



# WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL  
*more than a school...an experience*

## MEDICINE POLICY

Dates of Approval by the Relevant Committee Structures: - Management	March 2020
Implementation Date	January 2021
Revision History	
Review Cycles	At least every five years
Policy Applicability	All the pupils and staff at Woodridge
Policy Owner	Director of Boarding and Student Affairs

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## **I. OBJECTIVES OF THE POLICY**

The aim of this policy is to articulate the rules governing the storage and administering of medicine to the pupils at Woodridge College. The medicines referred to include both prescribed by the doctor and those that the pupils may have purchased without prescription, common referred to as “over-the-counter (OTC) medicine.

While every effort has been made to establish a policy that can be applied, it must be recognised that every pupil has different needs and that exceptions to the policy will be made in some circumstances.

## **2. BACKGROUND**

The **MEDICINES AND RELATED SUBSTANCES AMENDMENT ACT, 2002**, is quite clear about the issue of medicine at schools. The following extract makes it quite clear what the rules and responsibilities are when it comes to the administration and storage of ALL medicine at schools.

### **(Extract from ACT) IMPLICATIONS FOR SCHOOLS**

1. Firstly, the Act is intended to regulate the conduct of health professionals and, therefore, everyone outside the legal definition of this is not under any circumstances allowed to dispense medicine and this includes schools.
2. This effectively means that a headmaster, matron or school secretary is not able to decide of what a sick child needs as they are not health professionals. It is preferable that a school must make every effort to take a sick child to the nearest hospital.
3. However, in a situation where a parent of a pupil requests the school to administer or issue certain medicine to their child, it is safe to assume for all intents and purposes that the parent would have received prescription for the said medicine from a registered prescriber. This medicine would have been prescribed for a particular situation and for that particular child. In order for the school to protect itself it is important that it receives in writing an explicit consent from the parent to administer the medicine to the child.
4. For schools that may employ a nurse, it is important to remember the nurse is required to obtain a licence to dispense medicine.
- 5. In the case of extreme emergencies**, if a parent has asked the school to administer a critical medicine to prevent, say, death from a severe allergy, urgent action may be required, without prior parent provision of the medicine. A licensed dispenser, like a school nurse, or taking the child to the casualty department at a clinic or hospital, would obviously suffice if circumstances permit. If they do not (e.g. in a remote rural area, or otherwise out of touch) saving a life by prompt application of a medicine is the higher moral good, and our advisers tell us that this is recognised in the common law defence known as necessity, which applies to both criminal actions (e.g. under the Act) and to delictual claims (e.g. a parent claiming damages for injury to a child caused by the application of the medicine).

Many people mistakenly believe that OTC medicine are safer than prescription medicines because a doctor's prescription is not needed. While medicines are safe and effective when taken as directed, all medicines, even OTC can cause serious harm if not taken in the correct way.

Pupils may feel that keeping standard medication for use when needed is harmless; it is understandable that many feels that there is no need to make a fuss about a headache or a stomach cramp. However, medication administration is not just about giving the medicine; it also involves observation of what happens afterwards. Unless all medicines are stored safely and the administration of such medicines carefully monitored, there could be real risks. These include:

Incorrect diagnosis, delay of diagnosis of what may be a serious condition

- Increased risk of drug-drug interactions
- Increased risk of adverse effects when not used according to instruction

There is great potential for abuse and misuse if the use of medication is not supervised.

Examples of this are:

- sharing medication with friends without knowing whether friend may have an allergic reaction;
- taking the medication in a higher dosage than recommended;
- taking the medication for purposes other than presented, such as to boost performance or alertness;
- becoming dependent on medication and taking medication for ailments that could benefit from changes in behaviour. For example, using anti-inflammatory drugs for an injury instead of resting from sport.

### **3. POLICY AND PROCEDURES**

It is the policy of the school that all medicine must be properly stores and administered by a responsible adult. No pupil may have medication in their possession unless it falls into the GREEN category. (addendum) or without the permission of the SAN sister and under prescribed circumstances.

Medicines include but are not limited to:

- medicine prescribed by a doctor
- over-the-counter medicine
- Vitamins, minerals and supplements

Medicines are routinely brought onto the school property by various means:

- At the beginning of term or after half-term, pupils bring medicines prescribed by their family doctor.

- The school doctor prescribes medicines, which are accessed from the pharmacy by the San
- Pupils bring back over-the-counter medicines from home or purchase these of their own accord while they are at school.

Understandably, keeping control of all these medicines can be a major undertaking.

The San sisters together with the school's doctor, will categorise all medicines into one of three categories: red, amber or green.

**RED:** These will be kept in a locked cupboard and only administered by the San sisters or the Hostel Parent (or delegated staff).

**AMBER:** These medicines may be kept by a pupil in their locker, under certain conditions.

**GREEN:** These do not need to be declared and may be kept by a pupil in their locker.

A list of examples of medicines in each category is given in the Appendix of this document. It is obviously impossible to list all medicines. If a pupil or their parents are unsure of into which category any medicine falls, they should ask the San sisters for clarification.

