



## **Administration of Medication Policy 2025**

This policy is intended to meet the requirements of 'Supporting pupils at school with medical conditions' produced by the DfE in Dec 2015 (Appendix 1).

At Hope Tree School we recognise that we have a duty to support students with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve their potential.

We also recognise that parents and guardians of young people with medical conditions may be concerned about whether we will help their young person manage their condition and keep them well. It is our intention to provide effective support for a young person's medical needs and we ask parents and guardians to contact us immediately if they have any concerns.

We are aware that a young person may be self-conscious about their condition and that some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. We will do our best to support any difficulties, including reintegration to school life after prolonged illness and to support a young person whose medical conditions render them disabled, in compliance with the Equality Act 2010 and the SEN Code of Practice (June 2014).

### **Medication procedure and Consent:**

- Parents/carers of a young person who will require medication administered whilst at Hope Tree School are required to complete and sign the medication consent form initially and when there are any changes relating to medicines. This should also be completed on an annual basis.
- Any requests to change medication must be in writing, with supporting medical evidence and a new consent form received.

### **Receipt of medications at Hope Tree School:**

- Medication should be handed to the student's teacher by parents or if the student comes by transport to the escort or driver, who then hands the medication to a designated member of staff upon arrival at Hope Tree School. All medications are then taken to the medical room to be signed in and stored in the appropriate medicine storage.
- The Medicine Administration Record (MAR) must show:
  - Name of student.

- o Date of receipt.
- o Name, strength and dosage of medicine.
- o Signature of member of staff signing in the medicines.
- o the quantity of medicines received on the MAR chart, this will either be the number of tablets, volume of liquids or number of tubes of creams.

### **Storage of medicines:**

- All medication must be stored in its original container, with the original dispensing label, as received from the pharmacy. The name of the young person, dose, frequency and route of administration must be clearly visible on the prescription label.
- All medication must be stored in a locked cabinet that is securely fixed to the wall and is used for medication storage only. The security of medicines must not be compromised by the cupboard being used for non-clinical purposes.
- Only designated staff should access the key for the cupboard.
- The keys to the medicine cupboard should not be part of the master system for the centre. Key security is integral to the security of the medicines, therefore access should be restricted to designated members of staff.
- Some medications should not be locked away and should be readily available to the young person e.g. asthma inhalers, epipens.

### **Cold storage:**

- Wherever possible, a separate, secure refrigerator should be available to be used exclusively for the storage of medicines requiring cold storage. The temperature of the medicines should be monitored weekly when in use, using a maximum/minimum thermometer and recorded.

### **Administering and recording:**

- Medicines supplied for an individual young person are the property of that young person and The Medicines Act 1968 clearly states that medicines must only be administered to the person for whom they have been prescribed, labelled and supplied. Therefore, medicines obtained in this manner may not at any time be used for another young person and must not be used for a purpose that is different from that which they are prescribed for.
- Staff must not tamper with prescribed packs of medication e.g. by mixing medicines, as this may lead to potential claims under product liability law. This applies to the receipt of new supply medications. The original supply must be finished first.
- It is the responsibility of the designated first aider to ensure that stock levels of medication are kept at appropriate levels by informing either the parents/carers that additional stock is required.

## Preparation:

- Collect all the equipment required:
  - Spoons/syringes
  - Medication administration record (medication file) and pen
  - Medication
  - Tissues
- Wash hands thoroughly and explain the procedure to the young person. Preferably administer medication in the medication room. Only administer medication to one young person at a time. Where possible, two members of staff should be present to:
  - Check correct names on container, correct medicine, dose and time.
  - Check medication administration record and correct young person.
  - Count the amount of medication in stock before the administration process begins.
- Medication should never be dispensed for someone else to administer at a later time or date.

## Process of administration:

- Read the medication label for the five rights of administration:
  - **R**ight medication
  - **R**ight dose
  - **R**ight time
  - **R**ight route
  - **R**ight young person
- It is essential that the person administering the medication cross references the medication label with the MAR. Check that the medication has not already been administered.
- Transfer tablets/capsules from the container into another receptacle, e.g. plastic medicine spoon or medicine cup. **Do not** touch by hand.
- Tablets which need to be cut should be cut in the designated pill cutter for that young person/medication.
- Pour liquids with the drug label on the bottle facing up to prevent spillage onto the label. Hold the medicine cup at eye level when pouring liquids out.
- Give medication to young person and observe that it is swallowed.
- Record immediately on the MAR that the medicine has been taken by the young person and the quantity of medicine dispensed. Staff should initial in the space provided.
- Complete the stock control chart after administering the medication. Staff

should count the actual remaining medication. This is to ensure that the young person has enough medication available to them. Lock the medicine back in the medicine cupboard.

