

FSC OPERATIONAL CODES OF PRACTICE

No. P8: ISSUING MEDICATION

Essential for: All UMs
All FSC employees

Discretionary:

Principle

FSC is keen to ensure the health and welfare of its staff and visitors. FSC is not qualified to offer medical advice or to administer medication other than in very restricted circumstances. NHS Direct or the local GP's surgery may determine other circumstances when it is appropriate to administer medication. No form of medication other than those specifically mentioned should be administered by FSC staff.

The Code

- a) In general, FSC staff should be the administer of last resort, after the individual concerned, their accompanying staff, or parents/partners who are available.
- b) In the following emergency situations FSC staff are authorised to administer medication:
 - Adrenalin via an epipen where the casualty has suffered anaphylactic shock.
 - Aspirin (300 mg) where the casualty has suffered a heart attack, is conscious and is not knowingly allergic to aspirin.

In both of these cases it will be necessary for the casualty to go to hospital in the care of the emergency services as a matter of urgency.

- c) If a student is unwell and NHS Direct or the local GP's surgery advise administration of a non-prescription drug that is available then this is permissible providing the details are recorded on an FSC Medical Report Form.
- d) If a student complains of headache, period pains, toothache, etc, it is permissible to administer up to two 500 mg paracetamol tablets every 4 hours (up to a maximum of 8 in any 24 hour period) providing that:
 - the age of the student does not dictate a lower dose, or mean that it should not be administered at all,
 - the student is not allergic to paracetamol, and this is confirmed on the student's medical form,
 - the student is not on other medication,
 - there are no signs or symptoms that there is a serious underlying cause, e.g. Meningitis,

- the details are recorded on an FSC Medical Report Form,
 - if the condition persists for more than 24 hours or the condition deteriorates professional help is sought as a matter of urgency.
- e) FSC is prepared to provide storage which is as secure as practicable for prescription drugs if requested, e.g. fridge space for insulin.

Contributing Factors

Student medical forms should be completed and checked prior to any medication being issued other than in the case of emergency, when it should be known in advance that someone is an epipen carrier.

If a student is ill or unwell they should be instructed to go to their own GP if the symptoms persist on their return home. This should be reinforced by discussion with accompanying staff and if necessary a letter for the student's parent/guardian.

Monitoring & Recording

Completion of an FSC Medical Report Form will help to ensure as full a sequence of events as possible is documented to help with the effective management of a situation. This should be filed electronically in line with FSC procedures as soon as the event is finished.