

Administration of Medicines Policy – Supporting procedures & flowcharts for managing medicines in school

Category:	Trust model policy
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Version Control

<u>Ver.</u>	<u>Date</u>	<u>Comment</u>
1	November 2024	This Trust-model policy replaces previous individual school-based policies
2	January 2026	Parental Consent Form for School to administer medicines and new supporting documentation

This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

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Procedure for administering all medicines

If unsure of any check at any stage when following this procedure or if information does not match, STOP, and refer to the Children's Community Nursing Team for advice before proceeding.

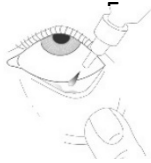
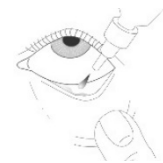
1. Ensure a **witness** attends when possible/required. NEVER administer controlled drugs without a witness to agree each check made and sign the records.
2. Thoroughly **wash and dry hands** and any necessary equipment e.g., medicine spoon, oral syringe, measuring cup, glass, tablet cutter.
3. If required, undertake other **preparations or infection control** procedures e.g., prepare other necessary equipment, safely don fresh Personal Protective Equipment (PPE).
4. **Administer ONE medicine only at a time** e.g., have out one medicine and only the records for that medicine; check, administer & record it; and put away the medicine & record before setting out another, even if it is to the same pupil. There is no need to wash clean hands between medicines for the same pupil.

Establish the SIX RIGHTS of medicines administration.

1. **Right pupil** – Have no other records nearby. Check pupil's identity, allergy status, and Individual Health Care Plan (IHCP) for important information (side effects to be alert to etc.).
2. **Right medicine** – Have no other medicine nearby.
 - Check name on prescription label/labelled non-prescription medicine matches pupil's name.
 - Check name of medicine on label matches name of medicine in IHCP & admin. record, and name of medicine on external packaging and blister pack or container inside matches, especially medicine strength.
 - Check the physical state of medicine and labelling, incl. expiry date (and date of opening if it expires faster once open), damage, and suitable storage i.e., it was in the fridge if it requires refrigeration.
 - Check the amount of medicine available is as expected and note how much will be left after administration. If there appears to be too much medicine left or not enough, **STOP**, re-check the records and the medicine store and refer to **TA2 Medical / the Children's Community Nursing Team** first if still unsure. Missing medicines, especially controlled drugs must be recorded on Evolve and reported immediately to **TA2 Medical / the Children's Community Nursing Team**.
3. **Right dose** – Check required dose and any special instructions on dispensing label (e.g., not to be given with milk or antacids or to be taken with food etc.) and take appropriate action.
4. **Right time** – Check against IHCP & admin. record that this medicine is for this pupil, they are due to have it now, the dose etc. has not changed, and that the pupil has not already had it.

5. Right route –

- **Covert administration**, e.g., medicine mixed with food or drink, is strongly discouraged, and can only be carried out if it is explicitly agreed with parents in the IHCP and clear written parental consent is held. Refer all concerns to TA2 Medical / the Children's Community Nursing Team.
- Ensure pupils who self-apply **topical** creams and ointments thoroughly wash and dry hands first. Offer gloves to pupils only if the medicine's instructions recommend users wear them to-apply it. Wear disposable gloves to apply medicines to pupils topically.
- Ensure pupils taking **oral** medicines sit or stand in the risks and controlling upright comfortably and have at least 150ml of drinking water available. Oral medicines can only be administered to prone pupils by staff who have been specially trained them.
- **Measure** liquid doses of <5ml with an oral syringe, doses of 5ml increments with a medicine spoon (1 full spoon=5ml, 2 spoons=10ml, 3 spoons=15ml, 4 spoons=20ml), or large doses with a measuring cup, or open the packet, blister pack, or container and count out the correct dose. NEVER use a household teaspoon or dessert spoon, NEVER open capsules, & NEVER cut tablets unless parents have failed to pre-cut enough. Give the correct dose to a pupil who can self-administer or administer it to a pupil who needs support in accordance with their IHCP.
- Support pupil to or administer **eyedrops**. Avoid touching eyes with bottle/ dropper, ask pupil to bend head slightly backwards and pull gently on lower eyelid (or use your thumb). Squeeze bottle to release each drop required, release eyelid, and ask pupil to blink and wipe any excess with tissues.
- If pupil is not having breathing difficulties but using a **treatment inhaler**, follow instructions in IHCP.
- If pupil has **MART** treatment plan for asthma, follow **ONLY** the MART plan.
- If pupil has no MART plan and is having breathing difficulties, attach **reliever inhaler** to spacer, press ONE puff into spacer and offer to pupil. Ask them to breathe steadily and deeply using the spacer for 30-60 seconds. If no immediate improvement, give ONE puff every 30-60 seconds (max. total 10 puffs). If medicine is a steroid, ask pupil to drink 100-150ml water afterwards to help prevent fungal mouth infections. If unsure, offer water anyway. If pupil still seems breathless or uncomfortable after inhaler doses have been given, refer to IHCP for next steps (usually immediate referral to their parents and health care professional).
- Check medicine has been applied or taken properly before allowing pupil to leave or getting next medicine. If pupil refuses, detaches patch, palms,



