



THE DIOCESAN SCHOOL
FOR GIRLS

MEDICINES POLICY

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Review Cycles	At least every five years – next one 2019
Policy Applicability	All the girls and the staff of the DSG
Policy Owner	Deputy Head–Pupil Affairs

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1 POLICY DECLARATION

The Headmistress of DSG is *in loco parentis* to 80 per cent of the pupil body and has the responsibility of keeping the girls safe. The oversight of medicines is an area that falls within the ambit of this responsibility.

2 OBJECTIVES OF THE POLICY

The aim of this policy is to articulate the rules governing the storage and administration of girls' medicines. The medicines referred to include both those prescribed by a doctor and those that may be purchased without prescription, commonly known as 'over-the-counter' (OTC) medicine.

While every effort has been made to establish a policy that can be broadly applied, we recognise that every girl has special needs and that exceptions to the policy will be made in some circumstances.

3 BACKGROUND

Medications need to be safe and effective. Administration of medicines requires knowledge of when the medication needs to be administered, in what quantities, possible side-effects and toxicity. Medications also need to be properly stored, handled and disposed of.

Many mistakenly believe that over-the-counter (OTC) medicines 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 medicines—including herbal remedies—can cause serious and potentially fatal side effects when taken in the wrong way. Ways in which medicines can be abused are:

- **Therapeutic error:** An unintentional deviation from proper administration that results in the wrong dose, incorrect route of administration, administration to the wrong person, or administration of the wrong substance.
- **Intentional misuse:** The intentional improper or incorrect use of medicines.
- **Intentional abuse:** The intentional improper or incorrect use of a medicine where the individual was likely attempting to achieve a euphoric or psychotropic effect.

Girls may feel that keeping standard medication for use when needed is harmless; it is understandable that many feel 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 the 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.

4 **APPLICABILITY**

- Pupils at DSG
- Housemistresses and Housemothers
- San sisters
- Sport coaches
- Teachers

5 **DEFINITIONS**

Administration	The oversight of medication use, by a responsible adult and under the direction of the San sisters
Dietary supplements	Products taken by mouth, intended to supplement the diet
Drugs	Substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease
Homeopathic	Complementary medicines, commonly purchased from health stores
Medication	Any substance consumed that is not part of the normal day-to-day diet including but not limited to: <ul style="list-style-type: none"> • The relief of acute symptoms of illness or pain; • The relief of chronic conditions such as asthma, acne; • The maintenance of health, such as vitamins • The enhancement of performance, such as sports supplements • Other purposes as advised by a medical professional

Over-the-Counter medications	Substances that are freely available for purchase from pharmacies, supermarkets, etc. without a doctor's prescription. They are regarded as being safe and effective for use by the general public, if used according to instructions of the manufacturer
Prescription Drugs	Those medications that are prescribed by a doctor and can only be purchased from a registered pharmacy
Self-medication	When a pupil or parent has not notified the San that she is on medication. When a pupil medicates herself without the knowledge of a responsible adult

6 POLICY AND PROCEDURES

- a. It is the policy of the school that all medicine must be properly stored and administered by a responsible adult. No pupil may have medication in her possession unless it falls into the GREEN category (see c. below) or with the permission of the San sister and under prescribed circumstances (See 6.1 and 7).

Medicines include but are not limited to:

- Medicines prescribed by a doctor
 - Over-the-counter medicines
 - Vitamins, minerals and supplements
- b. Medicines are routinely brought onto the school property by various means:
- At the beginning of term or after half-term, girls bring medicines prescribed by their family doctor.
 - The school doctor prescribes medicines, which are accessed from the pharmacy by the San
 - Girls 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.

- c. The San sisters 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 Housemistress (or delegated staff).

AMBER: These medicines may be kept by a girl in her locker, under certain conditions (see 6.2 below)

GREEN: These do not need to be declared and may be kept by a girl in her locker.

