



Headteacher **Mr. T. W. South**

Main Road

Longfield

Kent DA3 7PW

Tel No: 01474 705377

Fax No: 01474 709842

e-mail: office@rowhill.kent.sch.uk Website: www.rowhill.kent.sch.uk

DRUG ADMINISTRATION PROCEDURE POLICY

TITLE: The essential safekeeping and administration of all medication.

AIMS: Target Groups: Teaching and Support Staff

Purposes:

- (i) To administer the correct drug and dosage to the named client
- (ii) To promote health
- (iii) To prevent error in administration
- (iv) To prevent ingestion of medicines by an incorrect/un-named pupil

IMPLEMENTATION GUIDELINES

- All drug details to be clearly written on individual students medication charts. To include drug name, dosage to be administered and times of administration.
- Reasons for not taking medication will be recorded on the individual students medication chart as per “key” in the front of the chart folder. Any further details to be reported to SLT.
- Each student will have their own individual medication in a zipped wallet that is labelled with a pharmacy label and only used for that student.
- Medication will be prescribed by the GP.
- Medication will be stored in an allocated cupboard in the locked clinic room.
- Prior to any administration hands will be washed.
- Member of staff to collect the drug chart then check if that student requires any medication.
- It will be necessary for 2 staff that have been previously assessed as competent to dispense and administer medications.
- If medication is required check against the chart the name of the drug to be given and the time it is required.
- Check the chart for the time the drug was last administered.

- Locate the drug in the locked cupboard.
- Check the name of the drug on the label is the correct, expiry date and dosage required.
- Dispense correct drug and amount into medicine pot.
- Give prescribed medication to correct named student.
- Sign immediately in the dated box that you have given medication
- If student refuses to take medication record on individual's medication chart.
- Replace drugs in cupboard and lock it.
- Lock the room and replace key in the cabinet in main office.

SPECIAL CONSIDERATIONS

All medicines to be kept in a locked cupboard in allocated locked room at all times. Key to these to be held by senior staff and designated medical teaching assistant.

All staff responsible for drug administration to be assessed by Headteacher.

Staff are assessed as competent.

Staff to complete an annual update to maintain their skills.

All staff is to read and be aware of where to locate the Rowhill Medication Procedure policy

Rowhill staff that assist students with gastrostomy feeding may be asked to administer medication via gastrostomy following training by nursing staff.

Controlled drugs to be stored in a locked box within locked cupboard.

Non-prescribed drugs e.g. Paracetamol, to be given only with prior authorisation form the parent, and recorded on the relevant chart. Parent/guardian to be informed of administration.