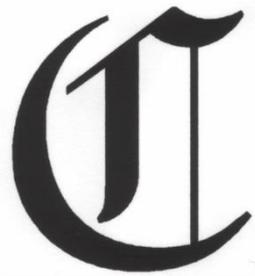


Craigclowan School



Administration of Medicines Policy

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Due for Review September 2020
Jennifer Trueland



Administration of Medicines

Different Categories of Medication

CONTROLLED DRUGS are medications that have been prescribed by a medical professional for the use of a named individual and which, under the Misuse of Drugs Regulations (2001), must be locked away appropriately and strictly monitored and recorded in a dedicated book as they are used. The prescription will determine dosage, frequency and method of administration.

PRESCRIPTION MEDICATION is medication which has been prescribed by a medical professional for the use of a named individual. Although this should also be stored securely, it is not subject to the same monitoring as controlled drugs. The prescription will determine dosage, frequency and method of administration.

HOMEY REMEDIES can be bought without a prescription and, therefore, comes with generic directions for use and not specific directions for use for an identified person.

EMERGENCY MEDICATION is medication prescribed by a medical professional to treat a named individual for a potentially life threatening condition. There are specific recognised circumstances when this medication must be administered.

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to your child's health if the medicine were not administered during the school day. Parents must complete an Administration of Medicines Consent Form detailing what the medication is, why it is being taken, the dosage, time and method of administration.

Parents must bring in the medication in its original container and hand it in to the Office. Pupils are not to carry any medicines on their person during school hours, with the exception of inhalers. Parents must ensure that any medicines provided for use at school are in date and that replacements are sent in prior to their expiration. Expired medicines cannot be administered.

Additionally the medication must comply with the following criteria:

- Medication is in the original container in which it was dispensed.
- The original dispensing label must be intact and all necessary instructions clearly visible.
- The name of the person for whom the medication is prescribed is clearly displayed on the label.
- The dosage and frequency of the medication is clearly displayed on the label.
- The route of administration is clearly displayed on the label.
- The expiry date is clearly displayed on the label.

Any pupil who needs to use an salbutamol or other inhaler for Asthma should carry it with them at all times, and will be allowed to use it as necessary. A spare named inhaler should be brought in to be kept in school and should be handed in to the Office. Any pupil prescribed an Adrenaline Pen must keep it with them at all times. A second Adrenaline Pen may be stored in a named emergency drug box in an unlocked cupboard in the Office

School Trips

Staff supervising trips should be aware of a child's needs, and relevant emergency procedures, and information about the child or young person's medical needs and medication should be accessible in the event of an emergency.

The Member of Staff responsible for the trip will collect any relevant medication for children before leaving for a school trip.

Should Controlled Drugs be required during a school trip, the teacher responsible for the trip should remain in possession of the medication and ensure that they are kept securely at all times.

Homely Remedies

The NMC Code states that homely remedy protocols cannot be used for prescription only medicines including controlled drugs. These must be supplied and administered under a patient-specific direction, a prescription or a patient group direction.

The Scottish Government has no issue with small stores of over the counter remedies such as paracetamol or hay-fever remedies being held by schools. We will administer paracetamol, in the form of Calpol, after seeking the parent's permission. Parental authorisation also helps clarify if a child has received a remedy at home which should not be repeated too soon the same day.

Any medication given at school is recorded in the medical book in the office.

Storage of Medicines

Section 2, Standard 5 of the NMC code covers the use and storage of patients' own medicinal products in any setting. Medicines are stored in a first aid cupboard in the School Office. However some medication (Inhalers, Adrenalin Pens and Insulin) must be readily accessible in case of emergencies. It is good practice to encourage pupils to manage their own medication for conditions such as asthma, diabetes and severe allergies once they are considered competent to do so.