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# Administration of Medication Policy

<b>Responsible department:</b>	Education	<b>Owner:</b>	MD of Education Services
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<b>Scope:</b>	1. All staff that are employed in an educational setting within Horizon Care and Education Group who are involved in the handling of medicines for pupils.
<b>Objectives</b>	This policy aims to inform all school staff who are involved in the handling of medicines, of the correct procedure for safe handling, recording, storage, administration and disposal of medicines and related preparations.

## 1. Policy statement

Horizon Care and Education Group Limited (Horizon) is committed to the principle that all medicines should be handled in a safe and secure manner in order that pupils receive the right medicine in the right dose at the right time.

Horizon has set out the standards expected across the organisation to establish, maintain, document and audit safe and effective systems for the safe handling of medicines to:

- Adhere to best practice standards for the administration and safe handling of medicines issued by professional bodies.
- Proactively manage potential risks to pupils and staff arising from the use/issue of medicines.

Horizon aims to support empowerment of children/young people with medical conditions to encourage the development of independence and self-management in a safe environment with appropriate support.

We aim to provide pupils with all medical conditions the same opportunities as others at school, through:

- Working with partners to achieve safe support of a child's/young person's medical needs.
- Understanding the health conditions of our pupils.
- Allowing staff adequate time to be trained, competent and confident about any children/young people they may be working with who may have complex medical needs.
- Ensuring staff understand the common medical conditions that affect children/young people at this school.
- Understanding the importance of medication being taken as prescribed.
- Ensuring all staff understand their duty of care to children and young people in the event of an emergency.
- Supporting all staff to feel confident in knowing what to do in an emergency.
- Promoting positive mental health and emotional well-being.

## 2. Roles and Responsibilities

The Head Teacher will have overall responsibility for ensuring the appropriate handling, storage, and administration of medicines. This responsibility may be delegated to appropriate individuals on a day-to-day basis.

- Any treatment will be administered sensitively, taking the pupil's wishes and feelings into account.
- Prescribed medicines will only be given to the pupil it is prescribed for.

- Written permission will be obtained from a parent/ carer, for the administration of medicines for each pupil.
- All medicines will be kept securely.
- Written records will be kept by the school of the receipt, administration, and disposal of all medicines.
- Written records will be kept by the school of when and why prescribed medicines are not administered or are refused. Parents/ carers will be informed.
- Medicines will be administered in accordance with the corresponding instructions on the label.

### **3. Procedures**

#### **3.1 Receipt of Medicines into the School**

Prior to admission, pupil medical and health care needs should be identified, and their management agreed with parents/ carers as appropriate.

The pupil's medicines must be handed over by a parent/ carer, checked and a new medication chart set up.

All medicines received from the pupil's home must be subject to the following checks:

- Check the label to ensure there are precise administration details.
- Check expiry dates and whether any medicines need to be disposed of after a specific period (e.g., antibiotics). Record expiry/ disposal dates on the Medicine Chart.
- Record the disposal date on the medicine bottle. (e.g., antibiotics may need to be discarded 7 days after opening).
- Check whether there are any specific storage requirements.

#### **3.2 Storage of Medicinal Products**

- Each school should have a secure space to keep medicine.
- Access to this is restricted to key staff members only.
- All medicines should be clearly labelled with pupil names.
- Non-medicines items must not be stored here.
- All medicines requiring storage at low temperatures must be stored in a separate, fridge away from pupils.
- The designated person takes responsibility for the safety and administration of the medicines.

#### **3.3 Records**

If an entry is made in error, this should be crossed through with a single line.

The following records must be available for each pupil:

- Written consent for the administration of first aid and medicines from a person with parental responsibility for the pupil. This will be kept in the pupil's file.
- A medicines sheet recording all medicine administered to the pupil (prescribed and non-prescribed).

The school need to keep central medicines record for all medicines coming into and out of the school.

### 3.4 Controlled Drugs

**Where possible, agreement should be reached with parents/ carers for Controlled Drugs to be administered out of school hours and not on school premises.**

Any incidents concerning missing controlled medicines are to be investigated and immediately notified to the Head Teacher/ their line manager.

