



Administration of Medication Policy

Introduction

Trinity recognises that a number of young people require support to administer their medication. The intention of all medication administered is to achieve the maximum benefit, and in such a way that the risks involved in the administration system are reduced to a minimum. This policy aims to promote the safety and well-being of young people and encourages the safe practice of all staff.

Medication is an agent which is administered to treat illness, disease or injury and will not be used for social control or punishment.

This policy should be read in conjunction with the following procedures:

1. Procedure for the Administration of Medication – **Appendix I**
2. Procedure for the Administration of Controlled Drugs – **Appendix II**

Policy Statement

All staff will administer medication with due regard to the 'Procedure for the Administration of Medication'. Only staff who have completed their administration of medication training, and who have been signed off as competent, can administer medication.

Policy Principles

Prescriptions

All young people must be registered with a GP. Medication will be prescribed for a named individual and dispensed accordingly. The medication must only be used for the person for whom it is prescribed. All prescribed medication stored and administered on site must have written confirmation from the relevant GP for accuracy and up to date information in order to safeguard the best interests of the young people.

All prescribed medications received on site, must be in unopened packs/bottles and match the numbers of tablets or amount of liquids/creams as stated on the dispensing chemists label.

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Tablets must not be split (i.e. a 10mg tablet cannot be split in two, to administer a 5mg dose) and sachets or powdered medication cannot be part mixed and administered. The whole sachet or prescribed amount must be administered.

Non-prescription (Homely remedies)

Homely remedies are used for the treatment of minor ailments without immediate consultation with the medical practitioner. Individual parents should agree a suitable list of remedies with their GP providing medical cover for the young adult. This applies equally for non-prescription medicines. Manufacturers' directions must be adhered to, with particular attention to the stated maximum dosage over a specified time, and should not be used for more than 24hrs without consultation with a GP.

Ordering

Each class will have a recording/checking system to ascertain when they will require a repeat prescription. It is the responsibility of the Teacher or nominated other in their absence, to ensure an adequate supply at all times.

Deliveries

On receipt of medication, staff should complete the 'Medication received/returned log' for accurately recording the supply of medication accepted and held on site. Medication Administration (MAR) charts will include details of medicine receipt and disposal, and should be cross referenced to the Medication received/returned log. All medicines should be checked to ensure that they are prescribed and in date.

Storage

All medication will be stored in the designated medicine cabinet. This storage space will contain both prescription and readily available medications such as PRN Paracetamol. The designated place must be maintained at a temperature appropriate for the purpose. Where necessary, certain *medications such as inhalers, epi-pens and glucose replacements should be readily available and kept in a safe place close to the young adult. Such medications should always go with and be available to the young adult when off site. A separate secure and dedicated refrigerator should be available to be used exclusively for the storage of medicines requiring cold storage.

*Ensure where necessary that staff and appropriate others are made aware of those young adults with allergies or food intolerances so that proper consideration can be given to their individual needs throughout the college day, including meal times and periods of activity.

Keys

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Key security is integral to the security of the medicines; therefore access should be restricted to authorised members of staff who are responsible for ensuring medication cabinets are securely locked and keys removed after use. Never leave the key in a medicine cabinet when it is unattended.

Disposal

A complete record of medicines going out of the college for disposal should be recorded. The normal method for disposing of medicines should be by returning the medicine to the parents who should then return them to the pharmacist. Staff must ensure the Medication received/returned log and MAR form are completed to reflect any medication sent home.

(NB. following the death of a young adult, the medicines should be retained for seven days, in case the Coroner's Office requires them).

Concealment

Trinity recognises that there may be certain exceptional circumstances in which covert administration may be considered, to prevent a young adult from missing out on essential treatment. In such circumstances, and in the absence of informed consent, the following considerations may apply:

1. The best interest of the young adult must be considered at all times.
2. Medication must be considered essential for the young adult's health and well-being or for the safety of others.
3. Any decision to do so must be reached after assessing the care needs individually and recorded in the ILP.
4. Concealment in food substances must be approved by a GP; Pharmacist and discussed with the parent/carer or guardian of the young adult.
5. The practice should be both transparent and open to public scrutiny and audit.

Crushing

Some young people may be unable to swallow their tablets or capsules whole. In these situations, staff should discuss proposed practice with the authorised prescriber, pharmacist and parent/guardian of the young adult.

Wastage

Spitting out/Vomiting shortly after administration

If a young adult has spat out their medication, advice should be sought from the Operations Manager/DSL or NHS Direct in respect of a repeat of this medication. Such occurrences must be noted on the MAR form using the relevant key code (S).

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Dropping/Spilling medication

This medication should be considered contaminated and disposed of in accordance with this policy. Such occurrences must be noted on the MAR form using the relevant key code (D).

Verbal/Faxed/Telephone Instructions

None of the above methods for obtaining prescriptions comply with our legal responsibilities. They leave the college and young adult at risk and therefore are unacceptable practice.

Self Administration of Medicines

Trinity welcomes and supports the self administration of medicines wherever it is appropriate and noted in the young adults ILP. Where young people are able to self administer medication, a full risk assessment should be completed, agreed and placed in their ILP.

Administration of Medicines Away from the College

Relevant medication and the MAR chart MUST accompany the young adult when any outing or appointment coincides with the time for medication to be administered.

All medication taken off the college premises must be logged on the 'Medication taken off premises' form located in the young adults medication file.

Responsibility for safe storage, administration and accurate recording rests with a delegated adult.

Where the young adult is off site with 1 member of staff, then it is acceptable for that staff member to administer the medication (subject to them having been signed off as being competent) without a counter-signatory. The same applies if only one staff member is available on site with a young adult.

If a young adult is admitted to hospital, it is the responsibility of nursing personnel to administer medication.

Refusal to take medication

If a young person refuses to take their medication, this must be noted on the MAR form and advice sought from their GP. If they refuse on a regular basis then a Capacity Assessment and Best Interest meeting needs to take place to determine a way forward. If it is deemed that the young adult does have capacity then advice needs to be sought from the GP and parent/guardian.

Administration and storage of controlled drugs

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A controlled drug means any drug which is subject to control under the Misuse of Drugs Legislation (Home Office 1998). The procedure for the administration of controlled drugs (see **Appendix II**) is subject to The Misuse of Drugs legislation. All controlled drugs must be signed onto the premises using the Controlled Drug Record Book. Controlled Drug (CD) must have a CD cabinet complying with the requirements laid out below:

1. Drugs requiring safe custody should be stored under lock and key in a cabinet/safe
2. The locked cabinet/safe should be made of metal, with suitable hinges, fixed to a wall or the floor with rag bolts (these bolts should not be accessible from outside the cabinet)
3. The walls of the room should be constructed to a suitable thickness using suitable materials