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ADMINISTRATION OF MEDICATION POLICY

Administration of Medication Policy V26.1

Administration Of Medication Policy	
Version History	
V24.1	<ul style="list-style-type: none">• “with written instructions” added into medication sent into school.• Location of medication storage added.• Amendment to rescue medication for Pier 3 pupil.<ul style="list-style-type: none">• Clarification around controlled drugs being double locked inside meds cabinets.• Updated guidance on PPE.<ul style="list-style-type: none">• Updated guidance on medication storage of a bereaved child.• Guidance on near misses/ medical errors.• Guidance of administration of medication on residential trips.
V26.1	New policy – significant changes throughout

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The medication policy will be reviewed annually by the policy lead to ensure that it reflects current working practice within Shorefields School.

Staff responsible for the administration of medication will be made aware of any changes following the review process.

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Introduction

Please refer to guidelines for 'Supporting pupils in school with medical conditions' in Educational Settings September 2021.

Each educational setting has responsibility to ensure that all appropriate policies and documents are completed and available in line with their statutory duties and to ensure that they can effectively meet the needs of children and young people with health and medical needs who attend their setting.

The purpose of this policy is to ensure the following:

Policy Objectives:

- Provide appropriate support for pupils requiring medication.
- Implement effective arrangements for managing medical conditions.
- Maintain high standards of health and wellbeing.

Key Practices:

- Only essential, prescribed medication from qualified professionals is permitted.
- Staff administering medication or nutrition must complete relevant training.
- Parents must sign admission forms for consent to give prescribed medication in school and parents are made aware of this policy via the student handbook.
- Medication is recorded via the school's medication recording system with the school nurse being a single checker, and other trained staff acting as dual checker.
- The school maintains a register of trained staff.
- In exceptional circumstances and following discussions with parents, pupils may be encouraged to manage their medical needs independently.
- Healthcare plans are clinician-reviewed and regularly updated.
- Emergency procedures are detailed in individual healthcare plans.
- Adequate insurance is maintained for medical conditions.
- Pupils are treated individually, with input from parents/carers.
- Parents/carers must replenish medication upon request.

Admissions Meeting/ Consent for Medical Care

Upon a pupil's admission to school, parents, carers, or guardians will be asked to complete a medical form during the pupil's admission meeting. This form should include:

- Past medical history
- Current medical conditions and treatments
- Known allergies
- Record of immunisations

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- Consent is gained to give prescribed medication.

Consent will also be sought for the administration of non-prescribed pain relief medications, such as:

- Calpol
- Paracetamol tablets
- Ibuprofen (If parent specifically requests)

When pupils are attending a residential visit, a separate school journey consent form will be obtained for medication with up-to-date information.

School staff are not permitted to apply restraint for medical purposes but some children may require the use of non-restrictive support such as a 'side hug' in line with our schools Positive Behaviour Policy.

Principles of Good Practice for Medication Administration in School

To ensure the safe and effective administration of medication at Shorefields School, the following principles must be adhered to:

Medication Requirements

All medication sent to school must:

- Be prescribed by a doctor.
- Be clearly labelled by a pharmacy with the child's name, dosage, frequency/timing, and expiry date.
- Any over-the-counter or 'homely remedies' only if labelled by parents with written instructions matching the above criteria.

Purpose of Medication

Medicines will only be administered to:

- Cure or prevent illness.
- Relieve symptoms as directed on the packaging following discussion and as agreed with the parents as well as the prescribing practitioner.
- Medication will not be used to punish or control behaviour. However, there may be times when a pupil may be experiencing heightened anxiety and medication may be prescribed to relieve symptoms as per their care plan by an authorised clinician. This will have been discussed at length with the school, parents and clinicians prior to medication starting.

Parental Responsibilities

Parents, carers, or guardians must inform Shorefields School of any changes to their child's medical needs, including:

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- Updates to prescriptions.
- Changes in treatment or symptoms.
- New information from doctors or consultants.