spits, chokes on, vomits etc. the medicine, **STOP**, support pupil, **do not administer a further dose**, record what happened, and refer to TA2 Medical / the Children's Community Nursing Team for advice.

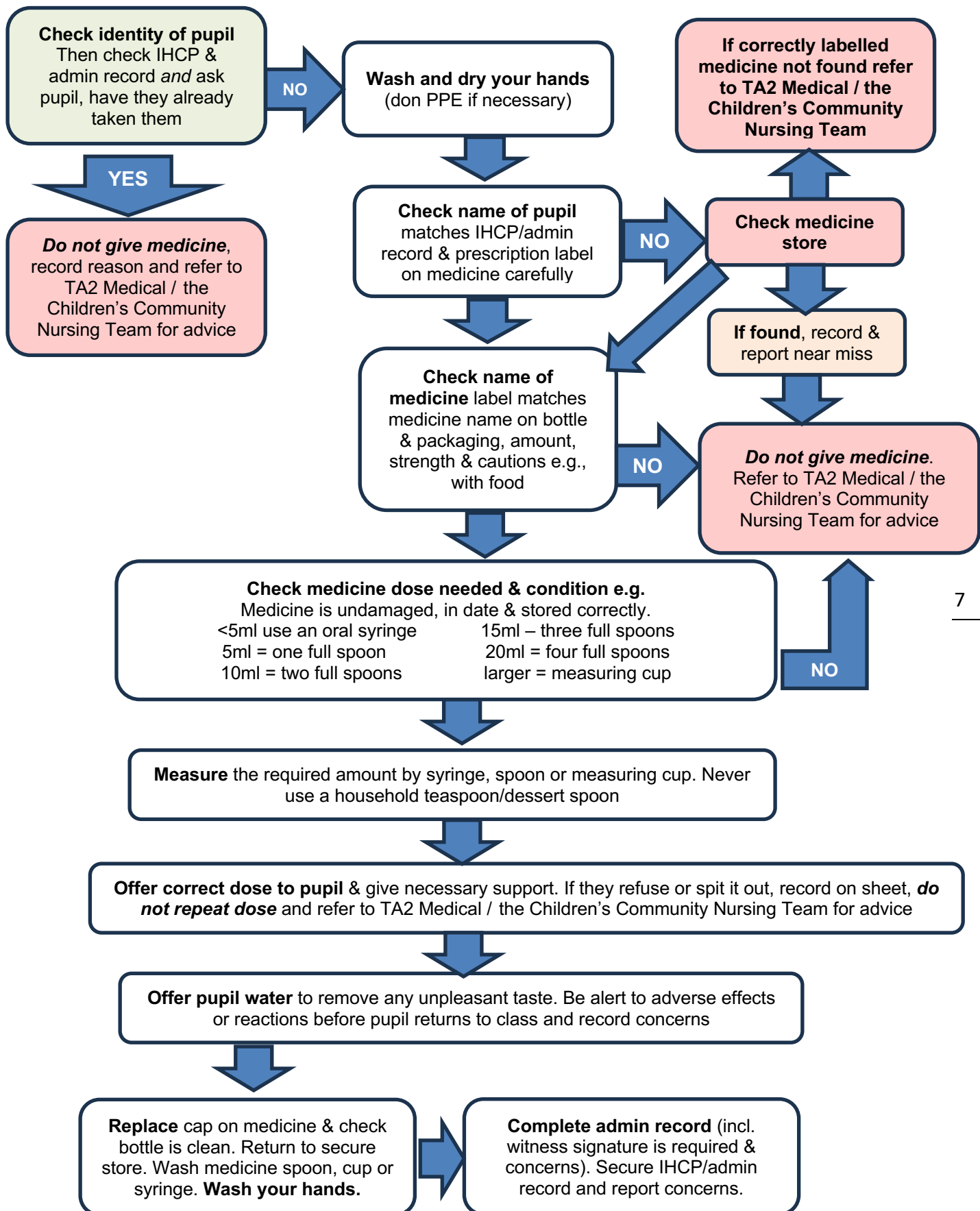
6. **Right records** – Record on admin. record details of medicine given, or that it was offered and refused, or that administration went wrong in some other way (see above). Record any other issues and trigger any action necessary e.g., notification to parents of insufficient pre-cut tablets. Ensure witness has signed admin. record.

