



Administration of Medicines

This policy outlines the procedures to be followed to ensure safe administration of medicines to pupils.

The Health Centre is staffed by Registered Nurses who have had training and are assessed as competent to administer medicines. The most senior member of staff on duty in the Health Centre should hold the medicine cupboard keys. No pupils or non Health Centre staff should have access to the keys, cupboards or fridge.

The person administering the medicine is responsible for checking the identity of the person receiving it and completing all of the relevant documentation. All medicines administered must be recorded, clearly stating pupil name, time, name of medicine and dosage. If there is any doubt or uncertainty, advice should be sought from a Registered Nurse or Doctor.

All medications are to be handed in to the Health Centre staff for administration and transfer to House Matrons as appropriate. This includes over the counter remedies, homeopathic preparations and prescription drugs. No child should have any medications in the House that they do not have written consent for from Health Centre staff. Pupils are allowed to keep inhalers and auto adrenalin injectors on them.

On receipt and administration of medication, the Health Centre staff are responsible for recording this and completing all relevant documentation. Documentation must be completed in a timely manner and if inserted at a later date then a written note must be made of this next to the entry and signed by the member of staff.

Overseas pupils who are taking medicines may need to see a doctor especially if they are taking prescribed medicines. This should be discussed with The Health Centre Manager.

Any medicines brought in by parents should have written instructions and signed parental consent before administering. This includes medicines brought in by day pupils.

Homely remedies (over the counter products)

The Health Centre and each House holds a list of homely remedies approved by the School Doctor which may be administered to pupils. Only medicines on this list may be administered without seeking advice from a Registered Nurse or Doctor.

Prescribed medicines

- All prescribed medication should remain in the original pharmacy packaging, with the original labelling instructions.
- Prescribed medication should only ever be administered to the person for whom it has been prescribed.
- If a pupil regularly fails to attend for prescribed medication, the Health Centre Manager should be informed and enquiries made as to why medication is not being taken.
- Prescribed medication is recorded on iSAMS for pupils by staff who have administered it.
- Any medication given on a “once” only basis should be recorded on the pupil’s iSAMS record.
- Pupils requiring a dose of medication at bedtime may, at the staff’s discretion, be given this in a properly labelled medicine bag and a note to this effect is made on the pupil’s iSAMS record.

Medicines for school trips

If a pupil is going on a school trip or outing and medication needs to be given to accompany the pupil, it should be given in the original packaging with the original instruction label. The quantity given should be recorded on the pupil medication record chart. Staff responsible for administering the medication should be given brief instruction prior to the trip and are responsible for documenting what medicines are given, the dose and timings.

Pupils requesting to self-administer medication

- All medicines should be handed into the Health Centre.
- However, pupils will be allowed to carry emergency medication e.g. reliever inhalers, auto adrenaline devices, anti-histamines, insulin.
- Pupils who have asthma inhalers should carry their own “reliever”, usually a blue inhaler for emergencies, and to use as needed. The preventer inhaler (may be brown, orange, purple) may be kept in the Health Centre and pupils attend to administer it under supervision as prescribed. This information should be recorded in the pupil’s iSAMS record.
- In an effort to promote independence and a sense of responsibility senior pupils who wish to have their own medication in house (including asthma inhalers) should be seen by a Doctor or The Health Centre Manager. The medication, side effects, dosage, and necessity of keeping medicines locked away from others will be discussed.
- Medication for personal use should be kept in a locked place. If the pupil is deemed responsible, they will be asked to sign a form giving them the responsibility for doing this. The amount of medication in their possession must be recorded and will depend on the type of medication, instructions for use and the individual pupil. The form should be kept in the pupil’s individual health care plan held in the House.

Controlled Drugs

To comply with the Misuse of Drugs Act, all controlled drugs must be kept and administered securely. On receipt, the controlled drugs must be signed for and clearly recorded by the staff accepting them for safe keeping. If the duty staff are unable to access the controlled drugs cupboard they must clearly record where they have locked the drugs away, how many they have received, the dosage and the

name of the drug. It is also good practice to verbally hand over to the next member of staff on duty but this must not be a substitute for a written record. On administration of controlled drugs, proper checks must be completed and extra care must be taken in the recording of administration on iSAMS in the controlled drugs book and in the medication folder. Balance of stock is checked by two members of staff and signed for on a weekly basis. Registered nurses hold the keys to the Controlled Drugs cupboard.

Houses

- Matrons have had training in the administration of medicines and have been supplied with a lockable cupboard and a small supply of homely remedies, which they may administer as authorised. Only medicines on this list may be administered.
- All medicines administered must be documented in the pupil records on iSAMS and should include date, time, pupil's name, medicine and dose given.
- Matrons hold the key of their House cupboard.
- All Matrons' cupboards will be checked by a registered nurse on a termly basis.
- Only staff that have completed medicines training can have access to the Matrons' cupboards containing homely remedies.

Disposal of medicines

All medicines should be brought to the Health Centre for disposal. A record should be kept which includes name of pupil, medicine, dosage, quantity to be destroyed and reason for disposal. Controlled drugs are disposed of in a different way and must be recorded. Disposal is made annually by Health Centre staff to Milford Pharmacy who are authorised to accept controlled medicines for disposal and is recorded and signed for on receipt at Milford Pharmacy.