping tape (for strapping fingers only) Non-sterile gauze swabs (for cleaning wounds) Non-adherent dressings Sterile eye pads Finger dressings Triangular bandages Saline irrigation pods Dispensing envelopes for tablets Thermometer x 1 (replacements charged to House) Reusable hot/cold packs x 6 (replacements charged to House)

Items from this list should be ordered through the Health Centre (HC). Please place your order in good time as only a small amount of stock can be held. To collect stock, please bring your drug record book and any remaining stock you have of the drug required.

SECTION D: Protocol for Medications Needing Refrigeration

Definition: Medicines which need to be stored in a refrigerator between 2°C - 8°C.

Why is a Storage of Medicines Policy necessary?

Some medicines must be stored in a refrigerator because at room temperature they break down or 'go off'. You need to know which medicines need to be kept cool and the Patient Information Leaflet that is supplied with a medicine will state whether the medicines need to be kept in a fridge. Typical medicines would include Insulin, glucagon, injections, eye drops, antibiotic suspensions, although this list is not exhaustive.

Aims:

- Ensure that medicines that require refrigeration are stored in appropriate conditions with the HC and Boarding Houses until the point of administration to a pupil
- Ensure that staff are aware of the requirements and provision of refrigerated storage conditions
- Enable staff to have appropriate training to ensure medicines are stored under the appropriate conditions within their working environment

Storage of medicines:

- All drug fridges must be kept in a locked room with access to authorized staff only
- If the fridge is in a room that cannot be locked, the fridge should be a lockable fridge, kept locked at all times
- All drug fridges should have a minimum/maximum thermometer
- The drug fridge temperature should be monitored and documented by the Duty Matron daily if there are medications in the fridge
- The refrigerator should be used only for the storage of medicines
- All drugs should be stored at the temperature recommended by the manufacturer and/or specified on the label of the medicine
- Medicines should only be removed from the fridge as necessary prior to administration to the patient
- Staff should identify the storage requirements for any medicines when they take receipt of them
- When a drug, which is specified for storage in a refrigerator, is received, the member of staff receiving it must record the details in their drug record book and place it in the refrigerator immediately on receipt
- If medicines requiring refrigeration are not stored appropriately their potency may be affected and staff should contact the pharmacy regarding use

Temperature

- The refrigerator should be maintained at a range between 2-8 degrees C
- The temperature should be monitored using a maximum/minimum thermometer
- The temperature should be read daily and recorded only if medications are being stored
- Once read the thermometer should be reset
- The record of temperature should be retained for at least one year, or for the maximum life of the products stored in the fridge. This may be up to three years
- These records must be available for audit

Maintaining correct storage conditions:

- The refrigerator should not be sited in an environment where extremes of temperature will affect their performance
- Ensure the fridge is not overfilled as this could prevent the fridge working efficiently
- The fridge should be cleaned and defrosted regularly in line with the manufacturer's instructions
- Medications should be stored in an alternative refrigerator during this process
- Medications should not be returned to the fridge until the temperature is within the designated range
- Provision should be made for the professional servicing of each refrigerator and records should be retained and be available for audit
- If the temperature is outside the range, action should be taken to ensure that the medication has not been damaged and the fridge is repaired if necessary.

What to do if the temperature is outside the range:

- Do not use any medication that has been stored outside of the range until advice has been sought
- During HC opening hours, contact the Nurses for advice
- At other times contact the manufacturer/pharmacy if possible
- If not possible place the medication in a neighbouring Boarding House drug fridge and contact the HC as soon as possible.

Health Centre only:

- Contract the vaccine manufacturer for advice
- Arrange for vaccines to be restored to correct storage conditions immediately
- Any vaccines that do not have to be discarded should be used as soon as possible
- Vaccines that may still be used should be marked to ensure they are used before any new stock.

You will need to provide the following information:

- How long the refrigerator has been switched off/malfunctioning
- What the actual minimum, maximum and current temperature readings on the thermometer are
- When the correct temperatures were last recorded
- What the medication (i*s called and why it was prescribed?)*
- When it is next required
- Whether urgent replacement required.

SECTION E: Self-Medication Policy

The right to Self-Medicate & NMS 2015 Standard 3.4:

Whilst Cheltenham College recognises that an individual's right to self-medicate should be respected, it is Cheltenham College policy that all prescribed medication should be dispensed by the House Matron.

Some prescribed medication may carry a risk of significant side effects especially in adolescents. It is important that students taking medication such as antidepressants, ADHD treatment, Immunosuppressive medication for arthritis, inflammatory bowel disease etc, are monitored by House Staff, to ensure compliance, and to check for potential adverse effects.

If students wish to self-medicate, approval must be sought from Cheltenham College Doctors or College Nurses in order to do so.

