



# **Saxon Hill Academy**

## **Administration of Medicines Policy**

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# Policy for Administration of Medicines

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## Introduction

Saxon Hill Academy is a residential special school for children with physical disabilities and complex medical needs. We have approximately 93 children on roll aged between 2 and 19, who attend from across south east Staffordshire.

A high number of students that attend Saxon Hill Academy require a variety of medications, many of them needing to be administered during the school day. A large number of children have complex medical needs, and these are managed through a combination of professional input depending upon the needs of each child. This can include:

- The Special schools' Nursing Team
- Continuing Care Team
- Commissioned Health Care Assistants
- Trained staff (Saxon Hill) with appropriate competency training.

The Academy Council values all our students and will ensure that parents and pupils feel confident with the academy's ability to give effective support for The Academy Principal and staff must always treat medical information confidentially and ensure all students are treated with dignity, care and respect.

Parents and carers have prime responsibility for their child's health and it is their responsibility to provide the Academy with up to date information about their child's medical condition. If information is withheld from staff they should not be held responsible if they act incorrectly in giving medical assistance in good faith.

## 1 Emergency Procedures

The Health and Safety of the students is paramount and therefore if in doubt teaching/support staff should not hesitate in calling the emergency services. At this point parents would also be contacted and informed.

A student taken to hospital by ambulance should be accompanied by a member of staff, who should remain until the student's parent/guardian arrives.

Staff should never take a student to hospital in their own car unless accompanied by another member of staff and only then in extreme circumstances and if they have business user insurance, a current vehicle MOT and a valid driving licence.

Certain students may have an NHS Advanced or a Children's Emergency Care Plan with documented agreed levels of resuscitation. All staff will be made aware that the plan is in place and handed to a paramedic in the event of an emergency situation.

## 2 Roles and Responsibilities

### **The Academy**

The Academy Principal is designated as the responsible person and must ensure that they have knowledge of the Staffordshire Council's Medication Policy HR 109 and any national government or professional body guidance.

The SEN School Nursing team shall undertake their responsibilities within the guidance of the professional body NMC (Nursing and Midwifery Council), and the council's medication policy.

Where it has been decided that medication should be administered, the Academy Principal and designated person should ensure that they have sufficient members of staff who are appropriately trained to manage medicines as part of their duties.

It is the expectation of the Academy Council and Senior Leadership Teams of the academy that medication will be administered by Level 3 Teaching Assistants with appropriate training, and other staff that are suitably qualified and trained who volunteer, or are employed or commissioned specifically, to do so.

Staff will receive appropriate training, in consultation with the School Nursing team, which will be documented and recorded on the staff personnel file.

It is the duty of the Academy Principal to ensure that all staff are trained appropriately and should have read the current medication policy and the Local Authority's HR 109 Medication Guidance policy.

The Academy Principal (or senior member of staff to whom this responsibility is delegated to) must ensure that staff have:-

- Been authorised to administer medication.
- Guardian consent is in place
- Full knowledge of the Medication Policy and that any local arrangements or procedures are followed.
- Received training where this is required.
- Attended refresher training as required.

A list must be maintained by the Academy Principal of all the staff who have been authorised to administer medication and a record kept of their signatures and dates of training. Annual refresher training is mandatory for those administering medication.

### **The Parent**

All parents who consent for their child to receive medication at school will receive a copy of the health care plan, and a copy of the Saxon Hill Academy Administration of Medications policy will be made available (on the school website, or a printed copy on request).

This will demonstrate the Academy's expectations of parents if we are to administer drugs on their behalf.

### **The Student**

Staff will ensure that:

- The student feels confident in the Academy's ability to deal effectively with their medical needs.
- The student has medication administered in a sensitive manner, exercising dignity and respect throughout.
- The student is informed at the time that medicine is being administered or of any other medical procedures that may take place.
- The student is listened to if he/she expresses any concern or worries in relation to their medical needs or medicines administered.

- For students that may have hearing or sight impairment, the staff should try and use alternative communication means i.e. Makaton, communication books, pictures/photographs to aid understanding of what is to happen next.
- The Academy acknowledges any cultural or religious needs, relating to the taking of medication, or any prohibitions that may apply to the student.
- If the student has the mental capacity, he or she would be expected to be compliant with the member of staff who is administering medication, but staff must be aware of all of the above.
- The student develops the ability to be as independent as possible, in taking and administering his/her own medication, if he/she has the skills and ability to do so.