Before administering another medicine, even if it is to the same pupil:

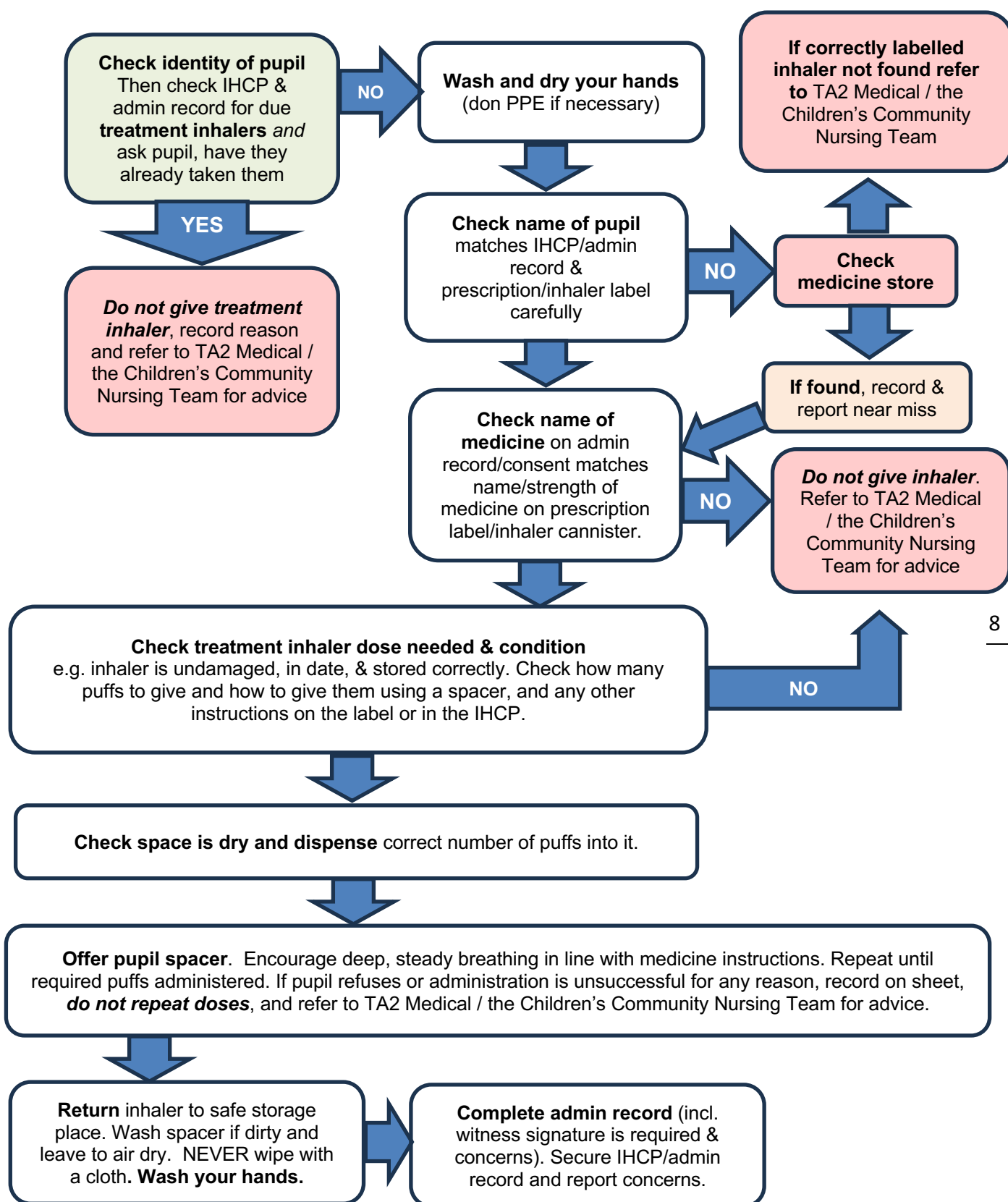
1. Return medicine to safe storage place identified on the risk assessment or remove from immediate work area so it cannot be confused with another medicine.
2. Return completed & signed records to pupil's file/safe storage place or remove as above.
3. Wash used equipment thoroughly in warm soapy water incl. spacer if it got dirty giving dose & air dry (NEVER wipe spacers with cloths or use a wet spacer or medicine may not work)

