

SCHEDULE FOR MEDICATION IN BOARDING HOUSES - September 2025



First assess the condition thoroughly and find whether the student has had any medication in the last 4-6 hrs. This can be checked on Medical Tracker.

Abdominal Pain

- Check temperature.
- Check bowel habit normal.
- Offer hot pack.
- If required, give paracetamol — see table for dosage.
- For girls, check where in menstrual cycle i.e. Period pain: paracetamol or/and Ibuprofen (See table for dosage).
- If pain is on-going for more than 6 hours, worsening or severe (8-10 on pain scale of 1-10) then please arrange MC review or if out of hours call 111 for advice.
- For testicular pain, even that which is mild, Medical Centre School Nurse should review immediately or 111 should be called if out-of-hours.

Allergies

- Check for allergic/anaphylactic reaction (ask the person or check records). If not known contact Medical Centre and follow healthcare plan.
- FOLLOW STUDENTS ALLERGY ACTION PLAN.
- Apply cool pad or ice pack to affected area.
- Give Cetirizine 10mg once daily if possible reaction.
- Inform Medical Centre or if out of hours contact 111 for advice.

Burns/Scalds

- Hold under cold running water for 10 minutes minimum.
- Apply wet pad/towel and send to Medical Centre.

Go to a hospital accident and emergency (A&E) department for:

- large or deep burns bigger than the affected person's hand.
- burns of any size that cause white or charred skin.
- burns on the face, hands, arms, feet, legs or genitals that cause blisters.
- all chemical and electrical burns.

Cold symptoms

- Check temperature.
- Encourage fluids/Vitamin C.
- Paracetamol if required - see table for dosage.

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Cough

- Check temperature.
- Encourage fluids, e.g. Carry water bottle, drink of water at bedside.
- Boiled sweets may be used.
- If unwell send to MC.

Sore throat

- Check temperature.
- Encourage fluids – use of water bottle.
- If required, ibuprofen — see table for dosage.
- Sucking boiled sweets.

Nausea

- Check temperature.
- Rest and little and often fluids. Speak to medical centre if you are concerned.

Diarrhoea

Please check what the student means by "Diarrhoea" and use the Bristol stool chart as a reference if needed; If type 6/7 please:

- Send to Medical Centre or home, cannot be in general circulation until 48hours after symptoms cease.
- Encourage fluids.

Eye problems

- Any signs of swelling or stickiness send to Medical Centre.
- If a foreign body is suspected, washout with normal tap water or saline.
- Any visual problems send to Medical Centre.

Grazes

- Clean with water.
- For grazes such as Astroturf burns apply cosmopore and send to MC for review. If non- adherent dressing not available apply wet gauze or gauze with Vaseline.

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Headache

- Check temperature.
- Ensure student is drinking enough water.
- Any other symptoms? If required, administer paracetamol; - see table for dosage.

Indigestion

- Check temperature.
- Offer hot pack.

Insect bites

- Check for allergic/anaphylactic reaction (ask student and check records). Follow healthcare plan guidelines if present.
- Remove the sting, tick, or hairs if still in the skin. Scrape it out sideways with something with a hard edge, such as a bank card, or your fingernails if you do not have anything else to hand.
- Wash the affected area with soap and water.
- Apply a cold compress (such as a flannel or cloth cooled with cold water) or an ice pack to any swelling for at least 10 minutes.
- Raise or elevate the affected area, if possible, as this can help reduce swelling.
- Avoid scratching the area or bursting any blisters, to reduce the risk of infection.
- Consider cetirizine 10mg once daily if possible reaction.

Dry skin

- Encourage fluids.
- Encourage use of simple moisturiser (non- perfumed).

Itchy Skin

- Examine area -? dry/red/evidence of rash.
- Moisturise if required.
- Cold pack/cool wet pads if inflamed.
- Consider cetirizine 10mg once daily if possible reaction.

Mouth ulcers

- Saline mouthwash.
- Speak to the Medical Centre to arrange review if felt that treatment may be required.

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Cold sores

- Cold sores are contagious from the first tingling feeling or other signs of a cold sore coming on to when the cold sore has completely healed.
- A cold sore usually starts with a tingling, itching, or burning feeling, Small fluid-filled blisters appear. The blisters burst and crust over into a scab. Send to the Medical Centre at the first signs as the anti-viral creams do not always work once the blister has appeared.

Pain (inflammation)/ Sprains

- If acute apply ice pack for 10-20 minutes.
- Rest and elevate limb.
- Paracetamol: - see table for dosage.
- If pain has not settled with paracetamol, ibuprofen can be given: - see table for dosage.

Piercings

- Clean with water.
- If looking "crusty" clean with antiseptic wipes.
- If signs of infection send to Medical Centre for review.

Sunburn

- Advise a cool bath or shower to cool down the burnt area of skin.
- Apply after sun lotion to the affected area to moisturize, cool and soothe it. Do not use greasy or oily products.
- Give paracetamol or ibuprofen for pain. For dosage see below
- Encourage fluids to prevent dehydration.

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Paracetamol tablet dosages for young people

Age	Dosage
11 - 16 years	500mg 4 - 6 hourly, max x 4 in 24 hours
Over 16 years	500mg – 1g 4 - 6 hourly, max x 4 in 24 hours

Ibuprofen tablet dosages for young people

Age	Dosage
Under 12 years	200mg max x 3 in 24 hours
12 to 18 years	400mg max x 3 in 24 hours

Agreed by Wymondham medical Practice:

Dr's Name Dr Helen Vanshon Date 22/09/25

Agreed by Lead Nurse at Wymondham College

Nurse Name Lma Laura May Date 22/09/2025

The separate sheet of signatures is a self-declaration for house staff to sign to confirm that they have read and understood both the medication administration policy and the schedule for medications.

Please complete the online training and speak to the Medical Centre team if you have any questions:

<https://nationalcollege.com/courses/course-in-administering-medication>

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