### **Medication Information**

Saxon Hill Academy requires accurate information on the medication of each student. Each term, a form will be sent out to parents for them to list the medication required. The time, the dosage and method, and any special precautions. This information is maintained by the school nursing team, and Sleepover team. The form will be signed by the parents. Careful consideration will be given for students over 16 who wish to self-medicate. (Note paragraph on self-management of medication).

Students that have specific medical needs, such as, Epilepsy, Diabetes, Asthma, enteral fed students and other complex/acute conditions will need to liaise with the school nurse to complete NHS approved plans of care as required.

A child cannot commence their placement at Saxon Hill unless all health care plans and procedures have been signed off and agreed between the School Nursing Team, Class team, and Senior Leadership Team, and that all appropriate provision is in place.

A record will be kept by the school nurses of all drugs administered during the school day. This is typically done by members of the school nursing team during the school day, and by our Residential Team in Sleepover Club. Administration of medication procedure by the Nursing Team is in accordance with their clinical governance and professional practice as determined by the CQC.

Where school staff administer medication, two people (one of whom has medication training) will be present with one providing a witness support to

the person administering the medication. Each member of staff will sign relevant documentation – ( Medication Administration Record).

### *Changes and updates to medicine regimes.*

It is the responsibility of the Parent to notify the Academy of any changes in medication. At this stage a new signed request form with updated details will have to be submitted, along with written confirmation from the prescriber. Changes **cannot** be put in place without confirmation from the prescriber.

At the end of the academic year forms will be sent out to parents for completion so the academic year can commence with records that are up to date. It will be the responsibility of the School Nurse and the Sleepover Club Leadership team, to ensure that the parent completes these forms in a timely manner and that they are returned promptly. Students who rely on medication will be unable to commence the academy year without all medical documentation in place. New starters to the school who require medication during the school day, will be unable to commence their placement until all medical documentation is in place.

If there is a problem with completing the relevant paperwork, please contact the school nurses or Sleepover Club for support.

### **Staff Training**

A health care plan may identify the need for different medications or administration methods which will trigger the need for some staff to have further information about a medical condition, or specific training in administering a particular type of medicine, or in dealing with emergencies.

When assisting a student with medical needs, the academy should arrange appropriate training in collaboration with local health services if necessary.

In most circumstances staff training involves initial training and annual updates.

On occasions, staff may need to undertake individual training as required.

Training in some cases may also involve a rolling program of assessment of competency i.e. enteral fed students, oxygen management.

Staff training covers medicine management, and other specific awareness and competencies as required; and may include for example:

- Hand-Washing, Hygiene and Infection Control.
- Seizure Awareness
- Administration of Rescue Medication
- Shunt Awareness
- The Safe Administration and Documentation of Medicines.
- Asthma Awareness
- Peg Care and Bolus feeding.
- Administration of Medication via Gastrostomy
- Enteral Feed / pump training.
- Air Products Oxygen familiarization and Safety
- Diabetes
- First Aid at work
- Emergency Aid in schools
- Pain management
- Anaphylaxis
- Oral suctioning

This list is not exhaustive. In addition, individual training takes place for students with specific individualised needs.

### **Hygiene / Infection Control**

All staff should be made familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should use protective disposable gloves and aprons, when carefully dealing with spillage of blood, or other body fluids. When an area has been used where there is any possible risk of cross-infection, it must be rendered sterile again, before others use the same area.

## **3 Medication**

- Arrival of Medication at the Academy

Usually, medication is sent in via the student's transport; or directly from parents where they bring their child to school. ***Under no circumstances should it be sent the school bag or overnight bag.***

In such circumstances it will be emphasised to parents that they are fully responsible for arranging this with the transport personnel and for any incident which may transpire while the medication is in transit to the Academy.

The medication is given by the parent to the transport escort who keeps it safe during transit or the parents may bring the medication into the academy

themselves. On arrival at the academy the medication is handed over to the designated person who will log in the medication.

Once the medication is received into the Academy, it will be signed for, and taken either to the school nursing team or to Sleepover Team as appropriate. Shared medication (between day school and residential) is handed over to the residential team by the nurses at the end of the school day.

Residential staff sign medication back to the nurses on the morning following a child's stay if it needs to be sent home or is shared with the nursing team. Medication to go home is then signed back over to transport at the end of the day.

## **Transporting Oxygen**

Oxygen being transported between home and the academy must be arranged between the parent/guardian, the academy, the Council Transport team and the contracted taxi company. The contractors must be made aware of the requirements in order to arrange the most appropriate transport and provide training to drivers and escorts.

When on educational visits, oxygen must be transported in the specified manner and planned for on the risk assessment.

