

MEDICATION POLICY

National Minimum Standards 3 Health and Wellbeing 2015

Informed by: The Handling of Medicines in Social Care 2015 NMS 03 06 2015

<https://www.rpharms.com/social-care-settings-pdfs/the-handling-of-medicines-in-social-care.pdf>

1. Admission

When the school admits a new boy there is the potential for them to be on prescribed medication. This will be picked up in the pupil induction check list which is completed by the pre or post 16 coordinator for the new boy. The pupil will have an IHP placed in their folder on the DFS and this will record any medical intervention done whilst at school and any information from the parents/carers updated when the document is sent home. NMS 3.9

When prescribed medication comes into the school all parents are informed that this must be done by an adult. The medication will be handed to the school receptionist and an entry will be made in the log kept there as too the date and type of medication handed over or directly to a member of the SocEd team where it will be logged onto the working weekly document.

The following is the responsibility of the allocated key worker:

The initial production of a MAR sheet with the information cross-referenced to the appropriate white board on the pupil's unit for visual confirmation. The MAR sheet will be kept electronically in the appropriate folder in the Social Education [SocEd] handbook on the DFS. If the pupil is prescribed a controlled drug [CD] then its entry onto the MAR sheet will be indicated in red and a controlled drug book will be set up which will be individual to the pupil.

The MAR sheet for the CD only will be clipped in the appropriate page of the CD book so that it can be checked and cross referenced to the page in the CD book to ensure accurate recording of this medication. Both methods of recording administration of a CD need a counter signature from a qualified MOS at the moment of administration.

The medication will then be stored in the locked medicines cupboard of the pupils boarding unit [or in the SocEd office if a day pupil] in an area dedicated to this individual to stop possible mixing of medications. There will also be an entry onto the DFS system under medication weekly working sheet. It is good practice to inform the staff team of the new pupil's medication requirements by email as this provides an alert to staff taking off site trips such as outdoor education.

On the leaving school log form there is a specific section for trip leaders to note medication required for the pupils involved.

The source of the medication will be identified and contact made with home to establish re-ordering procedures. Evidence of home contact is established on the medication working document.

It is important at this stage that information gained from the boy's admission forms indicating any allergy to a particular medication or anything else is noted and that this information is made available to the staff team as a whole, there could be implications for the provision on outdoor education if the boy requires medical treatment whilst on a trip or an allergy to a specific food ingredient.

Allergy/ medication information will be added to the allergy/medication list found on the DFS care/medical folder and reprinted when changed to keep it current for quick reference. The sheet is displayed in the SocEd office.

It can be the case that a new boy is presently undergoing medical intervention from their local NHS CCG. It is good practice for this to continue to aid continuity of care if at all possible. The school will provide support to parents to ensure that all medical appointments outside of our local area are kept. The school works in partnership with parents informing them of medical appointments that have to be made and seeks information on on-going medical support that is provided from the home setting. Where ever possible reports are shared with the school to inform the care plans and future planning. The school will be guided by the parents and the students about supporting them at medical meetings.

2. Staff responsibilities

All members of the SocEd team have to follow the guidance provided for their respective units taken from the Royal Pharmacology Society guidance The Handling of Medicines in Social Care 2015 and also on the medication requirements of the pupils who reside there.

This guidance is included as appendices to this main document.

The provision for day boys is that their prescribed medication as required is administered from the medical cupboard in the SocEd office. All non-prescribed medication is administered from the unit [age appropriate in the event of day boys] medical cupboards to ensure a check is made on the frequency of administration and that the boy only receives non prescribed medication from one source in school.

The SocEd team are trained to use the school medication system as part of their induction being observed by experienced staff. This is to ensure that the correct procedure to admit prescribed and non-prescribed medication into the school is followed and to ensure that medication can be accounted for and administered correctly. New members the care team will undertake an on line course in administration of medicines as part of their induction. Staff who are taking school trips and are required to administer medication will also complete the on line course the link for which is below. Details for logging onto the course are provided by the Office Manager.

<http://www.social-care.tv/courses/course-details/56>

It is important that at the end of each term the medication is counted for the start of the new term thus ensuring that we have all the stock required and this is recorded on the working document of the DFS.

3. Administration Guidelines

If the prescribed medication is handed in at the school's reception a log of the date and time and the adult handing it over is kept by the receptionist. The medication is held in a locked draw until a member of staff from the SocEd team is contacted to move the medication into the school system.

