

# 13d ADMINISTRATION OF MEDICINES POLICY FOR TRURO SCHOOL (S)

*A copy of this policy is published in the following area:  
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## **A. Introduction**

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At Truro School we adhere to the following procedure when considering the administration of Medication. This policy has been endorsed by Dr Short (the School Medical Officer).

The school has a clear Medical Policy understood and accepted by staff, parents, and pupils which provides a sound basis for ensuring the proper and safe administration of both prescribed and over the counter (OTC) medications. All qualified nursing staff will comply with the Nursing and Midwifery Council Guidelines for the administration of medicines.

## **B. Medications**

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### **B.1 Administration**

Medication should be administered by the Medical Centre Staff in accordance with the Protocol for Medicines and Lotions.

There is an approved list of those medications stocked and regularly used, with indications for use, contra-indications, dosages and side-effects.

Pupils suffering from occasional discomfort such as headache or period pain sometimes ask for painkillers e.g. Paracetamol or Ibuprofen in line with the schools Medicines and Lotions Protocol approved by the School Medical Officer Dr P Short.

These simple medicines may be used by qualified staff to treat minor ailments.

For all prescribed medication dosage must always be in accordance with the instructions specified on the medication and only to the pupil for whom they have been prescribed. Complete records should be made of medication given (See section on recording and monitoring of medication)

### **B.2 Consent**

The need for written agreement from parents/guardian for administration of any medication must be obtained. This is achieved through the signed consent for administration of simple medication given by parents on the Medical Questionnaire completed on entry to school.

### **B.3 Chronic Medical Conditions**

Where pupils have chronic conditions the school needs to have information about these so that a care plan can be considered and staff in the Medical Centre can be involved in their care including the administration of prescribed medication.

#### **B.4 Pupils carrying and taking medication**

In Truro School pupils are advised to bring all prescribed medication to the Medical Centre where it can be safely stored and administered in accordance with the prescribed dose. Medication must be in the original container and clearly marked with the pupil's name.

#### **B.5 Recording and monitoring of Medication**

Records should be properly completed, legible and current.

Administration of a pupil's medication should be entered on their individual record cards and should include a date, time, strength of drug and dosage. This entry should then be signed by the qualified medical centre staff.

The administration of medication should be correctly recorded and medication should only be administered by qualified or fully briefed members of staff i.e. qualified nursing staff and trained boarding staff (trained and signed off).

Boarding staff should be familiar with the Administration of Medicines Policy for Truro School and Truro School Medical Centre –Medical Policy and Practice. They should also have read the Management of Medicines for Pupils in the Boarding House Doc and signed to say they understand the Administration of medication Protocol for Truro School Boarding House Staff. A copy of this signed doc is then held in the MC and by the head of boarding. All new staff entering in to boarding and caring for pupils should have read and signed the above.

A record should be kept of medication sent on residential trips. Staff in charge of residential trips should inform the Medical Centre of the pupils they are taking and ask to be briefed fully by the School Nurse staff prior to the trip.

#### **B.6 Storage and access to medication**

All medications are stored in a locked cupboard behind two locked doors. This room is locked when staff are not in the Medical Centre.

#### **B.7 Short term medical needs**

Some pupils who are well enough to return to school may need to finish taking a course of medication. The medication must be brought to the Medical Centre at the beginning of each day with clear direction of administration. It is then the pupil's responsibility to arrange leave from lessons to attend the Medical Centre for the appropriate administration and the final collection of the medication.

#### **B.8 Administration of medications by boarding staff**

Any medication should be given in line with the 'Administration of Medication Protocol for Boarding House Staff' and the 'Management of Medicines for Pupils in the Boarding House' documents. These documents also include the safe storage of boarding Medication. Stock levels of house medication will be checked by the school Nurse Termly.

#### **B.9 Boarding House Drugs storage**

The safe storage of medication in the boarding house is the responsibility of the boarding house staff and should be inspected by the medical centre qualified nursing staff at the beginning of each school term. Medication is stored in a locked cupboard in the boarding office Stocks may be detailed and then be signed for in the boarding house record book. Boarding staff must refer to the 'Management of Medicines for Pupils in Boarding' policy.

#### **B.10 Administration to save a life**

In an extreme emergency e.g. an anaphylactic reaction, certain medications can be given for the purpose of saving a life.

For example the administration of adrenaline by injection (1:1000) as directed in the anaphylaxis protocol.