

## Administration of Medication Policy

### **Introduction**

The purpose of the Policy for Administering of Medicines is to ensure our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- emergency medicine

The policy will:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- set out the requirements for those with parental responsibility
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

### **Receipt of Medications**

In order to ensure that medicines are administered safely, the procedure at Churchill Park Academy is as follows:

- Parental consent form filled out in full prior to the first administration of the medicine. (Forms are located in the Admin office or on school website. These can also be requested to be sent home by the class team).
- A member of SLT will complete final checks to ensure the medication complies with the school policy. They will provide class teams with both the completed and signed 'Parent Consent Administrations of Medication' letter and the medication. SLT will upload signed consent records to Bromcom.

### **Storage of Medicines**

Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.

Medicines need to be stored so that the products:

- are not damaged by heat or dampness;
- cannot be mixed up with other people's medicines;
- cannot be stolen;
- do not pose a risk to anyone else;
- Staff will ensure that the supplied container is clearly labelled with the name of the pupil, the name and dose of the medicine and the frequency of administration.
- Medicines are only accepted in the container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a pupil needs two or more prescribed medicines, each should be in a separate container.
- Pupils should know where their own medicines are stored and who holds the key.
- **Non-emergency medicines** are kept in a secure place not accessible to pupils.
- **Emergency medications** must be kept safely on a member of staff to ensure they are readily available in case of emergency along with the IHP. These medications **must never** be locked away. Medications include, but are not limited to, Epipen, Inhalers and Buccal Midazolam.
- At Churchill Park Academy medicines requiring refrigeration are kept in a container in the staffroom fridge which is only accessed by members of school staff.

## **Administration Procedures by Staff**

In order to give a medicine safely, Churchill Park Academy staff will:

- identify the medicines correctly. To do so, the medicine container must have a label attached by the pharmacist or dispensing GP;
- identify the pupil correctly
- know what the medicine is intended to do, for example, to help the person breathe more easily;
- know whether there are any special precautions and or requirements, for example, give the medicine with food.

Staff should only give medicines that they are competent to administer. They can give or assist pupils to:

- administer medication in tablet/liquid form;
- apply creams and lotions;
- administer eye drops, ear drops, nasal sprays;
- support individuals with inhalers;
- support individuals with 'when required' medications;
- support individuals with non-prescribed medications
- support individuals who self-administer medicines.

### **Key responsibilities of staff:**

Before staff administers medication they will:

- be aware of the child's condition
- be asked to read the Administration of Medication Policy and the Code of Conduct
- read the written instructions/parental consent form for each pupil prior to supervising or administering medicines, and check the details on the parental consent form against those on the label of the medication when administering it.
- confirm the dosage/frequency on each occasion and consult the medicine record to ensure there will be no double dosing.
- be aware of symptoms which may require emergency action, e.g. those listed on an individual Health Care Plan where one exists;
- know the emergency action plan and ways of summoning help/assistance from the emergency services;
- check that the medication belongs to the named pupil and is within the expiry date/discard date;
- record all administration of medicines as soon as they are given to each individual;
- understand and take appropriate hygiene precautions to minimise the risk of cross-contamination;
- ensure that all medicines are returned for safe storage;
- ensure that they have received appropriate training/information.
- ensure they have another member of staff available to witness the dispensing and administration of medication.

When administering medication both members of staff use the Administer of Medication Parental Consent Form to check the following:

- the right pupil's name;
- the right medication;
- the right prescribed dose;
- the right day and date
- the right time given
- the right route;
- the expiry date/discard date
- the written instructions provided by the prescriber on the label or container;
- the individual Health Care Plan where one exists;
- whether or not it is a controlled drug;
- any requirements for refrigerated storage;
- prior to administration ensure that a dosage is due and has not already been given by another person.

## **Wrong medicine/dosage**

If a child is administered the **wrong medicine or dosage**, please contact the parent/carer straight away - advise a GP call. School to inform LADO due to possible harm.

## **Refusal to take medication**

Staff can only administer medicines with the agreement of the pupil. Any specific instructions to assist the administration of a medicine should be recorded in the pupil's individual Health Care Plan as should any instructions in the event of refusal. If a pupil refuses to take a medicine, staff should not force them to do so. The child has the right to say 'no'. If a child refuses medicine on the date and time required, please write **refused and inform parents at the time**. Staff should follow instructions in the pupils plan or follow the agreed procedures;

- where refusal may result in an emergency, the school emergency procedures will be followed;
- recorded on CPOMs under the medical section-Record Keeping.

