

BLACKFRIARS ACADEMY

ADMINISTRATION OF MEDICINES POLICY

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Policy for Administration of Medicines

Introduction

A high number of students that attend the MAT (Multi Academy Trust) sites will require a variety of medications, many of them needing to be administered during the school day. The Academy Council values all our students and will ensure that parents and pupils feel confident with the academies ability to give effective support for The Academy Principal and staff must always treat medical information confidentially and ensure all students are treated with dignity, care and respect.

* Parents (to be read hence-forth as parent, guardian) have prime responsibility for their child's health and it is their responsibility to provide the Academy with up to date information about their child's medical condition. If information is withheld from staff they should not be held responsible if they act incorrectly in giving medical assistance in good faith.

*Only Tier 1 interventions as identified in the Clinical Intervention levels information will be carried out by trained staff. This document is currently under review and should only be used as a general guide.

1 Emergency Procedures

The Health and Safety of the students is paramount and therefore if in doubt teaching/support staff should not hesitate in calling the emergency services. At this point parents would also be contacted and informed.

A student taken to hospital by ambulance should be accompanied by a member of staff, who should remain until the student's parent/guardian arrives.

Staff should never take a student to hospital in their own car unless accompanied by another member of staff and only then in extreme

circumstances and have business user insurance, a current vehicle MOT and a valid driving licence.

Certain students may have an NHS Advanced or a Children's Emergency Care Plan and hospital passport with documented agreed levels of resuscitation. All relevant Multi Academy Trust staff to be made aware the plan is in place and handed to a paramedic in the event of an emergency situation. [Emergency services book will be completed by staff as appropriate.](#)

2 Roles and Responsibilities

The Academy

The Academy Principal is designated as the responsible person and must ensure that they have knowledge of the Staffordshire Council's Medication Policy HR 109 and any national government or professional body guidance.

Where a qualified nurse is on site and is employed as such, they shall undertake their responsibilities within the guidance of the professional body NMC (Nursing and Midwifery Council), and the council's medication policy.

Where it has been decided that medication should be administered, the Academy Principal and designated person should ensure that they have sufficient members of staff who are appropriately trained to manage medicines as part of their duties.

It is the expectation of the Academy Council and Senior Leadership Teams that medication will be administered appropriately by Teaching Assistants and other staff that are suitably, trained who volunteer to do so.

Staff will receive appropriate training that will be organised by the Senior Teaching Assistant, in consultation with the School Nurse. The Senior Teaching Assistant or Designated person will compile and update a record of training delivered as required and a list of personnel trained; this will be forwarded to the SLT.

It is the duty of the Academy Principal to ensure that all staff are trained appropriately.

The Academy Principal (or senior member of staff to whom this responsibility is delegated to) must ensure that staff have:-

- Been authorised to administer medication.

- Guardian consent is in place
- Full knowledge of the Medication Policy and that any local arrangements or procedures are followed.
- Received training where this is required.
- Attended refresher training as required.

A list must be maintained by the Senior TA of all the staff who have been authorised to administer medication and a record kept of their signatures and dates of training.

The Parent

All parents who consent for their child to receive medication at school will receive a copy of the Parental responsibilities and guidelines.

This will demonstrate the Academy's expectations of parents if we are to administer drugs on their behalf.

The Student

Staff will ensure that:

- The student feels confident in the Academies ability to deal effectively with their medical needs.
- The student has medication administered in a sensitive manner, exercising dignity and respect throughout.
- The student informed at the time that medicine is being administered or any other medical procedures that may take place.
- The student is listened to if he/she/they expresses any concern, worries in relation to their medical needs or medicines administered.
- For students that may have hearing or sight impairment, the staff should try and use communication materials i.e. Makaton, communication books, pictures/photographs to aid understanding of what is to happen next.
- The Academy acknowledges any cultural or religious needs, relating to the taking of medication, or any prohibitions that may apply to the student.
- If the student has the mental capacity, he or she would be expected to be compliant with the member of staff who is

administering medication, but staff must be aware of all of the above.

- The student develops the ability to be as independent as possible, in taking and administering their own medication, if they have the skills and ability to do so.

