



## Medina House School Administration of Medication Policy

### Introduction

At Medina House School, staff, parents and children work together to create and maintain a safe environment – see Child Protection and Safeguarding Policy.

Many of the children at Medina House have complex needs or additional medical needs which means that medication often needs to be administered during the school day.

The focus of this policy is on procedures to ensure safe procedures are in place for storage and administration of medication in line with safeguarding and safe working practices policies.

It has been written in line with the UKCC guidelines on drug administration in consultation with the school nurse.

This policy will cover all the following:

- Drugs prescribed by a child's GP/Consultant/CAMHS
- Short Courses eg antibiotics
- Occasional Medication eg Paracetamol (must be prescribed for each child if to be given regularly) or protocol for administration of Analgesia to be followed and medication guidance sheet to be completed for each individual child.
- Emergency medication eg buccal midazolam/rectal diazepam

### Protocols and Procedures

Medication will only be administered if:

- Written parental permission (which has been signed and dated) has been given to the school nurse and class teams.
- Medication is in original packaging complete with pharmacy label showing child's name, strength of medication, dose and frequency and time (exception to this is Administration of Analgesia (see protocol))
- The medication is in date (Class teams/School Nurse will make regular checks) and enough medication is in school.

#### **Any medication that is sent in to school will go straight to the class team, who will:**

- Check that the pharmacist label on the bottle/packet received records the child's name, date of birth, dosage, frequency and expiry date
- Contact parents if there are any doubts eg if it is past expiry date/if they notice the dosage has changed
- Record that they have received it in school
- Complete and sign (with two signatures) an administration sheet for every medication and dose, every time they draw up and administer medicine.

If a parent informs the class team of a change of medication that is not reflected on the label, the class team will inform the school nurse who will contact the child's GP/Paediatrician for clarification.

## Actual Administration

To be followed in this sequence:

- Identify 2 people – one to administer and one to witness administration
  - Fetch medical file and turn to the right child and find the administration sheet that applies to them.
  - Open key box and then use key to open medical box
  - Remove medication – both identified people to check medication is the same name and strength as on medication administration sheet, and that medication is in date
  - Administrator to draw up medication according to dose on sheet and bottle – if these are different, STOP and CHECK!
  - If ok, draw up medication –with witness checking dose is correct
  - When both agreed, administrator to administer meds and witness to stay with them
  - Witness to fill in date and time and details of meds
  - Both members of staff to sign form
- (Please see appendix 1, this contains the process in which medication is to be administered)*
- Class teams are trained by the school nurse/ community team to draw up and administer medication including emergency medication for seizures e.g. rectal diazepam/ buccal midazolam/oxygen.
  - Protocols exist for all pupils who require emergency medication eg buccal midazolam.
  - Fridge items held in the school nurse's room are kept in the fridge in a locked room.

## Concern Regarding Appropriateness of Drug Administration

- If the School Nurse has any doubt about the veracity of administering any medicine to any particular child (e.g child unwell) she will contact the child's parents in the first instance and then other professionals as required e.g. GP/paediatrician/ community nurse with parental permission, to ascertain the next step of agreed plan of action ( dose omitted and/or delayed). N.B In the absence of the school nurse, the Headteacher and or Deputy Head will take described actions.
- The content of this communication will be recorded, dated and signed.

## Vaccinations

- Sometimes, in accordance with the School Nurse Service, vaccinations eg flu will be administered at MHS. The MHS School Nurse will do this with another Nurse from the School Nurse Service and/or support vaccination programmes run by external agencies. All statutory guidance will be followed including gaining written parental permission.

## Storage of Drugs

- **All medication will be stored in a locked cabinet in the Classroom. Antibiotics will be kept in the fridge in the School Nurse's room, which is locked.**
- **Once medication has been drawn up it is stored in named syringes in a sealed red box which is then stored in a locked cabinet in class.**
- **Individual protocols for specific medication are available e.g. paracetamol, buccalam, movicol**

Approved by Governors on .....

Signed:.....

Chair of Governors

Date to be reviewed: October 2019

# Appendix 1

## Medina House – Process for Administration of Medication Protocols

### MEDICATION CAN ONLY BE ADMINISTERED IN SCHOOL IF:

- Parents have completed appropriate medical forms
- Medication that is sent in matches that outlined on the forms
- Medication comes into school in original box/bottle labelled with a pharmacy label showing child's name and name of medication and correct dosage (according to parent form)
- Medication is in date.

**PLEASE CHECK DATES REGULARLY AND ALERT PARENTS 2 WEEKS BEFORE IT RUNS OUT. THIS IS PARTICULARLY IMPORTANT FOR EMERGENCY MEDS EG BUCCAL (That may not be in daily use)**

**IF YOU HAVE ANY CONCERNS ABOUT MEDICATION BEING CORRECT, PLEASE SEEK ADVICE FROM ANNA (SCHOOL NURSE) OR JULIE STEWART (HEAD TEACHER) OR ALEX AUGUSTUS (DEPUTY HEAD) IF ANNA IS NOT IN.**

### ACTUAL ADMINISTRATION OF DAILY REGULAR MEDICATION:

To be followed in this sequence:

1. Identify 2 people – one to administer and one to witness administration
2. Fetch medical file and turn to the right child and find the administration sheet that applies to them.
3. Open key box and then use key to open medical box
4. Remove medication – both identified people to check medication is the same name and strength as on medication administration sheet, and that medication is in date
5. Administrator to draw up medication according to dose on sheet and bottle – if these are different, STOP and CHECK!
6. If ok, draw up medication –with witness checking dose is correct
7. When both agreed, administrator to administer meds and witness to stay with them
8. Witness to fill in date and time and details of meds
9. Both members of staff to sign form

**ADMINISTRATION OF EMERGENCY MEDS MUST BE CARRIED OUT IN ACCORDANCE WITH CHILD'S INDIVIDUAL PROTOCOLS BY A TRAINED PERSON AND MUST BE WITNESSED AS ABOVE.**