

Medication Policy

Effective from September 2016

Version Number: 2.2

Updated November 2017



Author: StratHRgy Consultants

HARDWICK HOUSE SCHOOL

Administration and Safe Handling Medication Policy and Procedures

1) OVERALL GUIDANCE

These rules apply to all sites where education is performed by Hardwick House personnel.

1. Policies and procedures must confirm with Leicestershire Education Department Code of Practice No.5 'Administration of Medicines in School'.
2. Unless required to do so by the terms of their contract, all staff who agree to administer medicines do so entirely voluntarily
3. Parents / Carers are responsible for ensuring that sufficient medicine, and specialist equipment required for administration, is provided.
4. All record-keeping relating to medicines must be entered in BLACK pen
5. Records / Protocols relating to medicines are to be monitored at least once each term by the directors or the designated person.

2) MEDICATION ADMINISTRATION POLICY

1. Medicines are only to be administered by a designated person who has read and signed the medication policy and witnessed the preparation of the medication.
2. On no account will the first dose of any new medication be administered by staff; parents must allow 24 hours from the first administered dose before medication can be administered in school.
3. All tablets must be counted in and totals recorded on the back of relevant medication sheets, liquids to be weighed and weight recorded.
4. No medicines may be given to a child unless written parental permission has been given.
5. Staff administering the medication should be aware of the reason for the medication, any side effects and any allergies the child may have.
6. **Emergency Medication.**

Medicines prescribed on a 'when required' (P.R.N) basis must always be accompanied by information from the parent's indication when the medicine can be given, exact dosage, etc. The maximum daily does must be stated on the medication sheet.

7. Under no circumstance should medication be given from memory.
8. Unused medication should be counted and totals recorded on the back of the medication sheet and then returned to parents/carers for disposal.

3) BOOKING IN MEDICATION

1. The designated person is to complete all relevant forms when medicine first arrives.
2. Each time medicine arrives, the relevant Medicine Administration Record (MAR) must be checked to ensure no changes have occurred.
3. The pharmacist's label attached to the medicine must be checked to ensure, that all the medicine is for a current treatment. The label will have the young person's name, the strength and dose of the medicine, and the date and time when the medicine was prepared. If you are in doubt, check with the young person's GP to find out if they should still have the medicine. Record amount received in the log.
4. If the medicine's label states 'as directed' for dose and / or times, confirmation of instructions for administration must be obtained from the young person's GP in written form. Parents / carers can be requested to obtain this confirmation. Parents / carers should always be informed when clarification is needed. Always check expiry date and record on the relevant MAR.
5. Medicines accepted by the School must be in their original containers / packets.
6. When sending in medicines not dispensed in solid form (e.g., creams, ointments, eye drops, etc.), parents / carers must label the product with the date the preparation was first opened. This date must also be recorded on the relevant MAR.
7. Unused or expired medicine is to be counted (or, if liquid, weighed), and totals recorded on the back of the relevant MAR and returned to parents for disposal.

4) BOOKING IN CONTROLLED DRUGS (CDs)

Controlled drugs (generally marked 'CD' on their container, eg Methylphenidate) must be booked in as follows:

1. Book in, in the same manner as normal medicine, on the relevant MAR.

2. In addition, CDs must also be recorded in the CD register, on the relevant MAR.
3. Do not amend, erase, cross out or white-out entries in the CD register. If you have made a mistake, asterix the error and explain it with a footnote. Errors must be reported as soon as possible to the Head of School.

5) STORAGE OF ALL MEDICATION

All medication must be stored in an appropriate place e.g;

- Controlled Drugs to be in locked, secured cupboard/safe.
- Medication that needs to be kept refrigerated must be stored in the locked medication fridge (Check medication storage info on individual meds). Fridge temperatures must be recorded daily by designated person. Fridge to be cleaned/defrosted as per schedule (on fridge door).
- With exception of inhalers which must be accessible to children at all times, all other medicines to be stored in a locked drugs cupboard.
- THE KEY FOR THE DRUGS CUPBOARD MUST BE STORED IN THE KEY SAFE.

6) PREPARING MEDICINES

1. The designated person will dispense all medicines at the times specified on individual medicine sheets.
2. One other person must check all medicine dispensed.
3. The medicine checker should read out the medicine required from the relevant MAR.
4. The designated person should then select the correct medicine and show this to the person checking.
5. The medicine should then be counted out or measured into a correctly labelled container.
6. Under no circumstances is there to be any bulk preparation of medicine.