The SET requires accurate information on the medication and health needs of each student. A form will be sent out to parents for them to list the medication required. The time, the dosage and method, special precautions, side effects and whether the drug will be self-administered under staff direction [Care Plan for the Administration of Medication](#). The form will be signed by the parents/carer if the pupil is below the age of 16 and either by the student or parent if they are over the age of 16. Careful consideration will be given for students over 16 who wish to self-medicate. (Note paragraph on self-management of medication).

Students that have specific medical needs, such as, Epilepsy, Diabetes, Asthma, enteral fed students and other complex/acute conditions will need to liaise with the school nurse to complete NHS approved plans of care as required.

No medication will be administered unless the above form is completed, signed and returned to school.

A record will be kept of all drugs administered in the student's medication folder- [Daily Record of Medication Administered](#) during administration two members of staff who have completed the medication training will be present with one providing a witness support to the person administering the medication. Each member of staff will sign relevant documentation.

Changes and updates to medicine regimes.

It is the responsibility of the Parent/carer or the student, if over 16, to notify the Academy of any changes in medication or health needs. At this stage a new signed request form with updated details will have to be submitted or a plan of care drafted.

At the end of the academic year forms will be sent out to parents for completion so the academic year can commence with records that are up to date. It will be the responsibility of the relevant Teaching Assistant in conjunction with the School Nurse to ensure that the parent/carer completes

these forms in a timely manner and returned promptly. Students who rely on medication will be unable to commence the academic year without all medical documentation in place (new documentation is completed by parents/carers at the start of each academic year).

If there is a problem with completing the relevant paperwork, please contact the Academy office for support.

Medication will only be administered once all the correct medical signed paperwork is returned by parents/carers

Staff Training

It is the expectation of the Academy Council and Senior Leadership Teams that medication will be administered appropriately by Teaching Assistants and other staff that are suitably trained who volunteer to do so.

Staff will receive appropriate training that will be organised by the Senior Teaching Assistant, in consultation with the School Nurse. The Senior Teaching Assistant or Designated person will compile and update a record of training delivered as required and a list of personnel trained; this will be forwarded to the SLT.

It is the duty of the Academy Principal to ensure that all staff are trained appropriately.

The Academy Principal (or senior member of staff to whom this responsibility is delegated to) must ensure that staff have:-

- Been authorised to administer medication.
- Guardian consent is in place
- Full knowledge of the Medication Policy and that any local arrangements or procedures are followed.
- Received training where this is required.
- Attended refresher training as required.

A health care plan may identify the need for different medications or administration methods which will trigger the need for some staff to have further information about a medical condition, or specific training in administering a particular type of medicine, or in dealing with emergencies.

When assisting a student with medical needs, the academy should arrange appropriate training in collaboration with local health services if necessary.

In most circumstances Staff training involves initial training and annual updates.

On occasions, staff may need to undertake individual training as required.

Training in some cases may also involve a rolling program of assessment of competency i.e. enteral fed students, oxygen management.

Staff training delivered in accordance with student needs:

- (a) Hand-Washing, Hygiene and Infection Control.
- (b) Seizure Awareness
- (c) Administration of Rescue Medication
- (d) The Safe Administration and Documentation of Medicines.
- (e) Asthma Awareness
- (f) Peg Care and Bolus feeding.
 - Administration of Medication via Gastrostomy
 - FREE-GO pump training.
 - Oxygen familiarization and Safety
 - Diabetes
 - Pain management
 - Anaphylaxis/Epipen training

In addition individual training takes place for students with specific individualised needs

Hygiene/Infection Control

All staff should be made familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should use protective disposable gloves and aprons, when carefully dealing with spillage of blood, or other body fluids. When an area has been used where there is any possible risk of cross-infection, it must be rendered sterile again, before others use the same area.

3 Medication

- Arrival of Medication at the Academy

Ideally parents should bring medication to the site and personally hand it to the teaching/support responsible for that student or for the signing in of medications. Owing to the size of the catchment areas for the academy this may not always be possible and parents may choose to send in the medication via the student's transport.