Should approval to self-medicate be granted, this should be confirmed by the Cheltenham College Doctor/Nurse and the pupil in writing by the completion of the 'Cheltenham College Self-Medication Agreement' included below. The decision to allow a pupil to self-medicate must then be communicated by email to the HsM/House Matron.

It must be made clear that the pupil is taking responsibility for keeping the medication safe in a secure locked receptacle, and must not allow other pupils access to it. It should also be understood that the right to self-medicate is limited to the named drug and dose specified on the self-medication agreement form, and does not automatically extend to other medications.

Cheltenham College recognises that pupils over the age of 16, or those who are below that age but are deemed Gillick Competent, may exercise their autonomy by deciding that they do not wish the House to be aware that they are self-medicating. Cheltenham College Doctor must review these cases, and if they are in agreement will record this on the medical records (including reasons not to notify House Staff)

Cheltenham College Health Centre
Self Medication Agreement

Name: …….. **DOB: ……**

House: ……

☐ **Confidential – DO NOT SEND COPY TO HOUSE**

☐ **I do not give my consent for my Parent/Guardian to be made aware.**

Please list all medicines you intend to keep whilst at school:

Name and strength (mg/mcg) of Medication	Reason for use (Why or when)	Dose (How much)	Maximum dose in 24hrs (How many)	Dose frequency (How often/times)	Special instructions/ Side effects/ Precautions

- ☐ To the best of my knowledge and belief the above information is correct.
- ☐ I agree to update this information when necessary.
- ☐ I agree that I will keep my medicines in a safe place and they are for my own personal use. **I will not give my medication to another pupil.**
- ☐ I understand a copy of this form will be kept in my records in the Health Centre

Signed…….....

Print name…….. Date.....

Assessed by…… Assessor signed……

Hse Matron/School Nurse/College Doctor* Date.....

Approval from Dr/Nurse* received in writing/email* Y/N Date.....
If under 16yrs of age: - Assessed Gillick Competent Y/N

This agreement remains valid unless superseded by a later version, in which case this document must be marked as void.

SECTION F: Protocol for storage and Administration of Medicines in the Health Centre (HC)

Medicines/Vaccines will be administered by the Registered Nurses with current NMC registration, working in the HC, in accordance with the signed relevant PGD/SPD.

The Nurses are responsible for maintaining stock levels of non-prescription medications.

These medications will be stored in a locked cupboard within the HC. Keys will be held by each Nurse on duty.

Before administering any medication the Nurse will:

- Ensure a current signed Consent Form is held in the HC (for pupils only). Check System One information. All pupils should have a completed Health Certificate prior to starting at College/Prep. If not, verbal consent can be sought by phoning parents but will only be accepted once
- Parents must complete a Consent Form for further treatments
- Check if the child has known allergies
- Ask if any medications already taken that day.

Medications dispensed (both over the counter (OTC) and prescribed (POM) must be recorded on ISAMS:

- Date & time
- Patient's name
- House (College only)
- Class (Cheltenham Prep only)
- Name of drug given, strength, dose, manufacturer, batch number (BN), expiry date, stock balance & signature of person administering drug. The nurse will enter the medication given, date, time, dosage and reason for administration on the pupil's computer record, System One and ISAMS medicine management.

A sample signature for each Nurse administering medications should be entered into the table at the front of the Drug Record Book on receipt of a new record book.

Any POM no longer required by the pupil will be returned to the pharmacy to be disposed of safely.

POMs for Day-Boarders and Day pupils will be stored in the Health Centre and dispensed only to the named pupil, providing full instructions have been given by the parent/guardian and that the medication is packaged and clearly labelled.

Refusal to take any POM must be recorded on the pupil's computer record. It must be reported to the adult collecting the medication at the end of the day and parents informed by email.

Drug errors must be recorded on the pupil's computer record. It must also be reported to the adult collecting the medication and parents informed in writing.

Suspected adverse drug reactions must be recorded on the pupil's individual medical record and must be reported to the School Medical Officer, Dr Ropner and parents.

SECTION G: EYFS and KS1 Administration of Medicine Policy

Introduction & Rationale

This policy clarifies the procedure for storing and administering medication in the EYFS, responding to children who are ill and preventing the spread of infection. This policy covers EYFS and Key Stage 1 pupils. This policy should be read in conjunction with the Protocol for Storage and Administration of Medicines in the HC and also the First Aid Policy.
Any EYFS Staff bringing their own medication into school must ensure that it is kept safely and out of the reach of children. Medication plus any other potentially harmful personal possessions (eg; nail scissors, nail files) should be in a lockable cupboard.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication through the HC as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Procedure

Medication/health records are obtained annually every September from parents and sent directly to the HC.