*As with all unwanted medicines, any unused controlled drugs should be returned to the parent/ carer for safe disposal by a pharmacist. On handover to the parent/ carer, a signature should be obtained, confirm receipt.*

### 3.5 Administration of Medicines

For medical cabinets or storage facilities which are locked, the keys should be stored separately to other keys and available only to the Head Teacher/ designated person.

Medicines must only be administered in accordance with the instructions on the label. If a label has been altered in any way or the instructions have been obscured and are illegible, then the medicine must not be administered and must be returned to the parent/carer to return to the pharmacy and a new prescription dispensed.

Medicines should only be administered by staff that have been delegated the task from the Head Teacher.

Prior to each administration of any medicine, staff must check the following details:

- a) The pupil's name
- b) Medicine name
- c) Prescribed dose

- d) Time of administration
- e) Route of administration.

Medicines must be administered as per the instructions.

Staff must observe the pupil to be reasonably sure that they have taken the medicine before signing the medicine sheet.

Staff must inform the parent/ carer if the pupil does not appear to be responding to the medicine or appears to be suffering from side-effects.

Staff must inform the parent/ carer if the pupil refuses the medicines.

Any adverse drug reaction or suspected adverse drug reaction should be reported to the parent/ carer who should seek medical advice before further administration of the medicines is considered.

If medicines are being transported with a pupil, then these should be stored and secured safely out of reach of a pupil.

### **3.6 Medicines for Pupils on School Trips**

If a pupil is due to attend a school trip/be away from school:

- Any medicines due to be taken should be kept in the original container.
- Any medicines taken away from the school needs to be recorded as discharged on the pupil's medicine sheet.
- On return, staff must ensure the medicine sheets are updated and any unused medication/inhalers are returned for safe storage.

### **3.7 Disposal of Medicines**

All unused medicines, prescribed and non-prescribed, must be returned to a parent/carer.

All unused medicines must be recorded on the medicine sheet, recording the following details:

- The name of the medicine to be returned
- The number of tablets or amount of liquid
- The date on which they were returned
- The signature of the staff member recording the information.

The parent/ carer should be asked to sign and date the medicine sheet to indicate receipt of the medicines.

Where pupils are self-administering insulin or any other medicines with a syringe, a 'sharps box' must be provided.

#### **4. First Aid**

Please refer to the school's First Aid Policy.

#### **5. Skilled Health Tasks (e.g., Diabetes or Epilepsy.)**

If a pupil requires support with a skilled health task, this will only be undertaken with the clear agreement and agreed protocols with the parent/carer.

If required, appropriate training would be sought for staff to ensure that they had the necessary level of skills before undertaking such duties.

#### **6. Asthma Inhalers**

All pupils who are prescribed inhalers should have written recommendations from the prescribing doctor as to how these should be administered. This should inform protocol and risk assessments to safeguard the pupil.

Inhalers must be labelled with the pupil's name and stored with other medicine. Staff should observe pupils self-administering.

A spare inhaler should be kept within the school or with staff whilst out with a pupil.

#### **7. Diabetes**

For any pupils who are diagnosed as having Diabetes, protocol should be activated which informs the care / support that they require from the staff team involved in their care.

All staff should be supported and be provided with training in these areas to ensure the welfare and health needs of the pupil remain a priority.

#### **8. Management of Medicines Errors**

Horizon recognises that, despite high standards of good practice, care and training, mistakes may occasionally happen for various reasons.

Every employee has a duty and a responsibility to report any errors immediately to the Head Teacher/ line manager.

If medicines have been incorrectly administered the following procedure should take place;

- Seek immediate medical advice (On call/ NHS direct)
- Record the advice given.

- Follow the advice and instructions from medical professionals.
- Report to the Head Teacher immediately and inform parent/carer.
- Explain to the pupil (where appropriate)
- Monitor the pupil for side effects - record.
- Record the error on the medicines sheet and in the pupil's file.
- Report as per company policy and procedures (incident process).

Head Teachers should encourage staff to report errors. These should be dealt with in line with company policy and procedures, in a constructive manner that addresses the underlying reason for the incident and prevents recurrence.

#### **9. Policy review**

This policy will be reviewed every year, or earlier if there are changes in relevant legislation, guidance, best practice or Horizon's processes.