In such circumstances it will be emphasized to parents that they are fully responsible for arranging this with the transport personnel and for any incident which may transpire while the medication is in transit to the Academy.

Once the medication is received into the Academy, it will be signed for in a bound diary. The week before the Academy's academic year starts, a keep safe gold bag will be sent to the student's home. Parents are to complete relevant documentation required on the bags, then place meds inside and seal, keeping their half of the receipt as evidence.

Once the student arrives into the class the contents of the keep safe bag will be checked and signed for in a bound diary with the receipt of the bag attached, by two staff with a receipt number, contents and expiry date of medicines received.

Receipt of Medicines

Medicines must always be provided in the original container as originally dispensed by the pharmacist. This should be clearly marked with the Student's name, dose, route of administration and batch number, dispensing and expiry date, the name of the medication including the prescriber's instruction for administration.

The label on the container supplied by the pharmacist must not be altered under any circumstances.

Medicines that have been taken out of the original dispensed container will not be accepted and nor will changes to doses on parent instruction alone. No exceptions to this rule will be made unless written evidence is obtained by the school nurse.

Occasionally parents may request over the counter preparations i.e. Barrier creams. Staff will liaise with the school nurse prior to administration of these.

All medicines brought in to be administered must be recorded in [Administration Log of Medication](#) in a bound diary.

The record must show:

- Name of person for whom medication is prescribed
- Name and strength of the medicine.
- Quantity received (if applicable)
- The dosage to be administered.
- The time of the required dose.
- Expiry date of medicines
- Batch number of medicines
- 2 trained members of staff must sign the medication into the bound diary receiving the medication
- Keep safe bag slip with reference number on stapled into bound diary

Storage of Medication

All medication is to be stored in its original container issued by the Pharmacist.

Medication must be stored away from public areas, sources of heat, moisture or direct sunlight, as these elements can cause the medicines to deteriorate.

Where a student needs two or more prescribed medicines, each should be in a separate container.

Those students who administer their own medication under supervision should know where it is stored and who holds the key

All staff administering drugs should know the codes for all medicine cabinets in case of emergency or location of the keys where appropriate.

Duplicate keys must be kept in a locked cupboard or drawer at all times, with access restricted to authorised members of staff only.

Medicine cupboards/cabinets must be of suitable size to store all medication, and have a quality lock fitted.

Medicine cabinets are located in the following areas:

- Blackfriars Academy Newcastle Medical rooms 1 and 2

Some medicines need to be refrigerated when stored. Medicines can be kept in a locked refrigerator. Access to specified refrigerators is restricted to staff only. Refrigerators storing drugs are located in the following areas:

- Blackfriars Academy Newcastle site Medical Room 1

When medication is within a week or 2 weeks of expiry the parent will be informed of their need to replace the medication via Showbie or phone call.

Administering medicines

- The student's privacy and dignity is paramount, so all medicines should always be administered, in an area where this will not be compromised.
- In all circumstances the medication administered, must be recorded on the Medication Record Sheets by 2 members of staff.
- Under no circumstances must prescribed medicines be given to anyone except the student for whom it was prescribed
- Medicines should be administered directly from the dispensed container, or
in a small pot after removing it from the dispensed container, as a way of hygienically handing it to the student if necessary.
- Medication should never be dispensed for someone else to administer to the student at a later time or date.
- The Academy Principal must ensure that staff, are appropriately trained and refresher training is provided at suitable intervals where this is required.
- The names and signatures of any staff responsible for the administration of medicines, must be included on the recording sheets.

Administration of occasional medication in the Academy, Antibiotics, Pain-control, stock pain relief

This policy clearly relays instructions related to parental consent and circumstances where a one off dose of liquid and tablet form paracetamol can be administered. Appropriate documents for recording of parental consent and administration are attached to the policy.

Staff must never give a student Aspirin or medicines containing Ibuprofen unless

prescribed by a doctor.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations.

Some of the drugs that may be prescribed as medication, for use as emergency medication are in a category where, the pharmacy registers the drug and what amounts are prescribed, so therefore may be deemed as a controlled drug.

i.e. Pethidine, Paraldehyde and Methylphenidate.

