



ADMINISTRATION OF CONTROLLED DRUGS POLICY

This Policy includes the Junior School and Senior School

Links to other policies:

First Aid; Medical Policy for Boarders

This document describes and is limited to the arrangements for the storage, administration, recording and disposal of controlled drugs within Moorland School.

RESPONSIBILITIES

Staff members authorised to administer medication are responsible for adherence to Moorland School's medication policy and associated procedures.

ADMINISTRATION

Self-administration

Students may only self-administer controlled drugs if they have been risk assessed as being capable of controlling their medication.

The risk assessment must be reviewed annually or if there are known changes which may affect their ability to self-medicate.

Staff Administration

- (i) Any Personal Protective Equipment identified as required must be provided and used.
- (ii) Two members of staff, one of whom must be a Senior member of staff on duty, the other must be a permanent member of staff, must follow this procedure.
- (iii) Staff should read the medication record sheet and select the medicine required.
- (iv) Staff should in the controlled drug book, identify the name of the person and the drug to be administered.
- (v) Staff should remove the specified drug from the cupboard.
- (vi) Staff should check the label on the drug against the medication record sheet which should confirm:
 - The name of the pupil
 - The name of the drug
 - The dosage to be administered
- (vii) Senior person checks the stock balance in the controlled drug book tally with the stock balance in the cupboard.

- (viii) Staff should check that the dosage has not already been administered.
- (ix) The members of staff will then administer the controlled drug (one administers, while the other witnesses).
- (x) Following administration, the record is signed by both members of staff.
- (xi) In the case of patches or other topical dressings, the patch/dressing removed must be disposed of in a Controlled Drug waste pot/bin.
- (xii) If medication has been removed from its original container and is not taken by the pupil, it should be destroyed and the action recorded on the medication sheet and in the controlled drugs book. It should not be replaced in the container.
- (xiii) When a pupil is unable or unwilling to take the medication prescribed, it is the responsibility of the Senior member of staff to notify the General Practitioner and relevant others as the individual's circumstances require.
- (xiv) Any discrepancies must be reported immediately to the Head of Boarding or a member of the SLT.

Recording

In addition to the requirements identified above, the following will apply:

- (i) Records of controlled drugs will be kept in a bound book/register
- (ii) Date supply obtained
- (iii) Name and address of pharmacy obtained from
- (iv) Quantity obtained
- (v) The register will include the balance remaining for each medicine with a separate page being maintained for each pupil.
- (vi) The balance will be checked prior to administration (the total amount given to a pupil to self-medicate is recorded, not the individual doses).
- (vii) Records will be signed by the person administering medication and by the person who witnessed the administration.
- (viii) The Head of Boarding will undertake a monthly check.
- (ix) Any discrepancies must be brought to the attention of the Head of Boarding or a member of the SLT at the earliest opportunity.

Disposal

- (i) Controlled drugs which have been obtained in individual prescriptions must be disposed of by returning to the supplying pharmacy.
- (ii) Records of disposal must be kept by an entry within the controlled drugs register.
- (iii) A signature of receipt must be obtained from the pharmacist.

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