Always doff PPE and thoroughly wash & dry hands between pupils, even if gloves were used.

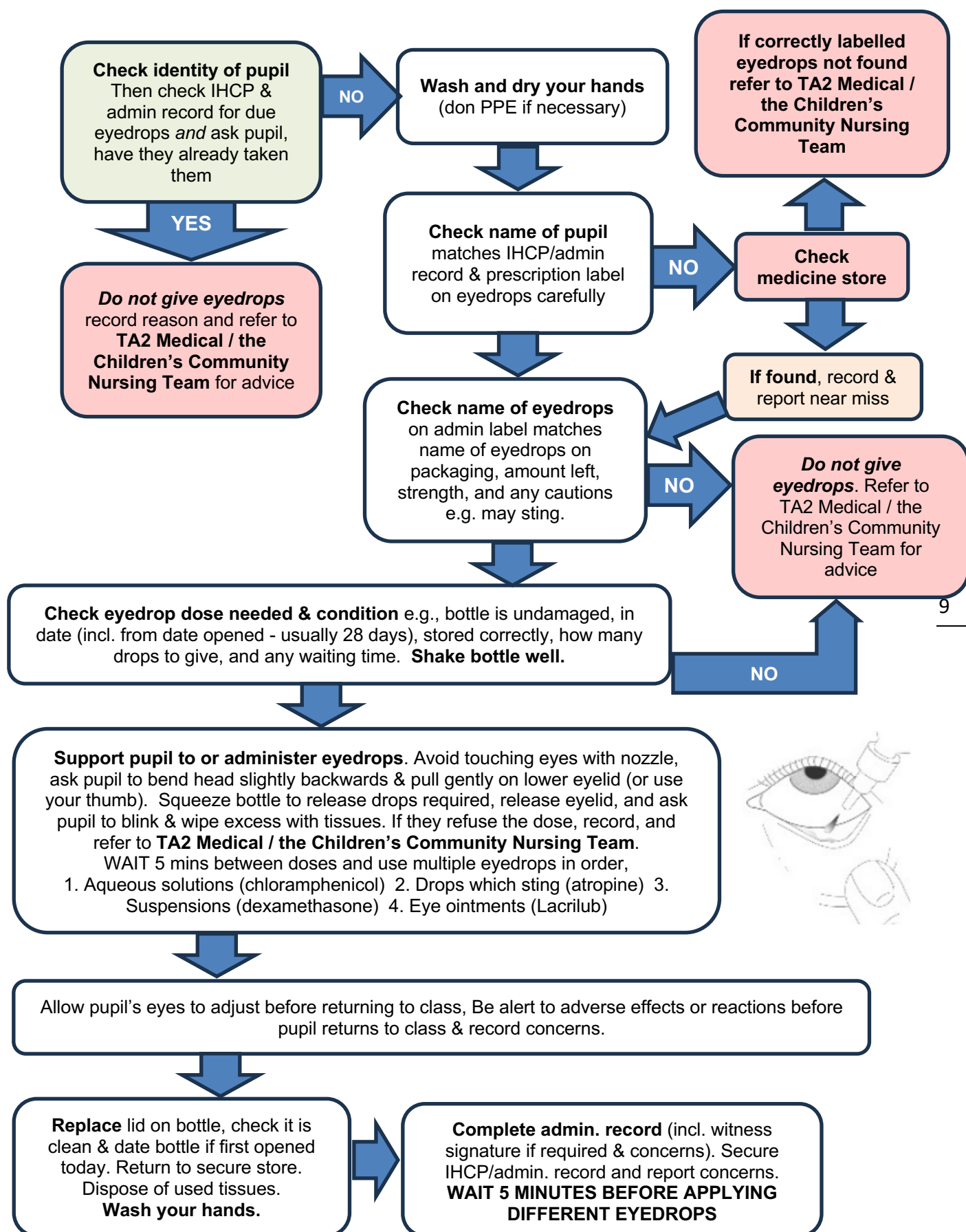
Administering oral liquids (by mouth) flowchart