A separate controlled drugs book that keeps a record of these drugs must include the type of drug for each person with the amount received by the academy, the amount used and the balance stored. The balance of controlled drugs is to be checked at each administration and also at the beginning of the academic year and on a termly basis via audits. A report will be forwarded, following the Audit, to the Principal of the Academy. Although Buccal Midazolam is no longer required to be recorded in the controlled drugs book, we as a school have decided to continue doing so.

Controlled drugs book stored in medical room 2 locked cupboard

Discarded and waste Medicines

Spillage of liquid medication must be cleaned up and recorded signed and witnessed.

Any wasted or damaged tablets are to be disposed of in a sharps box which is stored securely in a locked cupboard in the medical room. Tablet waste is also to be recorded signed and witnessed

First Aid Treatment and Intermittent Drugs

A record of any Intermittent drugs given will be kept by the teaching/support staff who administer in the [occasional medication sheet](#) on the day the meds are administered. Parents would be informed also.

Medicines that have been taken out of the container as originally dispensed, will not be accepted and neither will changes to dosages on parent's

instruction. No exceptions to this rule will be made, unless written evidence can be obtained via the Academy Nurse.

Occasionally parents may request over the counter preparations i.e. Barrier creams. Staff will liaise with the School Nurse before administration

Any student requiring first aid treatment, at the Academy will be treated by an appropriate member of staff. After treatment, the parent will be notified by Showbie and/or phone call

This will be recorded in the Accident book located in the finance office.

If painkillers are administered a record of what was administered needs to be recorded in the Occasional meds section of the medication file. Also See Administration of Antipyretic Medication (paracetamol) in the Academy.

If a soft tissue injury has been sustained at the Academy, the parent is to be informed by Showbie and/or phone call

In the case of minor head injuries sustained at school, the parents will be informed of the injury Showbie and phone call.

Asthma

The Academy encourages students with Asthma to be independent, enabling them to participate fully throughout the academic year.

It is recognised that asthma is an important condition and acknowledges the need for immediate access to inhalers.

Training will be given to all Teaching Assistants and will be updated annually by the School Nurse.

In the event of an Asthma attack, staff will give emergency treatment when necessary and inform the parents/carers accordingly via Showbie and/or phone call.

The senior teaching assistant will keep a record of all students with asthma. This will be updated at the beginning of the school year. A Care Plan will be completed and sent to all parents to read and sign. A record of incidents where inhalers have had to be used in emergency circumstances will be made.

When inhalers require replacing owing to their expiry date, or completion, the parent/guardian will be informed via Showbie and/or phone call.

Consent for the use of the schools emergency inhaler will be required before administration.

Emergency Inhalers

The Academy will hold 2 emergency Asthma Kits (these will be checked monthly or in the event of the kit being used) which will include:-

- A Salbutamol metered dose inhaler and spacer.
- At least two single use plastic spacers compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storage of inhaler.
- Manufacturer's information.
- A checklist of inhalers, identified by their batch number and expiry date with termly checks recorded.
- A list of children permitted to use an emergency inhaler is to be kept updated and stored with the Senior TA
- The student's parents must be informed in writing

(This is only applicable for students who have inhalers with care plan in situ and parental consent given)

Seizures

All students with the condition diagnosed, must have relevant and up to date care plans, detailing the appropriate actions and interventions required, to support the student in the event of a seizure. Training on seizure awareness and emergency administration of rescue medication is given to appropriate staff. An up to date record of training will be kept.

Diabetes

Students with Diabetes will require an individualised care plan hi-lighting their own specific symptoms. Staff will have awareness training on Diabetes and relevant treatment should a student suffer a hyper/hypo glycaemic attack. Some students may require a pre-loaded injection device on the Academy site as part of their treatment regime. This will be stored in a locked medical cabinet.

Anaphylaxis/Allergies

ANAPHYLXIS IS POTENTIALLY A LIFE-THREATENING CONDITION THEREFORE 999 MUST ALWAYS BE CALLED.