This information should be directed to the schools Health Team via the schools agreed Home/School communication method in writing unless in exceptional circumstances.

School Responsibilities

The school will continue to follow each pupil's:

- Individual Healthcare Plan.
- Eating and drinking plans.
- Dysphagia plan.
- These will remain in effect until written confirmation of changes is received from a health professional.

Administration Standards

Medication will be administered in a manner that respects:

- The child's dignity and privacy.
- Cultural and religious beliefs.
- Medication may be administered in a range of areas including:
 - The Medical Room
 - Specialist Class Area (if deemed appropriate for the pupil)

Off-Site Activities- Local Area

- During off-site events, medication will either be prepared for administration by the school nurse or two medication trained staff ahead of the trip, and administered to the pupil by two agreed members of staff who record the process. Or if two medication trained staff are on the trip they will administer the medication and record the process in line with this policy.

Encouraging Independence

- Where appropriate, children will be encouraged to participate in their care to encourage independence under supervision from staff.

Out-of-Hours Medication

Parents are expected to administer medication outside of school hours when feasible.

This includes:

- Once-a-day medications.
- Twice-a-day and three-times-a-day medications, especially for children living locally.

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However, the school will work closely with parents to wherever possible ensure meds are given at home however the school understands there may be some exceptions to this circumstance.

- The school recognises that many pupils travel long distances to get to school and this may affect when they receive medication. Discussion and agreement with parent around this will occur when starting new medication.
- The school recognises the complexity to some medications that may require the support of the school nursing team.

Medication Handling and Storage Procedures

To ensure the safe management of medication at Shorefields School, the following procedures must be followed:

Medication Checks and Records

- All medication must be checked and recorded upon arrival by the medical team.
- Emergency medication will be signed in/ out of medication cabinets when leaving the school site.

Storage and Access

- Medicine cabinets in the medical room are accessible only to authorised staff.
- Medication cabinets in classrooms for the use of routine medication/ emergency medication are accessed by staff. However, access to these cabinets are restricted for the purpose of emergency medication only. Access to routine medication is strictly authorised to trained staff.
- Controlled drugs keys will be kept centrally (separate from classroom medication cabinet keys) with the nurse, to restrict further access.
- Fridge-dependent items must be stored in a suitably locked refrigerator located in the medical room.
- Medications such as adrenaline injectors, asthma pumps, insulin packs, and epilepsy treatments that need to remain close to the pupil will be kept in lockable classroom medical cupboards accessible only to staff. However, some currently remain in a central location whilst the school rolls this out.
- Prescribed nutritional supplements remain in class.

Packaging and Labelling

- All medicines must arrive in their original pharmacy-labelled containers with clear instructions from the prescriber.
- Prescribed nutritional supplements are exempt from this rule if a care plan is in place, which will be treated as the prescription.

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- Containers such as eye drops, creams, and liquids must be marked with the date of opening due to limited shelf life.

Discrepancies and Concerns

- If medication is not in its original packaging or there is any uncertainty, staff must contact the School Nurse or SLT in the nurses absence.
- Staff must check expiry dates and pharmacy labels. Any discrepancies must be discussed with parents/carers/guardians so they can follow up with the dispensing pharmacy.

Communication with Families

- The Medical Team will liaise with parents/carers/guardians to ensure an adequate supply of medication.
- A first reminder will be sent when at least three days of medication remain and longer for rescue medication.
- A second reminder will be sent home with the pupil on the day the medication runs out.

On-Site Duration and Return

- Medication is only kept on-site for the duration indicated on the label.
- It is the delegated responsibility from the Medical Team to the class team to retrieve and send home the medication, handing it over to taxi staff where applicable.

