

Heatherwood School Standard Operating Procedure

Intervention: Administration of Medication

This standard operating procedure is intended to ensure clear procedures relating to the administration of medication in school. Any staff administering medication must have received the relevant medication training.

Risks:

- Medication administered to wrong pupil
- Wrong dosage of medication administered
- Drug side effects
- Failure to record drug administration
- Expired medication administered
- Staff disturbance whilst administering medication
- Medical cupboard left unlocked
- Insufficient supply of medication for each individual pupil
- Blocked Feeding Tubes
- Drug Interactions
- Interaction with enteral feed

Prevention of Contamination:

Source of Contamination	Intervention
Preparation of medication	Ensure area is clean and ready for preparation. Hands should be washed prior to preparation. Any syringes should be checked for use by date before preparation of medication.
Administration of medication	All equipment must be checked it is clean and not defective before use i.e. syringes, medicine pots, bottle adaptors. If spillages occur hands should be washed and a new apron used. Gloves must be worn when administering any eye drops. New aprons and gloves must be used for each individual enteral administration
Post Administration	Hands should be washed. All equipment should be cleaned using hot, soapy water then rinsed and left to air dry. Preparation area to be re-cleaned.

Infection Control Measures:

Hand washing should take place before any medication administration takes place. The use of alcohol gel is permitted if there are no washing facilities available, but should not be substituted for hand washing. A red apron must be worn whilst administering any form of medication; this would also apply to the person who is witnessing. The one apron can be used for the whole class oral medication administration process and a new one used daily unless there are drug spillages where a new apron would need to be used. For enteral medication administration a clean apron and gloves must be used per each individual pupil. Cooled boiled water must be used for pre and post administration of enteral medication.

Error/Omission Process:

- Report any equipment faults to the class Teacher/line manager
- Inform any administration error to the class teacher/line manager
- Inform parents of any administration error
- Record administration errors
- Class Teacher to inform a member of the senior leadership team of any administration errors and seek advice from a relevant healthcare professional or a pharmacist for advice where necessary.
- For recording of reasons why a drug has not been administered, please use the relevant omission codes as detailed below:

A	Absent
V	Pupil has vomited or nausea
R	Refused
X	Drug omitted through other clinical reasons
O/S	Drug not available – <i>Parents to be informed</i>

Medication/Equipment Supplies:

- Stock checks must be carried out on a weekly basis to ensure a continuous supply of both medication and equipment such as oral syringes, enteral syringes, medicine pots.
- Parents to be informed of medication required in good time to ensure they are able to supply the medication in time please use form (Appendix 6).
- Parents to be informed in good time if new enteral syringes are required, as these are provided by parents only and not school.
- Stock checks of controlled drugs must be recorded in the controlled drug recording book. (*Please note: All enteral syringes will be provided from home and not by school*)
- Oral syringes must be disposed of on a four weekly basis.
- Enteral syringes must be disposed of as per manufacturer instructions.
- Any equipment faults need to be reported to the class teacher who will arrange for equipment replacement.
- Any medication bottles or tablet packaging must be returned home even if empty.

Process for oral administration:

Action	Rationale
As any medication arrives into school the checklist for medications received into school must be completed (Appendix 1)	To ensure that the correct medication has been received/prescribed correctly
If any issues are raised through the completion of the drug checklist, inform parents and use the relevant paperwork to return the medication (Appendix 2)	To avoid an error/omission process
Label the medication with open date sticker (Appendix 7) this is to abide by use by date rather than expiry of medication date.	To enable monitoring of use by date. To adhere to manufacturer's instructions.
If Buccal Midazolam (Controlled Drug) arrives into school the controlled drug recording book will need an entry stating the quantity of stock arrived	This is to adhere to controlled drug recording regulations
Complete the top section of the record of medicine administered to an individual child at Heatherwood school form – except for the (Date/Quantity returned) section (Appendix 3)	To ensure the recording chart is completed correctly, and is ready for use when administering the medication
If a completely new medication is received into school a phone call must be made to parents explaining that the drug cannot be administered in school until a parental agreement for Heatherwood to administer medicine form is completed. (Appendix 4) The form must be sent home that same school day along with the medication.	To adhere to school policy/procedures and ensure appropriate record keeping procedures are maintained
Before preparing/administering medication hands should be washed and a red apron must be used.	Infection control measures maintained
The blue medical file should be open with the identified pupils record of medicine administered to an individual child at Heatherwood school form.	To enable further checks to be carried out before actual administration of the medicine and recording documents are ready for signatures.
Ensure a suitably competent witness is present before preparing and administering any medication.	To avoid an error process
After any medication preparation all bottles etc must be returned to the medical cupboard and locked before administering to any pupil	To eliminate any risk to pupils, and all medication is safely stored.
Before preparing any medication, the following checks should be made: <ul style="list-style-type: none"> • The correct pupil is present • The medication to be administered • The expiry date of the medication • The route the drug is to be administered • The time the drug is to be administered • The dose to be administered 	To avoid an error process
Only prepare medication to be administered for one individual pupil at a time	To avoid an error process Under no circumstances should any medications be pre-prepared. All relevant documentation and equipment should be completed and cleaned prior to any next administration
If the medication is in liquid form use an appropriately sized syringe to obtain the correct volume. This may require the use of additional equipment i.e. bottle adaptors, medication pots	To ensure the correct dose is obtained. To minimise spillages and ensure correct waste disposal. Do not tip any excess medication down a sink

