



Charlton Park Academy Operational Medication Policy

Date: October 2024
Review Date: October 2025

This policy needs to be read in conjunction with:

- Health and Safety Policy.
- First Aid and accident protocols.
- Medication handover (transportation) procedures.
- Mulberry Tree House Residential unit (MTH)/Charlton Park Academy handover procedures.
- The Handling of Medicines in Social Care – The Royal Pharmaceutical Society.

Aim

The Governors and staff of Charlton Park Academy and MTH wish to ensure that students with medical needs receive proper care while under our supervision and appropriate safeguarding procedures are in place.

The Principal will accept responsibility in principle for members of the school staff to administer or supervise students in taking prescribed medication during the school day.

Medical procedures

- Medication will only be accepted in school or MTH if it has been prescribed by the student's general practitioner, hospital consultant or other medical doctor.
- Medication will not be accepted in school or MTH without complete written and signed instructions and consent from the parent carer.
- All medication must be handed to the class teacher / Level 4 and stored and record appropriately. Any medication to be used in MTH will be delivered on arrival if the student is not coming directly from school.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks' supply at any one time). Parents will send in new supplies of medication when requested as required by school or MTH staff on the required form (form used when possible but contact books also used) – **see Appendix 3.**
- Each item of medication must be delivered in the original container, with the student's name, name of medication, expiry date and dosage clearly stated.
- Labels must have clear direction and correct instructions, **not** 'give as required' unless it's PRN medication.
- Medication that requires changing in any form must indicate clearly on the label by the pharmacist e.g. crushing tablets or adding to water
- Any medication once opened can only be kept for 6 months (unless stated shorter shelf life) (opening date needs to be clearly recorded) then it will need to be sent home for disposal.
- Discharge label with date to be applied when opening.
- All medications will be stored in medication cupboard supplied which is secure and away from students. Any medication requiring a fridge storage needs to be stored in one of the lockable fridges and not in general use fridges.
- Parents/carers will inform Charlton Park Academy in writing when any medication is discontinued or there is a change in the dosage either from the GP or hospital consultant. If this information is received from a parent the nursing team/MTH staff will be informed to ensure correct evidence and to make the necessary changes to iCareHealth system.

- Any information or changes made by letter to parent carers from the GP or hospital must be copied to the school staff for their information and documentation. This is then scanned and added to our online iCareHealth system.
- Where the student travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the student, including medication for administration during respite care. The medications will be transported using the schools '**Orange**' bag system – see **Appendix 1**.
- All medications received into school must be handed to a member of the class staff or medical team while ensuring the class teacher/Level 4 is informed of the prescription and its requirements.

Each item of medication must be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date/discharge date

The school will **not** accept items of medication which are in unlabelled containers or incomplete prescription.

Parental consent

- Consent forms for prescribed medications and non-prescribed medication must always be obtained from parents prior to any administration for both Charlton Park Academy and separately in MTH.
- These forms are renewed on a termly basis or when changes are required.
- All evidence is to be scanned and added to the online iCareHealth system.

Storage of Medication

Unless otherwise indicated, all medication to be administered in school or MTH will be kept in a locked medicine cabinet according to the Nursing and Midwifery Council (NMC) guidelines.

Designated classes store and administer specific medication and carry out medical procedures using trained staff under the supervision of the medical team.

Secured cupboards and refrigerators are in place with procedures to ensure safe administration of medications.

Students do not have access to medication storage on the school premises

Students do not hold or administer their own medication unless supervised / witnessed by trained staff (inhalers etc.)

On admission the medication is transcribed onto the online iCareHealth system by a nurse or a staff member trained as an iCareHealth administrator. It is then checked and approved by a nurse either in school or MTH staff.

The medication is then counted/measured and recorded as medication received on the iCareHealth system. Only countable medication i.e. tablets or liquids are able to be tracked for inventory.

The online iCareHealth system is then completed when medication is administered by **trained staff. All medications are witnessed by a second trained staff member. Every entry on the system is tracked by each staff members individual identification. This system is used to record monitoring and checking.