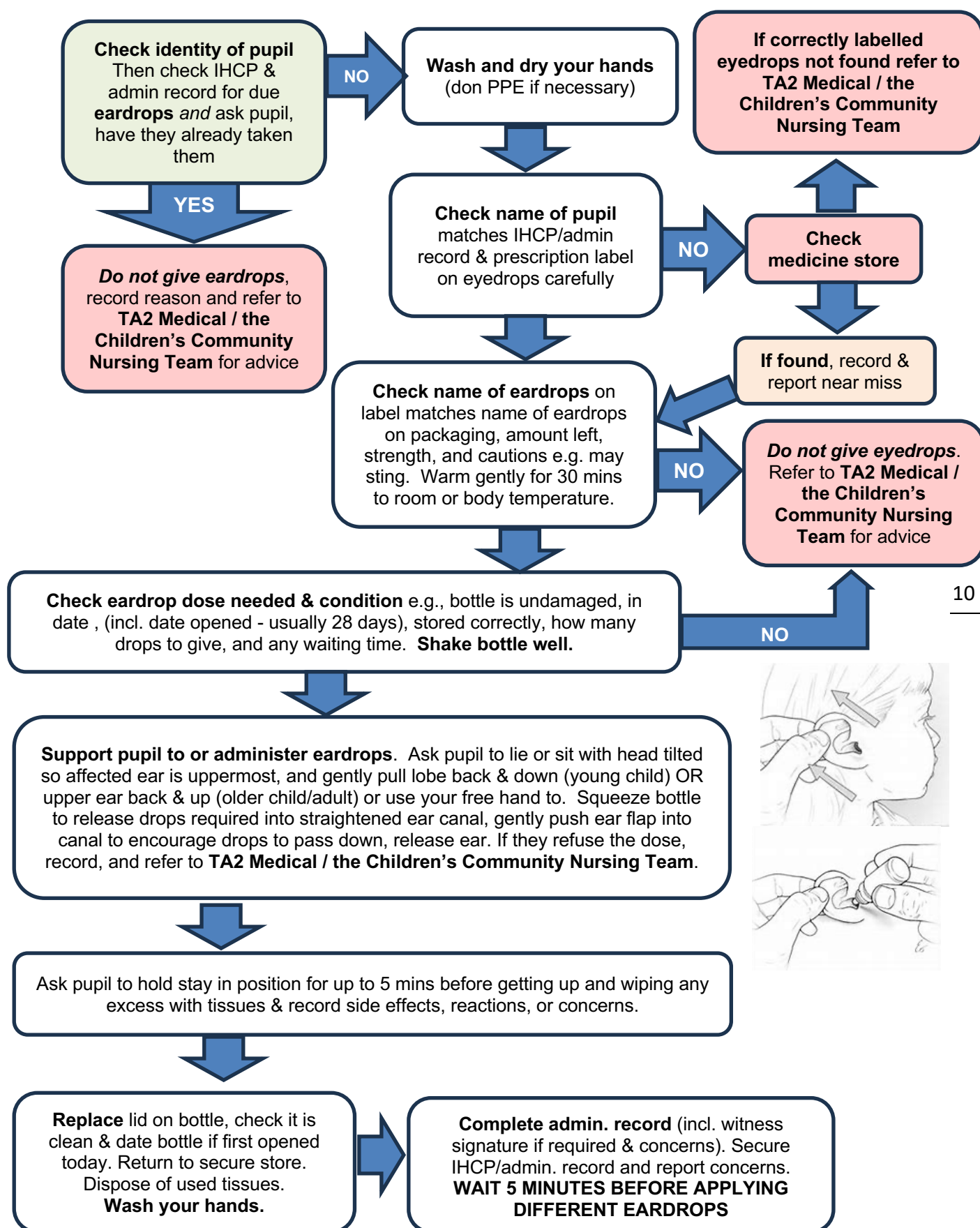
Administering treatment inhalers flowchart



