

Administration of Medication Protocol

These Protocols are to be read in conjunction with the LA Administration of Medication Policy

Medication at Ellesmere College:

- All medication for students requires a 'request for administration of medicines form' and covering letter sent to parents/carers.
- The medicines form must be fully completed by parents/carers.
- It is the Parents/Carers responsibility to ensure medication is supplied and in date.
- All medication must have the pharmacy dispensing label attached to the container.
- Every time there is a change in a student's medication a new form must be filled in by Parents/Carers.
- All medication is kept securely. At Aylestone Meadows they are kept in medicine cabinet within the medical room. Knighton Fields keep their medication within clearly marked lockers within the staff room.
- All medicine received into Ellesmere College must be logged as being received on the student medication to be administered form.
- Office staff must be involved in the administration of all medicines to all students.
- All students must be escorted to medical room for the medicine to be administered.
- 2 members of staff to escort student who will both sign the Administration of Medicine Record Form.
- If the student has Diabetes then please refer to the students care plan that has been produced by the Diabetes Nurse. This is to be followed in school and any changes authorised by the nurse. Please see appendix A for the record for staff completion in school.
- Staff will ensure students receive medication at correct time.
- If a student misses a medication time a record must be made in the Administration of Medicines Record. Home of student must be informed immediately staff become aware.
- Administration of incorrect medicine:
 1. Inform home of student who received medicine immediately.
 2. Ring Royal Paediatric A/E immediately and seek advice having all details available and act on advice.
 3. Record incident on an SO2 form
- If a student is running out of medicine, staff send home a new 'Request for Administration of Medicines Form' phone call home by class team to request medication.
- Trips out:
 1. Staff responsible for trip will liaise with office re any students who require medication.
 2. Staff will adhere to this Protocol re Administration of Medicines.

3. Student must not be taken off site unless all Protocol is correctly in place.
- At end of Summer Term all medicine to be sent home via escorts or request Parents/Carers collect.
- At beginning of Autumn Term office / tutors will check all students who have a record of Medication. Any concerns contact home and then School Nurse.
- Administration of medicines:
 1. Adrenaline Injections in Response to Anaphylaxis
 2. Buccal Midazolam

A student who has a care plan detailing one of the above medicines will be directly linked to the School Nurse and training for appropriate staff completed.

Ellesmere College will adhere to the L.A. Administration of Medicines and Healthcare Needs in Schools, Early Years and Youth Settings.

Any concerns Ellesmere College has re a student's health contact will be made with the Special Needs School Nurse at St Peters Health Centre.

Policy for supporting the education of children with medical needs – local authority duty under S19

The local authority policy for supporting the education of children with medical needs who are unable to attend school can be found at leicester.gov.uk/educationmedicalneeds

Staff Training:

- School Nurse will offer training in Administration of Medicines on annual basis.
- School Nurse will do Awareness Training for all staff on an annual basis

Reviewed: **November 2023**

Next Review: **November 2024**

Appendix A: Request of Administration of Medicines Form

Request for administration of Medicines

Ellesmere College will not give your child medicine unless you complete and sign this form. A separate form will need completing for each medication required. Please copy or use the back sheet to provide this information. This form will be copied and kept with the medication.

The College can ONLY ACCEPT medicines that are in the original container as dispensed by the pharmacy with the student's name, dosage and details

Name of student & date of birth

Specific medical condition or illness

Medicine

Name/type of medicine (*as described on the container*)

Start and finish date (write 'LT' if long term)

Dosage and method (e.g. mouth)

Time of the day to be taken

Special precautions/other instructions

Are there any side effects that we need to know about?

Self-administration – yes or no

Procedures to take in an emergency

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Ellesmere College staff administering medicine in accordance with the College policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that Ellesmere is not responsible for any loss of/or damage to any medication.

Signed.....

Date.....

Appendix B: Diabetes log book

Student Name

Diabetes Logbook

Student Name

Class: *****

On ***** Sensor

**** Pump - ***** Insulin

Week Commencing:

Students routine

Standard blood test and sensor check times: (as detailed in diabetes nurse plan)

10:30 – Break:

Hypos (low bloodsugar)

As details in diabetic nurse plan (example *** shows limited signs of a hypo so adults must be aware at all times)

Daily Log

Date:

Day:

Time	Sensor reading	Blood test	Food	Insulin units	Signed

Time	Sensor reading	Blood test	Food	Insulin units	Signed

Time	Sensor reading	Blood test	Food	Insulin units	Signed

Time	Sensor reading	Blood test	Food	Insulin units	Signed

Time	Sensor reading	Blood test	Food	Insulin units	Signed

Notes from today: