# Administration of Medication

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Portesbery School
A happy school where every one matters

## Aims of the Policy:

- Promote safety of medication administration in school for all pupils
- Support staff through effective information and training
- Support parents/carers by enabling medication to be given in school
- Ensure adhesion to the correct procedure in order to promote safety and good practice

## Procedure for Administration of Regular Medication

- Two members of school staff must be present for the whole procedure.
- Wash hands prior to dispensing medication.
- Consult pupil's medication chart in the Medication file. There must be the following information:
    - An administration record sheet with the pupil's name, date of birth, drug name, dose, route and time of administration, any specific instructions, box for signing administration of medicine.
- Obtain pupil's medicine from the cupboard and check that there is the following information on the pharmacy label of the container:
    - Make sure that the medication is in its original container.
    - Name of the pupil, dose, frequency of administration, instructions for administration, date of dispensing, cautionary advice, expiry date.
    - If you are opening a bottle for the first time, please write the date on the bottle, as some medicines expire within a set time of opening.
- Check the information corresponds with information on administration sheet.
- Check when the medication was last given.
- Prepare the medication as directed (spoon, syringe, medicine cup etc) and check the dose with your second checker.
- The medication is to be given to the pupil by the staff members who have checked the medication.
- Both members of staff to sign the medication form in the medication file, In **Black ink only**.
- Remember to lock the drug cupboard/drug fridge before leaving the room and to return the keys to their rightful place.

## Procedures for Administration of Medication when off site

- Staff to ensure that all medication is 'signed out'.
- Two staff members to check the correct dosage before administering medication.
- If off site with 1:1 support, medication cannot be administered unless there is someone who can check the correct dosage beforehand (i.e. a staff member from another school if on Inclusion.)

## Procedure for Administration of Short Term Medication

- This may include medicines such as:-
    - Antibiotics
    - Antihistamines
    - Topical ointments, creams and lotions
    - Eye drops
    - 'Over the counter' medicines
    - Travel sickness medication
    - Pain relief (inc. Paracetamol)
- Ensure that there is written consent and instructions in the pupil's contact book or on a separate letter from parent/carer
- In the absence of the school nurse, a primary checker and a member of the senior leadership and management team must agree that they are clear about the instructions and are prepared to administer the medication as requested.
- If instructions are absent or are not clear, **do not give medication**.
    - Inform the school nurse or member of the senior leadership team and ask for further advice.
    - Contact the parent/carer with update and/or future requirements before giving the medication.
    - Both a primary checker and senior member of staff may listen to verbal instruction from parent/carer and verbal consent for the medication to be given.
    - Both must agree and transcribe the instructions prior to giving the medication.
    - Request from parent written consent and instructions to be sent to school the following day.
    - This will be required in order to continue giving the medication for its course.
- Make sure that the medication is clearly labelled with the pupil's name, pharmacy label if applicable.
- Make sure that the medication is stored in the medicine cupboard or the locked medicine fridge.
- If the medication is travelling home with the pupil on transport, make sure that it is handed to Escort.
- Use the 'Irregular Medication Chart' to record administration of the medication

## Controlled Medicines

- Some medicines are 'controlled drugs' under the 'Misuse of Drugs Act' 1971.
- At Portesbery School, this may include Methylphenidate (Ritalin) or Midazolam.
- All controlled drugs and other medications should be returned to the parent/carer when no longer required, to ensure safe disposal. It is the responsibility of the parent/carer to dispose of all medications when use in school has finished.

**What to do if …….**

1. The pupil refuses to take the medication?
    - Do not force him/her to take it, or use restraint in order to give the medicine
    - Inform the school nurse, or if unavailable, contact parents/carers to inform them

2. The pupil vomits after they have had their medicine?
    - Do not repeat the dose, as you cannot reliably tell how much they will have absorbed
    - Inform the school nurse, or parents if nurse unavailable

3. The pupil receives the wrong medication or wrong dose of their medication?
    - Inform the head teacher and school nurse immediately, parents must be contacted to inform them
    - The pupils GP and/or A&E dept. will be contacted for immediate medical advice relating to the drug error
    - Complete an incident form, including as much detail about the incident as possible, and health and safety book

4. There is no written consent from parent/carers?
    - Inform the school nurse
    - If the school nurse is unavailable, discuss with a senior member of the school staff and follow actions detailed under 'Administration of Short Term Medication'
    - If there are any concerns about giving the medication, ***do not give it***

5. The medication is homeopathic or complementary?
    - Your actions will be the same as for prescription medication or 'over the counter' medicine