

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2025

1. Consent:

Consent for the administration of **prescribed medications and non-prescription medication and home remedies** must be obtained when any student aged under 18 registers with the school. Over 18s (unless they have special needs) are deemed competent to manage their own medication.

2. Non-prescription medications:

Cambridge Juniors, and English Plus

Course Directors and House Managers are provided with 4 medications that they can administer to students if their parents have provided consent on a signed consent form. These are:

- Strepsils throat sweets
- Savlon Antiseptic Cream
- Dioralyte rehydration sachets for diarrhoea and sickness
- Clarityn Antihistamine tablets

Students can be accompanied to the pharmacy for painkillers, if necessary. Students may bring their own Paracetamol and Ibuprofen, if required and consent from their parents has been provided **prior to arrival**. This must be stored in their lockable cabinets in their halls of residence or handed to the homestay host on arrival for safe storage.

Culford & Uppingham

Course Directors are provided with 6 medications that they can administer to students if their parents have provided consent on a signed consent form. These are:

- Paracetamol
- Ibuprofen
- Strepsils throat sweets
- Savlon Antiseptic Cream
- Dioralyte rehydration sachets for diarrhoea and sickness and
- Clarityn Antihistamine tablets.

Students must not bring any non-prescription medication with them on residential courses.

3. Administering non-prescription medication:

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DO NOT GIVE ANY MEDICATION WITHOUT CHECKING CONSENT FORM

The Course Director and Course Assistant are responsible for administering medication. If a student needs some medication, they should go or be taken to the Course Office. The Course Director is provided with a logbook for recording medication given. Before giving medication, the Course Director should do the following:

- Ask the student to sit
- Ask the student's name
- Check that their parents have given consent for medication to be given on their consent form.
- Check the prescribed dose and expiry date on the packaging
- Check if / when the last dose was given (in the welfare logbook)
- For Paracetamol, Ibuprofen, Clarityn, ensure that the student takes the tablet in your presence. For Dioralyte, make up the sachet for the student and ensure that they drink it. For Strepsils, you can give the students 3 sweets maximum. For Savlon, give the students the cream and get them to apply to the wound.

4. Prescribed medication:

All students must inform the school if they are bringing prescribed medications with them on the consent form. All medication should be handed to a member of staff or homestay host on arrival so it can be stored and administered correctly. A record must be kept of all medication collected from students.

The school must ensure that every tablet is accounted for. The number of tablets that comes into the school must, always, correspond with the number of tablets that have been administered and the number that remain locked away in the drugs cabinet.

All non-prescription medicines must be in date and supplied in their original packaging and container with the manufacturer's guidance leaflet included.

Instructions from the prescribing doctor must be translated into English.

If no translation is provided, the house manager (on Cambridge Juniors) or the Course Director (Culford and Magdalene) should confiscate the medication and arrange for the student to see a GP so that they can provide them with a British alternative or confirm that the medication is suitable.

5. Storage of medication:

- Regular medication should be stored in a locked cabinet secured to a wall or floor.
- Temperature sensitive medication should be stored in a locked fridge or in a fridge in a locked room. The fridge should not be used for any other purpose. If required, the

house manager or Course Director should contact Rob Hesketh and a fridge will be provided.

- The school aims to stock epi-pens (subject to availability) but the onus is on the individual (student) to ensure that they carry their emergency medication (epi-pens) with them. The school keeps asthma inhalers at various locations and in first aid pouches.
- First aid pouches should be taken on all trips and activities.
- In college, staff should not have medication on their desks or in their bags. It should be locked in a place where others cannot access it.
- Students who have asthma or allergies should always be reminded to keep their inhalers and epi-pens with them.
- If medications are left at school at the end of the course, they should be returned to the parents. If that is not possible, they should be taken to the pharmacy for disposal. If a house manager does this, they should be accompanied by another person.

Storage of medication whilst out on **educational visits** is the responsibility of the member of staff leading the activity. As a general guide:

- A risk assessment and pre-activity checklist is completed before each activity
- The staff member leading the activity will speak to all students who take medication prior to starting the activity
- Medicines are kept with an identified member of staff, who then administers them and records administration on return to school.

6. Staff training

All house managers and other key members of college staff should be trained in the administration of epi-pens and asthma inhalers.

7. Homestay accommodation

All students in host family accommodation are required to self-medicate.

Epilepsy

Protect from injury but do not restrain

- Place in recovery position.
- Do not move child unless in a dangerous location.
- Place something soft under the head.
- Do not place anything in the child's mouth.
- Try to ensure privacy.