If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular pupil, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

**Staff will never give:**

- a non-prescribed medicine to a pupil unless there is specific written permission from the parents on the appropriate form, and it is the medicine supplied by the parent. As some herbal medications etc can interact with prescribed medication this would need to be discussed with the Headteacher and these medications may not be administered at school.
- medicine to a pupil that does not belong to him or her – Churchill Park Academy does not keep stocks of non-prescription medicines to give to pupils;
- medicine that belongs to another pupil;
- another dose of medication if a pupil spits out a dose given to them
- a pupil under 16 Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

**Staff should never undertake** the following unless they have satisfactorily completed additional training:

- injectable drugs such as Insulin;
- administration through a Percutaneous Endoscopic Gastrostomy (PEG);
- giving Oxygen.

**Staff should not undertake any rectal medication. (In exceptional cases where children have to have rectal medication, as they do not respond to other methods of administration, it must be prescribed and ensured that this route of administration has been questioned).**

**Staff should not undertake any intramuscular medication.**

**Any pupil that wears a slow release patch medication e.g morphine patch, a risk assessment is to be completed and include risks around loss of patch and/or if it is transferred to another pupil.**

## Record Keeping

- Churchill Park Academy keeps written records in the class administration of medication green folder. Each time medicines are given one of the following forms will be completed; Medication Administration Record Form (MAR), Feeding Plan, Record of Emergency Medication Record to be found in Health Care Plan, Seizure record or other pupil specific recording formats.
- The administration of medication **requires 2 people**, one should administer the drug, the other witness the administration and both should sign the appropriate record form, recording: the name of the medicine, date / time and dosage, then both members of staff signs the medicine administer record.

Staff will make a record straight after the medicine has been taken following agreed procedures.

- The records must be complete, legible, up to date, written in ink, dated and signed to show who has made the record.
- From the records, anyone will be able to understand exactly what the staff member has done and be able to account for all of the medicines managed for an individual.
- In circumstances when a pupil suffers headaches/menstrual/toothache pain the staff member may be asked to provide a mild analgesic (e.g. Paracetamol) to relieve pain. This should be with consent from parents via the 'Administration of Pain Relief Consent' form
- Analgesics will only be given to pupils when parents/carers have given immediate verbal/ or prior written consent and provided the analgesic. Staff will check when the last dose was administered to ensure no overdosing.
- Injections should only be administered by a qualified nurse or person specifically trained to undertake the task. Under no circumstances should an untrained person attempt to administer an injection (with the exception of Epipen injection-which may be administered following the appropriate training)
- Where pupils might need to use an inhaler for asthma in school a flexible approach should be adopted. Pupils should have an **asthma plan** in place. Staff should have immediate access to the inhaler whenever it is required by the pupil. **Two inhalers are required in school in case 1 runs out and staff are unaware. Number these 1 and 2.**

- All concerns, inaccuracies or problems should be reported to the schools Senior Leadership Team at the earliest possible opportunity.

## **Disposal of Medication**

Medicines which have passed the expiry date/discard date must not be used.

Creams and lotions will have both a manufacturer's expiry date which must be observed and should also be considered to have an 'after opening used by date'. Expired medicines need to be disposed of properly by arrangement with the pupil's parents, either by return to, or collection by, the parents or return to the pharmacy for safe disposal.

- Parents will be made aware of their responsibilities
- Provision for safe disposal of used needles requires appropriate special measures, e.g. a "sharps box", to avoid the possibility of injury to others. This sharps box will be kept securely
- This "sharps box" is kept secure in a secure location with no access for pupils or unauthorised persons.
- It is parents responsibility to dispose of this safely. School will return medication to parents, following the 'Safe Transporting of Medication Procedure' and it is their responsibility to dispose of medication and sharps boxes safely.

Circumstances when medicines might need to be disposed of include:

- a pupil's treatment is changed or discontinued — the remaining supplies of it should be disposed of safely;
- the medicine reaches its expiry date. Some medicine expiry dates are shortened when the product has been opened (discard date) and is in use, for example, eye drops. When applicable, this is stated in the product information leaflet.
- In the event of a pupil death, any medicines should be kept for seven days in case the Coroner's Office or a court asks for them.
- In all cases it is the responsibility for parents to dispose safely of the medication.

In order to provide a full audit trail of medicines, a record is required to identify the return removal of a pupil's medicines. This record should detail the following:

- date of disposal/return to parent for disposal (MAR)

## **Employee Medicines**

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will

not have access to them. Adequate safeguards will be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil.

Reviewed on: 12 September, 2022

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