**UNDER NO CIRCUMSTANCES SHOULD MEDICATION BE LEFT IN A CHILD'S BAG.
CLASS STAFF ARE RESPONSIBLE FOR CHECKING SCHOOL BAGS IN THE MORNING.**

Disposal of Medication

Medication should be disposed of promptly under the following circumstances:

- The medicine has reached its expiry date.
- The course of treatment has been completed, discontinued, or is no longer required.
- The pupil has refused to take the medication.
- The medication has been spoiled or compromised.
- The pupil has sadly passed away.
- The pupil is leaving school to a new establishment or has reached end of school age.

Whenever possible, medication should be returned to parents, carers, or guardians for safe disposal. If the medication is dissolvable and can be safely disposed of via the sink, this method may be used. Specific circumstances (such as bereavement) the school nurse will record and ensure the safe disposal via pharmacy.

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Disposal of Sharps

Sharp items, such as lancets used for blood glucose monitoring, must be disposed of immediately after use. To ensure safety:

- Sharps bins are located in the lockable medical room.
- These bins must never be placed on the floor.
- They must always be kept out of reach of children

Administration of Medication

Medication must be administered with care, accuracy, and respect for the pupil's dignity, privacy, and cultural or religious beliefs. The following procedures must be followed:

The 6 Rights of Medication Administration

- 1. Right Child**
- 2. Right Medicine**
- 3. Right Dose**
- 4. Right Time**
- 5. Right Route**
- 6. Right to Refuse**

Preparation

- Wash hands thoroughly with warm, soapy water before administering medication.
- Wear disposable gloves at all times during administration of enteral medication.

Verification

- Staff must check the medication name, pupil's name, expiry date, and dosage before administration.
- Controlled medication requires verification by two medication trained staff members and signed on separate controlled drug charts.
- Two staff members confirm the identity of the pupil receiving the medication, in the event of the nurse being a single checker, this could include the class staff verifying the child with the nurse.
- Known allergies must be checked prior to any new medication being brought into school.

Administration Guidelines

- Administer medication strictly according to the prescriber's instructions as printed on:
- The pharmacy label

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- The medication recording sheet.
- The Individual Health Plan (IHP) for nutritional supplements
- The dysphagia plan for medications requiring consistency changes
- Non-prescribed medicines must be administered following the instructions in the patient information leaflet.
- PRN (as-needed) medication must follow the prescriber's directions and the school's procedure for administration of PRN. Parents will be contacted if this is required in the morning to check this has not already been given at home and verbal messages will not be accepted. PRN medication given before school must be written in the agreed home/ school communication method, for pupils coming in at 9am this will apply up to 1pm. For pupils that come in late, parents will be contacted by phone if PRN medication is required in the school day. A record of any paracetamol or PRN medication given will be kept in the child's notes and parents informed.
- If within the above timeframe and consent for PRN is needed, throughout the day a member of school staff will call the primary contact and record the outcome (on) the PRN Medication consent sheet.

Emergency Medication

Pupils requiring emergency treatments (e.g., Rectal Paraldehyde, Buccal Midazolam, oxygen, Epi-pen, diabetes management) must have a care plan written by a health professional in collaboration with parents/carers/guardians. This plan must provide clear instructions for staff.

Safety Protocols

- Do not administer medication if there is any concern or uncertainty—consult a senior manager immediately.
- Do not alter pharmacy labels under any circumstances, the school nurse will oversee pharmacy labels which are changing due to changes in dosages as discussed with parents or prescribing clinician.
- Do not administer medication if the label is missing or illegible—seek advice from the School Nurse or SLT immediately.
- Medication must never be transferred between containers.
- Measure liquid doses accurately using appropriately sized syringes or medicine pots. When using a pot, lower yourself to counter level or raise to eye level to ensure precision.

Documentation

- Record administration on the correct medication administration sheet.
- Completed drug administration charts are filed on the child's Nursing Notes.
- Maintain confidentiality regarding the pupil's medical history and treatment.

