

Local Procedure Title	Medication
Site	Coxlease School
ACS Policy number and title	ECS 18 Medication
Local Procedure template reference	ECS LP 18
Local Procedure date	June 2021
Local Procedure review date	January 2024
Local Procedure Author(s)	Clare priday
Local Procedure Ratification	Checked and Approved by: SLT

1. Overview
<p>Prescribed Medication</p> <p>It may on occasion be necessary for pupils to bring prescribed medication, which is due during the school day, to school.</p> <p>Such medication should be handed in to The Head of Pastoral Care for safe, secure storage. The Head of Pastoral care should be informed of what medication is due when and the reasons for it.</p> <p>Receipt of medication and administration will be recorded on the Daily Medication Record Sheet. (The Administration of Medicines Local procedures Appendix 1)</p> <p>Priory Lyndhurst does not provide any non-prescribed medication.</p> <p>Written and agreed consent must be received by the school prior to the administration of any medication. In the case of 'Residential' pupils, consent is held with the residential base, for all day pupils, Parents/Carers hold consent.</p> <p>First Aid Treatment: Basic First Aid treatment is provided for all pupils (at all times) as necessary by qualified first aiders. The residential care base or parents/carers in the case of Day Pupils will be informed of any treatment given, and the follow up required by telephone and in writing.</p> <p>Casualty: Any pupil requiring Casualty treatment will be escorted to the nearest appropriate Casualty Department by Coxlease staff – Education staff will liaise with the care base staff in the case of residential pupils. Parents/Carers of Day Pupils will be contacted immediately in order that they can meet the pupil at Casualty and take over care of the pupil.</p>
2. Prescribed Medication
<p>DEFINITION</p> <p>Prescribed medication is that for which there is a doctor's prescription. This may be long or short term. Prescribed medication can only be given to the person for whom it is prescribed.</p> <p>STORAGE</p> <p>Stock: All prescribed medication stock is kept in a locked medication cabinet in the medical room</p> <p>ACCESS</p>

Stock: The medication stock cupboard is accessible to the named members of staff who have received relevant Priory Academy Training and have successfully undertaken the Safe Handling of Medicines Module.

DOCUMENTATION

Each pupil who is prescribed medication has a separate Medication Administration Record . The Medication Administration Record must be completed by the person administering medication, each time medication is due.

3. Controlled Drugs

DEFINITION

Controlled drugs are those prescribed medications classified by the government as 'Controlled' because they carry a risk of dependency or can be misused. Such products are labelled.

STORAGE

Controlled drugs are stored in a double locked Controlled Drugs cupboard in the medical room.

ACCESS

The medication stock cupboard is accessible to the named members of staff who have received relevant Priory Academy Training and have successfully undertaken the Safe Handling of Medicines Module.

DOCUMENTATION

Each pupil who is prescribed a controlled drug has a Medication Administration Record, which is kept in a Medication File.

The chart must be completed each time the medication is due.

Completed charts are kept in the Medical Files.

The transfer and administration of all Controlled Drugs is recorded in Controlled Drugs Registers within the medical room

4. Administration of prescribed medicine or controlled drugs

This procedure is intended only for the use of staff who have successfully completed the Priory academy training module, and completed a competency assessment (ECS Form 18D)

1. Check the name of the pupil on the prescribed medication administration record and correctly identify them.
2. Check that the name of both the child and the medication on the medication container corresponds with that on the chart.
3. Check the expiry date on the medication container.
4. Check the dose to be given on the medication chart, and correctly measure out this dose.

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5. Watch the pupil take his/her medication. It is essential that you see the child take the medication. This will avoid situations where the child stores medication and can then potentially overdose.
6. When the child has taken the medication:
 - * sign in full the correct box on the medication administration record;
 - * if the medication is not given, mark the correct box on the chart with:
 - A if the pupil refuses medication
 - B nausea or vomiting
 - C hospitalised
 - D social leave
 - E refused or destroyed
 - F other (define)
 - * It is **not** acceptable to write in pencil on medication administration records;
 - * It is **not** acceptable to use "ditto" marks on medication administration records;

5. Miscellaneous

STOCK CHECKS

Controlled Drugs

Stock checks of Controlled Drugs in the Medical room are carried out on a weekly basis during term time.

MEDICATION DURING THE SCHOOL DAY

Prescribed or non-prescribed medications are kept in the medical room in a locked cabinet.

Emergency Reliever Inhalers: Should these be required during the School day they are stored in the First Aid Room.

Prescribed Medication or non-prescribed medication

For pupils requiring prescribed medication during the day, Parents/Carers are responsible for providing the necessary medication which must be clearly labelled with the child's name, name of the medication, dose and time due. The Pastoral Support Team will be responsible for ensuring that medication is given.

All parent / carers of pupils at Priory Lyndhurst will be required to complete and return a written consent prior to the administration of any medication on school site. Staff should not at any time purchase medication for pupils.

SCHOOL TRIPS/DAY VISITS

Prescribed Medication

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Should a child require prescribed medication during a school trip or day visit, the Group Leader should collect the medication from the Medical Cabinet in the medical room on the day of the visit. The necessary medication will be placed in a clearly labelled container stating the child's name, medication, dose and times due. The Group Leader is responsible for ensuring the safe transport, storage and administration of medication.

Non-Prescribed Medication

Non-Prescribed Medication is not provided for school trips or day visits.

STAFF MEDICATION

Any staff requiring medication during working hours should ensure that their medication is safely and securely stored, such that pupils have no access to it. Staff must not under any circumstances give their medications to pupils.

The School does not provide non-prescribed medication to members of staff.

6. Medication Flow Chard

Contents Checklist (Local Sites may add additional items – this is a core list)			

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions

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Appendix A – First Aiders and Drivers

Appendix B – Contact Details