

Options Higford School Medication Policy

CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 ADMISSION OF A YOUNG PERSON WITH PRESCRIBED MEDICATION	2
3.0 TRAINING & COMPETENCY	2
4.0 SYSTEMS & STORAGE	2
5.0 ADMINISTERING ORAL MEDICATION – PROCEDURE TO FOLLOW	3
6.0 ADMINISTRATION OF PRESCRIBED CREAMS/TOPICAL MEDICATION	4
7.0 EYE DROPS/OINTMENT, NOSE & EAR DROPS	4
8.0 USING INHALERS	5
9.0 CONTROLLED DRUGS.....	6
10.0 TRANSFER OF MEDICATION TO AND FROM SCHOOL	6
11.0 MEDICATION ERRORS	7
12.0 REFUSAL OF MEDICATION	8
13.0 EMERGENCY MEDICATION	8
1.0 INTRODUCTION	

Options Higford School is an independent day school for boys and girls aged 5 to 19. The school operates across one site and has appropriate welfare, health and safety provision in both settings.

The school offers places to students who have complex needs. Some students may have additional medical conditions, for which they are receiving regular medication.

This policy details the school’s approach to supporting students who need to take medication during school hours.

Implementation: It is the responsibility of Head Teacher to ensure that all school staff are aware of and understand this policy and any subsequent revisions. It is the responsibility of the Head Teacher to put in place effective management systems to help support individuals with medical needs.

The Head Teacher must also ensure that all schools staff are clear about what to do in the event of a medical emergency in school.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 ADMISSION OF A YOUNG PERSON WITH PRESCRIBED MEDICATION

All students will have a EHC plan agreed at the time of admission. This will be based upon the information gained from the original pre-admission assessment which will detail the medication prescribed previously. Any medication received at admission should be checked against the information and any discrepancies relayed back to the Placing Authority / parent / previous medication prescriber / dispenser. All health needs should be recorded as part of an EHC plan.

3.0 TRAINING & COMPETENCY

All school staff who administer medication must receive formal Medication training by a qualified professional trainer. Training is refreshed bi-annually.

Each person must have a competency assessment and be assessed as competent to administer medication to a student in school.

Knowledge, skills and competency of the identified staff will be reviewed annually by way of a competency assessment.

4.0 SYSTEMS & STORAGE

Storage.

Medication is stored securely in locked cabinets located in the Medical Rooms.

All medication to be administered in school must be stored in a locked cabinet and in a separate container containing the following information for each student:

- Students name
- Date of birth

Medication Administration Record sheets must also be available for each student so that staff can record the date and time the medication was given along with the appropriate drug name and dose given.

The MAR sheet must have the following information:

- Students name and date of birth
- Any known allergies
- The name of the medication
- The dose to be given
- The time of the dose to be given

The MAR sheets will be printed following the exact prescription instructions following transcribing guidelines. These will be kept at the school.

5.0 ADMINISTERING ORAL MEDICATION – PROCEDURE TO FOLLOW

Administering of Oral Medication.

Medications must only be administered by staff who have completed the formal Medication Training and who have also successfully completed the annual competency assessment.

Students taking controlled medication should have the students name, drug name and dosage on the box/container/ or sealed bag in which the medication is stored.

Only medicines with a prescription label can be administered at school.

Pain relief can be kept at school without a prescription label. If a student needs pain relief during a school day, a member of SLT will contact the students parent/carer for their permission and check if any pain relief has been taken that day.

Staff should check the MAR/drug administration sheet or drug administration record for the following:

- Check the students name is correct on the box or container the drug is stored in
- The right date and time is written on the MAR/ drug administration sheet
- The right drug is printed on the MAR / drug administration sheet and medication container
- The right dose is written on the MAR/ drug administration sheet and pod
- Check the bio dose pod/ box or container/ or sealed bag has not been tampered with
- Check the route the medication should be given
- No changes have been made to the MAR/ drug administration sheet if this has been changed double check the prescription and date of prescription

Once all these checks have been made:

- The drug is taken out of the box/container
- The MAR/ drug administration sheet is then completed and initialled in black ink
- If prescribed medication is refused this must be recorded using the appropriate code on the MAR / drug administration Sheet and discrepancy form completed.

