



Vale of Evesham School

'a specialist school for cognition and learning - enabling inclusion in the community'

Medications Policy

Date: January 2017

Review Date: January 2019

School Nurse: Lydia Lee

- There is no legal requirement for school staff to administer medicine to pupils, but it is acknowledged that many agree to do so. School staff should receive appropriate training and support from the school nurse.
- School staff should **not** give a non-prescribed medicine to a child unless there is specific prior written permission from parents (ref. 1). Exceptions to this rule are made for boarding pupils who may require 'home nurse' remedies (see list on p5).
- It is essential that unlabelled drugs that arrive into school for pupils should be identified by confirmation in a letter from parent or carer. This should be followed by a letter explaining the need for drugs in original packaging with pharmacist's labels.
- Evidence that the medicine has been prescribed to a particular pupil should be reflected by the pharmacist's label. This label should include a name, date of dispensing, name and strength of medicine and dose and frequency of medicine.
- Only medication prescribed by a doctor can be given. This is recorded on individual pupil 'white prescription cards'. It is the responsibility of the nurse to keep these updated, in consultation with the parents/carers and relevant doctors.
- The school nurse is responsible for the storage and stock of individual pupil's medication and 'white prescription drug cards'. These cards are stored in the first aid room in a black folder.

- The school nurse should receive written consent from parents/carers to administer Paracetamol when the pupil first starts the school. The nurse may administer certain medications to pupils at her/his discretion (ref.2).
- A Consultant's letter may also be proof of changes in medicine regime or dosage, and this should be stored with the white prescription card as evidence of changes.
- Keys to the drug cupboard are held by the member a staff designated to administering medications for that particular day.
- On evenings and weekends the keys are kept in the administration office in a locked drawer.
- No pupil must be responsible for carrying their own medication.
- Medication brought into school must be given to the nurse or first aid officer as soon as possible.
- Medication sent home with a pupil must be given directly to the bus escort, parent or carer. This also applies to medication going to respite care.
- The minimum level of medication should be kept in school.

Method of Administration

- Drugs should be administered in accordance with the prescription card. This information is duplicated onto a MAR (Medicine Administration Record), located in the medical room.
- The member of staff needs to check that the MAR and the pharmacy label match; checking the name of pupil, name of medicine, strength, dosage and frequency, and that the medication has not already been administered.
- The child should be supervised until medication has been taken.
- The MAR should be signed after medication has been taken.
- Document on MAR if medication is refused, and inform parent.
- The MAR is signed immediately after the medication has been administered.
- In some circumstances pupils will need physical assistance, or restraint, when administering their medication; this is in accordance with the Child's individual behaviour management plan.

Administration of Controlled Drugs

- A second member of staff should witness the child taking the medication, and both staff should sign the MAR and a hard backed record book; the 'Controlled Drug Book'.
- The Controlled Drug Book is located in the Medical Room with the MAR.
- A balance should be kept of the amount of drugs in stock and recorded in Controlled Drug Book.
- New medication sent into school must be checked in by two members of staff, and recorded in Controlled Drug Book.

Occasional Medicines

- Pupils may need short courses of medicines, typically antibiotics. These should be recorded on the MAR, which should correspond with the pharmacist's label, and the member of staff dispensing the drug must sign when it has been administered.
- Antibiotics do not need to be prescribed on the 'white prescription card', however, when first brought into school they must be accompanied by a letter from the parents/carer, giving staff permission to administer the drug.

Prescribed Inhalers

- Pupils prescribed inhalers are stored in the medical room, in the bottom draw, labelled "inhalers".
- Exceptions to this rule are made for the more able pupils who will carry their own inhalers when they go out on trips or to college.
- When using the inhalers the pupils are supervised and observed for correct technique, and the MAR signed on completion.

Storage of Medication

- All medications are stored in a locked metal cupboard, mounted on the wall in the medical room. In addition to this there is a second locked wall mounted cupboard for storage of creams and lotions which are used by the residential pupils.
- A lockable fridge is situated in the medical room for storage of medications; these may include prescribed antibiotics or vaccines.

Storage of Controlled medicines

- These drugs are stored in a locked metal cupboard, within a locked metal cupboard (ref. 4).

Emergency Medications

- Adrenalin pack for immunisations is stored in the drug cupboard.
- Emergency drugs, in grab bags, are stored in locked top draw, labelled "grab bags". These include pupils' Epipens, buccal midazolam and rectal diazepam.
- These drugs are kept for specific pupils according to their emergency care plans which should accompany the child and medication when off the school premises.

Recording of medication stocks

- A record is made of all supplies of medicines that are sent into school for pupils in the drug stock book. The record should include the name of pupil, name of medication, strength and amount.

Replenishing of medication

- A reminder letter or phone call is made by the nurse or duty first aid officer to parents when the stock of a pupil's prescribed medication is getting low.

Spoiled drugs and drug errors

- Any drugs that are dropped or perished should be documented by two members of staff in the stock record book.
- Any error in administration of medications should be reported to the prescriber and the parent/carer, and documented on MAR and pupil notes.

Reporting and recording of concerns

- If the member of staff administering medication has concerns regarding side effects or appropriateness/effectiveness of drug, report to school nurse and record concerns in first aid record book. If school nurse unavailable contact parents.
- In the event of immediate emergency health concerns, for example anaphylaxis, call 999 immediately and contact parents

Medication for Residential Pupils

- The stocks of residential pupil's drugs should be locked in metal drug cupboards mounted on the wall in each suite.
- Within the drug cupboard situated between the suites is a secured metal box used for storage of Controlled drugs; the same policy of which applies for main school is adhered to for storage, administration and documentation.
- All drugs administered by the residential care officers should be signed for on the MAR.
- If the drug being administered is controlled then the second register must be completed by two residential care officers.
- An allocated residential care worker is responsible for keeping medicines in stock for their designated dormitories. It is their responsibility to order the medications using the pupils repeat prescription.
- Parents are supplied with adequate medication to give to the pupils at home over weekends and holidays; these are clearly labelled by the pharmacy to accurately inform parents of administration instruction.
- Care is taken by the residential officers to hand over clear instructions regarding the pupil's medication to the transport escorts for homeward journey's.

Home Remedies for Residential Pupils

Soluble Paracetamol 500mg	Sudafed cough mixture
Paracetamol Tablets 500mg	Sudafed vaporiser
Paracetamol Suspension (Calpol)	Multi-Vitamins
Disprol	Head Lice treatments
Ibuprofen suspension	Homeopathic head lice remedies
Honey and Lemon cough mixture	Calamine lotion
Benylin cough mixture	E45 Cream
Strepsil throat lozenges	Aqueous cream
Calgel	Verruca ointments
Vaseline ointment	Lavender oil
Sudocrem cream	Olbas Oil
Savlon cream	Vick ointment
Arnica cream	Witch Hazel gel

References

- 1 Managing Medicines in Schools and Early Year Settings – Department of Education and Skills/Department of Health.
- 2 Nursing and Midwifery Council 'Guideline for the Administration of Medicines'.
- 3 Safe Systems for Handling and Storage of Schedule 2 Controlled Drugs by GP's – Wyre Forest PCT.

