

MAVISBANK SCHOOL

Policy for Administration of Medication

Rationale

The Head Teacher is responsible for the management, safe storage and handling of medication in line with the authority policy on the Administration of Medicines. Medication is administered where agreed with the parents /carers, pupil's own doctor and other involved specialists in accordance with the care plan compiled by those involved.

Prescribed medication may be given to pupils, by non medical staff, as and when required. This task falls within the remits of Early Learning Practitioners and Health and Wellbeing Supervisors. In addition, the administration of emergency medication falls within the remit of Additional Support Needs Assistants. Otherwise, the administration of prescribed medicine by staff is on a voluntary basis and staff must be suitably trained and insured to carry out these procedures.

Delivery

Administration of prescribed medication may be given to pupils by education staff following training by a qualified and experienced nurse in the procedures required to administer medication to designated pupils, as and when required.

- Staff members will be issued with a certificate of competence following training by NHS Lanarkshire
- If new medication comes into school, this needs to be logged in with the Head Teacher (via a medicine logbook in the medical area) and advice sought from NHS if necessary
- The member of staff caring for the pupil will use their knowledge, and follow a pre-determined course of action, already agreed by parent/ guardian and relevant health care professionals prior to administering medication.
- It is essential that time is taken to follow procedures correctly at all times. Staff involved in the administration of medication should not be interrupted during the procedure.

Only prescription medication with a pharmacy label and expiry date can be administered. If there is no expiry date on e.g. a bottle of paracetamol from the pharmacy, seek the expiry date from the dispensing pharmacist then add date and your initials to the bottle.

Bottles should normally be sealed (however since e.g. antibiotics have previously been started at home, this will be open)

Once a medicine bottle is opened the staff member who opened it should apply a sticker, writing their name, date opened and the revised expiry date i.e. **one year** hence (or if less than one year, according to the shelf life) e.g.

Domperidone- Expires 4 weeks from date of opening

Gaviscon- Expires 6 months from date of opening

Baclofen- Expires 8 weeks from date of opening

- Medication must be kept in a locked cabinet. Emergency medication will be kept within the safe in the classroom (the key will be hung beside the main door). All other medication will be kept in the medical area
- The staff member administering the medication is responsible for the dispensing of the prescribed medication. This must be witnessed and checked by another staff member. After the medication has been administered, the staff member must then record the time and sign and date the type and quantity of medication given.
- The staff member administering the medication is responsible for checking that a note is put in the diary to advise the parent that medication has been administered and if replacement medication requires to be ordered.
- Any empty medicine bottles or bottles past their expiry should be returned to parents for disposal
- All medicines will be returned home at the end of the school year

Quality Assurance:

- A nominated member of staff in each class is responsible for the daily checking of expiry dates of emergency medication and the weekly checking of all other medication.
- Any concerns regarding medication should be reported to the Head Teacher immediately and if necessary they will contact NHS Lanarkshire.
- Morag will send blank administration of medication sheets home at the end of June. These must be signed by the first day of the new term (otherwise we would have to ask parents to come in and administer medication)
- Administration of medication consent forms are reviewed, initialled and dated by parents on a yearly basis (or additionally as and when required throughout the year)
- If any medication form / seizure management plan, breathing management plan etc. comes in from home, it should be sent to the office in the first instance. Morag will photocopy on coloured paper and place in Nurse Mo's tray in the staffroom.
- Morag will then put this into the health and wellbeing folder, into the schoolbag, fire evacuation box, outings pack and office folder (although not for short term antibiotics; this will be put into the pupil's folder only)
- Morag is responsible for updating paperwork in pupils' folder i.e. feeding / water/ medication sheets and also grids. She will highlight the change at the front of the pupil's folder.
- The pupil's individual information must be consulted before each intervention. Accordingly, before each intervention, the member of staff must look at the front of the pupil's folder to check for any updates that Morag has made
- A nominated member of staff from another class will audit another class's pupils' folders at the beginning of each term

- This policy has been written using the guidance available in the Scottish Executive (2006) document *The Administration of Medicines in Schools*. This policy will be updated and reviewed by Head Teacher in line with Government and local authority guidelines.

Reviewed: Eileen McDonnell June 2017

Date of next review: June 2020

RL/RBS