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Medication Administration Policy

February 2020

Review February 2022

**Medication Administration Policy**

**Aims:**

To promote safe management of students’ medication within school hours.

To provide staff guidance to ensure positive practice methods.

To highlight roles and responsibilities with regard to medication issues in any Exceptional Ideas Ltd school.

**Medication Storage:**

* Inhalers, epilepsy medication and antihistamine medication must be carried by the student at all times.
* All other medication will be kept in a locked medications cabinet.
* All medication to be stored in original packaging with clear instruction labels.
* Medication fridge is available for insulin storage at Teaseldown and Primrose Hill.
* Medication Cabinet only accessible by staff that have completed medication administration training.
* Staff to ensure that storage advice on packaging is followed.

**Medication Administration.**

* Parents / carers must notify the school in writing the dosage and regularity of medication to be given. This includes inhalers and antihistamine medications.
* Parents / carers are responsible for notifying the school the number of tablets sent into school with each new batch delivered. This should be in writing.
* Medication should be sent into school with the student in sealed box so that staff can know if it has been tampered with. Suggest original packaging sellotaped shut.
* School will not send medication home via taxi. Parents need to collect when required.
* Parents / carers should notify the school by telephone if any medication has been missed. School will do the same if medication is missed at school for any reason.
* Failure to take prescribed medication will result in student being sent home.
* Staff member responsible for dispensing medication is highlighted at the beginning of each day.
* Staff member receiving medication supply from the student will count the number of tablets supplied and record on the recording sheet.
* Staff to advise parents when medication stocks run low. Supply should never fall below three days' supply.
* Staff member to ensure that parents supply labels for medication sheets.
* Where students self-medicate or use inhaler medication. This must be included on both the medication administration record sheet and the students dynamic risk assessment.

**Medication Dispensation.**

* Staff member to wash hands before dispensation of medication.
* The student should attend the room where the medication is stored where it will then be dispensed.
* Staff are to follow instructions as per individual medication.
* Staff to use 30ml pots to transfer medication to student.
* Staff to ensure water is available when taking medication.
* Staff are to give the medication and monitor to ensure that it has been correctly taken.
* Staff to record on medication sheet the number of supplied tablets remaining.

**When required medication (prn)**

* Apart from inhalers all other ‘as and when required’ medication will only be given with permission of the student’s parent / guardian.
* Staff will telephone parent / guardian for authorisation to give medication.
* All Medication given will be recorded on Medication recording sheet including inhaler use.

The policy will be reviewed every two years and revised as necessary by the Directors.



**MEDICATION ADMINISTRATION RECORD**

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registered address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Medication name | Quantity delivered | Dosage | To be taken at…(time) |
|  |  |  |  |
| Delivered by (name) |  | Date |  |
| Received by (name) |  | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri |
| Date  |  |  |  |  |  |
| Time |  |  |  |  |  |
| Dose |  |  |  |  |  |
| Initials |  |  |  |  |  |
| Meds left at end of day |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri |
| Date  |  |  |  |  |  |
| Time |  |  |  |  |  |
| Dose |  |  |  |  |  |
| Initials |  |  |  |  |  |
| Meds left at end of day |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| Date  |  |  |  |  |  |
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| Dose |  |  |  |  |  |
| Initials |  |  |  |  |  |
| Meds left at end of day |  |  |  |  |  |

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| Meds left at end of day |  |  |  |  |  |