



Walbottle Village Primary School

MEDICINES POLICY

Produced by OPUS Pharmacy Services

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Author	OPUS Pharmacy Services	Date: June 2024
Reviewed by (Customer)	Danielle Thackray	Date: June 2024

1. Purpose

- 1.1 This medicines policy must be used in conjunction with the medicines procedures and associated forms (together, the POLICY PACK).
- 1.2 This policy sets out our commitments to ensure the safe handling of medicines in our organisation, in line with best practice, guidance and legislation.
- 1.3 The medicines procedures set out step-by-step guides that staff must follow when undertaking medicines-related tasks.
- 1.4 The associated forms should be used to record relevant information, to promote best practice.
- 1.5 This policy must be followed by all staff who support pupils with their medicines. Staff must read and sign to acknowledge their agreement to abide by it.
- 1.6 This policy will be reviewed yearly, or following major changes to legislation, by the School Business Manager, to ensure that it reflects current working practices, legislation and standards.

2. Our Values

- 2.1 We will take a pupil-centred approach and promote each pupil's independence with their medicines.
- 2.2 We will ensure that all medicines are administered in a way that respects the dignity, privacy, cultural and religious beliefs of each pupil.
- 2.3 We will respect the confidentiality of the pupils we support, including their medical history and information about their medicines.
- 2.4 We will provide full training and competency assessment for staff, to ensure they administer medicines safely and effectively, and keep the pupils we support safe.
- 2.5 We will allocate protected time to staff who administer medicines to ensure they are not interrupted when administering medicines.

3. Our Responsibilities

- 3.1 We will always comply with legislation, regulations, guidance and best practice relating to medicines, including (but not limited to):
- Medicines Act 1968
 - Misuse of Drugs Act 1971 and Misuse of Drugs (Safe Custody) Regulations 1973
 - Health and Social Care Act 2008 and (Regulated Activities) Regulations 2014
 - Mental Capacity Act 2005
 - Gillick Competency 1985
 - RCN/RPS Professional Guidance for Administration of Medicines in a Healthcare Setting and Professional Guidance for Safe and Secure Handling of Medicines in a Healthcare Setting
 - Department for Education statutory guidance “Supporting Pupils at School with Medical Conditions” (2015)
 - Department of Health “Guidance on the use of emergency salbutamol inhalers in schools” (2015) and “Guidance on the use of adrenaline auto-injectors in schools” (2017)
 - Ofsted requirements
 - General Data Protection Regulations (GDPR)
 - NHS ‘A Just Culture Guide’
- 3.2 We acknowledge that prescribed medicines are the property of the pupil to whom they have been prescribed and dispensed.

4. Providing Medicines Support

- 4.1 We will ensure that an accurate list of a pupil’s medicines is obtained and kept up to date at all times.
- 4.2 We will thoroughly assess the medicine support needs of each pupil we support to ensure that the support they receive is appropriate for their needs.
- 4.3 At a pupil’s request, and following an appropriate risk assessment, we will support the pupil to retain responsibility for obtaining, holding and/or taking their own medicines.

4.4 Where a pupil requires general support, administration of medicines, or administration by a 'specialised' technique (see table on next page), we will support them with their medicines in line with the relevant procedures and their Individual Healthcare Plan.

4.5 Types of Support (These lists are not exhaustive):

General Support	Administration of Medicines	Administration of Medicines by a Specialised Technique (exceptional circumstances only)
<ul style="list-style-type: none"> • Verbal prompts or reminders • Requesting repeat prescriptions from a GP • Collecting medicines from a pharmacy • Returning unwanted medicines to the pharmacy • Opening containers (e.g. bottles, blister packs) at the request of the pupil 	<ul style="list-style-type: none"> • Selecting and preparing medicines for administration • Selecting and measuring doses of liquid medicine • Applying a medicated cream/ointment, ear/nose/eye drops, patches or inhaled medicines 	<ul style="list-style-type: none"> • Naso-gastric administration • Administration through Percutaneous Endoscopic Gastrostomy (PEG) • Nebulisers • Oxygen • Assisting with insulin pens

4.6 We will administer medicines in accordance with the 6 rights of administration.

4.7 We will only administer an over-the-counter medicine if there is a medical need and there is evidence of this from an appropriate healthcare professional e.g. Pharmacist, GP.

4.8 We will only undertake covert administration of medicines in exceptional circumstances, where this is lawful and is in the pupil's best interest. A risk assessment, mental capacity assessment, best interest decision and written support of a multidisciplinary team must be in place.

4.9 To ensure the safety of the pupil, we will administer medicines from pharmacy-labelled containers following the prescriber's written instructions. We are not permitted to administer medicines from dosette boxes filled by others, such as family members.

4.10 We will keep appropriate records of medicines administration and support.

- 4.11 We will monitor pupils who take medicines for changes in their condition, including allergies, and liaise with health professionals.
- 4.12 We will keep medicines administration records in line with the schools retention schedule.
- 4.13 We will store medicines safely and securely.
- 4.14 We will undertake risk-based audits - both internal and external - at regular intervals, and at least monthly. Actions will be taken as appropriate and documented.
- 4.15 We will monitor for errors / incidents through regular auditing of medicines and processes, and will properly investigate any identified errors.
- 4.16 We support a “just culture” where medicine errors/incidents are dealt with in a constructive manner to identify what went wrong.

5. Training and Competency Assessment

- 5.1 We will ensure staff who are supporting pupils with their medicines receive accredited medicines training, which will be updated in line with the agreed training pathway.
- 5.2 We will undertake competency assessments for staff following initial training and then every year thereafter, or more frequently, if necessary (e.g. following a medicines error), and in accordance with the agreed training pathway.
- 5.3 We will ensure managers who are responsible for assessing the competency of staff are trained and competent to undertake this task.
- 5.4 We will maintain records of all staff training and competency assessments relating to medicines handling and administration.
- 5.5 We will provide additional training for specific medical conditions, medicines or skills, where required.
- 5.6 We will support staff where they do not feel they have received sufficient training or are not competent to undertake any medicines-related task.

6. Implementation & Use

- 6.1 We will comply with all information in the Policy Pack.
- 6.2 We will ensure that all members of staff who are involved in the handling of medicines have read and understood the Policy Pack.

Policy Signed Off By: Danielle Thackray

Date: June 2024

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