A list of examples of medicines in each category is given in the Appendix of this document. It will be available on the DSG website and will be revised as and when necessary. It is

obviously impossible to list all medicines. **If a girl or her parents are unsure of into which category any medicine falls, they should ask the San sisters for clarification.**

6.1 Requirements of parents

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

- a. Return the health form at the beginning of each term, and ensure that all medicines their daughter brings to school are listed on the health form.
- b. Inform the San of any illnesses during the holidays and any medication their daughter may have been on during the holidays/half-term.
- c. Communicate with their daughters about the responsible use of medicines and the possible consequences of misuse/abuse.

6.2 Requirements of pupils

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

- a. List all medicines on the health form. This form must be returned at the beginning of every term.
- 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 Housemistress or Housemother for storage and administration.
- e. Ensure that medication classified as AMBER has an official sticker, signed by the San sister or Housemistress.
- f. Sign a document undertaking not to share her medicine with anyone or abuse conditions of the dosage.
- g. Keep permitted medication in a special container (such as a zip-lock plastic bag) in a locked cupboard.

6.3 Requirements of Housemistresses

- a. The Housemistress 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 (See Section 7 below).
- b. It will be the responsibility of the Housemistresses to instruct the Housemothers and student assistants about the medicines policy and how it is to be implemented.

6.4 Requirements of Staff

No member of staff (teachers, sports coaches, administrative) shall give any pupil any medicine whatsoever without a directive from one of the San Sisters.

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GOVERNANCE

7.1 Administration of Medicines

- a. Medicines that are in the RED category may only be administered by the San sister or the Housemistress (or a person delegated by the Housemistress).

- b. Medicines that are in the AMBER category may be kept by the girl, but must be so authorised by a sticker, signed by the San sister or Housemistress, on the original container. Permission for medicines to be kept by a girl will be entirely at the discretion of the San Sister.
- c. All medicines being kept by a girl must be stored in a zipped bag and must be locked away.
- d. This list is not exhaustive. There will be medicines a girl requires that may not be on the list. **If there are any doubts about which category a particular medicine falls into, the San Sisters must be consulted.**
- e. Each girl's requirements will be considered individually. Hence, the San Sisters, at their discretion, may change the category of certain medicines for certain girls.
- f. Parents are welcome to discuss their daughter's specific requirements with the San Sisters.

7.2 Records

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

7.3 Excess Medicines

At the end of every term, any medicines that are left over will be sent home and a new list must be sent back at the beginning of term (see section 6.1)

7.4 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 girl's possession; medicines in the AMBER category (marked by an official signed sticker, in the original container and locked away) may be in the girl's possession. Girls 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 the course of any term, spot checks will be made to ensure that the policy is being adhered to. Any medicine found in a girl's possession that does not meet the above criteria will be confiscated and the girl may be charged with serious misconduct.

8 REVIEW

This policy shall be reviewed at least every five years.

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 girl requires that may not be on the list. If there are any doubts about which category a particular medicine falls into, the San Sisters must be consulted.
- Each girl's requirements will be considered individually. Hence, the San Sisters, at their discretion, may change the category of certain medicines for certain girls.
- Parents are welcome to discuss their daughter's specific requirements with the San Sisters.

GREEN		AMBER		RED	
These medicines may be kept by a girl, under the conditions specified in the policy.		These medicines may be kept by a girl 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 girl. 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	Viathon Calcivita Omega 3, Probiotics	Antibiotics	Zithromax Augmentin Macropen Amoxicillen	Anti-depressants	Lexamil Nuzak Prozac
Homeopathic medicines	Rescue remedy Somnil Biral	Dysmenorrhea In limited quantities No medication that contains Codeine	Nurofen Ponstel Brufen	Sleeping tablets	Immovane Zopivane
Contraceptive pill		Anti-inflammatories In limited quantities. No medication that contains Codeine	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	Hyposmasmol 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 No medication that contains Codeine	Prospan Flemlite Phlotex	Antacids	Rennie Altosec Nexiam Gaviscon		
Throat	Lozenges Andolex C Spray Betadine oral antiseptic				