In the event of a staff member being made aware that a student has a severe allergy requiring an Auto-injector (Epipen) of Adrenalin, a care plan will be compiled by the School Nurse detailing procedures to follow in the event of an attack, agreed and signed by the Parent.

Staff should receive training on Anaphylaxis and the use of an Auto-injector if prescribed. If Auto-injector is used staff must complete a record of administration form attached to individual students care plan. Staff and the student must have knowledge, of where the Auto-Injector is to be stored, which must be in the medical room in a locked cupboard.

4 Consent Arrangements

No medication should be given to a young person without the written consent obtained from the individual with parental responsibility for that person.

Student Self Medication Assessment Form

In the event of life-threatening emergencies or under parts of The Mental Health Act 1983 and 2007 consent for administration may not always be necessary, but accurate documentation must be completed. The student's parents/carers must be informed if they have required any form of medication in an emergency while they are in the care of the Academy.

Obtaining consent where the student's parent first language is not English may prove difficult and consideration should be given to the use of an interpreter. Where it is not possible to gain consent owing to communication difficulties, advice must be sought from the General Practitioner (GP).

For students with hearing or sight impairment it may be necessary to arrange for communication materials or advice specific to their needs.

Britain is a multi-cultural and multi-faith society. Care must be taken to respond sensitively to individuals and not make assumptions because of their ethnicity or religion. It is important that the school and its employees ask students and their parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply.

All information relating to the cultural or religious requirements of the student must be accurate and up to date as this may have an impact on how they wish to receive care.

This information must be recorded as part of a care plan or on the student's personal records. [Care Plan for the Administration of Medication](#)

Refusing Medicines

If a student refuses to take medication the Academy staff will not force them to do so. The Academy will inform the student's parents/carers as a matter of urgency (this will also occur if the student is over 16) and it is the parent/carer who has signed the consent form, (but will not occur if the student has signed the consent form themselves).

The student will not be allowed back into the Academy until they have agreed to take the prescribed medication, or medical clearance has been given that it is not required.

A referral will be made to the school nurse, re advice and management.

Self- Management of medication

It is recognized by the academy as being good practice, to allow students who can be trusted to do so, to manage their own medication. For those who will administer their own drugs with supervision, a full record of drugs taken will be recorded as with other students taking medication.

For those who are to be totally independent a parental request form must be signed [Student Self-Medication Assessment](#) and the medication kept in a designated place.

On rare occasions it may be necessary for a multi-agency approach, which may include the student, parent, school nurse and Academy Principal to complete a self-medication assessment document if student's capability is in doubt.

Outside school activities

On the day of any visits or outside school activities it will be the responsibility of the Teacher/Teaching Assistant in charge of the group to ensure that the Students medication is taken and administered on the trip or visit. The

removal and replacement of medicines must be signed for by the staff responsible in the Medication sign in/out sheet for trips in each child's medical folder. Medications will be stored in a lockable container and will be kept with a designated member of staff throughout the duration of the visit.

For visits lasting longer than the school day and for residential visits a separate form will be sent out [Residential forms] as additional medication may have to be administered.

Returning medication home

A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required. The parent/carer will be required to arrange for the safe disposal (returning the unwanted supply to the local pharmacy) of that drug/medicine.

A record of the movement of drugs is to be kept in a bound diary recording receipt and return of controlled drug.

Two appropriately trained staff must record and sign to show the amount of medication and batch no: received or returned to the parent/carer, or pharmacist.

All entries must be signed and dated.

The Academy will send out of date/discontinued medication home in tamper-proof safe bags that have a receipt and batch number and date on to show evidence of this occurrence.

Management of Errors/Incidents in Administration

In the event that medication has been administered incorrectly, the following procedure is to be implemented:-

- Ensure the safety of the person using First Aid procedures if required and checking airway, breathing and circulation
- Telephone for an ambulance if the student's condition is a cause for concern

(any other relevant documentation is to be handed to a paramedic on arrival).