In summary staff must remember to check the 6 R's as follows:

Right	Student
Right	Date and Time
Right	Drug & Dose
Right	Route
Right	MAR/drug administration record signed or reason for not giving the drug given
Right	To refuse

6.0 ADMINISTRATION OF PRESCRIBED CREAMS/TOPICAL MEDICATION

Some students may have creams prescribed to be applied to a specific area.

Where staff need to support a student to apply a prescribed cream they must undertake the following checks:

- Check the students name is clearly written on the packaging
- Check the date the cream was first opened is clearly written on the packaging and that this is in date in line with the instruction leaflet
- Check the time the cream should be applied i.e. morning or evening
- Check the area the cream must be applied to is clearly identified
- Check the instructions of how to apply the cream

Once these checks have been completed staff should:

- Wash and dry their hands
- Support the student to clean and dry the area the cream is to be applied to
- Support the student to apply the cream
- Replace the cream back into the box/package
- Wash and dry both staff and student's hands again
- Return the cream to medication cabinet
- Sign the MAR/drug administration sheet in the identified box on the correct date

7.0 EYE DROPS/OINTMENT, NOSE & EAR DROPS

EYE DROPS/ OINTMENT

In cases where a student is prescribed eye drops staff may need to support the student to administer the eye drops.

Staff must undertake the following checks:

- Check the student's name is written on the box
- Check the date the box was opened. **(eye drops must be discarded after 28days of opening)**
- Check the student's name is correct
- Check the MAR/drug administration sheet for the date and time the drops/ointment should be given
- Check and read the instruction leaflet
- Check the drops/ointment has been stored as per the instruction leaflet.

NB: some drops/ointment must be stored in a fridge, if the prescribed medication has not been stored correctly i.e. at room temperature and the instructions state a cool temperature they should be discarded and not administered.

Once these checks have been completed staff should:

- Wash and dry their hands
- Tilt the students head back slightly to apply the drops

- Gently pull down the lower lid and allow one drop to fall into the space between the lid and the eye
- If more than one drop is required in the same eye, wait for one minute before putting in the second drop
- The procedure is similar for eye ointment; allow 5 mm length of ointment
- Do not touch the eye with the dropper or applicator
- Discard the container 28 days after opening

NOSE DROPS

- Staff must wash and dry their hands
- Tilt the head well back and allow the correct number of drops to flow down into the nose
- Keep the head tilted for a minute or so to allow the drops to be absorbed

Ear Drops

- Staff must wash and dry their hands
- Tilt the head to one side
- Gently pull down the ear lobe and put the required number of drops into the ear
- Leave the head tilted for 3-4 minutes afterwards

8.0 USING INHALERS

Some students may be prescribed inhalers for certain medical conditions such as Asthma. There are many different inhalers available. The manufacturer's instructions should always be referred to. Staff may need to support a student to use their inhaler when in the care home or school.

Listed below are the general points to follow when supporting a student to use an inhaler:

- a. Shake before use
- b. Breathe out as fully as possible
- c. Place inhaler mouthpiece between the lips
- d. Start to inhale slowly
- e. Press down once on cartridge to spray one dose into the mouth
- f. Continue to inhale until lungs are full
- g. Hold breath for slow count of ten
- h. Exhale
- i. If two puffs are required, wait at least one minute and repeat.

If more than one different inhaler is to be administered, there may be a requirement to administer in a particular order. If this is not indicated on the label, please check with a pharmacist

9.0 CONTROLLED DRUGS

All controlled drugs are stored within a locked drugs cabinet located in the school and be signed in on receipt of the drug in school and signed out when administered to the student.

Controlled drugs should be administered in accordance with the instructions on the MAR / drug administration record sheet.

Staff should undertake the following checks

- Check the students name is correct on MAR/ drug administration sheet, and controlled drug box/bottle
- The right date and time is written on the MAR/drug administration sheet
- The right drug is printed on the MAR/drug administration sheet and drug box/packaging
- The right dose is written on the MAR/drug administration sheet and drug box/packaging
- Check the route the medication should be given
- No changes have been made to the MAR/drug administration sheet if this has been changed double check the prescription and date of prescription

The following procedure should be followed by staff when administering controlled medication:

- The controlled drug should be placed in an appropriate container and then administered to the student as per the instructions on the MAR/drug administration sheet.
- The MAR/drug administration sheet is then completed and signed by the member of staff who administered the medication and countersigned by a witnessing member of staff.

