

# SCHOOL MEDICATION POLICY

Staff managing the administration of medicines and those who administer medicines will have received annual updates and awareness of managing medicines from health professionals with authorisation by the Headteacher of the school. Only these staff and the school nurse may administer medicine.

These authorised staff may administer medication to a specific pupil providing the medication has been prescribed by a doctor/dentist, nurse prescriber or pharmacist prescriber.

NB there is a record of staff who attend these courses available

## The following guidelines should be adhered to:-

- All pupils remain registered with their own local General Practitioner (G.P.) but emergency treatment may be given by local doctors on a temporary basis if necessary
- No child will be given any medication without parent/carers written consent - these consent forms are available from school
- Parent/guardian should provide maximum assistance and support in clarifying the arrangements for the administration of drugs/medication
- All medication must clearly show the following on the original chemist's bottle or packaging:-
  - The name of the pupil
  - The name and strength of the drug
  - The dosage to be administered
  - The times of administration
  - Expiry date
- The school, including Llys Gogarth, should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the transcribers instructions for administration
- Any authorised member of staff may administer a controlled drug to the child to whom it has been prescribed; they are stored in a locked non portable container in the medical store room and within each of the locked medical cupboards in Llys Gogarth. Good safe practice to is to have two people to witness the removal, check the medication, and following administration of medication sign the medication administration chart
- If a child refuses to take any medication, staff should not force them to do so, but note this on their records and inform parents/carer on the same day or at that time - if a refusal leads to an emergency situation, emergency procedures should be followed
- All emergency medicines such as asthma inhalers, epipens and buccal midazolam should be easily accessible and may need to be taken off site during off site activities - this then should be recorded as being off site. This includes the signing out of emergency medication when the pupil leaves the school building for Llys Gogarth and vice versa.
- Some pupils may require short term medication i.e. a course of antibiotics, or pain relief such as prescribed paracetamol. These will be administered by the designated staff provided written consent is received by the school and the medication is labelled appropriately
- All medication will be counted in and out of school and signed for within the medications book
- Staff should not dispose of medicines. Parents are responsible for taking out of date medicines to the pharmacy for safe disposal. On occasions staff may take medication for safe disposal and good practice will be to obtain a signature from the receiving pharmacy
- Parents of pupils who become ill during the school day will be informed of any illness and arrangements will be made for the child to go home

- If a child needs to bring to school medication for short term use such as antibiotics, staff must ensure that the medication is given to the escort if going home by taxi and staff receive the medication from the escort in the morning

## Administering Medicines

- Good records help demonstrate that staff have exercised a duty of care. Two signatures are required in the administration of both controlled and non-controlled drugs. One from the person who has administered the medicine and another from a witness
- VERBAL MESSAGES ARE NOT ACCEPTABLE
- Any member of staff giving medicines to a child should check:- the **5 Rights**:-
  - ® **Child**
  - ® **Dose**
  - ® **Route**
  - ® **Time**
  - ® **Medication**
- If a pupil is on short-term medication, a written explanation with consent to administer the prescribed medication must be sent from parents explaining the reason why a pupil is taking the medication i.e. antibiotics, cough mixtures creams etc.
- Staff do not administer household medication(over the counter bought ) for pupils who complain of headaches etc. whilst at school
- If staff are in any concerned about the medication received ,the administration or other concerns they should inform their line manager and/or the school nurse on site

## Storage of Medication in School

- All medication must be stored according to the manufacturer's instructions safely and securely
- All medication must be stored in the allocated lockable white metal medicine cabinets or in the controlled drug cabinet within the medical store room within the nurse's office. The appropriate keys are stored in an accessible but restricted place known to the designated staff
- Some medication needs to be refrigerated - this should be stored in an airtight container clearly labelled - there should be restricted access to this fridge
- Once removed from the cabinet, medication should be administered immediately and **never left unattended**
- No pupils at the school should be allowed within the medical store room as it is essential that staff manage the dispensing and checking in a safe environment without distraction
- To ensure safe medication management, when parents/carers send medication into school with their child, which is NOT required during a school day, e.g. Child going to respite off site/alternative provision after school, they must ensure that the school is informed.
- Parents are responsible for contacting/informing the school.
- Once the medication is received, it will be stored in a secure place in school.
- At the end of the school day the medication will be handed over to the escort/carer.