Signs should be displayed in vehicles transporting oxygen

See also: [Staffordshire County Council](#)

[General Risk Assessment Form for transporting Oxygen](#)

## **Receipt of Medicines**

Medicines must always be provided in the original container as originally dispensed by the pharmacist. This should be clearly marked with the Student's name, dose, route of administration and batch number, dispensing and expiry date, the name of the medication including the prescriber's instruction for administration.

The label on the container supplied by the pharmacist must not be altered under any circumstances.

All medicines brought in to be administered are managed by the nursing team, and recoded as appropriate by the residential team.

- Where school staff administer medication, the nursing team supply the appropriate Medication Administration Record sheets to be completed by the trained team members – ie: on a school trip, or residential camp.

## **Storage of Medication**

All medication is to be stored in its original container issued by the Pharmacist.

Medication must be stored away from public areas, sources of heat, moisture or direct sunlight, as these elements can cause the medicines to deteriorate.

Where a student needs two or more prescribed medicines, each should be in a separate container.

All medication is securely stored and managed by the school nursing team in compliance with CQC standards; and stored securely by the residential team as appropriate in compliance with the residential National Minimum Standards and in accordance with Medicine Management training.

Some medicines need to be refrigerated when stored. These medicines are managed either by the school nursing team, or kept in a specific medicines fridge in the Sleepover Club Medical room.

When medication is within a week or 2 weeks of expiry the parent will be informed of their need to replace the medication.

## **Administering medicines**

- The student's privacy and dignity is paramount, so all medicines should always be administered, in an area where this will not be compromised.
- In all circumstances the medication administered, must be recorded on the Medication Record Sheets by 2 members of staff, at least one of whom has Medicine Management training. A qualified nurse may administer medication alone.
- Under no circumstances must prescribed medicines be given to anyone except the student for whom it was prescribed

- Medicines should be administered directly from the dispensed container or in a syringe or small pot after removing it from the dispensed container, as a way of hygienically handing it to the student if necessary. Tablets should not be touched by bare skin.
- Tablets may only be cut if they are scored.
- Medication should never be dispensed for someone else to administer to the student at a later time or date.
- The Academy Principal must ensure that staff, are appropriately trained and refresher training is provided at suitable intervals where this is required.
- The names and signatures of any staff responsible for the administration of medicines, must be included on the recording sheets.

## **Administration of Antipyretic Medication (known as paracetamol) in school**

This policy clearly relays instructions related to parental consent and circumstances where a one off dose of liquid or tablet form paracetamol can be administered.

**Before administering Paracetamol, staff should check the ‘Sepsis Pathway’.**

If it is the intention for the Paracetamol to be used to reduce temperature, it should be noted that pupils with a temperature of 38°C or above, will be sent home.

**Staff must never give a student Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.**

## **Discarded and waste Medicines**

Spillage of liquid medication must be cleaned up and recorded signed and witnessed.

Any wasted or damaged tablets are to be disposed of in a sharps box which is stored securely in a locked cupboard in the medical room. Tablet waste is also to be recorded signed and witnessed

## **First Aid Treatment and Intermittent Drugs**

A record of any Intermittent drugs given will be kept by the teaching/support staff who administer them, and copied to the nursing team / residential team.

Medicines that have been taken out of the container as originally dispensed, will not be accepted and neither will changes to dosages on parent's instruction. No exceptions to this rule will be made, unless written evidence can be obtained via the Academy Nurse.

Occasionally parents may request over the counter preparations i.e. Barrier creams. Staff will liaise with the School Nurse before administration.

Any student requiring first aid treatment, at the Academy will be treated by an appropriate member of staff. After treatment, the parent will be notified by letter / home/school book and by telephone if necessary.

In the case of minor head injuries sustained at school, the parents will be informed of the injury with the appropriate form from the nursing team, and by telephone.

## **Asthma**

The Academy encourages students with Asthma to be independent, enabling them to participate fully throughout the academic year.

It is recognised that asthma is an important condition and acknowledges the need for immediate access to inhalers.

The school nursing team hold all records and inhaler medication, and can administer inhalers in an emergency as required. Staff are trained as appropriate to administer inhalers where necessary.

Training is given as appropriate to Teaching Assistants and is updated as required by the School Nurse.

In the event of an attack, staff will give emergency treatment when necessary and inform the parents accordingly.

The school nursing team keeps a record of all students with asthma. This will be updated at the beginning of the school year. A Care Plan will be completed and sent to all parents to read and sign. A record of incidents where inhalers have had to be used in emergency circumstances will be made.