10.0 TRANSFER OF MEDICATION TO AND FROM SCHOOL

For students who need to take medication during school hours, the relevant medication with a prescription label should be transferred with the student to school and stored with the relevant medication in a locked medicine cabinet until the time when the medication needs to be given. The school will print a MAR sheet and record the amount of medication each day for the student.

Staff should undertake the following checks:

- Date medication was received
- Amount of medication received
- Name of the student
- Dose of the drug(s) received

Whilst at school the Head Teacher has responsibility for the secure storage and administration of the student's medication. Medication must only be given by trained and competent staff during school hours.

Administration of Controlled Drugs in School

Where a student needs to take controlled drug in school, the medication will be signed out. The staff should record the following:

- Date medication was transferred to school
- Amount of medication transferred with the student.
- Dose of the drug(s) transferred
- Time of transfer
- Number of stock left in the control cupboard.
- Two signatures to be made in the controlled drug book.

The MAR/drug administration sheet should transfer with the student along with the relevant drugs to be taken in school.

On receipt of the medication in school the staff should record the receipt of the drug. Staff should record the following:

- Date medication was received
- Amount of medication received
- Name of the student
- Dose of the drug(s) received
- Number of stock left in the control cupboard.
- Two signatures to be made in the controlled drug book.

All controlled drugs must be stored securely in a locked cupboard.

On administering the controlled drug, the MAR sheet must be signed under the correct date and time. The person who administered the drug will sign and record what drug has been administered to the student on the MAR sheet, and this should be countersigned by a witness.

11.0 MEDICATION ERRORS

In the event of an error/omission being made in the administration of any medication, advice must be sought from the students G.P. or another medical practitioner/ help line (e.g. NHS Direct) immediately or as soon as the error has been discovered.

Staff must record the advice that they have been given and record the advice given in the students care and support plan and notification on info-exchange.

The Head Teacher or a member of the SMT should be informed immediately. If a student is also a resident in a care home, the registered manager or person in charge of the home at that time must be informed immediately. Where a student lives with their parents. Then the parents must be contacted to inform them of the error. The error should be recorded as soon as possible using the info- exchange system. The person who identified the medication error should record the error using the info-exchange events page and select

the drop-down box for medication errors. The person completing the form must enter as much detail as possible using the drop-down boxes and text boxes on the info exchange system.

Once staff have completed all fields on the electronic form, they should enter SAVE in order to save the form. This can then be saved in a PDF format for forwarding onto any regulatory body should the person in charge feel this is a notifiable event.

The notification will automatically be sent to a senior manager's e-mail for them to complete the relevant management investigation section of the form.

It is the responsibility of the Head Teacher at the time of the error to notify the regulator if the error meets the threshold for external notifications to the regulator using the relevant notification form. The date and time the error was reported to the regulator must be recorded onto the info-exchange system.

The Head Teacher/ Deputy will complete a Manager Investigation report once all actions have been taken and when applicable close the event on the info-exchange system once all agreed actions have been taken.

12.0 REFUSAL OF MEDICATION

School staff cannot force a student to take medication.

If a student refuses to take their medication this refusal should be recorded on the MAR/drug administration record.

The registered manager or students parent must be notified as required at the end of the school day.

13.0 EMERGENCY MEDICATION

Some students need to keep their emergency medication in their classroom.

- Seizure – Bucculam Syringe
- Asthma Attack - Inhaler
- Severe Allergic Reaction - EpiPen

The emergency medication is transported throughout the school day in orange bags which are personalised for each student. The orange bags are kept with the staff working with the student at all times. The staff working with these students must be medically trained in administering these types of medication.

The orange bags contain:

- Prescribed emergency medication
- An up-to-date MAR chart to follow and record administration

These emergency medications are to be signed in and out of the medication room at the start and end of the school day.