Any trained staff member can receive previously transcribed medication onto the system or discharged medication when being sent home. If it is new or doesn't match what is transcribed it needs to be given to the nursing team or Senior care staff in MTH.

The iCareHealth system collates all medication both in school and MTH as one inventory/stock. When medication is being sent home from MTH, they can be discharged from the iCareHealth system making note that it is stored in class during the day to be sent home that evening.

Mulberry Tree House

There is a lockable medication cupboard in the residential provision used to store all prescribed medication and non-prescription drugs e.g. Paracetamol.

Controlled drugs are kept in a separate locked metal cabinet. The students medication records are stored in the office, which is (secured when unattended). All recording of administration is online with the iCareHealth system.

There is a lockable fridge for any medications needing refrigerated conditions in the MTH office.

The Nurse on duty holds one set of keys to the secure medical cabinet and the Head of Care holds a duplicate set. When not in use the keys are held in the MTH office

When not in use the keys to the medicine cupboard and fridge are kept, within the locked key cabinet in the locked office.

Staff should at all times be aware of access to the medication cupboard and at no time should an unlocked medication cupboard or fridge be left unsupervised.

Responsibility for Medication and Medical Procedures

All staff:

- It is important that responsibility for student's safety in delivering medication is clearly defined to Charlton Park Academy and MTH staff
- The Principal has overall responsibility for medication procedures designated to trained school staff

**** Trained staff giving medication** - in school staff need to be trained by the nursing team on administering medication and they also need to be trained in using the online

iCareHealth system. In MTH, the Head of Care and seniors have completed Medication Assessors course, which enables them to assess staff to become medication administrators and to complete iCareHealth system.

- Staff both from Charlton Park Academy and MTH should receive ongoing training to assess their current level of competency. Competency will be witnessed by a nurse and signed off at least annually.
- Key managers from MTH and the school should undertake medication audit training annually to ensure accurate administration and recording.
- Medicines need to be checked by two **trained members of staff prior to administration. The preparation of any medication is to be carried out in the presence of the second person who will also witness the administration of the medication to the child. The second person delegated to administer may be, a trained Teacher, Health Care Assistant or Learning Support Assistant. These members of staff will be assessed as competent by a Paediatric Clinical Specialist Trainer or appropriately trained Registered Nurse. They are also trained separately to use the online iCareHealth system. In MTH staff, will assessed as competent by the HOC and Senior.
- When the medication is prepared then both staff need to ensure they have everything they need to administer the medication with them to take to the student eg glass of water
- The second member of staff's role is to witness the preparation and to administer the medication and counter sign (witness online) the medication administration. Only staff members who have been trained and have a login to the online system can witness.
- Untrained staff will not administer any medication or medical procedures.
- Parents are a child's main carers and they are responsible for making sure that their child is well enough to attend the academy and the residential provision
- Staff should take every opportunity to be informed of the impact of medication on students and its effects
- Additional medical information is delivered by the school NHS medical team as required and requested.
- Medication and medical equipment (gastrostomy etc.) supplied into school from a parent/transport staff/other source must be handed in to trained staff class members.
- The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed – see **Appendix 1 Administration of Medication**

Procedures for Educational Trips. A paper copy of the MAR is to be printed off the online iCareHealth system before going off site. The medication is then recorded onto the system on return. Medication doesn't need to be discharged when taking off site but controlled drugs need to be signed out of control drugs book.

- Parents are encouraged by Charlton Park Academy and MTH to provide sufficient information about their child's medical condition. This is included in the admissions process to ensure staff have the appropriate training in place and initial handover of medication is checked.
- Where possible the Charlton Park Academy and MTH staff will retain a supply of student medication for use during the school day and for use during their short break.
- The MTH management team take responsibility to ensure they have sufficient supplies and full information for its administration.
- Medication audits are carried out in MTH on a daily basis and within school half termly monitoring.

Controlled drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. Methylphenidate (Ritalin).

Schools should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes in a controlled drug book. These must be checked weekly by a registered Nurse and second competent person.