When inhalers require replacing owing to their expiry date, or completion, the parent/guardian will be informed.

## Emergency inhalers

The school nursing team holds emergency Asthma medication for children who require it. The medication is prescribed according to the individual child's needs.

## Seizures

All students with the condition diagnosed, must have relevant and up to date care plans, detailing the appropriate actions and interventions required, to support the student in the event of a seizure. Training on seizure awareness and emergency administration of rescue medication is given to appropriate staff. An up to date record of training will be kept.

## Diabetes

Students with Diabetes will require an individualised care plan hi-lighting their own specific symptoms. Staff will have awareness training on Diabetes and relevant treatment should a student suffer a hyper/hypo glycaemic attack. Some students may require a pre-loaded injection device on the Academy site as part of their treatment regime. This will be stored in a locked medical cabinet.

## Anaphylaxis/Allergies

**ANAPHYLXIS IS POTENTIALLY A LIFE THREATENING CONDITION THEREFORE 999 MUST ALWAYS BE CALLED.**

In the event of a staff member being made aware that a student has a severe allergy requiring an Auto-injector (Epipen) of Adrenalin, a care plan will be compiled by the School Nurse detailing procedures to follow in the event of an attack, agreed and signed by the Parent.

Staff should receive training on Anaphylaxis and the use of an Auto-injector if prescribed. If Auto-injector is used staff must complete a record of administration form attached to individual students care plan. Staff and the

student must have knowledge, of where the Auto-Injector is to be stored, which must be in the medical room in a locked cupboard.

## **Controlled Drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations.

Some of the drugs that may be prescribed as medication, for use as emergency medication are in a category where, the pharmacy registers the drug and what amounts are prescribed, so therefore may be deemed as a controlled drug.

i.e. Pethadine, Midazolam, Diazepam, Paraldehyde and Methylphenidate.

A separate book that keeps a record of these drugs must include the type of drug for each person with the amount received by the academy, the amount used and the balance stored. The balance of controlled drugs is to be checked at each administration and also at the beginning of the academic year and on a termly basis via audits. A report will be forwarded, following the Audit, to the Principal of the Academy.

## **4 Consent Arrangements**

No medication should be given to a young person without the written consent obtained from the individual with parental responsibility for that person.

In the event of life threatening emergencies or under parts of The Mental Health Act 1983 and 2007 consent for administration may not always be necessary, but accurate documentation must be completed. The student's parents must be informed if they have required any form of medication in an emergency while they are in the care of the Academy.

Obtaining consent where the student's parent first language is not English may prove difficult and consideration should be given to the use of an interpreter. Where it is not possible to gain consent owing to communication difficulties, advice must be sought from the General Practitioner (GP).

For students with hearing or sight impairment it may be necessary to arrange for communication materials or advice specific to their needs.

Britain is a multi-cultural and multi-faith society. Care must be taken to respond sensitively to individuals and not make assumptions because of their

ethnicity or religion. It is important that the school and its employees ask students and their parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply.

All information relating to the cultural or religious requirements of the student must be accurate and up to date as this may have an impact on how they wish to receive care.

This information must be recorded as part of a care plan or on the student's personal records.

## **Refusing Medicines**

If a student refuses to take medication the Academy staff will not force them to do so. The Academy will inform the student's parents as a matter of urgency (this will also occur if the student is over 16) and it is the parent who has signed the consent form, (but will not occur if the student has signed the consent form themselves).

The student will not be allowed back into the Academy until he/she has agreed to take the prescribed medication, or medical clearance has been given that it is not required.

A referral will be made to the school nurse, re advice and management.

## **Self- Management of medication**

It is recognised by the academy as being good practice, to allow students who can be trusted to do so, to manage their own medication. For those who will administer their own drugs with supervision, a full record of drugs taken will be recorded as with other students taking medication.

For those who are to be totally independent a parental request form must be signed and the medication kept in a designated place.

On rare occasions it may be necessary for a multi-agency approach, which may include the student, parent, school nurse and Academy Principal to complete a self-medication assessment document if student's capability is in doubt.

## Outside school activities

On the day of any visits or outside school activities it will be the responsibility of the Teacher/Teaching Assistant in charge of the group to ensure that the Students medication is taken and administered on the trip or visit. The removal and replacement of medicines must be signed for by the staff responsible in the medicines book and stored accordingly. Medications will be stored in a lockable container and will be kept with a designated member of staff throughout the duration of the visit.

For visits lasting longer than the school day and for residential visits a separate form will be sent out [Residential forms] as additional medication may have to be administered.

