



Fairfield Farm College

Medication Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P009	October 2018	October 2019	Registered Manager

To provide young people with opportunities to be successful and make a positive contribution within their community.

1. Introduction.

- 1.1. This policy applies to all young people at Fairfield Farm College and covers both the residential houses and day students (unless otherwise specified). It should be read in conjunction with:
- Department for Education: Supporting pupils at school with medical conditions December 2015.
 - Individual Risk Assessments and/or Care Plans where appropriate.
 - Any procedure for administration provided by GP.
 - Medication Administration Records (MARS).
- 1.2. Fairfield Farm College is committed to ensuring that its students / residents are fully safeguarded in every aspect of the 24 hour curriculum and care provision.
- 1.3 Each young person will have the information and documentation outlined below. This is to ensure that all stakeholders have the appropriate information when supporting young people with their medication.

All young people will have a completed:

- 'Consent for Medication Form' this outlines administration and consent.
- 'Medication Administration Record Sheet (MARS)' per medication that records when medication is given.
- 'PRN/Emergency Form' that records administration of medication that is taken when needed.
- 'Epilepsy Profile' that outlines the nature of the diagnosis and the specific details of the young person's condition. The format will vary depending on the referring agency.
- 'Emergency Plan/Flow Chart' that outlines the protocol and procedure in the event of an emergency.
- 'Medication Checklist' that records all medication being signed in and out between college/residential houses/home.

Young People in Residential Houses will also have:

- 'Medication Care Plan' that demonstrates capacity assessments and also MCA considerations.
 - 'Homely Remedies Administration Record' for each non-prescribed medication.
 - 'Medication Returns Form' which is completed/signed by a pharmacist when medication is being returned/disposed.
 - For young people self-medicating, there will be a 'self-administration of medication – practice/assessment' sheet
- 1.4 Medication procedures are regularly audited and reviewed. Any incident of maladministration will be investigated by a member of the SMT. These are then logged on the college system and follow up actions identified.

2. Philosophy Statement

- 2.1. All employees of FFC, are required to support the following philosophy statement:
- 2.1. Young people at Fairfield Farm Trust have the right to support in order to:
- access the curriculum according to their assessed needs
 - have a safe learning environment
 - lead a healthy life
 - access health care as needed

- make informed choices
- learn independence skills
- develop personal care skills
- maintain emotional wellbeing and
- challenge discrimination.

3. Staff Training

- 3.1. All staff that administer medication to young people will receive appropriate training and support by their manager. In addition, specific medication administration qualifications are offered throughout the year.
- 3.2. Additional training will be provided to all staff who have responsibility for administering emergency medication.
- 3.3. Additional training will be provided for all staff who have responsibility for invasive treatments or specific medication.

4. Limitations

- 4.1. All medication administered by FFC staff will need to be signed off by a GP. This applies to prescribed medication and over the counter medication (homely remedies). Volunteers and work experience students may not administer any medication to any young person.
- 4.2. Staff may administer homely remedies in accordance with the manufacturer's instructions to residents in order to reduce pain or temperature. Permission to do this is from a GP in all occasions. This is to identify if the individual has any allergies to these medications and they do not impact the effects of any prescribed medication.
- 4.3. Staff administering medication will do so, in accordance with the prescription/instructions outlined on the signed consent form. Medication cannot be altered unless there is written consent from a GP.
- 4.4. Staff will not cut or alter medication in any way – The cutting of medication will have to be undertaken by the pharmacy prior to prescription of the medication.

5. Managing medication

- 5.1. Recording processes are used for the receipt of medication from parents and the administration of medication to students / residents. The procedures are outlined above. It is crucial that we have clear and systematic processes for checking quality assurance and rigour.
- 5.2. The systems in place will be audited using the following processes:
 - All medication received in college will be recorded on a medication checklist. This medication must be in the original packaging as prescribed by the GP or the original container as dispensed by the pharmacy.
 - Medication is stored in a locked cabinet and needs to have a regulated temperature of between 15 and 25 degrees Celsius.

Medication that requires refrigeration is stored in locked medication fridges and have a regulated temperature of between 2 and 8 degrees Celsius. These are recorded daily, and the fridges are serviced annually.

- The MARS Sheet is signed by two people where appropriate.
- Monthly medication audits in all settings ensures all aspects of medication procedures are being followed and implemented.
- Monthly medication audits check stock levels, dates and the recording processes are being followed.

5.3 Medication taken home for holidays, etc and returned/brought to college from home will be recorded on a Medication Checklist. These records will be archived with individual medication records and will be kept for 8 years.

5.4 Manufacturers leaflets (PIL sheets) are supplied with every medication. These are to be filed with the MAR sheet on all occasions. Each time the medication is renewed the new Manufacturer's label / PIL sheet needs to replace the current one to ensure any changes to the medication apply.

5.5 Any medication that is refused, declined will need to be recorded on the MAR sheet. Damaged medication is recorded on a Medication Returns Form and then taken to the pharmacy.

5.6 If medication is prescribed for a course e.g. Anti-biotics, then the length of the course will be recorded on the MAR sheet and the boxes for signing will be blacked out when the course ends.

6. Storing medication

6.1 Medication is stored in designated medicine cabinet. These medicine cabinets must be kept locked at all times when not in use. The cabinets need to have a regulated temperature of between 15 and 25 degrees Celsius. This should be recorded daily. The key to the medicine cabinet is stored securely with only identified staff being able to access it.

6.2 Where a young person self-medicates, the medication is stored in a locked safe in the young person's bedroom. For further information regarding the protocols and procedures for self-administration, see section 1.3 and 10.1.

