



Medical Policy Appendix 1 – Procedures for the Safe Administration of Drugs Responsible person – Residential Services Manager Next scheduled review – Spring 2020		
Date	Reviewed by	Amended (Y/N)
Summer 2006	Fiona Peters	
Summer 2008	Fiona Peters	No
Summer 2010	Fiona Peters	No
Summer 2012	Fiona Peters	No
Summer 2014	Fiona Peters	No
Spring 2016	Fiona Peters/Sarah Billingham	No
Spring 2018	Sarah Billingham	Yes
Spring 2020		



Medical Policy and Procedures – Appendix 1

Procedures For The Safe Administration Of Drugs

I CAN insurance covers situations where non-prescribed and prescribed drugs are administered by non-medical staff with the exception of drugs that are to be taken by injection (i.e. insulin), and for some emergency treatments. Administration of Epipen type injected medications by non-medical staff is covered by I CAN insurance. For the administration of rectal valium there must be at least two people involved who have had training with the procedure from the school nurse, or a recognised external agency.

If Staff are in doubt as to their capabilities in administering drugs they must:

a) seek training from the school's nurse.

and/or

b) phone for the emergency services in extreme cases.

Training in the procedures for the regular administration of drugs and medicines is given to members of all class teams by the school nurse. This ensures that, in the absence for any reason of the school nurse, staff who work with the child are confident about the location, administration and recording of all medicines. The Medication File is kept on the shelf above the fridge in the dispensary. It contains:

- Medication sheets for each child describing what is to be administered and when. The member of staff who administers the medication must sign against the appropriate time and date.
- A sheet at the front of the file explains, in class order, precisely what each child is prescribed as lunch-time medication.

Written parent/carer permission is sought for the administration of any medications by non-trained and trained staff. This is done on forms completed by parents/carers, with the school nurse, when the child is first admitted to the school, and at regular intervals thereafter.

If at any time the wrong medication is accidentally given to a child, the child will be closely monitored, advice requested from his/her G.P and parents/carers informed immediately. A member of the SLG must also immediately be alerted.

See the 'Medical Policy' for full details of all procedures.