

Storage and Safe Administration of Medications Policy

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Document Control

This document is issued, controlled and impact assessed by the Leadership Team.

The latest version of the procedure will be maintained on the School Website.

Storage and Safe Administration of Medications Policy

Purpose

Many students will at some time, have short-term medical needs, for example, taking a course of antibiotics. Some students may have longer term medical needs which require medicines on a long-term basis. Others may require medicines in particular circumstances, for example, students with severe allergies who may need an adrenaline injection. Students with severe asthma may have a need for daily inhalers with additional doses during an attack.

In the Endeavour Academy, students are encouraged to take responsibility for their own health needs and medicines as part of their growing independence and wherever possible, students should take their medication before and / or after coming to school.

A small number of students may need to take prescribed medication whilst in school. If this is the case, all prescribed medication must be stored in the school's medicine cupboard. Before any prescribed medication can be administered by the school, a medical information and consent form must be completed by the parent / carer. The number of students likely to be affected is very small and only those who are unable to administer medication before or after school will be assisted in the administration of their medication.

The school has a duty to provide reasonable adjustments for students with medical needs to access school and the storage and / or administration of medication is regarded as a reasonable adjustment. Some students may need to store medication in school (for example insulin for diabetics) but are able to administer it themselves whilst other students may need assistance to administer the medication.

The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on deadlines with medicinal products, including their administration. This policy aims to give clear guidance on the administration of medicines to students when assistance is needed.

Scope

This procedure applies to all staff and students at Endeavour Academy and covers prescribed medication only. The school will not administer non prescribed medication.

Responsibility

When a student requires assistance with the administration and / or storage of prescribed medication, wherever possible, and where it is reasonable to do so, Endeavour Academy will assist students in order that they can access school. The school reserves the right to decline to administer medication where there is health and safety or other legitimate considerations.

Students are encouraged to take responsibility for their medication outside of school hours wherever possible. Administration of prescribed medicines in school by staff should be avoided wherever

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possible. A student should be encouraged to ensure medications are taken if possible outside of school hours.

There is no legal duty on members of staff to administer medicine or supervise a student taking it. The school will identify appropriate staff within the support team and ask them to undertake this role.

Staff identified in the role of administering and / or storage of medication must have appropriate information and training about the specific needs of the individual and the administration of medication. Training will be carried out by a health practitioner (i.e. School Nurse).

In an emergency, swift action needs to be taken by any member of staff to assist a student but the school has first aid qualified staff who will normally be available to take the lead. The school will provide appropriate insurance for staff that are engaged in school activities and will provide training for those likely to need to administer medication.

Procedure

Introduction

Where there is a requirement for prescribed medication to be administered during school hours, Parents / Carers must complete the appropriate Medical Information and Consent Form (Med 1). Staff are be unable to administer any medication without Parent / Carer consent (Med 1 Form).

Where a student does need to store and / or require assistance to administer medication whilst at school, the following guidance must be followed.

Storage of Medicines

- All medicines held by the school must be held securely to prevent misuse. Storage must be secure, locked when not in use and keys held by designated persons only. However, this must be balanced against the need for some medicines to be immediately available in the vicinity of the student, (e.g. epi-pens and asthma medication need administering without delay). These arrangements must be covered in a risk assessment.
- The school expect students to carry their own inhaler and Epi-pen but will store a spare, where requested, in the event of an emergency.
- Large volumes of medicines should not be stored.
- Medicines should be stored in accordance with product instruction, paying attention to temperature requirements.
- When medicines are stored they must be supplied in a container that is clearly labelled with:

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- The name of user
 - Amount of medicine received
 - The name of the drug and the dose
 - Issue date
 - Instructions for use
 - Expiry date
- If there are any doubts about the medication the member of staff should check with the student, parent / carer or a health professional before taking any further action.
 - Medicines that need to be refrigerated will be stored in a small fridge supplied for the specific use for students who require their medication to be refrigerated
 - Medicines that need to be kept at room temperature will be stored in a secure cupboard.
 - The support team will arrange the equipment required for the safe storage of medicines

Administration of Medicines

- Medicines must only be provided from the original container or by a monitored dosage system such as blister packs.
- Guidance on the administration of medicines must be included in consent arrangements
- Where medication is to be administered, identified staff only, will log the medication into the premises, ensuring there is consent from the student, parent or carer to administer it.
- A medicine may only be administered to the person for whom it has been prescribed. No-one other than the prescriber may vary the dose and directions for administration.
- Non-prescribed medication (e.g. medication bought across the counter), must not be administered by school staff.

Safe Method for the Administration of Medication

Where practicable it is preferable that the student should be assisted in administering their own medicine. The key points to follow for safe administration are:

- Administration should be carried out by two people, one of whom must be a nominated medicine administrator holding the medicine cupboard keys.
- At the correct time, the nominated medicines administrator unlocks the medicine cupboard and collects the correct medication, carrying out the task for one person at a time. The cupboard should be locked between tasks.

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- Both members of staff identify the person to whom the medication is to be administered.
- Both members of staff then check the medicine container to ensure that the information on the container corresponds with the identified person to whom the drug will be administered
- Using a 'non touch' method (where possible) the medication in the correct amount is prepared for the person, with both staff checking to ensure the amount is correct
- When both members of staff are content that the medication is correct and the person to whom the medication is to be administered is correct the medication may be given
- Both members of staff must then sign to state that they have given or witnessed the medication has been given. They should record the administration of medicine on the Form MED2.
- If at any time the members of staff are unhappy that the circumstances surrounding the administration is incorrect the medication should not be given and parent /carer contacted.

