

MEDICATION PROCEDURE POLICY

INTRODUCTION

The College is committed to ensuring that all students have access to their medication as required and as directed by the prescriber.

This procedure must be followed during the administration of all medication. This does not include the administration of controlled drugs. Staff are permitted to administer medication using hypodermic needles following appropriate and relevant training from a designated Healthcare professional. Staff must not administer Midazolam, Diazepam without training and a current protocol countersigned by a Doctor. If in doubt, call 999.

Epi-pen or JEXT

It is the responsibility of students, who may suffer a severe allergic reaction, and have been prescribed an EpiPen or JEXT, to keep it upon their person at all times during the college day.

All medical information must be treated as confidential. The student and/or parent/guardian should agree who has access to information. Any decisions concerning medication will be made in conjunction with parents/carers/guardians for students that lack the capacity to make decisions for themselves.

MEDICATION ADMINISTRATION RECORD (MAR) Appendix 1

The course leader, in collaboration with the parent/guardian/student/carer, must write up the Medication Administration Records (MAR). These must be countersigned by the Curriculum Manager for the area.

‘BOOKING IN’ MEDICATION

- When any medication comes into Grantham College either prescribed or homely remedies it must be logged in on the appropriate Record Sheet (Appendix 2) by course leader and an appropriate qualified member of the team. **A separate sheet will be required for every student.**
- When booking in medication the course leader must make sure that the labelling is correct i.e. correct name, the amount that should be given and how often, and route of administration. If it is a repeat medication, compare with information already on the MAR sheet. If there are any queries with this they must be addressed with the parent/guardian immediately. **Staff must not administer any medication until this has been resolved.**
- **It is essential that 2 people book in the medication.** The following information must be logged, the name of the medication e.g. Midazolam, the dosage, e.g. 1mg and the quantity remaining in the container, e.g. 35 tablets – to be given sublingually.
- It is the member of staff’s responsibility who is booking in the medication to count the quantity of the medication as stated on the label of the medication packaging and check the expiry date.
- Both staff members must then sign their name to say that the information they have entered on the record is correct.

- If a mistake/error is made while booking in the medication the staff member, **do not** cross out the mistake or use correcting fluid. A new MAR sheet must be completed.

STORAGE OF MEDICATION

- Once the medication has been booked in it has to be stored correctly in the medication cupboard within MLG08 (wheelchair storage area)
- If the medication is to be stored in a fridge it must be stored in the medical fridge which is located in MLG20

REORDERING OF MEDICATION

- If the carer/LSA notices that a student is running low on medication they must report this to the course leader who will then contact the parent/carer/guardian.
- If a student has run out of medication completely this must be **reported to the course leader immediately**, who must contact the parent/carer/guardian.

ADMINISTRATION OF MEDICATION

Two suitably trained persons must be present when administering medication at all times

STAFF ADMINISTRATION

- All staff must have attended training on the administration on the safe handling of medicine and be signed off as competent, before giving any student medication this includes any homely remedies.
- Before administering medication you must find the student's Medication Administration Record (MAR). These sheets are stored in the classroom in individual student's medication folders, along with their care plan and risk assessment.
- The MAR sheet must have the following details - the students name, date of birth, name of doctor, name of the medication, and the time it should be given and the route of administration. There should be a photograph of the student in the folder.

It is vital that the staff member checks the MAR sheet rather than rely on memory, as changes occur frequently.

- The staff member must wash their hands using the correct hand washing procedure (gloves are provided and should be used as required). Administration of the medication can then take place.
- It is the responsibility of the staff member to have the correct MAR sheet for each student and follow the seven Rights –
 1. The Right medication - this must be the medication that is written on the MAR sheet and on the medication packaging. If it is different do not administer and check with a senior member of staff
 2. The Right method/Route e.g. oral, topical, this information should be on the medication label if unsure - do not administer and seek advice.
 3. The Right Procedure.
 4. The Right person. If unsure do not administer; seek advice.
 5. The Right time and day - this will be recorded on the MAR sheet.
 6. The Right dose this must be the same on the label as is written down on the MAR sheet if it is any different do not administer and take advice.
 7. The Right records.