Parents, pupils, Hostel Parents and General staff all have requirements and responsibilities when medicine is involved. Below is a list of each group's requirements.

### **Requirements of parents**

The school needs the full support and co-operation of the parents to be able to care for their children. To this end, parents are requested to:

- a. Return the Questionnaire and Indemnity Form for every pupil at the beginning of the year. This form will apply to the pupil's stay at Woodridge College.
- b. Return the health form at the beginning of each term and ensure that all medicines their child brings to school are listed on the health form.
- c. Inform the San of any illnesses during the holidays and any medication their child may have been on during the holidays/half-term.
- d. Communicate with their child about the responsible use of medicines and the possible consequences of misuse/abuse.

### **Requirements of pupils**

Every pupil who brings any medicines, as described above, back to school with them is required to:

- a. List all medicines on the health form.
- b. Ensure that the medicine is in the original container.
- c. Ensure that all medication is properly labelled, as required.
- d. Hand medication classified as RED to the Hostel Parent for storage and administration.
- e. Sign a document undertaking not to share their medicine with anyone or abuse conditions of the dosage.
- f. Keep permitted medication in a special container (such as a zip-lock plastic bag) in a locked cupboard.

## **Requirements of Hostel Parents**

- a. The Hostel parents will be responsible for the storage and administration of all medication categorised as RED, either personally or by delegating the authority to another responsible person in the House.
- b. It will be the responsibility of the Hostel Parents to instruct the Assistant Hostel Parents, Support Staff and Duty Staff about the medicines policy and how it is to be implemented.

## **Requirements of Staff**

- a. No member of staff (teachers, sports coaches, administrative) shall give any pupil any medicine whatsoever without a directive from one of the San Sisters.
- b. When going on tour staff can obtain the indemnity forms from the SAN in order to see who has permission to receive OTC medication while on tour.

## **4. GOVERNANCE**

### **4.1 Administration of Medicines**

- a. Medicines that are in the RED category may only be administered by the San sister or the Hostel Parent (or a person delegated by the Hostel Parent).
- b. Medicines that are in the AMBER category may be kept by the pupil, but it must be signed by the San sister or Hostel Parent and the medicine must be in its original container.
- c. All medicines being kept by a pupil must be stored in a zipped bag and must be locked away.
- d. This list is not exhaustive. There will be medicines a pupil requires that may not be on the list. If there are any doubts about which category a medicine falls into, the San Sisters must be consulted.
- e. Each pupil's requirements will be considered individually. Hence, the San Sisters, at their discretion, may change the category of certain medicines for certain pupils.
- f. Parents are welcome to discuss their child's specific requirements with the San Sisters or school doctor.

### **4.2 Records**

- a. Full records of RED medicines will be kept by the San and/or the Hostel Parents.
- b. At the end of every term, a copy of records kept in the Hostel will be sent to the San.

### **4.3 Checks**

Within ten days of the start of term and/or after half-term, checks will be made that the medicines policy is being adhered to: medicines in the RED category may not be in a pupil's possession; medicines in the AMBER category (marked by an official signature, in the original container and locked away) may be in the pupil's possession. Pupils may have medicines in the GREEN category (generally vitamins, health supplements, etc.) in their possession. These should be stored carefully (for example, in a closed container) in a locked cupboard.

During any term, spot checks will be made to ensure that the policy is being adhered to. Any medicine found in a pupil's possession that does not meet the above criteria will be confiscated and the pupil may be charged with serious misconduct.

## 5. ADDENDUM

### 5.1 Categories of medicine

Various medicines have been allocated to one of three categories. PLEASE NOTE:

- This list is not exhaustive. Examples of the various categories have been given. There will be medicines a pupil requires that may not be on the list. If there are any doubts about which category a medicine falls into, the San Sisters must be consulted.
- Each pupil's requirements will be considered individually. Hence, the San Sisters, at their discretion, may change the category of certain medicines for certain pupils.
- Parents are welcome to discuss their child's specific requirements with the San Sister.

GREEN		AMBER		RED	
These medicines may be kept by a pupil, under the conditions specified in the policy.		These medicines may be kept by a pupil only with the permission of the San Sister, as specified in the policy and at the discretion of the San Sister.		These medicines may not be kept by a pupil. They will be stored in a safe place and administered by the adult on duty in the House	
Name	Example	Name	Example	Name	Example
Vitamins	Vitathion Calcivita Omega 3, Probiotics	Antibiotics	Zithromax Augmentin Macropen Amoxicillen	Anti-depressants	Lexamil Nuzak Prozac
Homeopathic medicines	Rescue remedy Somnil Biral	Dysmenorrhea In limited quantities <b>No medication that contains Codeine</b>	Nurofen Ponstel Brufen	Sleeping tablets	Immovane Zopivane
Contraceptive pill		Anti-inflammatories In limited quantities. <b>No medication that contains Codeine</b>	Coxflam Ibupain Voltarin	Prescribed Analgesics	Tramacet Stilpayne
Nasal Sprays	Iliadin Flomist Salex	Antibiotics for skin ailments	Roaccutane Oratane Acnetane Tetralysol	Anti-anxiety	Stresam Trepiline Esperide
Antihistamines	Celestamine	Epilepsy	Lamictin	ADHD	Concerta