It is the responsibility of the parents to inform the school about any changes in medication requirements. Parents are encouraged to inform the HC about these changes but if class teachers receive this information they will forward correspondence to the HC using the email nurses@cheltenhamcollege.org
Class teachers will check the database for changes in medical details on a termly basis.

Information on on-going potentially serious medical conditions is communicated to staff from the HC. This is displayed in the classroom and in Common Room. Other medical information is uploaded onto the school database. Details of specific food allergies will also be communicated to kitchen staff by the HC.

Usually only medicines prescribed by a doctor or pharmacist will be administered to a child. Medicines containing aspirin will only be administered if prescribed by a doctor.

Medication is administered by HC staff. In the event that medication is administered by Pre-Prep staff eg diabetes medication, then specific training takes place before any medication can be given.

Medication takes 3 forms:

1. Regular medication for an on-going condition such as asthma
2. A short course of prescribed medication such as antibiotics
3. Medication as required for the short-term treatment of pain/fever etc.

Parents complete a consent form before any medicine can be administered.

Medicines must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time.

Procedures for record keeping and storage of medicines are detailed in the Protocol for Storage and Administration of Medicines in the Health Centre, above.

Illness at School

If a child complains of feeling ill they will be monitored by staff and given reassurance. If they appear 'under the weather,' but are not showing specific symptoms and are not in distress the staff will observe then closely and inform parents at pick up time.

If a child displays specific symptoms and is ill, including vomiting, a member of staff will take them to the HC. HC staff will telephone parents. If any member of staff feels unsure then they should consult with paediatric first aiders in Pre-Prep and Head of Pre-Prep. (A list of first aiders is found in Head of Pre-Prep office.)

If a child in Pre-Prep receives medical attention from the HC, a note is given to the class teacher to inform parents on the same day. In EYFS the note is included in the daily Contact Book.

Children with long-term medical conditions requiring medicine at school.

- A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Head of Pre-Prep alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything that they think may be a risk factor for their child. If appropriate they may also be shown around the setting.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly and records kept.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A health care plan for the child is drawn up by the health professional and agreed and understood by key staff.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually.

SECTION E: Hygiene and Infection Control

Infectious diseases

In the event that a staff member feels that a child is unwell with a potential infectious disease, the child will be isolated at the earliest opportunity in sick bay and Health Centre Team notified. Full Protective Personal Equipment should be available in all houses and be donned if the pupil has symptoms that may suggest the disease is contagious. Such as a cough, high temperature, active diarrhoea or vomiting. It may be appropriate for the nurses to visit in house advice will be given to parents in accordance with Public Health England Guidance on Infection Control in Schools and Other Childcare settings.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

In all instances HC staff will notify parents and where deemed necessary, Public Health England.

Hygiene and Infection Control

Children are taught how to minimise the risk of infection by learning good hand washing habits, blowing noses, covering up mouths when coughing etc.
Staff will use gloves provided when dealing with bodily fluids – blood, faeces, vomit etc. (*For disposal of bodily fluids refer to First Aid Policy*) Staff will secure soiled clothing in a sealed bag until taken home.

EYFS staff undertake food hygiene training.

Guidelines for the number of days staff and children must be away from school are detailed in the *Policy for Prevention and Management of Diarrhoea and Vomiting.*

SECTION H: Day trips, Residential and sporting activities.

All pupils with significant medical conditions will have an Individual Care Plan detailing support and actions required for them to participate in school activities.

It is the **responsibility** of the trip leader to ensure:

- That all participating staff are full briefed in good time before the trip. All staff involved must be fully trained to administer medication and must be fully aware of the pupils condition and familiar with their ICP.

- Pupils have the correct medication such as in date adrenaline auto-injectors (such as epi-pens) and asthmas inhalers.

If parents/pupils tell you there is no longer a medical need for the medication, please seek advice from the Health centre. **Only a school Nurses/Doctors can override what is written in the ICP.**

The House Assistants/Matrons will provide any medication that pupils are taking and trip staff will be provided with the correct doses and instructions on how to give the medication. If there is any doubt, please contact the Health Centre staff. Trip leaders must contact the House assistants/Matrons in advance to advise of the pupils they are taking out so that the medication can be ready for collection.

All individual medications taken out on trips, both day trips and residential, should be signed out of the boarding houses by the trip leader/nominated First Aider and the quantity remaining signed back in on arrival using an in/out log. Stock levels should be updated on ISAMS to correspond to the current level held in the cupboard after returns are received. If the quantity signed back in is not what was expected or there are any other discrepancies the School Nurse should be notified.
Staff must record all medication administration whilst on a visit/ trip away from the school. The same procedures should be followed for medicines administration whilst away from the school as within the school. Staff should ensure that medication is not accessible to pupils.

SECTION I: Medication errors and Safeguarding

Despite the high standards of good practice and care, mistakes may occasionally happen for various reasons. If a mistake occurs, this must IMMEDIATELY be reported to the School Nurse so as to prevent any harm to the pupil. There must be no concealment or delay in reporting the incident.