- **If the young person is absent you must ensure that you record that the usual dose was not administered, mark A in the MAR.**
- **Record also if a young person refuses medication.**
- **Record if medication is spilt or dropped and re-administer.**
- **Record if medication is regurgitated but DO NOT re-administer.**
- If a young person refuses to take the medication inform the designated first aider, and the student's parent/carer. Advice may be needed from the GP or by using the 111 service.
- When medication is discontinued by the GP or the course has been completed, a line should be drawn through the remaining section of the MAR, dated and signed.
- If a young person has difficulty accepting medication, advice should be sought from a health professional who knows the young person; and a plan of action recorded on the young person's file as to how best to deal with this.

### **Medication errors e.g. over dosage or medicines given to the wrong**

**person:** If the incorrect stock is present:

- Check the cupboard and medical room thoroughly.
- Inform the Head of Learning immediately if unable to account for incorrect stock levels.
- Record the error on the MAR and have the designated first aider countersign the error.

If incorrect dose is administered:

- Check the student is not suffering an adverse reaction.
- Inform designated first aider.
- A senior staff member will then contact the young person's GP, a local pharmacist or use the 111 service for advice.

If the young person is suffering an adverse reaction e.g. collapse, difficulty in breathing, summons an ambulance via 999.

Provide first aid care. In both instances the Head of Learning must be informed, and the young person's parent/carer.

The medication error must be documented in the young person's records and on the medication administration record. Always complete a medication error form available on the shared staff drive.

The person who administered the medication will need to record the incident. Failure to report any discrepancies with administration of medicines constitutes gross

misconduct. Serious medication errors which cause harm to the student can constitute a referral to safeguarding.

## **Controlled drugs**

*Receipt of controlled drugs e.g. morphine sulphate, methylphenidate.*

- As for all medicines but two members of staff **must** sign for receipt of controlled drugs, and record on both the MAR Chart and Controlled Drug Register.

*Storage of controlled drugs*

- Controlled drugs must be stored in a locked box within the locked medicine cupboard. The key for the box must be kept in the main medication cupboard.

*Administration and recording*

- Follow the preparation process and the five rights of administration as detailed in **process and administration**, but there **must** be two members of staff to administer and witness the administration. The MAR must be signed immediately by both members of staff.

*Disposal*

- A signature of the receiving pharmacist or parent/carer should be obtained in the Medications for Disposal Log/Controlled Drugs Register, stating the amount of medication received.

## **Self administration**

- Some students may wish to manage and administer their own medication e.g. antibiotics. Ideally this should be done after discussions have taken place between the student and the Head of Learning and in the presence of an appropriately trained member of staff.
- Wherever possible, consent to self administer should come from someone with parental responsibility. Where this is not possible, further discussions need to take place between the school and relevant health professionals.

A thorough assessment must be undertaken for anyone potentially administering their own medication. Areas covered include:

- The young person understands their medical condition and the side effects of any misuse of medication.
- The young person understands the importance of administering the medication

at the correct time, correct method and correct dosage.

- The manager and staff are aware of the side effects of the medication and how to respond in an emergency.

The medication will need to be stored in a locked cupboard.

- A written record of the name, strength, dosage and quantity of medication received into Hope Tree School must be recorded on the medication administration record and it should be identified on the young person's health plan that they are administering their own medication.
- Staff should monitor the stock levels and support the young person in getting repeat prescriptions.
- The young person will be required to complete their MAR for self-administration and countersigned by an appropriately trained member of staff.

### **Administration away from Hope Tree School**

- Hope Tree School will support students with medical conditions to participate in school trips and visits.
- If a student who is going on an offsite trip requires medication during the trip, the medication will be taken on the trip having been checked by 2 members of staff at least one of whom must be on the trip to administer it.
- This must be recorded on the MAR chart and on the offsite medication form. If a student is on medication requiring refrigeration (eg. antibiotics), this can be taken in a cool bag.
- When a young person is away overnight on a residential visit, medication required during their off-site visit must be taken in its original container and the MAR sheet taken with them in order to sign for medications, following the same procedure as in school.

