



**Administration of Medicine Policy**  
**Administration of Prescription and non-Prescription Medication**

Date	Review Date	Contact
01.09.18	01.09.19	Student Services Manager

**Policy on the Administration of Medicines during School Hours**

Parents are responsible for the administration of medicine to their students. In reality this is not always realistic and the school accepts that the administration of medicine in School may fall within our remit for the Duty of Care for the students.

Newbury Hall students are registered at Eastfield House Surgery, and appointments with a doctor are made as required. Generally, first aid trained members of staff will administer medicine to students only at the request of parents and medical practitioners, with precise instructions as to the medication to be given and the dosage. Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the student and handed to the Student Services Manager or the Principal. All medicines must be in the original packaging and clearly labelled with the student's name and dosage required. If it is unavoidable that a student has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvement would be purely on a voluntary basis. Therefore, no member of staff is required to administer medication unless willing to do so and has received first aid training.

The normal procedure is for any necessary medication to be given by designated persons. However, sometimes arrangements are made (by agreement with the Student Services Manager) for special circumstances to prevail - as in the administering of "Insulin for diabetic students" for example. Staff giving medication need to be aware of any schedule requiring completion in the residence office. Where staff have indicated that they are willing to give a student Insulin they need to be aware that there is a relating schedule for completion in the residence office. Where it is agreed that medication is kept at school, there are appropriate facilities (including a fridge) for the safe storage of medicines. Medicines must be clearly named. In the case of life saving treatment/medication a letter from the student's doctor (GP or Consultant) must be required, stating the student's condition and details of treatment/medication that the school may be required to administer.

Newbury Hall will keep records, which they will have available for parents. If students refuse to take medicines, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed that will result in calling for an ambulance. It is the responsibility of parents to notify Newbury Hall in writing if the student's need for medication has ceased. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Newbury Hall will not make changes to dosages on parental instructions. Staff at Newbury Hall will not dispose of medicines. Medicines which are in use and in date, should be taken by the student at the

end of each half term – collected after school i.e. not in bags/classrooms. Date-expired medicines, or those no longer required for treatment, will be returned immediately to a pharmacist for safe disposal.

For each student with long-term or complex medication needs, the Student Services Manager will ensure that a Health Care Plan is drawn up, in conjunction with the appropriate health professionals and staff. Where possible and when appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their student to carry their medication with them in school. Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the appropriate Health authorities or other appropriate personnel.

Newbury Hall will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed. All members of staff will be made aware of the procedures to be followed in the event of an emergency.

### **Long term medication**

For the school to agree to assist in long term medication:

- Parents/guardians must write to the school giving authorisation for medicines to be administered to their students by completing the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.
- The forms will be kept in the residence office during the period of administration and then filed in the student's medical file.
- The member of staff administering the medication is responsible to register his/her action on the Incident File
- In case the student for any reason refuses to take the medication the parents/guardians will be informed immediately. It will be noted in the Missed Medication Form held in the medical file.

### **Prescribed Emergency Medication**

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with staff responsible for first aid. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The parents are requested to fill a Medical Information Form. The form is filed in the student file, a copy is held in the residence office. Any emergency medication (for example: Inhalers, EpiPens and diabetic pen) and generally all the medication are kept in the room designated as Medical Room in a clear container clearly marked with: student's name, name of medicine and expiry date, in a locked cabinet.

In exceptional circumstances it may be required to take different arrangement for the storage of daily medication. Parents/guardians must write to the school giving authorisation for medicines to be administered to students, filling the Administering Medication Form. This needs to include instructions regarding the quantity and frequency of administration.

Students who use asthma inhalers, EpiPens and diabetic pens may keep where possible a spare with them in class. Prescribed Emergency Medication is taken to every out of school activities. Students are not permitted to carry medicines other than the above.

## **Non Prescribed Medication**

In principle no medication is administered to the students without a Medication Administration Form signed by parents/guardians. Nevertheless in case of a student in a situation of great discomfort with pain and/or temperature, in school or during a field trip or out of school activities, if the parents wish their student to be given medication (as pain killers), the school will seek parents' approval via email or text message.