Advice must be sought from the School Nurse who will contact the GP / emergency services as appropriate. Any advice given by the healthcare professional must be actioned immediately. The pupil must be observed and monitored for any obvious side effects and emergency action taken if required. The family must be informed immediately.

All medication errors, incidents and “near misses” must be fully and carefully investigated and documented by the Lead Nurse/Director of Pupil Welfare to determine the root cause and action taken as appropriate. Detailed audits must be carried out on a regular basis and used in school briefing meetings to improve practise.

Associated policies:
First Aid Policy
Policy for Prevention and Management of Diarrhoea and Vomiting
Welfare, Health and Safety on Trips Policy

APPENDIX – Common prescribed medication

Ritalin (Methylphenidate) is covered by controlled drug regulations in the UK

The drug most likely to put Cheltenham College staff or pupils at risk of prosecution is **METHYL PHENIDATE (Ritalin/Concerta).** Unlike obvious illegal drugs, it may not be subject to the same regulations in other countries, and is often prescribed freely in these countries to 'help concentration'. It may, therefore, be sent with pupils from abroad where parents are unaware of the legal implications in the UK.

The prescription of Ritalin and Strattera may only be continued by Cheltenham College Doctors in accordance with National Institute of Clinical Excellence (NICE) Guidelines. A report from a **recognised specialist Paediatric Psychiatrist** is needed together with confirmation that the specialist will review the pupil's progress regularly. The pupil will also be reviewed by the Health Centre doctors on a termly basis and as required. Should your child be prescribed Ritalin, (or anything containing Methylphenidate) it is paramount that we are informed, and have the necessary reports prior to being able to advocate administration.

Any queries regarding administration/ medication should in the first instance be directed to nurses@cheltenhamcollege.org or telephone the Health Centre 01242 265629.

Other drugs used for the same indication are also Controlled Drugs.

What is Methylphenidate?

It is a central nervous system stimulant, related to Amphetamines, and used in the management of ADHD.

NICE
Guidelines (Sep 2008, amended 2018) have stated that Methylphenidate should only be started by a health professional with expertise in ADHD (i.e. Psychiatrist or specialist paediatrician) as part of a comprehensive treatment plan.General Practitioners may continue prescribing under shared care arrangements.

Methylphenidate in the Boarding environment

Methylphenidate and similar drugs will not be administered to pupils unless Cheltenham College doctors have a full report from a Psychiatrist or specialist paediatrician based on a comprehensive assessment.

Ritalin will be stored according to legal requirements.

Any surplus will be destroyed as specified by the law (College Doctor and Nursing team to liaise to arrange safe and legal disposal).

If any pupil is found to be in possession of Ritalin or any other Controlled Drug in any way that may contravene the law, they may be liable to prosecution.

Roaccutane.

Roaccutane is a medicine which is used in treating moderate to severe acne. Roaccutane contains the active ingredient isotretinoin. Preparations include *Accure* (Alphapharm), *Accutane* and

Roaccutane (Roche), *Aknenormin* (Hermal), *Amnesteem* (Mylan), *Ciscutan* (Pelpharma), *Claravis* (Barr), *Clarus* (Prepharm), *Isohexal* (Hexal Australia), *Istretinoin-A* (Pharmathen), *Isosupra* (SMB Laboratories), *Isotane* (Pacific Pharmaceuticals), *Isotroin* (Cipla), *Oratane* (Douglas Pharmaceuticals), *Atretin* (Lafrancol), *Nimegen* (Medica Korea), *Acnotin* (Mega Lifesciences), *Ruatine* (United Pharmaceutical)and *Sotret* (Ranbaxy), Ausret (Auskin).

Roaccutane works by suppressing the activity of sebaceous glands in the skin. It reduces the amount of oil produced by these glands. Roaccutane also reduces the size of the sebaceous glands and the inflammation that occurs with acne. Roaccutane is often given to people when their previous treatments for acne have not been successful.

It is the policy of Cheltenham College that this medication may only be used within the school under the supervision of a UK based Consultant Dermatologist. This is intended to ensure that pupils and medical staff have access to the appropriate level of specialist supervision, both for routine follow up and in case of emergency. It is not appropriate for doctors to prescribe in bulk and to attempt to monitor pupils from abroad.

There are recognised rare associations between the use of Roaccutane and increased risks of self-harm, depression and suicide. It is extremely important that the Cheltenham College Doctor be made aware as soon as possible of any decision to start Roaccutane, so that this information can be shared between House staff matrons, and the Health Centre in order to ensure that we are able to assist with the monitoring process at Cheltenham College.

Roaccutane will be treated as a controlled drug within the school, and its use regulated as per the controlled drug policy.