### **Disposal of medication:**

- To provide an audit trail, prescribed medicines that are not used should be returned to the pharmacist and the disposal recorded in the Medications for Disposal Log, which is stored in the medication room with the medication file and MARs. The school nurse will take the medication to the pharmacist, and will sign and date the medication log.
- Expiry dates on home remedies e.g. Calpol/Paracetamol should be regularly checked and if out of date should be returned to the pharmacist for disposal. This will be recorded in the Medications for Disposal log.
- Medications/home remedies awaiting disposal by the pharmacist will be stored in the medication for disposal box in the medicine cupboard. This will be recorded in the Medications for Disposal Log.

## **Over the counter Non Prescribed Medications**

- Paracetamol, Ibuprofen and Antihistamines are the only 'non-prescribed' medications that will be administered at Hope Tree School.
- Prior to administration of these medications, written permission must be received from the student's parent/carer and should only be administered once contact has been made with parents to check on the last time of administration.

## **Minor Conditions that may be relieved by over the counter medications**

### *Sunburn*

- Prevention is better than cure. Use a sunscreen with a high blocking factor e.g. factor 25 and above, particularly for sensitive skins. Hats and tee shirts should be worn during the summer. Summer sun should be avoided between 12 midday and 3pm.
- Certain drugs may predispose towards photosensitivity reactions (e.g. may react to the sun). Check with the local pharmacist if in doubt.

### *Eye care*

- For foreign bodies bathe the eye in water. An eye bath may be used. Consult NHS Direct or young person's GP if eye is splashed with irritants e.g. bleach. If the eye, or surrounding skin, is inflamed and has a yellow/green discharge or is encrusted consult GP.

### *Bites/stings – internal*

- If the bite or sting is to the mouth, ear, eye or nose consult GP or NHS Direct -111.
- If lips begin to swell or the young person has difficulty breathing dial 999 immediately, administer first aid until the ambulance arrives.

### *Bites/stings – external*

- Administer antihistamine tablet/liquid if appropriate for that young person
- Apply antihistamine cream
- Apply cold pack to the affected area.

### *Hay fever*

- Seek advice from a GP as the young person may be allergic to something else rather than have hay fever. This will also enable tablets to be prescribed for a young person and repeat prescriptions can also be requested.

## **Learner illness**

- Should a young person fall ill the following procedure will be followed:
  - Designated first aider will be informed.
  - The young person will be monitored and sent home as soon as possible if considered appropriate.
  - Parents /carers called and asked to collect student.
  - Advice from the students own GP or NHS 111 may be sought.

## **Chronic Conditions**

Chronic illnesses are long-term or permanent medical conditions that have recurring effects on everyday life. Common chronic illnesses include Asthma, Epilepsy & Diabetes.

At Hope Tree School we support students with chronic illnesses to play as active a part in school life as they are able.

## **Emergency Procedures**

We aim to deal with all emergency medical situations in a timely, calm and professional way. Qualified First Aiders are available on site and emergency services will be called in the event of a medical emergency.

Our objectives are to provide immediate and effective care for victims of accidents/incidents; to ensure the adequate supervision and safety of other students in the vicinity, and to ensure that relevant information is communicated to all concerned parties.

- If a student needs to be taken to hospital, staff will stay with the student until the student's parent arrives or accompany a student taken to hospital by ambulance.

## **How to complain**

- The School's Complaints Policy and procedure should be followed in the event of a complaint about medication or the way the school has dealt with a medical issue. This policy sets out how complaints will be handled.

For information on first aid, infection control or health and safety please see:

- First Aid Policy
- Infection Control Policy
- Health and Safety Policy

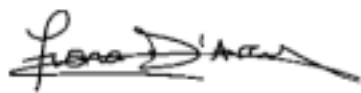
## Website/Links

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Signed:

A handwritten signature in blue ink, appearing to read 'P. Sandf'.

Head of Learning

A handwritten signature in black ink, appearing to read 'Lisa D. ...'.

Head of Pastoral Care

Date: October 2025

Review Date: October 2026