

Newcastle upon Tyne Royal Grammar School

Standard Operating Procedure, SOP, for Handling of Prescribed Controlled Drugs (CDs), including on trips and tours

This policy applies to the whole school and is published to staff

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Parents of students who are prescribed controlled drugs, for example to manage ADHD, must inform the school nurses that their child is using a controlled drug so that proper arrangements can be made for storage and dispensing the medicine. Wherever possible parents are asked to discuss with the professionals treating their child whether it is possible to prescribe a drug that does not need to be taken at school.

Controlled drugs must not be kept by the student. Small amounts of the drug e.g. for a week, should be given directly to the school nurses in their original packaging with the name of the student on the pack. The drugs will then be stored securely, dispensed and a record of dispensing made in line with Department of Health Guidelines. The School Medical Officer will also be aware of children prescribed controlled drugs and will review those cases with the school nurse periodically.

Guidelines for Staff on trips and tours

If a child is prescribed medicine whilst away on a school trip or tour then staff should follow these steps:

1. Check the Prescription. Ask the doctor if this is a CD
2. Request a letter from the doctor which confirms the student's name, travel itinerary, name of prescribed CD, the dosage and total amount to be carried **OR** request the doctor to fill in & sign Form A (see appendix). Staff member also to sign this form.
3. Administering / Supervising the taking of the CD. Staff member must check that the student is the correct student and record the administration in Form A.
4. Carriage of CD. The student can carry the CD in his or her hand luggage and it must be with the letter from prescribing doctor or Form A **OR** a staff member can carry the CD in his or her hand luggage with the letter from the prescribing doctor or Form A.
5. Declaring CD at Customs. The CD along with the letter or Form A should be declared at Customs on re-entry into the UK.
6. Disposal of CD. The CD should be returned to the student or parent.
7. Incidents. Any incidents occurring involving handling of the CD should be reported to the Bursar.
8. The Bursar will review the use of controlled drugs annually and consult the School Medical Officer with regard to updating procedures in line with accepted good practice.



FORM A

Record of Medicine Prescribed to an Individual Student

Name & Dates of School Tour

Name of student

Name and strength of Medicine.

Date medicine prescribed

Quantity prescribed

Dose & frequency of medicine

Signature of Prescribing Doctor

Practice Stamp

Signature of Staff

for Newcastle upon Tyne Royal Grammar School
Eskdale Terrace
NEWCASTLE UPON TYNE NE2 4DX
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Date

Time given

Dose given

Name of member of staff

Number tablets remaining

Staff initials