7) ADMINISTERING MEDICINES

When dispensing medicine, always make sure you check the five 'Rights of Administration':

- The right person
- The right drug
- The right dose
- The right time

- The right route

Medicines are to be administered only by a designated person who has read and signed this policy and have performed, or witnessed, the preparation of the medicine.

1. Staff administering medicine should be aware of the reason for the medicine, and contra-indications, side effects, and any allergies the recipient may have.
2. No medicine may be given to a young person unless written parents' / carers' permission is held by the school.
3. Under no circumstances will the first dose of any new medicine be administered by staff.
4. Under no circumstances will medicine be given from memory.
5. Medicine should be administered by one of the two members of staff who have prepared the medicine.
6. Administration must be witnessed by one of the two members of staff who have prepared the medicine.
7. When administering medicine, care must be taken to identify the correct recipient. When appropriate, the young person should be asked to say their name, or to read their name from the medicine container. If this is not appropriate a second member of staff should also check the medicine container and identify the recipient.
8. Before administering medicine to a young person, and when appropriate, the young person should be given the opportunity to say where and how they would like to take their medicine.
9. The young person should be encouraged to be as independent as possible whilst taking their medicine. Staff must supervise the young person during this procedure to ensure the medicine has been taken.

8) EMERGENCY MEDICATION

Administration of Buccal Midazolam and Buccolam

It is parents' / carers' responsibility to provide a current protocol for the administration of Buccal Midazolam/Rectal Diazepam and Buccolam, it will not be administered without one.

1. Buccal Midazolam / Rectal Diazepam and Buccolam should only be administered according to instructions in individual young person protocols which will be stored in the drugs trolley or cabinet.
2. Designated staff must have completed training and signed the protocol for each young person.
3. Training for designated staff must be documented and reviewed at least annually.
4. Once Buccal Midazolam , Diazepam and Buccolam has been administered, and ambulance MUST be called.
5. Parents / Carers should be contact immediately. Once a parent carer arrives at the site, the responsibility for that young rest with the parent / carer, who can then decide whether or not to send the young person to hospital. An instruction NOT to send a young person to hospital CANNOT be taken over the phone.
6. If parents cannot be contacted, the young person MUST go to hospital.
7. After the incident has been dealt with, a Buccal Midazolam / Diazepam and Buccolam Administration Report' should be completed and two copies made: one to be give to parents / carers, the other to remain on site.

9) REFUSAL OF MEDICATION

If medication is refused by a young person then this should be documented as such on the MARS with a reason if possible and signed by the designated person and the medication checker. Parents should be informed by telephone and the refusal logged. The refused medication should be placed in a suitable container and returned to parents for disposal – CLEARLY MARKED.

10) VOMITED MEDICATIONS

Should a young person vomit shortly after receiving medication the medication MUST NOT be re-administered. Parents must be informed by telephone. The incident must be recorded on the MARS in the same manner as for refused medication.

11) ADVERSE REACTIONS TO MEDICINE

All medicines can have side effects. If it is suspected that a young person has developed a possible side effect to their medication, then parents / carers should be notified and advice taken.

If the young person has a severe reaction (e.g. swelling of hands, face or body, reddening of skin, sweating, blotchiness, a feeling of faintness, difficulty breathing), expert help is needed immediately. Dial 999.

You must always record any suspected adverse reactions on the back of the MARS and in the home/school diary.

12) MEDICATION ERRORS

A drug error has been made if medicine has been:

- Given to the wrong person
- Given at the wrong dose
- Given at the wrong time
- Given via the wrong route
- Omitted in error
- - or if the wrong drug has been given

In the event of a drug error:

- Check regularly on the young person's well-being
- Contact the young person's parents / carers
- If staff have major concerns re: the young person's condition, take them to hospital
- Omit all other medicine for that young person until advice from a GP has been obtained
- Inform the Head or School
- Inform the class tutor
- Inform all staff involved in the error
- Seek advice from the young person's GP via parents (or do this yourself if parents / carers cannot be contacted)
- Complete the incident book
- Amend the relevant medicine sheet to reflect advice received from the young person's GP

HARDWICK HOUSE SCHOOL

AUTHORISED MEMBERS OF STAFF;

The following Members of staff have been authorised by the Directors of Hardwick House School to handling and Administer medication at school. They have read the 'Administration and Safe Handling of Medication Policy & Procedure' and confirm that they understand the procedures associated with the handling and administration of medication at Hardwick House School.

Name	Position	Signature	Date
C Mitchell	Director		
.....
M Edwards	Director		
.....
C Sinclair	Teacher		
.....
S.Unwin	Head of School		
.....
S.Geary	Mentor		
.....