	Alergex Deselax Desodene		Epitec Epilim		Ritalin Strattera
Asthma medication	Asthavent pumps Venteze	Anti-emetic	Cyclizine Aculoid Nauzine	Any medicines containing codeine	Myprodol
For skin ailments	Anthisan Lamisil Bactroban Savlon Clinoxyl	Anti-spasmodic	Hyposmamol Besemax Norflex Co Spasmend Buscopan		
Diabetes medication	Glucophage Actrapid Actraphane	Analgesics Quantities may be limited	Paracetamol Adcodol Panado		
Eyes	Sulphacetamide Chloromycetin Otrivin Eyegene	Cortisone	Predisone Betamethosone		
Ears	Swimseal Betnesol Sweet oil Ciloxan	Laxatives Quantities may be limited	Movical Laxette Duphalac		
Flu medication	Demzin NS Sinustat Sinumax Rinex	Treatment for Cholesterol	Crestor Simvastatin Lipitor		
Cough Syrup <b>No medication that contains Codeine</b>	Prospan Flemlite Phlotex	Antacids	Rennie Altosec Nexiam Gaviscon		
Throat	Lozenges Andolex C Spray Betadine oral antiseptic				

## 5.2 Extract from Questionnaire and indemnity form

### QUESTIONNAIRE AND GENERAL INDEMNITY REGARDING THE ISSUING OF MEDICINE

Please complete this questionnaire regarding the medication you are happy the school administer to your child, either in hostel or while away on a school activity. This list has been carefully drawn up by the SAN with the assistance of a doctor and contains medicine that can be obtained over the counter and deemed safe for use. If the questionnaire is not filled in and the indemnity form not signed, we are now bound by law NOT TO treat your child and the situation could arise for example where they have a HEADACHE and we are unable to give them any medication to relieve their pain.

#### SECTION A: Questionnaire (please tick the chosen box)

	YES	NO
<b>Paracetamol (Panado)</b> – pain & fever		
<b>Nurofen (Ibuprofen)</b> – pain, inflammation & dysmenorrhoea		
<b>Mefenamic Acid (Ponstan) (S2)</b> - pain, inflammation & dysmenorrhoea		
<b>Asthavent Inhaler</b> – Bronchodilator (relieves tight chest)		
<b>Ibumax tabs (S2)</b> - cold & flu symptoms (sinus congestion)		
<b>Efferflu C (S2)</b> - colds and flu		
<b>Throat Lozenges</b> – sore throat		
<b>Alcophyllex cough syrup (S2)</b> - loosens mucus		
<b>Phenergan (S2)</b> - allergies		
<b>Allergex tabs (S2)</b> - allergies		
<b>Mylocort Cream (S2)</b> - skin irritations and insect bites		
<b>Mepyramine (Allergex) Cream</b> – skin allergies		
<b>Hyospasmod tabs(S2)</b> - abdominal cramps		
<b>Medazine (Cyclizine)(S2)</b> - nausea and vomiting		
<b>Loperamide (S2)</b> - treatment of diarrhoea		
<b>Gaviscon</b> – heartburn & indigestion		
<b>Eno</b> – relief heartburn & indigestion		
<b>Soflax tabs</b> – relief of constipation		
<b>Arnica tablets / Arnica Gel</b> – relief of sore muscles & bruises		
<b>Deep Heat</b> - sprains and sore muscles		
<b>Dermadine Antiseptic Cream</b> - cuts and sores		
<b>Bactroban ointment</b> – antibacterial ointment		
<b>Burnshield dressing</b> – emergency care of burns		
<b>Rescue tabs</b> – anxiety		
<b>Rehydrate</b> – support hydration		
<b>Brolene eye drops</b> – treat & prevents eye infection		
<b>Controllice Shampoo</b> – repel head lice & protect		
<b>Duro-Tuss Linctus S2</b>		
<b>Clear Cough (DPH) S2</b>		

<b>Prospan Cough Syrup</b>		
<b>Entiro chews</b>		
<b>ACC 200</b>		
<b>Citro Soda</b>		
<b>Iliadin Nasal Spray for acute use only</b>		
<b>Flomist Nasal Spray</b>		
<b>Neoloridin tablets</b>		
<b>Benelyn 4 Flu tablets</b>		
<b>Coryx throat spray</b>		
<b>Dynexan gel</b>		
<b>Acitop</b>		
<b>Transact Patches</b>		
<b>Berocca Boost Cal-c-vita</b>		

### 5.3 Health form (extract)

Dear Parent

If your child has been prescribed medicine that appears on the **RED** list in the school's medicine policy can you, please fill in the information below and send the form back to your son/ daughters house parent. This form must be re-submitted if your child's prescription changes.

Name	Hostel	Medicine taken (full details please)	What time do they get it?	Name of doctor who prescribed the medicine

### 5.4 Permission Form (extract)

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_

\_\_\_\_\_ give permission that the Hostel Parent or

designated staff member has permission to issue my child with medicine prescribed by a doctor

that falls in the RED category according to the specifications filled in on the health form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_