## **Receipt and Discharge of Medication**

All medication brought into and taken out of the School should be recorded and documented on an Administering Medication Form. The medication must be locked in the designated cupboard in the residence office.

All prescribed medication received by the School must be in the original container/packaging that it was dispensed in. The container/packaging should be labelled with the original, unaltered pharmacy label that clearly states:

- Name of student
- Name of medication and its strength
- Quantity and volume supplied
- Dosage and frequency
- Clear direction for administration
- Date that the medication was dispensed and its expiry date
- Contact telephone number of the dispensing pharmacy, where possible.

Prescribed medication which comes in without a pharmacy label or one that has incorrect information cannot be accepted and parents/guardians should be informed immediately. Information must be available before medication can be given.

Staff must never make assumptions about students' medication and administer any drug without the relevant and specific information. If medication is expected and has not arrived with the student or appears to be missing, an initial search should be undertaken. Parents/guardians, transport and/or other location the student has arrived from, must be contacted to ascertain where the medication might be. If medication is found to be missing, lost or has not been sent in, arrangements must be made to ensure the student has access to replacement supply and this is reported to the Student Services Manager.

## **Safe Storage**

All medication must be stored in the residence office medical cabinet. Designated first aid trained staff will hold the key to the cabinet but administration staff will be aware of the location of the spare key. If the student is going out or away from the school (e.g. organised off site activity) and medication needs to be given out whilst they are out, then the medication should be taken out in a labelled container with a strictly measured dose and specific instructions. At all times it must remain secure under the supervision of a permanent member of staff.

## **Administering Medication**

Administering of medication must always remain the responsibility of trained first aid staff who will be relieved of all other tasks whilst undertaking the medication duties. Medication must only be prepared in the residence office which contains the secure medication cabinets. The administration of medicine must be carried out on an individual student basis. Where it is necessary to cut tablets in half, and only one half is administered, the remaining half should be retained in the original container/packaging and administered on the next opportunity when a tablet is needed. Requests for a tablet to be crushed must be subject to medical/pharmacy advice. This must be sought before doing so. If tablets are to be crushed this must be recorded on the student's Administering Medication Consent form and the advice to do so held on the student's file.

At the prescribed time, the student's medication should be removed from the cabinet and the following steps taken: Check the student's name on the Administering Medication Consent form against the name on the medication package/container. Check the date – is the prescription valid? (name of medicine, dose and

frequency and route of administration). Ensure the dose has not already been administered. Select the required medicine and check the label for medication name, strength, form and expiry date. Verify that the name of the medication, the dosage, and the time that it is being given is the same on the Administering Medication Consent form and the packaging. Identify the student.

Avoid handling/touching the medication. Medication spoons should be used to give liquid medication and tablets where appropriate. Gloves should be used to apply creams or lotions. Give the prescribed medication as directed to the student in the agreed manner as detailed on the Administering Medication Consent form. If medication needs to be given covertly, (i.e. hidden in their food) then the UKCC statement on the 'Covert administration of Medicine (2001)' should be followed. Parental/guardian consent should be obtained and their preferred way in which the medication is to be administered should be stated (section 17). Make clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the student.

### **Problems in Administering Medication and Errors**

#### **The following steps should be taken:**

If a student refuses medication then this should be clearly recorded in the Incident Book and noted on the Missed medication form held in the medical room. Every encouragement should be given to ensure the medication is taken, however a student must not be forced to take medication. If a student refuses medication, medical advice must be sought. If medication is spat out immediately and the tablet is recovered unspilled, give the tablet again. If a liquid medication is spat out and it is unclear if some of the initial dose has been swallowed medical advice must be sought. If a tablet is dropped, liquid spilled or spoiled prior to administration, then re-administer using a fresh dose.