<p>If the medication is in tablet form please make sure appropriate equipment is used i.e. medication pot, to obtain the correct amount of medication.</p> <p>If half a tablet is required for administration a tablet cutter may be used. Do not attempt to break tablets unless necessary. Where appropriate, any half tablets must be discarded in the pharmaceutical bin located in your medical cupboard unless stated otherwise.</p>	<p>To ensure the exact dose is measured and administered and waste is discarded correctly.</p>								
<p>If a controlled drug requires administration this must be recorded in the controlled drug recording book and a phone call to parents needs to be made to inform them that a dose has been administered.</p>	<p>Correct controlled drug recording procedures adhered to and to prevent medication overdose.</p>								
<p>If eye drops need to be administered gloves must be worn.</p>	<p>Infection control measures maintained</p>								
<p>If an inhaler requires administering please observe the child for any further breathing difficulties after administration and inform parents of the episode. If breathing difficulties are still being displayed an ambulance must be called.</p>	<p>The pupil receives the necessary care in the event of an emergency situation.</p>								
<p>After preparing any medication for administration, immediately return the medication to the locked medical cupboard</p>	<p>To eliminate an error process such as re-administration. To ensure there is no risk to pupils in the classroom area</p>								
<p>Before actual administration of the medication please check the following with the witness present:</p> <ul style="list-style-type: none"> • Correct pupil • Correct medication • Correct dose • Correct route • Correct time 	<p>A second check for a safe administration process</p>								
<p>Administer medication following the Individual Healthcare Plan (Appendix 5) for individualised administration i.e. spoon, self administration</p>	<p>To ensure personalised care and safe administration</p>								
<p>Record administration using the record of medicine administered form (Appendix 3) Complete the date, time and dose given section and name and initials of both the person who administered and the witness</p>	<p>To ensure recording processes are adhered to and appropriate records are maintained</p>								
<p>Record any medications not administered using the following codes into the dose given section of the form (Appendix 3)</p> <table border="1" data-bbox="204 1989 815 2184"> <tr> <td>A</td> <td>Absent</td> </tr> <tr> <td>V</td> <td>Pupil has vomited or nausea</td> </tr> <tr> <td>R</td> <td>Refused</td> </tr> <tr> <td>X</td> <td>Drug omitted through other clinical reasons</td> </tr> </table>	A	Absent	V	Pupil has vomited or nausea	R	Refused	X	Drug omitted through other clinical reasons	<p>To ensure recording processes are adhered to and appropriate records are maintained</p>
A	Absent								
V	Pupil has vomited or nausea								
R	Refused								
X	Drug omitted through other clinical reasons								

O/S	Drug not available – <i>Parents to be informed</i>	
Wash all equipment used for drug administration using hot soapy water, rinse and then leave to air dry.		To eliminate infection control risk and equipment is ready for re-use
Complete the exact same process for any further medication administration process		Safe administration of medication
Any expired, unused or no longer required medications should be returned home using the alert (Appendix 2) and if expired (Appendix 8)		To ensure safe administration and safe disposal of medications.

