



Medication Procedure for St Piers School and St Piers College Day Students

This procedure implements the Medication Policy and outlines processes for the administration of medication in School and College to Day Students

BACKGROUND

This procedure has been written to ensure that day students with medication needs receive appropriate care and support during the school/college day and will be regularly reviewed by the Pharmacy Adviser to comply with Young Epilepsy best practice, NICE guidance and changes in statutory provisions.

Please note that parents should keep their young person at home if acutely unwell or infectious.

PROCEDURE

Parents/carers are responsible for providing St Piers School/FE College Heads with comprehensive information regarding the young person's condition and medication taken. Reports following any reviews with Young Epilepsy specialists will be sent to the GP, parents and local paediatrician.

Forms used in the process (see Sharepoint)

Form A – Parental request for a medication to be given. A separate form is needed for each prescribed medication to be administered. This is the instruction and initial audit form. A new form is required each new term or sooner if there is a change in dosage.

Form B1/Form B2 – Administration Forms for regular (B1) and as required (B2) medication. Trained staff complete and sign these forms each time medication administration is performed. The notes section provides the information audit. Each form lasts for one whole term, provided there are no dosage changes. Please note -

Once and twice daily dose regime versions of the forms are available depending on the medication regime.

Form C – Request for further medication supplies. This ensures medication is requested in a timely manner and ensures ongoing audit.

Each student will have a medication folder with dividers separating regular and when required medication. Forms for the current term are kept at the front. At the end of each term the forms will be moved to an archived section at the back of the folder. All forms will be kept for the duration of the placement and then archived in accordance with Young Epilepsy retention recommendations.

Student Profile Form – On transition, teachers/tutors must complete a student profile form [Day Student Medication Profile Form](#) in conjunction with parents to understand any medication administration preferences for the young person. Any allergies will be advised from the medical clerking report where appropriate. The form must bear a recent, dated photograph of the student and be kept in the individual medication folder. Forms should be updated every six months with a recent photograph or sooner if new allergies / administration preferences are identified.

Medication Supply

All prescribed medication required to be given during St Piers school/ St Piers FE college day must be provided by parents/carers in the **original packages** as supplied by the issuing pharmacy and delivered to the tutor/designated LSA/SSW who has completed the Day Student Medication Training programme. Medication boxes supplied with a dispensing date more than 8 months prior to the date of supply will be returned and new stock requested.

St Piers School and FE College will not accept items of medication in unlabelled containers.

Parents/carers must record each prescribed medication to be administered on a separate copy of Form A. This can be found at the following link from the St Piers school/ St Piers FE college websites:

[Form A - FE website](#)

[Form A - school website](#)

or on Sharepoint [Form A](#)

Dosage instructions on the dispensed medication must be current. St Piers school/ St Piers FE college will not make changes to dosages on the medication label on parental instructions.

Only reasonable quantities of medication should be supplied to St Piers school/ St Piers FE college (for example, a maximum of 4-6 weeks supply at any one time). Where the student travels with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student (including a Form A).

Medication will be administered by appropriately trained staff who will use the dosage instructions on the medication packaging together with Form A as the instruction for administration. This will be recorded on Form B (see Sharepoint for variations). If a young person refuses to take their medication, staff will not force them to do so, and will inform the parent/guardian of the refusal, as a matter of urgency, on the same day. Form A for 'as required' medication must have detailed instructions describing the circumstances for which the medication should be given. Dose intervals must be provided. Where instructions are unclear parents must be contacted for clarification.

Where new medication stocks are required for administration, the designated request [Form C](#) must be used

Form C must be completed and sent home. Where a day student communication book is used an entry regarding Form C can be written by the class team. Parents must return new supplies with Form C completed.

It is the responsibility of parents to notify St Piers school/ St Piers FE college in writing if there has been a change in medication dosage or where the need for medication administration has ceased.

Complex Medication Needs

Where a student has long-term or complex medication needs, the school/FE Head will ensure that a Medication Protocol is drawn up, in conjunction with the appropriate health professionals. This will include students requiring medication administration via gastrostomy, students with diabetes and students with complex asthma or anaphylaxis.

Non Prescribed Medication

Staff will not give non-prescribed medicine to a student unless specific prior written permission from the parents/carers has been agreed with St Piers school/ St Piers FE college Principal/Vice Principal in conjunction with the medical/nursing team/pharmacy advisor. Consent/Best Interest decisions for the administration of paracetamol should be completed for Day Students to enable pain relief to be considered and administered by the nursing team if necessary.