## Returned or Discontinued Controlled Drugs

A controlled drug, as with all medicines, should be returned to the parent when no longer required. The parent will be required to arrange for the safe disposal (returning the unwanted supply to the local pharmacy) of that drug/medicine.

A record of the movement of drugs is to be kept in a bound diary recording receipt and return of controlled drug.

Two appropriately trained staff must record and sign to show the amount of medication and batch no: received or returned to the parent, or pharmacist.

All entries must be signed and dated.

The Academy will send out of date/discontinued medication home and record it on the appropriate 'medication received and sent home' daily log forms and in Sleepover Club records where appropriate.

## Medical Equipment

Some students may be prescribed, as part of an ongoing medical treatment, the use of certain medical equipment. This could include a range of testing devices-such as blood / urine testing equipment and sharps, such as needles.

All equipment should be kept in its original container as far as possible.

It is important to keep a record in student's Care Plans.

Relevant training must be given to staff, with regards to the equipment and parents to inform the academy prior to use in order to facilitate.

## **Disposal of Sharps**

Where staff use syringes and needles, it is their responsibility to ensure the safe disposal of these items into a sharps box. Where students are self-administering insulin, or any other medication with a syringe, they must be assisted by staff in the proper disposal of sharps.

A sharps box will be provided, but kept safe by staff and locked away.

## **Management of Oxygen**

The fundamental indication for the administration of oxygen is the presence of hypoxia. This could be for a number of reasons.

The student may have been prescribed oxygen as part of a treatment regime either by a Consultant or by their GP.

Staff must be authorised and trained to administer oxygen and are permitted to change cylinders, providing they have received instruction from the oxygen supplier.

Cylinders must be checked daily, and after each usage, to ensure that the level of oxygen is adequate. When a low level has been reached, the parent is informed for the need to change the cylinder with the supplier.

Oxygen may also be stored in school if prescribed by the consultant. The Academy will liaise with appropriate providers in the event of stocks running low on an individual pupil's needs basis. It is the parent's responsibility to inform the Academy/school nurse of any changes in oxygen management. The school nurse will then liaise with the consultant and update the students care plan.

Oxygen management is shown on [Procedures for Oxygen – Administration and Storage](#).

A list must be kept by the Senior Teaching assistant of all personnel who have been trained and authorised.

Classroom risk assessments for use and storage of oxygen will be updated annually or more frequently if required

## 5 Management of Errors/Incidents in Administration

In the event that medication has been administered incorrectly, the following procedure is to be implemented:-

- Ensure the safety of the person using First Aid procedures if required and checking pulse and respiration
- Telephone for an ambulance if the student's condition is a cause for concern (any other relevant documentation is to be handed a paramedic on arrival).
- Document any immediate adverse reactions.
- Notify the Academy Principal and school nurse for advice and management.
- Contact the student's parent/GP/Pharmacist for advice.
- Out of hours contact NHS 111
- Record the incident – **Medication Incident Report Form**
- The Academy Principal must complete the report form and investigate thoroughly and inform the Health, Safety and Wellbeing Service and, where applicable inform any relevant regulatory body. Statements should be taken from both staff and student if they are self-medicating Staffs County Council Medical Incident report form - HSF36 and, if injury results, the County Council Accident Investigation Report HSF40
- The medication administration sheet should reflect the error.
- Statements taken from the staff administering and the student where appropriate.
- The person's parent/guardian to be informed formally in writing.

It is recognised that despite the high standards of good practice and care, mistakes may occasionally happen for various reasons. Every employee has a duty and responsibility to report errors to his/her Academy Principal. The SET-MAT should encourage staff to report any incident or error in an open and honest way in order to prevent any potential harm or detriment to the young person. The Principal must handle such reporting of errors in a sensitive manner with a comprehensive assessment of the circumstances. In any case where controlled drugs are unaccounted for, the police should be informed and a police investigation may take place.

A thorough and careful investigation taking full account of the position of staff and circumstances should be conducted before any managerial or professional action is taken.

**Reference:**

- **Staffordshire County Council G11 CYPF-Health and Safety Guidance**
- **Staffordshire County Council Medication Policy HR 109 version 3 Sept 2014**
- **D.O.H. Managing Medicines in Schools and early Years Settings.**
- **DFE. Supporting pupils at school with medical conditions 2014**
- **D.O.H. Guidance of the use of Salbutamol Inhalers in schools Sept 2014**
- **Medication Guidance for Children and Young People Sept 2014/version 3.0**
- **Staffordshire County Council**

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