



MEDICATION POLICY

Responsibility	Clive Corbett
Date of last review	March 2017
Date of next review	March 2018

MEDICINES - ADMINISTRATION

There is no legal requirement for staff in schools, units or centres to administer medicines to pupils, but it is acknowledged that many agree to do so. The Headteacher does not expect staff to administer medicines to students unless they have indicated their willingness to do so.

Conditions for Storage and Administration of Medicines

The following procedures are to be complied with.

- a) Only medicines prescribed by a doctor should be accepted.
- b) Prescribed medicines should only be administered following a written request from parents or guardians which clearly states the name and tutor group of the student, together with the dose and the time(s) of day at which it should be taken and any special conditions for the storage of the medicine (eg. to be kept in a refrigerator). Prescribed medicines will not be administered until a written request (e-mail or letter) from parents has been received. Non prescribed medicines should not be administered.
- c) Medicines should be clearly marked with the name and tutor group of the student, together with the dose and the time(s) of day at which it should be taken.
- d) Medicines should be kept in a locked drawer, cupboard or fridge as appropriate. in a secure central position in the school (eg. school office or medical inspection room) rather than by class teachers. (See note below on Ritalin.)

An exception to this rule should be made, however, for medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils, epipens for anaphylaxis or glucose tablets for diabetics, which should be kept close to the pupil(s) concerned for immediate use.

Insulin dependent diabetics are required to provide an emergency pack of dextrose/slow release carbs/dextrose gel to be stored in the school office.

- e) Medicines should only be accepted in relatively small quantities (2 or at most 3 days' supply) and note should be taken of any requirements for special storage conditions.

Analgesics

Pain killers (eg. aspirin or paracetamol, including "junior" forms such as Calpol) must never be administered to pupils, even at the request of parents. They can mask symptoms in the event of injury and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (eg. before leaving home). The only exceptions to this are:

- Students for whom pain killers have been prescribed, especially those with long-term medical conditions.

Controlled drugs, including Ritalin

Drugs based on methylphenidate hydrochloride (which include Ritalin, Concerta XL, Equasym XL) atomoxetine (Strattera), dexamfetamine (Dexedrine) and related amphetamine drugs used for the management of Attention Deficit Hyperactivity Disorder (ADHD) are Class B Controlled Drugs under the Misuse of Drugs Act, 1971 and the Misuse of Drugs Regulations, 1985. It is therefore a legal requirement that:

- The drugs are kept in a locked container inside a locked cupboard (or similar)
- A register of receipt and issue must be kept, with double entry records.

In practice this means that:

- The tablets must be kept in a locked container (such as a lockable cash box) inside a locked cupboard. Keeping them in a filing cabinet in a locked office is not adequate.
- The register must be a bound book – not loose-leaf. Entries must be made in ink and must not be altered or destroyed.
- Each time new stock is received, it must be entered and signed for by two people.
- Each time a tablet is given, it must be recorded and signed for by two people.
- The dose given, the date and time, the name of the pupil receiving the dose and the number of tablets remaining must be recorded.

Suitable headings for the register could be:

Date	Time	Name of drug	Quantity (No. of tablets)	Received from	Administered to	Received / administered by	Witnessed by	Balance remaining
01.11.09	08.55	Ritalin	10	Mrs S Green	-	Sue Brown	Jane White	10
01.11.09	09.05	Ritalin	1	-	John Green	Sue Brown	Jane White	9
01.11.09	13.30	Ritalin	1	-	John Green	Jane White	Sue Brown	8

Officers from the Home Office have the right to inspect the register at any time.

It is important that the staff issuing the tablets to students actually see them take the tablets, partly because they have a high street value if resold illegally but also because they are of great benefit to children who do have ADHD.