Storage

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered in St Piers school/ St Piers FE college will be kept in a locked medicine cabinet/medication trolley in school and college. The temperature of the room must be monitored and recorded daily.

Items requiring refrigerator storage must be notified to the pharmacy advisor/nursing team to ensure safe and correct storage and monitoring. Where fridge lines are in stock, maximum-minimum temperatures must be taken and recorded daily.

The patient information leaflet supplied with the medication must be accessed to check storage recommendations and “in use” dates.

Waste

St Piers School/St Piers FE College staff cannot dispose of wasted, refused, or date expired medicines or those no longer required for treatment. Medication returns will be sent home for transfer to a community pharmacist for safe disposal. Where a student has spat out medication, this will be noted on the Form B1/B2 and returned home in an annotated envelope/small plastic bag for disposal.

Controlled Drugs

Where St Piers School/ St Piers FE College have students requiring controlled drugs to be administered during the education day there must be a Controlled Drug Record Book. There should be one active record book in school or the FE College at any one time.

Each student must have a separate section of the record book for each controlled drug medication line.

Controlled Drugs must be entered into a controlled drugs record book by a St Piers school/ St Piers FE college medication trained staff member upon receipt from the parent or carer. A witness signature is required for every Controlled Drug entry. If a trained witness is not available, no student should be denied administration. In such circumstances a responsible person must check and count the medication with the trained staff member who will explain the checks required.

A running tally of each medication line must be kept and stock counted at each administration time.

Where day students attend an offsite activity and require controlled drug medication during this time, a medication trained staff member must be responsible for carrying and administering the medication. The supply must be signed out of the St Piers school/ St Piers FE college controlled drugs register and documented on the Day Student Offsite Visit Medication Log (see Off-site visits below). On return the controlled drug medication must be entered back into the Controlled Drug record

book and the Medication Log also completed. Two signatories are required for this process, ensuring the balance is accurate.

There should be no crossing out in the Controlled Drug record book. Incorrect entries should be bracketed and the correct entry written alongside it.

Any Controlled Drugs unaccounted for must be notified to the Nurse shift leader where-upon an investigation into the shortfall will be made by the pharmacy adviser or nursing staff. A medication incident must be raised on MyConcern (please refer to the Medication Incidents Procedure associated with the Young Epilepsy Medication Policy).

Any Controlled Drugs returned to the day student's parent/carer, must be signed out of the Controlled Drugs Record book, checking the balance is correct and entered onto the version of Form A/C that accompanied the delivery. Two suitably trained staff must sign for this. The controlled drugs for return to parents must be kept quarantined in the St Piers school/ St Piers FE college Controlled Drugs cabinet until collection whereupon a signature must be obtained on Form A/C.

Medication Supply for Off Site Visits

Where day students attend an offsite activity a trained staff member must be responsible for carrying and administering the medication. The supplied and returned quantity must be documented on the [Day Student Offsite Visit Medication Log](#)

The administration must be noted on Form B1/B2 and the Medication log completed accordingly.

Emergency Medication

Day students must have their emergency instructions recorded on the Young Epilepsy EMIS database at the clerking appointment.

Emergency medication stock must be provided from home on a Form A. Day students will then be issued with a bag for their emergency medication. Setting up and replenishing kits must be overseen by a member of the nursing team or LSA staff trained for the role.

A [Day Student EFA Kit Record Sheet](#) must be kept in the bag for audit purposes.

This must show a current balance of medication and detail any doses given. Nursing and/or Epilepsy First Aid trained staff (see Young Epilepsy Medication Policy) will administer emergency medication and must be responsible for completing the Emergency Medication Audit Sheet. Nursing Staff or LSA staff trained for the role must reseal the bags after use carefully documenting remaining doses for the audit trail. The emergency medication bag must be sent in with day students daily and stored in a locked cupboard/cabinet in St Piers school/ St Piers FE college.

A record sheet for signing kits into and out of school/FE must be maintained:

[Day Students EFA kits sign in/sign out - school/FE](#)

Inhalers

As required asthma inhalers must be kept securely in a location close to the student. If the student leaves St Piers school/ St Piers FE college premises for an offsite visit, the inhaler must be taken by the staff member leading the visit. Inhaler instructions must be included on the off-site card.

