

## CONCORD COLLEGE SUMMER SCHOOL

### HOMELY REMEDIES POLICY

#### **Definition**

A homely remedy is any product that can be obtained without prescription, for immediate relief of a minor ailment. A minor ailment is an illness or condition that is not chronic or serious. Examples include minor cuts and grazes, allergies, toothache, bites, and stings, cold and flu like symptoms, constipation, diarrhoea and indigestion.

#### **Scope of this policy**

This policy provides guidance for all staff trained in the care of medicines at Concord Summer School to enable them to decide when, for whom and how to use homely remedies in managing minor ailments for our pupils.

#### **When to administer a homely remedy**

This homely remedies policy has a documented list of products used for the relief of specific symptoms. This list is agreed and reviewed by the Lead Nurse and School Doctor.

- Ad hoc treatments or minor ailments may only be treated using the specified products and doses in the college stock list of Homely Remedies.
- Administration of medication must only be undertaken by staff trained in the administration of medicines.

The homely remedies list specifies which products should be used for each ailment and provides details for trained staff including:

- Indication for use
- Name of medicine
- Dose and frequency
- Maximum dose and treatment period
- Cautions and contra indications for use.

If staff have any doubt as to whether a homely remedy is suitable for a pupil, the school nurse, school doctor or pharmacist should always be consulted. Should the above not be available consultation via NHS 111 could also be sought.

Only staff who have completed a medicines administration module in the previous twelve months can administer homely remedies.

Administration of Homely remedies must be in accordance with the licensed indications/manufacture's directions.

Obtaining and storing Homely remedies.

- Homely remedies are usually purchased by the school and stored either for individuals or as stock.
- All homely remedies are stored in a locked cupboard or cabinet, which is clearly labelled for Homely remedies. They are separated from prescribed medications.

- Expiry dates are regularly checked by the staff responsible for the storage of the homely remedies
- If a pupil wishes to self-medicate a homely remedy, a risk assessment must be completed to demonstrate they are competent to do so, and other pupils are not able to access the product. Risk assessments must only be completed by a nurse.

### **Record Keeping**

- The recording of homely remedies administration is done on the college medical computer system (School Base) under the pupil's name. This must be done as soon as possible after the dose is given and should be done by an email to the medical team by an email to [medicalshared@concordcollege.org.uk](mailto:medicalshared@concordcollege.org.uk) and to [NSP@concordcollege.org.uk](mailto:NSP@concordcollege.org.uk) if given overnight. This is important since a student could ask for another dose before they should have one or exceed the maximum allowed within a 24 hour period. The medical team will update School Base to show the medications given.
- The email must record the reason for administering medication (e.g., headache, tummy ache).
- The record must be able to give other staff sufficient information to enable them to continue the care of the pupil.
- Parental consent must have been received to administer general sales medication to a student. This will be recorded on School Base and staff will have been informed of those for whom this consent has not been given.
- If homely remedies are given whilst on a trip off site, it should be recorded on the paper documentation in the trip documentation and the medical team updated on return to campus.

Storage and disposal of Homely Remedies is in accordance with our medicines policy.

### **Annual Review**

This policy and procedure will be reviewed annually.

Created 26/11/19 PT Reviewed MW 26/10/22, KW 26/06/23

The policy is next due for review is 26/06/24.