6.3 Staff re-order medication with the individual, where possible, and do this when there is 2 weeks' worth of medication left. This is then recorded on the MAR sheet, placed on a handover to inform staff when it is ready. When the medication is collected it is signed in on the MAR sheet and the stock number adjusted. Medication that expires once opened is labelled with the date of opening and the date of expiry. This will be checked monthly during the medication audit.

7. Record keeping

- 7.1. All medication documentation must be kept for 8 years and be stored securely.
- 7.2. When administering medication where possible, two members of staff should check and sign for medication, although it is recognised that this is not always possible due to staffing levels/shift patterns. In the event that a lone worker needs to administer medication that requires two signatures (e.g. controlled drugs), a Manager should be contacted to support in the administration of this medication.
- 7.3. MAR sheets have a running total of the amount of medication on site and counts as stock check, which is taken daily.

8. Errors

- 8.1. If there is an over dose or incorrect dose of medication administered then staff members must contact 101 and seek medical advice as soon as possible. This information should then be relayed on to a Manager.
- 8.2. Errors must be reported using the Medication Maladministration tab in SchoolPod as soon as possible, following the incident. If not, this should be within 24 hours. This process alerts the managers and safeguarding team.
- 8.3. When errors are the result of a mistake made by staff, an investigation should be made to identify possible training needs, and/or if necessary, disciplinary action. The notes of this and any subsequent updates should be recorded against the entry in SchoolPod.

9. Consent

- 9.1. Consent is obtained from a GP for all medication administered at Fairfield Farm. There are no exceptions to this.
- 9.2. Residents will have an MCA (Mental Capacity Assessment) conducted in relation to their care and treatment. If they are deemed to have capacity then they can consent to taking their medication and this will be recorded within their care plan and medication care plan. Where an individual does not have capacity, then a best interest decision will be made, which will include, families, social worker and other care professionals. A DOL's application may need to be applied for through the individuals Local Authority.
- 9.3. Medication can only be given covertly without the individual's knowledge if this has been through a best interest decision or where a Deprivation of Liberty (DOL's) application has been successful through the Court of Protection. If the individual takes their medication within something e.g. on top of chocolate mousse this needs to be in writing from a GP and signed to say this is how the medication is administered.

10. Self-administration of medication

- 10.1. Young people are supported to manage their own medication whenever possible. There is a 'self-administration of medication' risk assessment and 'self-administration of medication – practice/assessment' sheet that should be followed in order to support young people to do this safely.

11. Emergency medication

- 11.1. The administration and management of emergency medication is recorded in in the same way. Specific training will be provided for staff required to administer. There is an additional form to complete that outlines the procedure for emergency seizure medication. This form also requires GP sign off.

12. Prescribed Medication, P.R.N. Medication and homely remedies

- 12.1. Prescribed medication is any medication that is recommended by a GP or health care professional. This will be prescribed through the pharmacy with clear instructions on how and when to take. Prescribed medication can be liquids i.e. Risperidone. Tablets i.e. Atomoxetine tablets or creams i.e. Aproderm oat cream.
- 12.2 P.R.N. medication (Pro re nata – when required). This can be a prescribed medication or over the counter medication that needs to be administered as and when an individual needs it.
- 12.3 Homely remedy medication is any form of medication that can be purchased from over the counter that is not prescribed by a GP. Residents have a list of homely remedies that a GP will tick and sign off that they are able to take alongside current medication and with regards to allergies and health needs. This allows for individuals to have medication easily accessible without having to visit the GP or nurse. An example of over the counter medications are tablets i.e. hay fever tablets such as Cetirizine. A cream such as Sudocrem. This can also be a liquid such as Calpol.

13. What is a medication?

A medication is a substance that is taken into or placed on the body. Most medications are used to cure or relieve symptoms of a medical condition or disease. There are a number of ways that medication can be taken. The way it enters the body is called the "route". The most common route for medications to be taken is orally (by mouth) in the form of pills, capsules or liquids.

Some medications cannot be taken orally, or are not available in this form and therefore some are designed to enter the body by other routes:

Oral: When medications are taken by mouth, in pill, capsule or liquid form, they are swallowed and pass into the digestive system. The medications are then broken down in either the stomach or the intestines and are absorbed in the same way as food. Once a medication enters the bloodstream, it circulates to the site where its action is needed.

Nasal (into the nose), buccal (placed in the cheek) and sublingual (placed under the tongue) medications are absorbed through the thin mucous membrane that lines the inside of the nose and mouth and enters the bloodstream in this way.

Eye drops and ear drops are applied directly and are typically used to treat specific problems or symptoms within the eye or the ear. However, some eye drops, such as those used to treat glaucoma, can be absorbed into the bloodstream.

Transdermal (through the skin) medications are applied to the skin either by patch or in creams or lotions and pass through the skin into the blood vessels.

Topical medications can be applied directly to the skin and tend to have a very localised effect. They do not usually enter the bloodstream in significant amounts

Enteral medications, those given through a PEG tube go directly into the stomach or intestine and pass into the digestive system and then through the liver and into the bloodstream.

Rectal and vaginal medications, such as suppositories, enemas and creams are inserted into the rectum or the vagina and absorbed by the blood vessels in the rectal or vaginal wall.

Inhaled medications have a direct effect on the lungs.

<https://www.dhhs.nh.gov/dcbcs/bds/nurses/documents/section11.pdf>

14. Staff medication

- 14.1 If staff need to bring their own medication to the college/houses it is their responsibility to ensure that it is stored safely and locked away.
- 14.2 If staff are prescribed medication that may affect their ability to do their job safely they must inform their line manager immediately so that a risk assessment can be conducted.

BY ORDER OF THE BOARD

Tanya Takle

Acting Registered Manager

Appendix

Medication Forms

All templates are available in SharePoint>Care Info>Documents>Medication Documents 2018-19

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