Where a spacer is required it must be provided.

Inhaler use is recorded on form B2 and parents/guardians informed when administration has been necessary.

Adrenaline Auto injectors

The nursing team provide patient specific instruction on the use of Adrenaline Auto injectors. These must be kept securely in a location close to the student. If the student leaves the school/FE premises for an offsite visit, the device must be taken by the staff member leading the visit. Adrenaline Auto injector instructions must be included on the off-site card.

Adrenaline Auto injector use is recorded on form B2 and parents/guardians informed when administration has been necessary. A new supply must be requested and provided as soon as possible.

In Cases of uncertainty

All medication trained staff must contact a member of the Medication Quality or Nursing Teams where there is uncertainty around a medication. The patient information leaflet should be accessed to see if it clarifies the uncertainty.

Medication Training

Before any member of St Piers school or St Piers FE College staff can be assessed to administer medication they must:

- Have been in post for at least 3 months, although the School and College Principal/Assistant Principals have the authority to make exception to this.
- Be able to identify each student that they regularly work with and meet their daily care needs, as judged competent by their line manager.

Staff identified to assist in the administration of medication will receive appropriate training/guidance through in house arrangements with the Young Epilepsy Pharmacy Advice and Nursing Services. The pharmacy adviser will deliver medication training to St Piers school/ St Piers FE college annually during the January INSET day. This will

involve a practical and written test. Training in liquid medication volumes and the use of oral syringes will be covered.

An email will be sent by the Medication Quality Team indicating that a trainee can commence shadowed rounds. Trainees will shadow an experienced trained LSA/SSW for at least 5 administrations before being assessed by the key nurse/pharmacy advisor/Medication Quality Assistant. Once completed the shadowed rounds training log must be copied to the Learning and Development and Medication Quality Teams to ensure the training records are updated.

Training does not intend to cover adverse drug reactions or reasons for giving medication. Any questions about these areas must be escalated to the nursing team as should any discrepancies with medication.

The training delivered for medication administration to day students in school/FE will only be valid for administration in this setting. **Education staff employed for shifts on residential houses can only administer medication on the houses after completing the enhanced training programme documented in the Young Epilepsy Medication Policy.**

The Key Nurse for St Piers school/ St Piers FE college, the pharmacy advisor or Medication Quality Assistant will review practice at least once termly to ensure a consistent approach. Peer review of administration practice in school and the FE college is also recommended termly.

A refresher training lecture and test must be completed annually in the February INSET day. This will include scenarios and focus shared learning from medication incidents.

Daily Checking Process

To ensure that every day student requiring regular medication has received it, key personnel in the School/FE College will check the administration form signatures after lunch each day. Where an administration has been missed the designated LSA for the administration will be contacted. They will investigate the gap in the administration record, performing an audit if necessary and speak with the nursing team/pharmacy advisor to establish whether it is safe to give the medication if appears that administration has been omitted.

Medication Incidents

Medication incidents must be discussed with the DSL/Medication Quality Team/Nursing Team (as appropriate) and raised on My Concern (for safeguarding incidents) or Databridge (for non-safeguarding reportable incidents) (please refer to

the Medication Incidents Procedure associated with the Young Epilepsy Medication Policy)

Pain Relief

Over the counter pain relief cannot be given by education staff. Parents of Day Students will be asked to complete a consent/best interests form for the administration of pain relief as part of the admissions process. Where pain relief is required for a Day Student a member of the nursing team will contact the parent to discuss any administration of paracetamol. Dispensed pain relief supplies from a doctor's prescription can be given in accordance with Form A instructions (see above)

End of Term Processes

Medicines remaining at the end of each full term must be returned with the student in the designated Young Epilepsy green medication bag bearing the individual student name. After initial supply, this bag must be used by parents and Young Epilepsy for all medication transitions. A copy of the current Form A/C must be completed with the quantity being returned and enclosed together with new copies of Form A for the next term.

A sheet detailing a list of students with medication to be returned must be compiled by the key personnel preparing medication to go home. Escorts/parents collecting the student must sign here on collection. This form will be kept in a returns folder in the school/FE medication room.

A full audit of the medication must be performed by key personnel and any discrepancies investigated and raised as a medication incident where the discrepancy cannot be explained.

This procedure will be implemented by all departments.

Signed:

Date: 10 August 2021



Director of Integrated Care

Date of next review: 1st August 2023
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