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In Case of Error

- Contact the pupil's parents immediately.
- Monitor the pupil closely.
- Report the incident to the School Nurse and SLT and record the incident on the pupils My Concern.
- If adverse effects occur, contact appropriate healthcare services (GP, 999, 111, or the overseeing specialist).

Non-Prescribed Over-the-Counter Medicines

Shorefields School has strict guidelines regarding the use and administration of non-prescribed medication:

Prohibited Items: Parents, carers, or guardians must not send homemade remedies or over-the-counter vitamin supplements to school.

Stocked Medication: The school will stock age-appropriate Paracetamol and (Ibuprofen- if sent in by the parent) solutions and granules, stored securely in the designated medical room.

CBD Products: Cannabidiol (CBD) products are not permitted on school grounds and will not be stocked or administered under any circumstance. The only exception to this rule is in exceptional circumstances when students are on residential trips and routinely prescribed this outside of school hours. However, this will be discussed on an individual basis by the school nurse and leadership team.

Consent Requirement: *Non-prescribed medication may only be administered if:*

- Parental consent has been obtained in advance.
- Parents have taken responsibility to research potential interactions with any prescribed medication.

Aspirin Warning: Children under 16 must not be given any medicine containing aspirin unless it has been specifically prescribed by a doctor.

Dosage Checks: *Pain relief medication must not be administered without:*

- Verifying the maximum allowable dosage.
- Confirming the timing of the previous dose.

Staff Purchases: Only Calpol, and Paracetamol tablets may be purchased by the Health Care Team.

Other Approved Medicines: *Over-the-counter medicines for minor ailments may be administered, provided:*

- The original packaging includes the patient information leaflet.

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- Administration follows the instructions outlined in the leaflet.

Covert Administration of Medication

Disguising medication in food or drink is generally not permitted. However, in exceptional circumstances, covert administration may be considered under the following conditions:

- The medication is essential for the pupil's health and well-being.
- The pupil's best interests are always the primary consideration.
- Covert administration should only be used as a last resort, following a thorough assessment of the pupil's needs and capacity.
- The decision must involve parents/carers, relevant health professionals, and the prescriber as part of a multidisciplinary team.
- Once agreed, the decision must be clearly documented in the pupil's Individual Health Care Plan (IHCP) to ensure all staff involved administer the medication in a safe and consistent manner.

Important Note:

If a pupil is fully aware and chooses to have their medication added to food or drink, this is not considered covert administration. In such cases, staff must seek advice from the prescriber or pharmacist to confirm that the medication is safe to mix with food or drink.

Controlled drugs

Shorefields School follows strict protocols for the handling, administration, and disposal of controlled drugs to ensure safety and compliance:

Documentation and Receipt

- All controlled drugs received from parents, carers, or guardians must be signed in and out on the controlled drug form (yellow medication sheet).
- Two members of staff are required to complete the sign-in/sign-out process.

Storage

- Controlled drugs must be stored securely in designated lockable containers inside lockable drug cabinets. Keys to the controlled drug boxes are kept centrally by the senior leadership team and School Nurse.

Administration

- Only a suitably trained member of staff may administer controlled drugs.
- Administration must be witnessed by a second staff member.
- The administering staff member must record the details in the pupil's-controlled drug record, and the witness must countersign.
- Any complex dosage calculations must be double-checked by a second staff member before administration.

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Disposal

- Controlled drugs that require disposal must be returned to the pupil's parents, carers, or guardians.

Auditing

- Controlled drugs must be audited and counted after each administered dose by both the administering staff member and the witness.

Record Keeping for Medication Administration

Accurate and timely documentation is essential to ensure safe and accountable medication practices. The following procedures must be followed:

Records: All medication administered to pupils must be recorded using the school's designated forms.

Required Details: Records must include:

- Name of the medication
- Method and amount administered
- Time and date of administration
- Name of the administering staff member
- Any observed side effects
- Requests for more stock.
- Medication sent in/ out.
- Any spillages or difficulties.
- Absences from school meaning missed medication administration.
- PRN Medication- consent received by and from who.