- Document any immediate adverse reactions.
- Notify the Academy Principal and school nurse for advice and management.
- Contact the student's parent/GP/Pharmacist for advice.
- Out of hours contact NHS 111
- Record the incident – Medication Incident Report Form
- The Academy Principal must complete the report form and investigate thoroughly and inform the Health, Safety and Wellbeing Service and, where applicable inform any relevant regulatory body. Statements should be taken from both staff and student if they are self-medicating

Staffs County Council Medical Incident report form - HSF36 and, if injury results, the County Council Accident Investigation Report HSF40

- The medication administration sheet should reflect the error.
- Statements taken from the staff administering and the student.
- The person's parent/guardian to be informed formally in writing.

It is recognised that despite the high standards of good practice and care, mistakes may occasionally happen for various reasons. Every employee has a duty and responsibility to report errors to his/her Academy Principal. The SET-MAT should encourage staff to report any incident or error in an open and honest way in order to prevent any potential harm or detriment to the young person. The Principal must handle such reporting of errors in a sensitive manner with a comprehensive assessment of the circumstances. In any case where controlled drugs are unaccounted for, the police should be informed and a police investigation may take place.

A thorough and careful investigation taking full account of the position of staff and circumstances should be conducted before any managerial or professional action is taken.

Medical Equipment

Some students may be prescribed, as part of an ongoing medical treatment, the use of certain medical equipment. This could include a range of testing devices-such as blood / urine testing equipment and sharps, such as needles.

All equipment should be kept in its original container as far as possible.

It is important to keep a record in student's Care Plans.

Relevant training must be given to staff, with regards to the equipment and parents/carers to inform the academy prior to use in order to facilitate.

Disposal of Sharps

Where staff use syringes and needles, it is their responsibility to ensure the safe disposal of these items into a sharps box. Where students are self-administering insulin, or any other medication with a syringe, they must be assisted by staff in the proper disposal of sharps.

A sharps box will be provided, but kept safe by staff and locked away.

Management of Oxygen

The fundamental indication for the administration of oxygen is the presence of hypoxia. This could be for a number of reasons.

The student may have been prescribed oxygen as part of a treatment regime either by a Consultant or by their GP.

Staff must be authorised and trained to administer oxygen and are permitted to change cylinders, providing they have received instruction from the oxygen supplier.

Cylinders must be checked regularly and after each usage, to ensure that the level of oxygen is adequate. When a low level has been reached, the parent/carer is informed for the need to change the cylinder with the supplier.

Oxygen may also be stored in school if prescribed by the consultant. The Academy will liaise with appropriate providers in the event of stocks running low on an individual pupil's needs basis. It is the parent's responsibility to inform the Academy/school nurse of any changes in oxygen management. The school nurse will then liaise with the consultant and update the students care plan.

Oxygen management is shown on [Procedures for Oxygen – Administration and Storage](#) –

A list must be kept by the Senior Teaching assistant of all personnel who have been trained and authorized.

Classroom risk assessments for use and storage of oxygen will be updated annually or more frequently if required

Occasionally a student may require SAT's monitoring. This is prescribed by the student's consultant and would be supplied to the Academy by the parent/carer. The record of the SAT's would be documented on a [SAT's monitoring form](#)

Transporting Oxygen

Oxygen being transported between home and the academy must be arranged between the parent/guardian, the academy, the Council Transport team and the contracted taxi company. The contractors must be made aware of the requirements in order to arrange the most appropriate transport and provide training to drivers and escorts.

When on educational visits, oxygen must be transported in the specified manner and planned for on the risk assessment

Staffordshire County Council

General Risk Assessment Form for transporting Oxygen

Reference:

- **Staffordshire County Council G11 CYPF-Health and Safety Guidance**
- **Staffordshire County Council Medication Policy HR 109 version 3 Sept 2014**
- **D.O.H. Managing Medicines in Schools and early Years Settings.**
- **DFE. Supporting pupils at school with medical conditions 2014**
- **D.O.H. Guidance of the use of Salbutamol Inhalers in schools Sept 2014**
- **Medication Guidance for Children and Young People Sept 2014/version 3.0**
- **Staffordshire County Council**
- **Clinical intervention levels information for reference and guidelines**

- Tina Richardson - School Nurse
- Joanne Gilby- Senior TA

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