Process for Enteral Administration:

As any medication arrives into school the checklist for medications received into school must be completed (Appendix 1)	To ensure that the correct medication has been received/prescribed correctly
If any issues are raised through the completion of the drug checklist, inform parents and use the relevant paperwork to return the medication (Appendix 2)	To avoid an error/omission process
Complete the top section of the record of medicine administered to an individual child at Heatherwood school form – except for the (Date/Quantity returned) section (Appendix 3)	To ensure the recording chart is completed correctly, and is ready for use when administering the medication
If a completely new medication is received into school a phone call must be made to parents explaining that the drug cannot be administered in school until a parental agreement for Heatherwood to administer medicine form is completed. (Appendix 4) The form must be sent home that same school day along with the medication.	To adhere to school policy/procedures and ensure appropriate record keeping procedures are maintained
Before preparing/administering medication hands should be washed and a red apron must be used. For enteral medication administration a clean apron/gloves must be used for each individual pupil administration.	Infection control measures maintained
The blue medical file should be open with the identified pupils record of medicine administered to an individual child at Heatherwood school form.	To enable further checks to be carried out before actual administration of the medicine and recording documents are ready for signatures.
Ensure a suitably competent witness is present before preparing and administering any medication.	To avoid an error process
After any medication preparation all bottles etc must be returned to the medical cupboard and locked before administering to any pupil	To eliminate any risk to pupils, and all medication is safely stored.
Only prepare medication to be administered for one individual pupil at a time	To avoid an error process Under no circumstances should any medications be pre-prepared. All relevant documentation and equipment should be completed and cleaned prior to any next administration

<p>Any enteral medications requiring administration must have a pre and post flush of water, this amount is set according to each individual's needs, please refer to parental agreement forms. Water flushes must be given between each separate medication, this must be cooled boiled water.</p>	<p>To avoid tube blockages. To avoid potential drug interactions. To ensure the whole dose has been administered. Infection control preventative.</p>
<p>If the medication is in liquid form, use an appropriately sized syringe to obtain the correct volume. This may require the use of additional equipment i.e. bottle adaptors, medication pots</p>	<p>To ensure the correct dose is obtained. To minimise spillages and ensure correct waste disposal. Do not tip any excess medication down a sink</p>
<p>Prepare each medication to be given separately. Either Soluble tablets: check with prescription in regards to dissolving and appropriate dose to weight of child/individual child. Or Liquids: shake well. For thick liquids mix with an equal volume of water, where advised. Or Tablets: crush using a tablet crusher and mix with an appropriate amount of water (often 10–15 ml.)</p>	<p>To avoid interaction between different medications and to ensure solubility</p>
<p>Before actual administration of the medication please check the following with the witness present:</p> <ul style="list-style-type: none"> • Correct pupil • Correct medication • Correct dose • Correct route • Correct device • Correct time 	<p>A second check for a safe administration process</p>
<p>ADMINISTRATION: Administer medication following the Individual Healthcare Plan (Appendix 5) for individualised administration. Stop and clamp the enteral feed (if running), and flush the tube with specified amount of water using the enteral syringe. If a device is attached i.e. drainage bag please follow individual care plan for safe administration. Administer the medication through the tube via a syringe. As smaller doses of medication are prescribed for children medication may need to be plunged, do not apply force. Restart feed as per individual care plan</p>	<p>To ensure personalised care and safe administration. To clear the tube of enteral feed as this may cause a blockage or interact with medications. Sterile water should be used for jejunostomy tubes as the water is bypassing the protective acidic environment of the stomach. To ensure the whole dose is administered, not to put excessive pressure through the tube which can split the tube.</p>
<p>Dispose of any medication waste as per school policy.</p>	<p>To adhere to school policy and procedures.</p>
<p>Record administration using the record of medicine administered form (Appendix 3) Complete the date, time and dose given section and name and initials of both the person who administered and the witness</p>	<p>To ensure recording processes are adhered to and appropriate records are maintained</p>

Record any medications not administered using the following codes into the dose given section of the form (Appendix 3)

A	Absent
V	Pupil has vomited or nausea
R	Refused
X	Drug omitted through other clinical reasons
O/S	Drug not available – <i>Parents to be informed</i>

To ensure recording processes are adhered to and appropriate records are maintained

Wash all equipment used for drug administration using hot soapy water, rinse and then leave to air dry.

To eliminate infection control risk and equipment is ready for re-use

PROBLEM SOLVING

Management of tube blockage:

- Gently squeeze the tube along its length which may help to break down any blockage.
- Very gently draw back on the syringe and then attempt to flush gently as before.
- It can take 30 minutes or more to unblock a tube therefore patience is required.
- Contact the CCN Team for assistance if required Tel: 01302 379528.