Timeliness: Entries should be made immediately after medication is administered.

Non-Administration: If medication is not administered, the reason must be documented.

Prescription Changes:

Any changes to prescribed medication must be supported by:

- Written confirmation from the prescriber (letter or email), or
- A new prescription with updated dispensing details on the label

Medication Transfers: Records must be kept for all medicines leaving or returning to the school.

Retention and Disposal: Medication records must be retained for the duration specified by the relevant regulatory body. After this period, records must be securely destroyed in accordance with General Data Protection Regulations (GDPR).

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Nutritional Supplements: Records of prescribed nutritional supplements must be maintained on class feeding planners and signed by the administering staff member.

Offsite Activities

To ensure the safety and well-being of pupils with medical conditions during offsite activities, the following procedures must be followed and read in conjunction with the school's EVC policy:

Planning and Risk Assessment

- A risk assessment and Evolve Form must be completed by the trip leader in consultation with the Headteacher and Educational Visits Coordinator.
- This assessment will determine the level of support required for each pupil to participate safely.

Medication Transport and Storage

- Safe transport and secure storage of medication must be planned in advance.
- Medication must be stored in the designated medical backpack (red bags), which also contains a First Aid kit, and kept secure by a responsible staff member.

Staff Responsibilities

- At least one staff member on the trip must be:
- Familiar with the pupil's medical condition, treatment plan, and risk assessment
- All medication taken offsite must be signed in and out before and after the trip.

Record Keeping

- Staff must document all medication administered during the trip.
- The same medication administration procedures used on-site must be followed during offsite activities.

Residential Trips

Planning and Risk Assessment

- A full residential trip risk assessment is completed in line with the schools Educational Visit Policy.
- This assessment will determine the level of support required for each pupil to participate safely.

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- The school will ensure there is two medication trained staff on residential.
- Up to date consent will be received for the school journey including a medication list.

Medication Transport and Storage

- Medication will be sent in three days before the trip wherever possible and stored in school for the nurse to check and forms prepared.
- Safe transport and secure storage of medication must be planned in advance.
- Medication must be stored in the designated medical box for trip, also contains a First Aid kit, and kept secure by the senior leadership member responsible for the trip.
- Meds are returned to families at the end of the trip.

Staff Responsibilities

- At least one staff member on the trip must be:
- Familiar with the pupil's medical condition, treatment plan, and risk assessment
- All medication taken offsite must be signed in and out before and after the trip.

Record Keeping

- Staff must document all medication administered during the trip.
- The same medication administration procedures used on-site must be followed during offsite activities.

Specialist Medical Tasks

Including Administration of Rectal Paraldehyde and Buccal Midazolam

Staff may be required to administer medication using specialised techniques. These may include, but are not limited to:

- Insulin injections
- Nebulisers
- Buccal Midazolam
- Rectal Paraldehyde
- Gastrostomy feeds
- Oxygen therapy

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- Diabetic care
- Adrenaline (Epi-pen) administration

Training and Assessment

- All staff involved in specialist medication administration must receive appropriate training from a qualified medical professional.
- Epilepsy care and rectal solution administration training will be delivered by an approved trainer, such as the school nurse.
- The school nurse/ community nursing team or relevant specialist will assess procedures and develop an Individual Health Care Plan (IHCP) for each pupil requiring specialist support.
- Staff must strictly follow the IHCP when administering medication or providing care.

Standard Cycle of Training- For All Staff

- Initial training: Face to Face with School Nurse.
- Followed by observations in class.
- Supervised practice in class until competency sign off.
- Competency Sign Off: At an agreed time by the school nurse.
- Refresher Training: Via TES Training Module or In Person followed by a competency sign off by the School Nurse.

Prescription and Documentation

- A valid prescription with clear written instructions regarding dosage must be in place.
- Medication records must accurately reflect the prescribed dose and administration details.
- Trained staff must document:
 - Time of administration
 - Duration of seizures
 - Intervals between seizures

Emergency Protocols

- If seizures persist despite following the care plan, an ambulance must be called immediately.