## Llys Gogarth

- Llys Gogarth follows the guidelines and procedure as stated within The Regulation and Inspection of Social Care (Wales) Act 2016 and the document "The Handling of medicines In Social Care"
- During the school hours of 9am –3.30pm there is a Paediatric Nurse on site who will give advice on any health/medical concerns that may arise during the school day
- Within Llys Gogarth residential facility staff manage the administration of medicines and those who administer medicines will have received appropriate training, regular refresher training and support from health professionals and authorisation by the Headteacher of the school. Only these trained staff and the school nurse may administer medicine
- It is **essential** that any pupil staying in Llys Gogarth who requires daily prescribed medication **must** bring their medication with them, **failure** to do so may result in the pupil being sent home
- Within Ysgol Y Gogarth it is school policy that Staff are not permitted to administer household (over the counter



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bought) remedies for pupils who complain of headaches, stomach aches etc. Parents of pupils who become ill whilst on their residential placement will be informed, and arrangements will be made for the child to go home, alternatively, depending on individual circumstances, it may be appropriate for a parent to come to Llys Gogarth and administer household remedies themselves

- All medication is counted and signed in and out of Llys Gogarth
- Good safe practice is to have two people to witness the removal, check the medication, and following administration of medication sign the medication administration chart

### **Storage of Medication in Llys Gogarth**

There are 3 pupil flats within Llys Gogarth, Ty Alwen, Ty Brân & Ty Celyn. Each of the flats contain a medical cupboard which house the following:-

- A locked medical cupboard that meets the requirements of BS2881:1989 (security level 1) Specification for cupboards for the Storage of Medicines in Health Care Premises. Prescribed Control drugs are stored within a separate cabinet that meets the requirement of the 'Misuse of Drugs (safe custody) Regulations 1973'
- There is a lockable metal medicine box that may be used if any medication needs to be transported between the school and residential building
- It is essential that staff manage the dispensing and checking in a safe environment without distraction

### **Record Keeping**

Members of staff who have annual awareness sessions of administration of medicines are responsible for monitoring the administration of medication and the class/residential record keeping files, which are stored in each class/residential flat. Procedures and files are also monitored regularly by the deputy Headteacher/Head of Care and school nurse. These medical record keeping files (orange) contain:-

- A list of all pupils within the class / residential flat
- The medication requirements (if any) of the pupils
- A ' Medication Administration Record" (MAR) chart for each pupil
- The signed parental consent form
- Any medical protocols for the administration of medicines for each child
- Any updates in medical requirements sent by the Community Paediatricians
- A 'Medical Journal' type recording form for recording any medical matters arising within the class each day e.g. headaches, sickness, medical appointments, seizures, head lice, injuries, visits to casualty etc.



Marc Gyrfya Cymru  
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**RECORD OF MEDICATION ADMINISTERED PRN TO AN INDIVIDUAL PUPIL**

MEDICATION:					
DATE:					
TIME GIVEN:					
DOSE GIVEN:					
STAFF MEMBERS:					

MEDICATION:					
DATE:					
TIME GIVEN:					
DOSE GIVEN:					
STAFF MEMBERS:					

MEDICATION:					
DATE:					
TIME GIVEN:					
DOSE GIVEN:					
STAFF MEMBERS:					

MEDICATION:					
DATE:					
TIME GIVEN:					
DOSE GIVEN:					
STAFF MEMBERS:					

**ALL MEDICATION ADMINISTERED REQUIRES 2 PERSONS TO INITIAL (1 TO ADMINISTER AND 1 TO WITNESS)**



**RECORD OF MEDICATION ADMINISTERED PRN TO AN INDIVIDUAL PUPIL**

Authorisation has been given by parents to administer the medication detailed below

NAME OF CHILD / ENW'R PLENTYN:

DATE OF BIRTH / DYDDIAD GENI:

KNOWN ALLERGIES / ALERGEDDAU HYSBYS:

PAEDIATRICIAN / GP / ENW'R MEDDYG:

REASON FOR MEDICATION / RHESWM DROS ROI'R MODDION:

Medication / Moddion	Dosage / Dos	Frequency / Amledd	Expiry / Dod I ben

STAFF SIGNATURE:

NURSE SIGNATURE:

<b>MEDICATION:</b>					
<b>DATE:</b>					
<b>TIME GIVEN:</b>					
<b>DOSE GIVEN:</b>					
<b>STAFF MEMBERS:</b>					

<b>MEDICATION:</b>					
<b>DATE:</b>					
<b>TIME GIVEN:</b>					
<b>DOSE GIVEN:</b>					
<b>STAFF MEMBERS:</b>					



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MONTH:

Medication	TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	AM																															
	PM																															

MONTH:

Medication	TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	AM																															
	PM																															

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