In MTH staff carry out a Controlled Drug check to ensure all medication is accounted for on a daily basis. This is for Controlled Drugs only and the Controlled Drug book is kept in the Controlled drug cupboard.

School based Controlled Drug cupboards have a PIN code for access that is kept by the school nursing team and key staff in school – kept on one drive. This PIN code must be changed every term, shared with appropriate staff by the class teacher and also shared with the nursing team and the key staff members responsible for medications.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the online records. Parents must be informed of the refusal at the time of refusal. If a refusal to take medicines results in an emergency, the schools emergency procedures should be followed.

Non-Prescription Medicines

Staff should never give non-prescribed medicine to a child. However, if a parent sends medication to school the nursing team are to be contacted who may contact the GP for written approval allowing staff to then administer the medication. It is always

advisable to ensure that medications are on a prescribed format to ensure that contraindications to other medications are avoided. Staff are to always follow the direction of the nursing team.

A child under 16 years should never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Mulberry Tree House

- MTH's Head of Care and Senior support worker are responsible for ensuring all staff administering medication do so following the necessary checks procedure before carrying out the administration.
- All medication given is recorded and signed for by two staff on the individual students record online iCareHealth system.
- All staff are required to take part in medical administration training as required including emergency protocols such as epilepsy.
- Consent forms from parents to administer pain killers or home remedies as required are kept in MTH.
- The staff take full responsibility in obtaining new supplies of medications via parents/carers.

Disposal of Medication

Parents/Carers are given any expired and unwanted medicines and advised to return these to their community pharmacist.

Spillage or dropping medication

If any medication is lost through spillage or a tablet is dropped and so cannot be used, this must be accounted for on the inventory on the online iCareHealth system. Also the dropped or spilt medication must be disposed of appropriately as directed by the nurse in charge. If the spillage occurs while partially consumed by the student a second dose is never to be given, and the nursing team, parents/carer will need to be informed.

Incident reporting

Any discrepancies must be fully investigated as soon as they are found and ensure that a satisfactory outcome is determined. Such incidents may necessitate a review of procedures and may require a referral to the Local Area Designated Officer or the police.

Appendix 1 - Request for school to administer medication

Parental Agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form and the school or setting has a policy that staff can administer medicine.

Name of school/setting	
Name of child	
Date of Birth	/ /
Group/class/form	
Medical condition or illness	
Medicine Name/type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by (name of member of staff)At end	
Dosage and method	
Timing	
Special precautions	
Are there any medication side effects that the school/setting needs to know about?	
Self-administration	Yes / No (delete as appropriate)
Procedures to be taken in an emergency.	
Contact Details Name	
Daytime telephone number	
Relationship to child	

Address

I understand that I must deliver the
medicine personally
(to agreed member of school staff or transport staff)

I understand that I must notify the school/setting of any changes to the prescribed
medication or procedures in writing.

Signature(s): _____

Date: _____

Tel: 020 8249 6844 Fax: 020 8317 8053 Email: [mail@charltonparkacademy.co.uk](mailto:mailto:mail@charltonparkacademy.co.uk)
Principal: Mark Dale-Emberton www.charltonparkacademy.com

**TO BE FILLED IN BY
PARENT / CARER / RESPITE**

MEDICATION BEING SENT TO SCHOOL

Student's name

Parent/Carer's name

[illegible]

NB if sending in a liquid and it is not a full bottle, please estimate the amount sent in. Also as per previous information any medication needs to be correctly labelled on the box or bottle.





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Tel: 020 8249 8844 Fax: 020 8317 8053 Email: mailbox@charltonparksschools.co.uk

Principal: Mark Dale-Emberton www.charltonparkacademy.com

**TO BE FILLED IN BY
SCHOOLSTAFF AND SIGNED
BY PARENT / CARER**

MEDICATION BEING RETURNED WITH STUDENT
OR REQUEST FROM SCHOOL FOR MEDICATION

Student's Name.....

Parent/Carer's Name

[illegible]