

Care and Control of Medicines at St Andrew's School

LEGAL ISSUES

Statement One

The law states that anyone can administer a prescription only medicine to another person provided it is in accordance with the directions of a Dr(except in the case of injections)

Statement Two

Medicines prescribed for a person are that person's property and may not be used by any other person.

Statement Three

Doses of prescribed medicines must not be varied without the Dr's consent.

LEGAL CATEGORIES OF MEDICINES

GSL (General Sales List)

P (Pharmacy Medicines)

POM (Prescription Only Medicines)

CD (Controlled Drugs)

NAMES OF MEDICINES

Generic ie Ibruprofen

Brand ie Nurofen

STORAGE

Lockable cupboard or trolley

Cool, dry storage

Key security

Fridge temperature

Stock control

ADMINISTRATION AND HANDLING

Correct procedure for administration

Correct interpretation label instructions

Recognize importance of spacing medication doses appropriately

Routes of administration

PRESCRIBED MEDICATIONS

- Must only be given to the person for whom they have been prescribed

OVER THE COUNTER MEDICATIONS

- They should be kept securely in a locked cupboard, preferably in a locked room
- There should be a list available of those medications stocked with indications for use, contra indications, dosages, side effects and the duration of the treatment before nursing or medical advice is sought and should be issued under a “homely remedy protocol”

SELF-ADMINISTRATION OF MEDICATION

- Everyone who self medicates should sign an appropriate form(kept in Med centre) .A pupils ability to self medicate will be assessed by the School Nurse in consultation with parents and the Houseparent/tutor if applicable
- Pupils who self medicate should have their own lockable cupboard/box if they keep the medication (tin boxes and spare keys in med centre)

FIVE RIGHTS OF ADMINISTRATION

Right **child**

Right **medicine**

Right **dose**

Right **time**

Right **route**

PROCEDURE FOR ADMINISTRATION OF MEDICINES

Be prepared

Check identity of child

Check medication has not already been given

Check the Medicine Administration Record for prescribed medication (MAR) sheet, kept in Medical centre

Find the medicine

Check the label (check the 5 rights)

Measure the dose

Take the medicine to the child

Tell them that their medicine is ready for them

Ensure they are in an upright position

Administer the medicine according to the dosage form

Offer a drink

Witness the child take the medication

Record IMMEDIATELY what has been given or declined

Proceed to next medicine

ADMINISTRATION AND HANDLING

Important notes:

- Administer to one child at a time
- Do not dispense medication in advance
- Administer where the child is
- Never leave the medication unattended
- Never leave medication in an unlabelled pot
- Never dispense for another person to administer

COVERT ADMINISTRATION

Never pre-dispense in dosset boxes

Disguising medicines in food and drink

Nursing Midwifery Council guidelines

- Best interests of patient
- Not routine

Multidisciplinary authorization needed

ROUTES OF ADMINISTRATION

Oral

Tablets, capsules, liquids, lozenges

Topical

Eye, ear, nose drops (write date on bottle when opened)

Creams/ointments

Inhalers

- Shake inhaler
- Spacers
- Rinse mouth with water after using steroid inhaler

Rectal and Vaginal

Suppositories, pessaries, foams, tablets

Rectal diazepam-specialist training required

Transdermal patches

Ensure skin is dry and clean

Apply to different sites to avoid sore skin

Dispose of old patch by folding in half

Dressings

Dry

Medicated- Nursing staff only

RECORDS

All medicines brought into school should be recorded for each pupil including over-the-counter and complimentary medicines.

The designated person ie Houseparent should have an up to date reference of all current prescribed medication

Audit trail

Mar sheet recording

Retention of records-15 yrs if a child/3yrs if an adult

Medication not prescribed by a Dr

Controlled Drugs (CD's)

Day trips, holidays-in/out log

HOW TO AVOID MEDICATION ERRORS

- Check “PASS” system

- Always look at MAR sheet first
- Read label
- Use correct procedure for administration
- Be aware of the dosage form
- Always sign for medication administered
- Never leave medication unattended
- Be aware of potential side effects
- Be aware of interactions with OTC preparations.

CONTROLLED DRUGS

A secure lockable cupboard should be used which contains nothing else (or a separate lockable box within the drugs cupboard with different keys).

Only those with authorized access should hold these keys

Separate records should be kept aside from other records in a bound record book

The balance remaining should be checked at each administration and monthly

Good practice dictates that the storage of Controlled Drugs should comply with the Misuse of Drugs (Safe Custody) Regulation (1973) as amended

ADMINISTRATION TO SAVE A LIFE

- In extreme emergencies e.g. an anaphylactic reaction, certain medicines ie adrenaline/epipen/hydrocortisone are among those drugs listed under Article 7 of the Prescription Only Medicines (Human use) Order 1997 may be given without the direction of the medical practitioner.

THE IMPORTANCE OF MEDICINE LABELS

- Legal authority
- Do not administer if
 1. No label present
 2. Label is defaced or altered

UNDERSTANDING DOSAGE INSTRUCTIONS(1)

One to be taken each day (1od)

One to be taken twice a day (1bd)

One to be taken three times a day (1tds)

One to be taken four times a day (1qds)

Take at regular intervals. Complete the prescribed course

UNDERSTANDING DOSAGE INSTRUCTIONS (2)

One to be taken in the morning (1om)

One to be taken at night (1on)

One or two to be taken when required (prn)

To be taken as directed (mdu)

OTHER DOSAGE INSTRUCTIONS

Before food (ac)

With or after food (cc/pc)

Swallow whole

- Enteric coated tablets/capsules (EC)
- Sustained release tablets/capsules (SR)
- Spread thinly (apply sparingly)

DISPOSAL

ALL unwanted/discontinued medication to be returned to Med centre for disposal with the pharmacy and a record should be kept of the date of return, name of pupil, strength and quantity of the medication and a signature obtained of the person returning the medicine.

In the event of a death, medication is to be retained on the premises for 7 days following death.

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Governor Agreement

References;

Medical Officer of Schools Association (2007)

DfES/DoH Managing Medicines in Schools and Early Years Setting (2005)