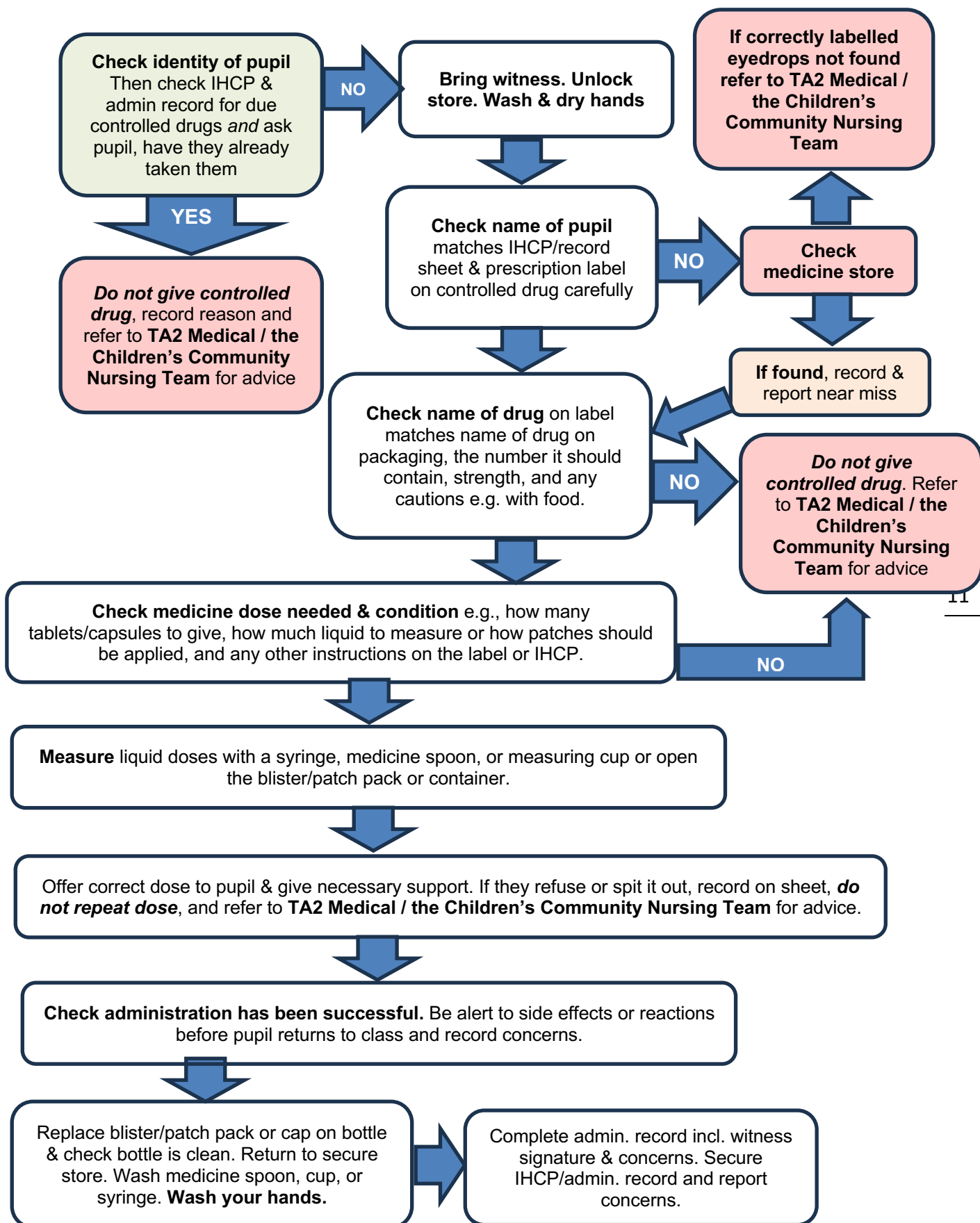
Administering eyedrops flowchart



Administering eardrops flowchart



Controlled drugs admin. (all forms) flowchart



Self-administration competence checklist

Pupil's name	Click or tap here to enter text.	Date of birth	Click or tap to enter a date.
Assessors' name	Click or tap here to enter text.	Date of assessment	Click or tap to enter a date.
Distribution list	Click or tap here to enter text.	Proposed review date	Click or tap to enter a date.

The pupil named above has been assessed on their ability to safely self-administer their own (select):

☐ Topical medicines	☐ Eardrops	☐ Controlled drugs
☐ Oral medicines	☐ Eyedrops	☐ Invasive medicines
☐ Inhaled aerosol devices	☐ Nasal drops	☐ Personal oxygen supply

The pupil named above (tick one option only):

☐ **Cannot safely self-administer their own medicines**

☐ **Can safely self-administer their own medicine with direction or support**

☐ **Can safely self-administer their own medicine independently under supervision**

Right person (if NO, stop the assessment & tick (cannot safely self-administer above))

The pupil understands what their medicine is for and why they need to use it **YES** ☐ **NO** ☐

The pupil understands good hand and respiratory hygiene **YES** ☐ **NO** ☐

Right medicine: The pupil...

☐ Cannot match their name or the medicine's name on records, labels, or packaging & they cannot check for the expiry date or damage that might mean they should not use it

☐ Needs direction to ensure they have checked they have the right medicine, and it is safe to use

☐ Can reliably match their name and the medicine's name on records, labels, or packaging & they can check for the expiry date or damage that might mean they should not use it

Right dose: The pupil...

☐ Needs the correct dose dispensed for them by a trained member of staff

☐ Needs physical support to dispense the correct dose for themselves

☐ Needs direction to dispense the correct dose for themselves

☐ Can dispense the correct dose independently for themselves under supervision

Right time: The pupil...

☐ Needs to be collected at the right time to be taken to where they can self-administer their medicine

☐ Needs to be sent to the right place at the right time to self-administer their medicine

☐ Can present themselves in the right place at the right time to self-administer their medicine

Right route: The pupil...

- ☐ Cannot self-administer their medicine safely in accordance with the prescription or directions for using it and they need it to be administered to them by a trained member of staff
- ☐ Needs physical support to self-administer their medicine safely in accordance with the prescription or directions for using it from a trained member of staff
- ☐ Needs direction to self-administer their medicine safely in accordance with the prescription or directions for using it from a trained member of staff
- ☐ Can self-administer their medicine safely in accordance with the prescription or directions for using it independently under supervision

Direction needed may include (list or see IHCP)

Click or tap here to enter text.

Physical support may include (list or see IHCP)

Click or tap here to enter text.