Actions in the event that it is suspected that the medication has been incorrectly administered or the person has suffered a reaction

If it is suspected that an error has occurred when administering medication or the person becomes unwell and it is suspected that the administered medication may be a factor, urgent medical assistance must be obtained, either via a 999 call to the ambulance service or to a local GP.

- It is important that staff do not delay or try to act in a covert manner in such circumstances.
- Once urgent medical assistance has been obtained the parent or carer must be informed. The school will need to assess the situation and consider reporting actions to Social Services, Insurance Company and possibly to the HSE.
- The Head of School should be informed.

Disposal of Medicines

- School staff will not dispose of medicines.
- Students or parents / carers will be asked to dispose of expired medications. If they fail to do this, the medication will be taken to a pharmacy to be disposed of.
- Sharps boxes should always be used for the disposal of needles.

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Self Administration of Medicines

- Students will be fully responsible for handing in their own medication for safe storage and administration along with the Medical Information Consent Form (MED 1). Where a member of staff has concerns about an individual's use of medicines on the school premises they should discuss this in the first instance with the student or their parent / carer. If they remain concerned it should be discussed with the Deputy Head of School.

Hygiene / Infection Control

- All relevant staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- Staff will have access to protective disposable gloves from first aid boxes or the Support Team

Anaphylaxis

- Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours. The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness.
- The treatment for a severe allergic reaction is an injection of adrenaline into the thigh. Pre-loaded injection devices, called epi-pens, containing one measured dose of adrenaline are available on prescription. Students will be carrying one such device and another should be readily available close to where the student is being taught. An ambulance should always be called.
- Staff that volunteer to be trained in the use of these devices can be reassured that they are simple to administer. Training is provided by the School Nurse.

Controlled Drugs

The supply, possession and administration of some medicines are controlled (e.g. Ritalin) by the Misuse of Drugs Act 1971 and its associated regulations.

- A member of staff may administer a controlled drug to a student for whom it is prescribed in accordance with administration instructions
- A student who has been prescribed a controlled drug may legally have it in their possession. It is permissible for school to look after a controlled drug, where it is agreed that it will be administered to a student for whom it has been prescribed.
- School staff will look after controlled drugs on behalf of students. Controlled drugs must be kept in a locked non portable container and only named staff should have access. A record should be kept for safety and audit.

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- Controlled drugs should be returned to the student or parent / carer when it is no longer required. If this is not possible it should be returned to a pharmacy for safe disposal.
- Passing a controlled drug to another person for use is an offence.

Student / Parental Agreement MED 1

Administering medication is by agreement between the school and individual students (or their parents / carers).

If a student needs to take prescribed medication whilst at school then they are required to complete a MED 1 form. One MED 1 form needs to be issued / completed for each type of medication the student is taking. Blank MED 1 forms are available from the Support team.

Once completed, and signed by Parent / Carers and/or the Student (for post 16 students) and the member of Staff accepting the medication, the form must be handed to the Head of Administration.

The identified manager then:

- Checks that the student is the same person that is listed on the MED 1 form and on the pharmacist's label.
- Keeps a copy of the form themselves (locked away).
- Sends a copy of the form to the SENCO to record.
- Informs the student where to go to have their medication stored / issued.

The same MED 1 should be signed by the Parent/Carer and/or the student (for post 16) and the Head of Administration when medication listed is returned.

Visits and Trips

- Students should not be excluded from trips purely because they are taking prescribed medication.
- A nominated person should be available on the trip to administer the medication. Secure storage should be available for the medication or the nominated person should keep the medication with them at all times. A copy of the MED 1 form and MED 2 form, should be available on the trip.
- Consideration should be given to how to store the prescribed medication, for example does it need to be kept cool, if so a cool bag will be required to store medication during a visit / trip.
- A risk assessment should be undertaken on the EV2.

Training

The school will provide training to staff identified in the role of nominated medicine administrator.

Staff should **NOT** give medicines without appropriate training. However, where *there is an immediate need to administer medication to save life*, then the agreed medication should be given.

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The training for managing and administer medicines will include:

- How to identify the person receiving the medication.
- How to handle medication.
- Where to obtain relevant information about the medication to be administered and the side effects.
- When not to administer medication.

Risk Assessment

Where appropriate, a risk assessment will be completed for a student who requires assistance with the storage and/or administration of medication. The decision on whether a risk assessment is required will be made by the SENCO. Where a risk assessment is required it will be completed by the SENCO.

Record Keeping

Staff involved must keep a record each time they administer medicines. This should be on a student's Record of Administration of Medication: MED 2 form.

Records, including date and time, must be kept by the school in relation to all medicines:-

- Received by the school – either for administering by school staff or for safe keeping for student self-administration.
- Administered by school staff and by whom.
- Given to students for self administering.
- Returned to students, parents or carers.

Emergency Procedures

In the event of any emergency, staff may contact a member of the First Aid team who will take responsibility for the situation or make a judgement and contact the Emergency Services.