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- If fit continues for more than 3 minutes telephone 999. Do not administer Sublingual Diazepam unless trained to do so and it has been prescribed by GP.
- Do not move child until fully recovered from seizure. Someone should stay with the child until fully recovered.

Asthma

Symptoms may include

- Increased coughing
- Wheezing
- Tightness in the chest
- Breathlessness- drawing in of ribcage
- Blueness of lips (CAUTION – an extremely late sign)

Management of an Acute Attack

- Stay calm and reassure the child.
- Ensure the 'reliever' medicine is taken promptly.
- Encourage the child to sit and lean forward without squashing the stomach.
- Loosen tight clothing, offer sips of water (not cold) to keep mouth moist.
- Call an ambulance if there is any doubt about the child's condition i.e.
 - if they are unable to talk, are distressed
 - reliever has not worked within 5-10 minutes
 - child is exhausted

If the attack responds quickly to treatment, the child may continue in school. Parents must be informed of the details of the attack.

General Guidance for Day-to-Day Management

- Medication must be readily available to staff.
- Remember to use the reliever as a preventative measure prior to exercise, if needed.
- Be vigilant for signs of attack.
- In the event of a child not having an inhaler available, a spare inhaler, not necessarily their own, but containing the same medication, should be used.

This is the only situation when another person's medication could be used

Allergy and anaphylaxis care

Causative factors

- Food (peanut, egg, dairy produce, shellfish)
- Drugs (penicillin)
- Venom of stinging insects

Symptoms

Usually occur within minutes. A combination of symptoms can be present, such as:

- Itching/tingling sensation
- Swelling of throat and tongue
- Difficulty in swallowing/breathing
- Flushing of skin
- Abdominal cramps/nausea/vomiting
- Sudden feeling of weakness
- Collapse and unconsciousness

Treatment is urgent and essential to prevent severe anaphylactic syndrome.

There are two main types of medication

- 1) Antihistamines (Piriton, Zirtec)
- 2) Preloaded Adrenalin injection (EpiPen)

There should be no serious side effects if the medication is given repeatedly or is mis-diagnosed. Relapse is possible after apparent recovery. ***Medical attention must be sought in every case.***

Children who are vomiting:

Children who are vomiting in school should return to their rooms (on residential courses) or to their residence or homestay, to curtail the spread of infection.

Children should not return to classes for at least twenty-four hours and until they have eaten properly for a whole day.

Children who are infectious:

Children who are suffering with an infectious condition or illness should not return to classes until they have taken advice from their GP.

Guidance for Course Directors on residential courses:

Medication should be collected from students on arrival and placed in the medication cabinet. Please check with students on arrival and then again at the welcome meeting to make sure that they have handed over any medication they have brought with them. This includes both prescription medication and over the counter medication such as paracetamol or Ibuprofen. Parents were advised on the consent forms **not** to send non-prescription medication with their children.

Medicines cannot be left in student's rooms as other students may find and use them. **The exceptions to this are Asthma inhalers, EpiPen's for Anaphylaxis sufferers and Insulin which will normally be kept in a fridge.**

You have been supplied with a medication cabinet and 6 non-prescription medications. These are

- Paracetamol
- Ibuprofen
- Clarityn Antihistamine
- Strepsils
- Dioralyte
- Savlon Antiseptic Cream

If you run out of any medication, you can purchase more from a pharmacy. You must buy the brand of medication listed e.g Strepsils **MUST NOT** be substituted with another brand of throat sweet or a supermarket own brand.

Before giving a student any of the above medications, you must check that we have consent from their parents to do so. This information is given to you in a spreadsheet and the forms are stored in One Drive for you to print if necessary.

You should have 2-3 members of your team who have responsibility for administering medication. Decide this in induction week and ensure that students are aware by means of posters on notice boards and in the Boarding Houses.

You must follow the instructions in the Administration of Medication Policy and a medication log should be completed each time medication is given. Ensure that you check previous logs prior to giving medication to ensure that they have not been given medication by another member of staff.

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We have provided you with a lockable cabinet along with individual bags and labels to place and mark each student's medication. When you collect medication from a student, you should complete a medication form for each item handed in.

Prescription medication must arrive with the label clearly translated in English.

When students request medication, you must complete a medication form. Please ensure that you watch the student take the medication, so it cannot be passed to another student. Once they have taken the medication, update the quantity on the form and return the medication to the cabinet.