

# Administration of Drugs Policy (Sf)

1 June 2017 Version Number:1

Review Date: Summer Term 2018

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Northern  
House  
School



## ADMINISTRATION OF DRUGS POLICY



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**This policy works alongside the “Care of Boarders who are unwell Policy”.**

## **The Law**

Staff that have been trained are allowed to administer a prescription only medicine to another person provided it is in accordance with the directions of a doctor (except in the case of injections). Medicines prescribed for a person are that person’s property and may not be used by any other person. Doses of prescribed medicines should not be varied without the doctor’s consent.

## **Medication Policy**

Parents and carers must inform the school when medication is being sent into school. Pupils are not permitted to carry controlled drugs on their person. Any controlled drugs must be handed in to reception immediately. Parents must inform the school when medication is being sent into school. Parents must inform the school when medication is being sent into school.

## **Administration of Prescribed Drugs and medicines**

Controlled drugs can be split in advance if the prescribed dosage requires (the tablet must have a cut line indented on the surface; tablets without this indentation are not intended to be split and further advice requested from the GP via the parent or carer).

Staff must follow the Administration of Medicines Procedure which is displayed in the medical room. Only staff who have undertaken ‘Administration of Prescribed Drugs’ training can administer drugs however, any member of staff can witness the administration.

Any change to the dose of drug prescribed must be supported by a letter from the prescribing professional.

In the unlikely event that a student is given the wrong medication or the wrong dosage of their medication, professional medical advice will be sought immediately.

In the event of a breach of security related to medication, the school will immediately conduct a dynamic risk assessment and will take appropriate action i.e. informing the Police, Ofsted and any other agency necessary.

Any change in the amount of drug prescribed must be supported by a letter from the prescribing professional. Staff must not sign for medication taken that they have not witnessed.

## **Timing of Administration**

Check the Medical Log to ensure that the medication has not already been given and ask the pupil if in doubt. All prescribed drugs must be given at the correct time, signed out by the person taking out the medication and only countersigned by another member of staff when the pupil has taken it. The medication must then be returned to its box in the cupboard.



If a pupil refuses to take their medication, then this must be noted in the Medical Log and countersigned and the parent or carer informed. Should the pupil then take the medication at a later time, this must also be logged and staff and parents/carers informed.

All pupils must be given their medication in the Medical Room only. Staff must not carry controlled drugs unless the pupil is on an off-site activity or at College.

## **Storage and Stock Control**

The Controlled Drugs Cabinets and cupboard door must remain locked at all times and the key returned to the lockable cabinet in the Admin Office. No pupil is to be allowed access to the Medical Cabinet or Controlled Drugs Cabinet. All Controlled Drugs should be kept in clearly labelled pharmacy boxes inside the locked Controlled Drugs Cabinet until administered. Any medication that is no longer in date, or prescribed will either be returned to parents (if safe) or will be returned to a pharmacy for safe disposal.

The stock of medication will be counted weekly. Any additional stock should be clearly recorded in the Medical Book and countersigned.

## **Self-Administration**

Inhalers for asthma must be kept by students. A spare inhaler may be kept by the school in case of emergencies. Parents and carers should teach their children how to self-administer their asthma medication.

## **Best Practice and General Procedures**

### **Staff must not sign for medication taken that they have not witnessed**

The following guidelines are based on Drug Manufacturers instructions, medically prescribed direction and Ofsted National Minimum Standards recommendations.

- Medicines such as Ritalin, Concerta, Equasym, Respiridone and Atomoxetine are Controlled Drugs and must be treated as such at all times.
- **All** drugs must be given at the correct time, signed out by the person taking out the medication and only countersigned by another member of staff when the pupil has taken it.
- On trips and outings, medication will be carried by staff in a suitable container and clearly labelled. Medication sheets will be signed firstly when the medicines are taken out and secondly after they have been taken.
- Parents and carers must inform the school of any changes to medication immediately. Parents and carers must not send medicines into school that are not clearly labelled, in its original packaging, in date and age appropriate. If this happens then the medication will not be administered. Unmedicated students with severe ADHD, or a severe condition, may be sent home for health and safety reasons.

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- Residential pupils will have forms that clearly state what medication the school are allowed to give on a day to day basis (see medical forms for residents). Information will also be provided on allergies and other issues that could have a bearing on medication given.
- The parents and/or carers of day students will be contacted by phone before day to day medication is given by the school. If the permission is not given, medication such as Paracetamol must not be given.
- Staff will receive training on the administration of medicines.
- Where a students' medication is particularly complex, a risk assessment will be undertaken and a clear and agreed plan of action will be developed.
- If necessary the school will supervise and support any student that takes insulin for diabetes. Parents should provide the school with a written plan for diabetes in conjunction with their GP. Injected insulin or similar types of medication will be kept in a medical fridge in the medical room and the temperature will be monitored regularly
- 'Named persons' are appointed for the administration of medication that requires specialist training (epipens).
- The DfE guidelines can be found at: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>