

# National Autistic Society

## CHILDREN'S SERVICES AND SCHOOL MEDICINES POLICY

Produced by OPUS Pharmacy Services

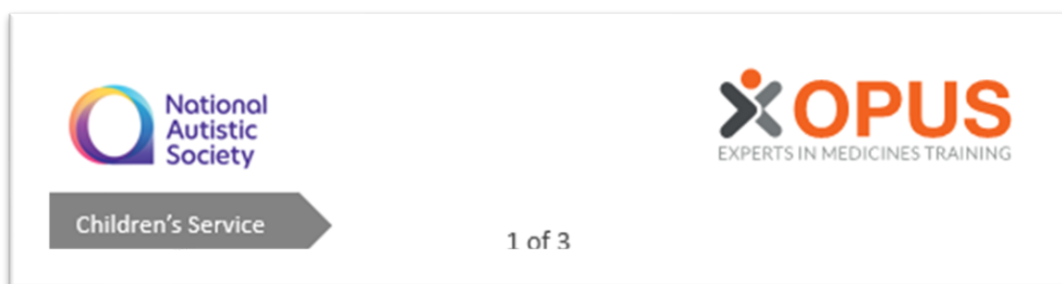
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| <b>Issue Date</b>      | June 2022 |
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| <b>Author</b>                 | OPUS Pharmacy Services                   | Date: June 2022 |
| <b>Reviewed by (Customer)</b> | Victoria Moss -<br>NAS Safeguarding Lead | Date: June 2022 |

## 1. Purpose

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- 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 Where a procedure only applies to a specific setting (e.g. Children's Service only), this is indicated by a tab in the top left hand corner of the procedure document as shown below:



- 1.5 The associated forms should be used to record relevant information, to promote best practice.
- 1.6 This policy must be followed by all staff who support pupils/children/young people with their medicines. Support staff must read and sign to acknowledge their agreement to abide by it.
- 1.7 This policy will be reviewed yearly, or following major changes to legislation, by the Director of Assurance & Compliance, to ensure that it reflects current working practices, legislation and standards.

## 2. Our Values

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- 2.1 We will take a pupil/child/young person-centred approach and promote each pupil/child/young person'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/child/young person.

- 2.3 We will respect the confidentiality of the pupils/children/young people we support, including their medical history and information about their medicines.
- 2.4 We will provide full training and appropriate competency assessment for support staff, to ensure they administer medicines safely and effectively, and keep the pupils/children/young people we support safe.
- 2.5 We will allocate protected time to support staff who administer medicines to ensure they are not interrupted when administering medicines.

### 3. Our Responsibilities

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- 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
  - Misuse of Drugs (Safe Custody) Regulations 1973
  - Health and Social Care Act 2008
  - Children & Families Act 2014
  - NICE Guidance “Managing Medicines in Care Homes” 2014
  - Mental Capacity Act 2005 (England & Wales)
  - Children’s Home Regulations Quality Standards
  - 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)
  - Local Authority policy
  - Ofsted requirements
  - The Accessible Information Standard
  - General Data Protection Regulations (GDPR)

- 3.2 We acknowledge that prescribed medicines are the property of the pupil/child/young person to whom they have been prescribed and dispensed.
- 3.3 We will initiate medicine reviews where necessary, and at least annually.

## 4. Providing Medicines Support

- 4.1 We will ensure that an accurate list of a pupil/child/young person's medicines is obtained and kept up to date at all times.
- 4.2 We will thoroughly assess the medicines support needs of each pupil/child/young person we support to ensure that the support they receive is appropriate for their needs.
- 4.3 At a pupil/child/young person's request, and following an appropriate risk assessment, we will support the pupil/child/young person to retain responsibility for obtaining, holding and/or taking their own medicines.
- 4.4 Where a pupil/child/young person 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 care 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"> <li>• Verbal prompts or reminders</li> <li>• Requesting repeat prescriptions from a GP</li> <li>• Collecting medicines from a pharmacy</li> <li>• Returning unwanted medicines to the pharmacy</li> </ul> | <ul style="list-style-type: none"> <li>• Selecting and preparing medicines for administration</li> <li>• Selecting and measuring doses of liquid medicine</li> <li>• Applying a medicated cream/ointment, ear/nose/eye drops, patches or inhaled medicines</li> </ul> | <ul style="list-style-type: none"> <li>• Naso-gastric administration</li> <li>• Administration through Percutaneous Endoscopic Gastrostomy (PEG)</li> <li>• Nebulisers</li> <li>• Oxygen</li> <li>• Assisting with insulin pens</li> </ul> |

| General Support   | Administration of Medicines | Administration of Medicines by a Specialised Technique (exceptional circumstances only) |
|---|-----------------------------|---|
| <ul style="list-style-type: none"> <li>Opening containers (e.g. bottles, blister packs) at the request of the pupil/child/young person</li> </ul> |                             |   |

- 4.6 We will administer medicines in accordance with the 6 rights of administration.
- 4.7 We will only undertake covert administration of medicines in exceptional circumstances, where this is lawful and is in the pupil/child/young person’s best interest. A risk assessment, mental capacity assessment, best interest decision and written support of a multidisciplinary team must be in place.
- 4.8 To ensure the safety of the pupil/child/young person, we will only administer medicines from original 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.
- 4.9 We will keep appropriate records of medicines administration and support.
- 4.10 We will monitor pupils/children/young people who take medicines for changes in their condition, including allergies, and liaise with health professionals.
- 4.11 We will store medicines safely and securely.
- 4.12 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.
- 4.13 We will monitor for errors / incidents through regular auditing of medicines and processes, and will properly investigate any identified errors.
- 4.14 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

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- 5.1 We will ensure support staff who are supporting pupils/children/young people 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 support 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 senior staff who are responsible for assessing the competency of support staff are trained and competent to undertake this task.
- 5.4 We will maintain records of all support 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

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

**Policy Signed Off By:** Victoria Moss - Safeguarding Lead

**Date:** June 2022

**Review Date:** June 2023