- When the staff member is confident that all this information is correct they should check with another suitably trained staff member and administer the medication.
- If the medication is in tablet form the non-touch technique must be used i.e. using the container lid to transfer the tablet to the medicine pot.
- Once the medication has been administered and taken by the student, the MAR sheet should be initialled by both members of staff and returned to the student's medical folder. The medication should be returned to the locked cupboard. If gloves have been used remove and dispose. Wash hands again.
- The person, who puts the medication into the medicine pot, must be the person who administers it to the student. It is not acceptable for staff to 'pot up' medication for others to administer, or for themselves to administer to the student later.

IF IN ANY DOUBT, DO NOT PROCEED AND SEEK ADVICE.

SELF ADMINISTRATION

- All students will be encouraged to take control over the administration of their medication. Those who choose to self-medicate, will be assessed to ensure that they are competent to do so.
- Those moving towards self-medication will have a support plan in place to develop skills and knowledge in this area.
- Following the completion of suitable assessment, or training and a Risk assessment, students who are deemed as self-medicating can be responsible for the safe storage and administration of their medication.
- Once it has been confirmed by the staff member that the student has taken their medication the staff member should initial against the Self Administration MAR sheet (Appendix 3) against at the correct time and date and then initial underneath so that there is an audit trail.

ADMINISTERING MEDICATION OFF SITE

- When administering medication offsite the staff member must take with them the student's medical folder, the medication needed, gloves and a pen to be able to fill in correct paper work.
- When carrying medication and the medical folder the staff member must make sure that these are in a safe place and cannot be tampered with by anybody else.
- The staff member must be trained, confident and familiar with administering the medication before leaving the College.
- The person who is administering the medication is responsible for getting the medication and medication folder this must not be done by anybody else.

ACCIDENTALLY DROPPED MEDICATION

- If any medication is accidentally dropped the staff member must pick this medication up but must not administer it. The student should be given a new dose. If the medication is from a blister pack the tablet should be administered from the end of the packet so it does not disrupt the rest of the days.
- Dispose of the soiled medication appropriately.

- The soiled dropped medication needs to be 'logged out' to reflect accurate stock balance on the MAR sheet and parent/guardian/carer should be informed.

PREFERRED METHOD – INDIVIDUAL NEED

- Some students – especially some people on the Autistic Spectrum, may have a preferred method of taking their medication, which is very specific to them. This will be recorded in the Care Plan.

REFUSALS

- If any student refuses to take their medication, the staff member should leave the student for a few minutes and then try a different approach or ask another member of staff who knows them better to try. If the student still refuses to take the medication you must enter a 'Refusal' on the MAR sheet and then fill out the back of the form giving the date, the medication and account of why they did not take it you must sign this document and contact the parent/carer/guardian for advice.
- If the student has missed their medication because they were out of the building you must enter a 'Missed' in the M.A.R. sheet and fill out the added information sheet behind the M.A.R. sheet giving the date, time, and medication that has been missed and why it was missed you must then sign this and contact the parent/carer/guardian for advice.

OPENING NEW MEDICATION

- If the member of staff opens any new medication they should record the date they opened it on the medication bottle.
- This information should also be recorded in the MAR sheet.
- The staff member must always use the oldest medication first but must check the expiry date.

DISCARDED MEDICATION AND EQUIPMENT USED TO ADMINISTER MEDICATION

- Any medication or equipment that is being discarded e.g. where expiry dates have passed, or medication changed, must be disposed of appropriately.
- Needles and syringes are single-patient devices and should NEVER be used to administer vaccine to more than one patient. Used needles should not be detached from syringes, recapped or cut before disposal. All used syringe/needle devices should be placed in puncture proof containers to prevent accidental needles and reuse.

Empty or expired vials are considered medical waste and should be disposed of according to regulations. Medical waste disposal is regulated at the by the local health department in accordance with regulations.

All disposed of waste must be collected by the authorised waste disposal company that has been employed for this purpose by the college.

HOMELY REMEDIES

- A homely remedy is a treatment to treat a condition or ailment. These can include items such as a topical cream/ointment.
- It is possible for staff to administer this type of medication subject to agreement of the students G.P./parent/carer/guardian. This permission letter must be in their medical folder.