Note that a second dose has been given in the Medical Incident Book. When a dose is re-administered from medication sent from home a check must be made that there are sufficient doses for the remainder of the student's stay. If there are not enough doses to re-administer, then the parents/guardian must be contacted. If a student vomits within 30 minutes of taking their medication, medical advice should be sought as it may be appropriate to re-administer the medication. If the vomiting occurs after 30 minutes the medication should not be re-administered and advice should be sought at the earliest opportunity. Do not re-administer inhalers where they appear not to have worked properly. Some of the medication may have been administered. The Student Services Manager must be informed immediately of any instances of a missed dose or error in the medication process and medical advice must be sought. An incident form should be completed by the person involved. Any variation to the administering procedure, error, or missed dose etc must be reported immediately to the Student Services Manager, and be recorded in the Medical Incident Book. The pharmacist should be notified within 48 hours of all administration and prescribing errors using the procedure agreed.

#### **Non-Prescribed Medicines (Homely or Household Remedies)**

There is a recognised duty of care by care staff to be able to make an appropriate response to symptoms of a minor nature e.g. headache, toothache. These medications are agreed locally within the RPSGB guidance and held securely in the medication cabinets. If parents/guardians wish and give consent, students will be given a non-prescribed medication (e.g. paracetamol for headaches). The circumstance, dosage and time of administration should be recorded on the Medical Incident Book following the guidance on the student's Administering Medication Consent form. In no circumstances can agreed doses exceed the recommended dosage stated for that medication.

Wherever possible instructions from parents regarding non-prescription medication should include GP advice as to the most appropriate dose i.e. consideration of age, body weight, etc in respect of student/adult doses. If a student is prescribed or needs a non-prescription "as required" or "when necessary" or "p.r.n" medication, then clearly written instructions from the prescriber and or parent/guardian must be recorded on the student's Administering Medication Consent form and details held in the medical file. This must include

the reasons for the administration, the time interval between doses, maximum dosage and the time span over which the “when necessary” medication is given.

**Many non-prescribed medications contain paracetamol. This must be taken into account before giving further paracetamol to ensure that no more than the prescribed dose is given – cumulative effect.**

The student’s General Practitioner (GP) or Consultant should provide guidance and details of the dose and frequency of the medication and how it should be given. The instructions should be signed and dated. Parents/guardians must take the responsibility of obtaining these details from the GP/Consultant and should provide a further letter from the GP/Consultant if the medication or dose is changed in any way. It would be advisable to ask the parents to sign the Administering Medication Consent form to confirm that the dose is correct.

Any homely remedies administered must have signed consent from parents before medication can be given. A student can bring homely/non-prescribed medication in with them to the School as agreed with the parent/guardian. Each item must be clearly marked with the student’s name. Staff must only give the medication following clear instructions on the box. Parental advice re symptoms, when to give etc. may be followed by only if this falls within the directions specified on the medication. All such medicines must be treated in the same way as prescription medication. Recorded into and out of the school and a record of any administration kept of the student’s Administering Medication Consent Form. Advice should always be sought from a pharmacist about any potential interactions between the non-prescribed medicine and the student’s regular medication. If a parent/carer wishes their student to have a non-prescribed over the counter medication (e.g. paracetamol) it should be sent in its original box and container, labelled for that student only and must not be used for general administration. Instructions must be recorded by the parent/guardian on the Administering Medication Consent Form.

**Use of Homeopathic or Herbal Remedies**

Homeopathic or Herbal remedies must be treated in the same way as any other medication and recorded as such.

**Safe Transfer of Medication Sent to or from School**

Any missing medication or inconsistent information must be checked immediately with those responsible at the location, and with anyone responsible for the transfer (i.e. taxi service etc.). We maintain a regular liaison with parents, guardians and agency providers in order to ensure good information flow and swift resolution of any difficulties.

**Disposal**

All discontinued, expired or unused medication, creams etc. should be returned to the parent/guardian for disposal at the earliest opportunity. Where this is not possible or the medication is non-prescription over the counter remedy that has been held at the school, any such items for disposal should be returned to the local pharmacy.

**Training and Assessment**

Training where appropriate, must be provided by the relevant local health agency or an accredited training agency. No member of staff may administer students’ medication unless they have completed appropriate training.

**Training and Assessment: Safe Administration of Students’ Medication**

First aid trained officers will provide training feedback with regard to Administering Medication as and when required.

**Signed:**

**Date:** 01/09/18



**Jon Crocker  
Principal**