Training Records

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- All training related to the administration of Rectal Diazepam, Paraldehyde, and Buccal Midazolam must be fully documented due to the critical nature of these medications and the circumstances in which they are used. Parents/carers/guardians will be contacted immediately if emergency epilepsy medication is given and may be asked to collect their child if necessary. If pupils are travelling on the bus, the transport provider will be informed.

Auditing of Medication

Regular medication audits are essential to ensure safe, compliant, and effective medication management. These audits should be conducted by the Medical Team/ School Nurse/ Senior Leadership Team at regular intervals.

Areas to Be Audited

Audits must include a thorough review of the following:

- **Record Accuracy:** Ensure all medication records are complete, up to date, and accurately maintained.
- **Medication Counts:** Verify physical stock against recorded quantities.
- **Expiry and Opening Dates:** Check expiry dates and opening dates on eye drops and liquid medications.
- **PRN Medication:** Confirm that "as required" (PRN) medications are within date and appropriately documented.
- **Stock Control:** Monitor inventory levels to prevent shortages or overstocking.
- **Controlled Drugs:** Review storage, administration, and documentation of controlled substances.
- **Documentation:** Inspect all completed forms and medication-related paperwork for compliance and completeness.

An audit checklist of medication is completed by the medical team and senior leadership team frequently to ensure compliance with this policy.

Medication Administration Errors

Despite the high standards of care and practice at Shorefields School, medication errors may occasionally occur. A medication error may include:

- Administering medication to the wrong pupil
- Administering the wrong dose
- Omitting a scheduled dose
- Administering medication at the wrong time

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- Failing to record the administration
- Administering via the wrong route
- Incorrect stock balance of Controlled Drugs
- Administering expired medication
- Near misses

Immediate Actions

If a medication error occurs:

1. If the pupil shows signs of adverse reactions, contact appropriate healthcare services (GP, 999, 111, or the overseeing specialist)
2. Report the incident to the School Nurse and Senior Leadership Team without delay and record the incident on My Concern.
3. Contact the pupil's parents/carers immediately
4. Monitor the pupil closely for any adverse effects

If a near miss occurs:

1. Report the incident to the School Nurse and Senior Leadership Team without delay and record the incident on My Concern.
2. Contact the pupil's parents/carers if deemed appropriate.

Documentation and Follow-Up

- A detailed record of the error must be completed on MyConcern.
- A member of the Senior Leadership Team as directed by the headteacher will conduct an inquiry and implement any necessary actions
- Parents and relevant staff will be kept informed of any updates to procedures or practices
- Where appropriate, the relevant regulatory body will be notified

Safeguarding and Medication Management

Safeguarding concerns may arise in the context of medication administration. These include:

- Deliberate withholding of medication without a valid medical or clinical reason
- Misuse of medication for purposes other than the pupil's health and well-being
- Intentional harm caused through the inappropriate use of medication
- Accidental harm resulting from incorrect administration or medication errors

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All suspected or confirmed safeguarding incidents related to medication must be reported immediately and handled in accordance with the school's standard safeguarding procedures.

Administration of Medication Training

To ensure safe and effective medication practices, all staff involved in administering medication must complete the following training and competency requirements:

Training Requirements

- Staff must successfully complete The Administration of Medication in Schools TES Online Module and read the Essex County Council workbook.

Competency Sign-offs

- After certification, staff must complete competency sign-offs, each observed by the School Nurse.
- These sign-offs confirm practical proficiency in administering medication safely and accurately.

Competency Review

- After certification, staff must complete one refresher competency sign off observed by the school nurse every six months to continue to meet competency standard.

Post-Error Protocol

- In the event of a significant medication error, the staff member involved must repeat the training and competency sign-off process to ensure continued competence and safety.