MEDICATION ERRORS

- If a staff member has given a student the wrong medication, wrong dose, missed medication, wrong time, they must report it to the person in charge, who will contact GP or N.H.S direct for advice and inform the Curriculum Manager, immediately.
- The Curriculum Manager will inform Senior Managers and as well as parent/carer/guardian.
- All errors must be recorded on the Grantham College accident and incident reporting system.
- Staff who have made the error will be stopped from administering medication until an investigation has been completed. Appropriate actions will be disseminated to all staff to ensure repeat of the incident does not occur.

COMMUNICATION

- Any issues re medication e.g. changes (which have already been amended on the MAR sheets), will be emailed to all those who administer medication and written on the 'Additional Information sheet' (Appendix 5) held within each students medical file by the course leader who receives the information.

PROMOTING INDEPENDENCE

- The principle must be that we support, train and encourage students to take responsibility for self-administration as much as possible. This will be reviewed through the Care Planning process and will be supported by a competency assessment and risk assessment.

QUALITY MONITORING

- The course leader will check MAR sheets daily, immediately notifying Curriculum Manager of any discrepancies.
- The Curriculum Manager will carry out a termly Audit and record this on a Record of Medication sheet (Appendix 6).

ADVICE AND SUPPORT

- Curriculum Manager
- Health & Safety Officer at Grantham College
- G.P.s
- NHS Direct
- Pharmacists
- Mims/BNF directories (BNF online)
- British Pharmaceutical Society
- Care Quality Communication standard (CQC).

Quality Assurance – version control			
Review period	Annually	Review carried out by	Curriculum Manager: Learning Development
Approved by	SLT	Date approved	29.9.15
Equality Impact Assessment date	September 15	Last review date	September 15

Appendix 1

Medication Administration Record (MAR)

Record of medication administered to an individual student

Grantham College

Name of student	
Name, Address and Contact number of G.P.	
Course	
Name of medication	
Use of medication	
Strength of medication	
Dose	
Frequency	
Method of delivery	
Storage of medication – where and how	

Staff signature	
Curriculum Manager	
Parent / Carer signature	
Date	

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					
Injection area					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					
Injection area					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					
Injection area					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					
Injection area					

Appendix 2
Record of Receipt of medication
 Booking in record sheet

Grantham College

Name of student	
Name, Address and Contact number of G.P.	
Date of receipt of medication provided by parent/carer	
Quantity received	
Name of medication	
Use of medication	
Strength of medication	
Route of administration	
Storage of medication	
Expiry date	

Staff signature	
Curriculum Manager	
Parent / Carer signature	
Date	

Appendix 3
Self - Medication Administration Record (MAR)
 Record of self-medication

Grantham College

Name of student	
Name, Address and Contact number of G.P.	
Course	
Name of medication	
Use of medication	
Strength of medication	
Dose	
Frequency	
Method of delivery	
Storage of medication – where and how	

Staff signature	
Curriculum Manager	
Parent / Carer signature	
Date	

Date					
Time given					
Dose given					
Student signature					
Counter - signature					

Date					
Time given					
Dose given					
Student signature					
Counter - signature					

Date					
Time given					
Dose given					
Student signature					
Counter - signature					

Date					
Time given					
Dose given					
Student signature					
Counter - signature					

Appendix 4
P.R.N (MAR)

Medical Administration Record for “As Required” (PRN) medication

Grantham College

Name of student	
Name, Address and Contact number of G.P.	
Date of Birth	
Course	
Name of medication	
Use of medication	
Strength of medication	
Dose	
Frequency	
Method of delivery e.g. topical, oral, buccal, injection	
Storage of medication – where and how	
Review Date	

Staff signature	
Curriculum Manager signature	
Parent / Carer signature	
Date	

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					

Date					
Time given					
Dose given					
Staff administering					
Counter - signature					

**Appendix 5
Medication Procedure Policy Additional information Sheet**

Name of student	
Name, address and contact number of G.P.	
Date of Birth	
Course	
Additional information	
Review Date	

Staff signature	
Curriculum Manager	
Parent / Carer signature	
Date	