

Medicines and Illness Policy: Illuminate Cambridge Summer Course

Last review: March 2021

Note: This policy should be read in conjunction with St. Mary's COVID risk assessments and COVID site rules.

Next review: March 2022

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 students in our care.

Even though 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 student must have a completed medical form prior to starting the summer course 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 onto the summer course without prior notification of health problems that could, in our view, significantly affect the management and care of the student (and in some circumstances, the other students in the school), the school reserves the right to withdraw the summer school place.

When students start the summer course, all drugs and medicines must be given to the boarding staff or summer course 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.

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

The Medical Centre

The Mary Ward House medical centre is staffed by registered nurses (or qualified first aider in their absence) who are available to assist students, provide first aid and advice. A member of the nursing team will be there each morning to see any girls who are unwell and decide if they are fit enough to

attend school or educational visits. If girls remain in the medical centre at Mary Ward House 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.

Medical appointments can be arranged at Woodlands Surgery, Bateman Street, Cambridge, CB2 1LR and medical emergencies are seen at Addenbrookes Hospital.

If a student 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 student need to be away from school until they have recovered, parents will be contacted to make the necessary arrangements.

Summer course students who feel unwell during the school day should go to the medical centre at Mary Ward House. During evenings and weekends summer course students should contact a member of the boarding staff. Summer course students all have their own mobile phones and will be provided with 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 students to call if they need assistance. Boarding staff also have the mobile phone numbers of summer course students 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 the summer course sessions, they must remain in the medical centre during school hours. The nurses or boarding staff will inform the summer course leader that the child is unable to attend that day. In exceptional circumstances when it is 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 student's condition. The nursing staff will also enter all medical information onto the medical database.

Summer course students 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 students.

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 students' medical needs. The nurses also provide annual medicines training for any staff that need to administer medicines.

Staff who are undertaking a school trip will ensure that they have up to date medical information prior to the trip. They will have an appreciation of any medical information, medication, and individual care plans. They will ensure that they speak to the nursing staff for up-to-date medical information and any individual care plans required for students on the trip.

Holidays

Students must not travel to the summer course if they are unwell. If parents are in any doubt about their daughter attending the summer course, please contact the summer course team, who will liaise with the medical centre or boarding house staff. If a student has been ill prior to the summer course, it

is very important for the wellbeing of the student that all the relevant information is forwarded in writing to the course leader as soon as possible via email info@illuminatecambridge.com. This should include any details of illness, injury, or surgical procedures.

If the student has been in the company of anyone who subsequently develops meningitis or any contagious or tropical disease, she should only travel to the summer course after consultation with the course leader. If a serious illness occurs at home shortly after a student has arrived at the summer course, parents should contact the course leader 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 provided by parents/guardians - eg: tetanus. A list of up-to-date vaccinations required prior to arrival at the Summer Course is listed on the Health Information Form. It is important that students are fully vaccinated as required, as infectious diseases can spread rapidly in a school community. Consent to Medical Treatment

Gillick competence is used in UK medical law to decide whether a child (16 years old or younger) can 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 students 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 student 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.

Summer course students 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

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

Summer course students 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 the student 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 undergo annual training which is provided by the nursing team.

When issuing medications, the following procedure will 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 student is allergic to any medication.
- Check whether the student has taken any medication recently and, if so, what (ensure maximum dose is not exceeded).
- Check, whether the student 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 student should take the medication under the supervision of the person issuing it.
- Record the details – These must be recorded immediately 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 manufacturer's 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 lozenges

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 summer course student 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 summer course student is to receive, ensuring that each time the drug is administered the record is updated so that it can be clearly seen when the student last received the medication and ensures that doses are not missed. If the student 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 students 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.