

The aim of this policy is to ensure the safe administration of medication to all Summer School students at Concord College during the time period they are resident for their summer programme. There is a need to consider the nursing staff code of conduct as outlined by the [Nursing and Midwifery Council](#) (NMC) along with the need for medication to maintain health for the students. Nurses must be able to justify all actions in line with the code.

Students will be shown where the Medical Centre is during their orientation sessions as well as given details about the opening times.

Prior to attendance parents/guardians must:

- Complete the medical information details within the parent portal. Administration staff will send parents guidance on how to provide the information. This must be completed prior to the child attending the college.
- Declare any medical condition and provide a translation in English of any medication including drug, dose, frequency, duration.
- Sign a statement of competence if they feel their child can administer their own medication. Any child who is not deemed competent by a parent must have a UK prescription organised by Concord College's local doctor's surgery, [Cressage GP surgery](#), in liaison with parents and own GP prior to the child attending the college. If visit required on arrival this will be prearranged and the Summer School management team informed.

All medical conditions and allergies are recorded within the Summer School information management system, Furlong SchoolBase, and will only be made available to those that need to be aware of any conditions including the medical team. All medical conditions and allergies will also be available in the emergency booklet used during excursions and off campus activities.

On arrival day:

- All medication is collected from students and stored in a sealed box labelled with the student's name, all medication is then stored securely in the medical centre and a facilitation of medication form is logged for each student for each medication.
- Any student prescribed an **auto injector** must always keep 2 auto injectors on them and the Summer School management team and relevant staff will be made aware of those students carrying auto injectors. Auto injector training is available for staff who require it.
- Any student requiring a **salbutamol inhaler** will be permitted to keep this inhaler with them.
- Any student arriving with medication not previously declared which is essential will be advised an English translation from parents is required before staff can allow administration. Administration staff will contact parents immediately for this information including completion of a statement of competence to self-administer.
- Any students needing to see a UK GP for prescriptions will be made aware of their appointment time on arrival.

To access medication:

- Students must attend the Medical Centre to self-medicate and are facilitated by a member of staff.
- Medical staff will ensure the statement of competence to self-medicate has been signed/agreed by a parent before the student can self-administer the medication.
- Students must attend one at a time and the facilitation of medication form must be completed with a time and signature by staff.

All medication is locked away between attendances by students.

All UK medications can be administered by medical staff and recorded on the relevant system.

### Loco Parentis

NMC registered nurses cannot act in loco parentis whilst on duty as a nurse. Only designated staff agreed by the Summer School management team can act in loco parentis to give medication if required. Any person acting in loco parentis must complete the loco parentis medication form.

### Homely Remedies

See the Homely Remedies policy for Concord College available on the Summer School website.

### GP Appointments

Any child requiring medical attention by a doctor within normal working hours is able to register as a temporary resident at Cressage GP Surgery.

The purpose of this policy is to provide details on how medical and nursing care is provided for Staff and Students in the College.

1. The College's nominated Medical Officer is:

Dr Jennie Bailey  
Much Wenlock and Cressage Medical practice 01952 511166

2. Any Nurse employed by the College must be a Registered Nurse whose name is on the Nursing and Midwifery Council register. As a minimum he/she will be registered and have post-registration experience and qualifications for the post or appropriate training after appointment. It is the College's responsibility to check the validity of the Nurse's registration with the NMC.
3. Adequate and contemporaneous medical and nursing records must be kept on patient tracker medical data base. Medical and nursing records must be kept separate as nursing records are liable for examination upon request by inspectors from the ISI.
4. A homely remedy protocol for the administration of non-prescribed medication and a written protocol for the administration of prescribed medication by both trained and untrained staff are in place. Clear systems will be set in place to ensure that students receive their medication on a regular basis.
5. A Student's ability to consent or refuse medical or nursing treatment should be acknowledged. This will be based on competency and not age. The Doctor or Nurse must judge whether or not the Student understands the nature of the treatment as well as the consequences of refusal and can only then be deemed as competent. Consent for each individual treatment, procedure or vaccination must be obtained and it must be recognised that blanket consent, often obtained prior to entry to school, is totally inappropriate. Parental consent or the consent of someone with parental responsibility is required for any Student not deemed as competent.
6. Confidentiality of medical and nursing information is paramount and Students should be made aware that only in extreme circumstances such as child protection issues will information be disclosed to the College, and then only on a 'need to know' basis.
7. Times of when the Medical Centre is open must be clearly displayed on the board outside of medical. Since April 2004 GP's no longer have 24 hour responsibility for their patients so Boarding Staff need to be aware of who or where to phone in the event of an emergency out of surgery hours: NHS Helpline 111 or alternatively attend Bridgnorth minor injuries unit.

Each boarding residence is provided with a wall-mounted, lockable first aid box accessible by the Nurse or Boarding Staff. It contains basic first aid dressings. There is a separate box located in the boarding residences containing 10 homely remedies. Staff should have read the policy for the administration of medicines before giving any medicine to a Student and completed training in medicine administration. A record of who has had the medication and when should be recorded using the "Patient Tracker database.

Reviewed by MW May 2022