The admission of prescribed and non-prescribed medication involves checking that the medication amount written on the named and dated packet matches the number of tablets contained within upon delivery to the school by a member of the SocEd team. Any discrepancy in these amounts will be reported to the school medications officer (Head of SocEd) for their immediate investigation.

When this has been completed the member of staff who is doing the check should enter the medication amount into the working weekly document on the DFS (the details will include the name of the pupil, the amount of drug being admitted, the strength of the drug being admitted and the total amount of drug in stock at that time) and then electronically sign it. It is the Head of SocEd responsibility to ensure that this document is archived in at the end of each week in the medical section of the SocEd handbook.

Parents are informed that under no circumstances are boys to bring medication into the school independently; it has to be in the control of an adult at all times or sent by special delivery. Also, to make any changes in medication the school must receive the request in written format from the person who has clinical responsibility for the pupil in question. It is not acceptable under any circumstances to change any level of medication on a parents or pupils request.

When administering the prescribed medication, the dosage and the times of administration of these medications will be indicated in three places. The first of these is on the boy's MAR sheet which is held in the medication cabinet on the student's shelf or drawer or in the CD book as required. The second place of reference and checking is a white board displayed in all medication rooms on which a grid is drawn providing names, times, amount of medication and type of medication to be given for the boys who reside there. The third place is on the actual prescribed medication box.

This information should correlate directly to that provided on the MAR sheet and if for any reason it does not then the medication officer (Head of SocEd) should be informed immediately. In the case of a boy not being in school the medication slip for this period must reflect this. It is not acceptable practice just to leave the slip blank for the dates of the boy's absence. Prescribed medicines are only given to the children to whom they are prescribed. NMS 3.8 2015

In the case of a boy needing prescribed medication whilst on a school trip such as outdoor education, it is the responsibility of the trip leader to take the medication with them complete with the MAR sheet and replace these items back in the correct medication cabinet upon their return. The medication will be signed out and recorded in the book held in the medical cabinet. This allows us to track any medication that is leaving the school and its return to the system. If required, the medication can be transported in a Meds Lock bag that uses a key or combination entry.

A half-termly check is made as to the consumption of non-prescribed medication; this is to ensure that no one boy is developing a pattern of taking Paracetamol or a member of staff is over administering to one of more pupils (or other non-prescribed medication) that may possibly indicate headaches due to an incorrect optical prescription are occurring, or overuse of non-prescribed drugs for other reasons.

All non-prescribed medication has its own specific recording sheet in all of the residential medication storage cupboards. The sheets must be consulted before any non-prescribed medication is administered to ensure that dosages and timings are within recommended requirements for the boy's age as directed by the manufactures packaging.

When medication is no longer required it is taken to Boots chemist in Thirsk to be destroyed, an entry is made into the pharmacists log that this has taken place. The school sends with the medication to be destroyed an inventory list that is signed and returned to us and kept by the Head of SocEd.

4. Administration Procedure [displayed on medicines cabinets]

Prescribed Medication

Check with the MOS providing the countersignature you are giving the medication to the correct pupil. If you know the pupil by name you can do a visual check. If you are giving medication to a new student or someone you haven't yet met,

ask them what their name is and double check with the name on the medication box. If for whatever reason you are unsure about administering any medication to any pupil do not proceed. It will always be better to ask a colleague for clarification than to make any mistake and incur a medical issue from the pupil.

Select all of the correct medicines for this time of day for that person. Aside from medication in the cabinet there may be other medicines in the fridge, and remember that this person may have different medicines since the last time you were on duty. This is why it is so important to refer to the MAR sheet instead of relying on memory.

Ask the person if they want their medicines before you take them out of the pack. People can refuse medicines for different reasons. When this is an important medicine, it may be better to wait a little while and ask them later. If the person continues to refuse, you must never force the medicine on them and this means that hiding medicine in food or drink is not acceptable practice in any setting.

Some medicines are meant to be taken occasionally when there is a specific need, for example, tablets for pain. If the directions say 'to be taken as required', therefore you need to find out whether the person has any pain before you prepare and offer the tablets. Other medicines like this include treatments for constipation, indigestion, and anxiety. Always put the medicines from the prescribed packet directly into a disposable medicines pot. All administration has to take place from the appropriate medicines cabinet, it is not acceptable for staff to walk around the building with a medicine pot looking for pupils.

