



## INDEX OF PROCEDURES:

	Page
1. Receiving Medicines into the School Procedure .....	2
2. Medicines Storage Procedure .....	4
3. Administration of Medicines Procedure .....	7
4. Administration of Creams and Ointments Procedure .....	11
5. Instillation of Eye Drops Procedure .....	18
6. Instillation of Ear Drops Procedure .....	21
7. Metered Dose Inhaler and Spacer Procedure .....	24
8. Administration of Controlled Drugs Procedure.....	31
9. Administration by Specialised Techniques Procedure .....	33
10. Assisting with Insulin Procedure .....	36
11. Administering of Insulin by Authorised Support Staff Procedure .....	39
12. Administration of Buccal Midazolam Procedure.....	43
13. Recording and Record Keeping Procedure.....	47
14. Handwriting on MAR Sheets Procedure (Including Dose Changes) .....	51
15. Self-Administration Procedure .....	53
16. 'When Required' (PRN) Medicines Procedure .....	55
17. Refusal of Medicines Procedure.....	58
<b>18. Handling of Medicines for Out of School Activities (TBC) .....</b>	<b>60</b>
19. Preparing Individual Health Care Plans (IHCP) Procedure .....	66
20. Disposal of Medicines Procedure .....	68
21. Sharing of Information Procedure.....	71
22. Raising Concerns Procedure .....	73
23. Handling Medicines Errors Procedure.....	75
24. Auditing Medicines Procedure .....	80
25. Training and Competency Assessment Procedure.....	82
26. Training Pathways .....	85

## INDEX OF APPENDICES:

Appendix 1	Parental Consent Form
Appendix 2	Medication In-Out Log
Appendix 3	Body Map for Prescribed Topical Medicines (Separate MAR Required)
Appendix 4	Risk Assessment for the Use of Emollients
Appendix 5	Transdermal Patch Application Record
Appendix 6	Delegated Task Record Form
Appendix 7(a)	CA for the Use of AAls - Emerade
Appendix 7(b)	CA for the Use of AAls - EpiPen
Appendix 7(c)	CA for the Use of AAls - Jext
Appendix 8(a)	Buccal Midazolam CA (Buccolam Pre-Filled Syringe)
Appendix 8(b)	Buccal Midazolam CA (Epistatus bottle)
Appendix 8(c)	Buccal Midazolam CA (Epistatus Pre-Filled Syringe)
Appendix 9	Staff Signatures
Appendix 10	Record of Controlled Drug Administered to a Pupil
Appendix 11	Record of Medicine Administered to a Pupil
Appendix 12	Self-Administration Risk Assessment Form
Appendix 13	PRN Protocol
Appendix 14	RA for Handling Medicines Away from Care Setting (Detailed)
Appendix 15	RA for Handling Medicines Away from Care Setting (Simple)
Appendix 16	Medication In-Out Log
Appendix 17	Record for Meds Given Away from UCS (Single Meds)
Appendix 18	Individual Health Care Plan
Appendix 19	Returned Medicines Record
Appendix 20	Medicines Error and Near Miss Report
Appendix 21	Risk Identification & Categorisation Tool
Appendix 22	Medicines Process Audit Log Sheet
Appendix 23	Medicines Process Audit
Appendix 24	Person-Centred Medicines Audit
Appendix 25	Staff Agreement to Abide by Medicines Policy
Appendix 26	CA for Medicines Handling