



Connection ● Communication ● Independence ● Aspiration

Administration of Medication Policy and Procedures

Medication Requirements – Daily and Emergency Rescue

If a learner requires medication during the school day parents / carers complete a digital consent form stating medication, method, dose and timing. Consent forms are cross checked with prescription labels and held on file. Individual 'Medication Use' records are created and recorded on Medical Tracker -The UK's leading cloud-based system for learner and staff health management.

In line with best practice school will only give learners medication in school if it is to be taken 4 times or more or used PRN. We make exceptions when it has to be given within the school day for example when taken before food or at dictated times.

Receiving Medication

Medication is either dropped off by parents or comes into school via the bus escort. Medication is handed over to the school office and taken immediately to the medical room where it is checked to ensure that the instructions on pharmacy label match the information on the Parent /Carer Consent Form and that liquid medication bottles are sealed unopened. Staff also log the batch number and expiry date on the medication.

If the medication is a controlled drug, it is also logged in the Controlled Drugs Book and signed in by 2 members of staff.

Safe Storage

Once checked and logged into school medication is locked in one of the medication cupboards for safe storage. Staff responsible for administering the medication are informed of where it is stored, how to access the keys and when it should be given.

Administering Medication

Two members of staff are always present when administering medication to countersign.

Staff follow the Seven Rights when you are administering medication to the learners they support: Right Person, Right Medication, Right Dose, Right Time, Right Route, Right Reason, and Right Documentation.

Before administering the medication, staff must check the medication and cross reference it to what is on Medical Tracker and check the expiry date to ensure everything is correct before administering.

TA 3 staff or above who have completed the Safe Administration of Medication Training provided annually by the NHS are assigned to give the daily medication. Staff at all levels attend the training for awareness.

Any member of staff with the appropriate training can administer emergency medications (e.g inhalers, Buccolam and Epi Pen). Controlled drugs must be signed off by 2 members of staff at the time of administration and logged in the Controlled Drugs Record Book. Staff are aware of how to access the keys to the designated cupboard.

If a learner does not take the full dose (e.g. spits some out) record this and inform parents / carers, DO NOT GIVE ANY FURTHER MEDICATION.

Any refusal or errors due to loss from overpouring or spillages are to be reported and logged at time of administering and reported to Assistant Head / Head and parents informed.

Emergency Rescue Medication

Some learners require emergency rescue medication for a number of medical conditions – Epilepsy, diabetes, asthma, Anaphylaxis etc...

Learners requiring Emergency Rescue Medication have detailed care plans produced by specialists from the NHS – care plans are kept on record and attached to the medication for ease of access to key information.

If a learner leaves the school building Emergency Medication must go with them and be held by the member of staff who has signed it out.

Emergency Medication must be returned to the medical room, signed back in and stored away on arrival back into school and staff must record if and when medication has been given.

If this medication is given parents and other relevant professionals must be informed (e.g. Epilepsy Nurse or 999).

If the Emergency Rescue Medication is a controlled drug and is missing for any reason this must be reported to the Assistant Head / Head Teacher, parents, pharmacy and where appropriate the police where an abuse risk.

Temporary Medication

If a learner requires temporary medication parents / carers need to school to request a digital consent form. We understand that this medication (e.g. antibiotics) maybe received opened.

Quality Assurance Measures

In addition to the online cloud based Medical Tracker programme a weekly 'Admin of Medication Sheet' is displayed in the medical room and staff who administer medication tick this off in addition to completing the 'Medication Use' on Medical Tracker records.

The TA3 responsible for the day to day running of the medical room checks the list half hourly to ensure medication has been given and things are on track.

This minimises / reduces the risk of any errors. Any refused medication, over pouring, spillages and loss are reported and followed up.

Medication Stock Check and Requests

Medication is checked and recorded weekly by the Assistant Head responsible and the TA3 to ensure the stock is present, correct and in date.

Any medication that is due to expire or dose done coming up is flagged up and reordered in the medical room diary.

Temperatures for the lockable medicine cupboards and fridge are checked daily.

Once a medication is open it is labelled with the date opened, dose done date and expiry date.

Medication due to run out or expire is recorded in the diary in the medical room and checked weekly to ensure stock is reordered and replaced.

Parents / carers receive an alert (phone call or Arbor message) informing them that further medication is required (1 weeks noticed or 2 weeks notice if controlled is given).

Further phone calls home and notes in home school communication books are also used at times to follow up.

Expired medication is sent home. Parent / carers either collect and sign out at reception or bus escorts sign it out and hand over to parents / carers who also sign to say they have received it.

Other Medical Procedures in School

Learners requiring the procedures below bring the equipment / medication kits to school daily and / or have a stock in school. They have detailed care plans and staff receive annual specialist training and competency sign off's provided by NHS professionals.

Insulin injections and blood checks, Epi Pens, Inhalers, Oxygen therapy, Suction, SATS monitoring, Nebuliser therapy, Enteral feeding.