Make sure that there is a cup of water available to wash the tablets or capsules down and ensure that they have been swallowed.

If the tablets/capsules are in a monitored dosage or compliance pack open the appropriate section and empty the tablets/capsules into a medicine pot and hand it to the person. If the tablets/capsules are in bottles or strip packs transfer the appropriate number of tablets / capsules into a medicine pot and hand it to the person. If the medicine is a syrup or mixture make sure that you use the medicine spoon or measure that the pharmacist provided — do not just guess or use any spoon or allow the person to drink from the bottle.

The dose of some medicines depends on the results of blood tests. An example is warfarin. Each area has a system to let the person or people who provide care know what the correct dose is. The latest information needs to be kept with the MAR chart.

If you are applying medicines to the skin it is really important to use gloves both for your own protection and also to prevent cross-infection. These medicines are directly absorbed through the skin. If you do not protect yourself, your body will also absorb the medicine.

Always make a record of exactly what you have done at the time. This includes a record when the person refuses the medicine.

If a patient cannot swallow tablets or capsules, then the problem should be discussed beforehand with a healthcare professional who will be able to find out whether a suitable liquid product is available. This could be a liquid version of the original medicine or a different medicine that has the same effect. In either case, this will have to be discussed with the prescriber or pharmacist. Tablets should not be crushed and capsules should not be opened either to make them easier to swallow or to hide them from the patient because this may affect the way that the medicine works with an unrequired quick release into the pupil's system.

Non-Prescribed Medication

The following is a list of non-prescribed medication that we keep for pupil use only.

Pain Paracetamol	500g tablets only
Indigestion	Gaviscon
Constipation	Senna
Diarrhoea	Rehydration Sachets
Cough medicine	Sugar free simple linctus
Calpol	S plus only

Strepils

Hayfever

Any non-prescribed medication given i.e. Paracetamol, medication that contains Paracetamol, cough medicine, etc., must be recorded by the member of staff that dispenses it to the child, on the form situation in the medical cabinet. Paracetamol has its own recording sheets to facilitate tracking of this non prescribed medication.

All the compartments of the non-prescribed medication form must be filled in appropriately, writing the date, pupil's name, the medication given, the quantity and the reason for giving it, the time it was given.

It is vital that the medication is taken and swallowed in front of the member of staff dispensing it; do not under any circumstances allow children to take the medication later unsupervised.

Paracetamol or medications containing Paracetamol from Middle/Flat unit cabinet can only be given to the boys living on the middle & flat floors or the dayboys of the appropriate age. No boys living on the other floors can receive the 'said' medications from this cabinet. Top floor boys must only receive non prescribed medication from their unit. Pupils aged between 6 – 12 years are allowed ½ - 1 tablet every 4 hours either 250mg-500mg. The ages of pupils in lower age units is displayed on the door of the medical cabinet in Middle Floor medication room.

If a member of staff needs medication for themselves they are not permitted to use school medication. They must use their own personal medication which has to be left in the staff room and not sign any out of the school's medical cabinets.

On Friday mornings two SocEd staff members will complete a stock check of prescribed and non-prescribed medication. This information is to be noted and recorded on the working weekly medication check sheet on the DFS. It is the responsibility of the staff completing the end of week stock checks to inform parents to reorder them and record this action in the appropriate box on the form. The Head of SocEd locks a copy of the working weekly meds doc into an archive folder at the end of the week.

4. First Aid NMS 3.6 2015

All staff members within school are First Aid trained by our own in house trainer and will be able to provide a 24 hour cover for all the pupils. Their training is updated every three years and recorded on the school central record. First aid boxes are located in nineteen places through the school including the school minibuses. The boxes are monitored by the Head of SocEd on a termly basis to ensure it meets the required standard of stock and content.

7. Review

The process of administering medication to the boys is continuously monitored by the medication officer [Head of SocEd] who is advised by the whole staff team regarding improvements to the service the school offers to the children. New staff are asked as part of their induction to suggest and discuss any improvements to any aspect of the schools safe handling of medication procedures that they may have seen or used in different settings. The school medication systems are inspected by a trained pharmacist.

Reviewing Schedule Date	Name	Date of Ratification and by whom
Drafted by SE 04.11.2015	Stuart Edwards	
Reviewed by SE 01.12.16	Stuart Edwards	
