

UNIQUE IDENTIFIER NO: C/24/2019/49

Review Date: July 2023

Review Lead: Lead Nurse, Medicines Management & Community Division
Pharmacist



Medicine Code - Section 49

Medicines Management in Special Schools with on Site Nursing Provision

Version 2

Important: This document can only be considered valid when viewed on the Trust's Intranet. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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Document Summary	
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Author	Lead Nurse, Medicines Management & Community Division Pharmacist
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Ratifying Committees

Trust Executive Board

Consultation Committees

Committee Name	Committee Chair	Date
Medicines Management Committee	Consultant Microbiologist	July 2021

Other Stakeholders Consulted

<i>Stakeholders who were consulted on this document</i>	
Associate Director of Nursing FSS	June 2021
Complex Care and Special School Team Leader	June 2021
RNs working in Special Schools (Ravenscliffe and Woodbank)	June 2021
FSS Directorate Pharmacist	June 2021
Special School Head Teacher (Ravenscliffe)	June 2021
Matron for Children	June 2021

Does this document map to other Regulator requirements?

<i>Regulator details</i>	<i>Regulator standards/numbers etc</i>
Care Quality Commission	

Document Version Control

<i>Version no</i>	<i>Details of review/alterations, rational for document etc</i>
1	New policy document
1.1	When a Consultant initiates a change to a prescription – added Acknowledged at MMC November 2019
2	Links – updated/added References to Nursing Auxiliaries - removed Bus Escort must check with the parent/carer that the name on the medicines matches the name of the child the medication belongs to – added Education visits section – updated As required medicines – updated Master key set is kept in a locked drawer in Reception – added Acknowledged at MMC July 2021

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IMPORTANT: This Policy should be read in conjunction with Section 1 of the Medicine Code.

Link to Medicine Code index – see section 01

<https://documentation.cht.nhs.uk/?page=M>

1. Background and introduction

Increasing numbers of children and young people are prescribed medication that needs to be taken at school. Reasons for this include increasing numbers of children with chronic health conditions such as diabetes and asthma, therapeutic advances and rising numbers of children attending school with complex health needs. The administration of medication in Special Schools is crucial to some children and young people's health and well-being to ensure maximum educational, physical and emotional development.

The Department of Health requires that NHS Trusts establish effective systems to ensure that medicines are prescribed, stored, administered and handled in a safe manner in line with the Medicine Code. This policy mirrors best practice and is to be used in conjunction with the following Standard Operating Procedures (SOP) in order to establish best practice and ensure child and staff safety:

- Receipt & Storage of Medicinal Products
- Administration of prescribed medicines
- Administration of Medicines via Enteral Feeding Tubes
- Administration of enteral feeds
- Disposal of Medicines and medicines related equipment

CHFT ensure the safe and secure handling of medicines and compliance with the Medicine Code will help to ensure that the Trust and Schools achieve relevant legislation as set out within 'Supporting Pupils at School with Medical Conditions' Department for Education (DfE, 2015)

The Children Act (1989) authorises people who have care of a child (other than parental responsibility), subject to the provisions of the Act, to do what is reasonable in all the circumstances of the cause for the purpose of safeguarding or promoting the child's welfare.

2. Scope

- The term 'policy' will be used to describe the 'Medicines Management in Special Schools with On Site Nursing Provision' policy
- The term 'Special School' refers to Castle Hill, Highbury, Ravenscliffe, Ravenscliffe at SpringHill Cottage and Woodbank Special Schools

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- This policy is to ensure prescribed and as required medicines are received, stored, prepared, administered and disposed of safely and appropriately in the schools above
- Student Nurses and Trainee Nursing Associates must be prepared for their role as Registered Nurses and Nursing Associates. While on placement, they must have the opportunity to observe/participate in medicines management in Special Schools under the direct supervision of the RN. This includes all aspects of medicines management, for example requesting and safely storing medicines, preparing and administering medicines, evaluating treatment etc.

3. Organisational Responsibilities

Complex Care and Special School Team Leader

- Responsible for ensuring all Registered Nurses (RN), Healthcare Assistants (HCA)/Classroom Assistants (CAs) are appropriately assessed and competent
- Responsible for reviewing and updating this policy and associated competencies/SOPs in line with local policy and national changes
- Responsible for ensuring that all team members are familiar with this policy and that it is included in the induction programme for all new starters to the Special Needs School Nursing Team. Details of how to access the intranet site where the most up to date version of this policy should be made available.
- Responsible for ensuring that all Registered Nurses and HCAs/CAs have the skills and knowledge to undertake their duties in a Special School
- Responsible for ensuring a BNFC is available in each Special School

Registered Nurse working in Special Schools

- Adhere to policy
- Responsible for ensuring the relevant specifications outlined in the policy are adhered to in practice
- Responsible for highlighting any concerns with competence regarding team members and this policy to the complex care and Special School Team Leader
- Personally and professionally accountable for their actions and omissions in their practice and must always be able to justify their decisions and ensure compliance with CHFT Policies/operating procedures
- Assess/Supervise HCAs/CAs until competency is achieved
- Delegate preparation and administration of medicines/enteral feeds to competent HCAs
- Delegate preparation and administration of enteral feeds/flushes to competent CAs
- Responsible for reporting any skill deficit or training requirements to their Line Manager
- Responsible for discussing any incidents, near misses or issues arising with their Line Manager and completing a DATIX

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Health Care Assistant and Classroom Assistants

- Adhere to policy
- HCAs undertake competencies to prepare, administer medicines and enteral feeds/flushes
- CAs undertake competencies to prepare and administer enteral feeds/flushes only
- Highlight and discuss any concerns to the RN
Link to Medicines Management Competencies
<https://intranet.cht.nhs.uk/clinical-information/pharmacy-and-medicines-management/medicines-management-competencies>

Parents/Carers.

- Administer once daily medicines before the pupil attends school or after the pupil has arrived home
- Administer the first dose of twice daily medicines before the pupil attends school
- Provide a supply of medication in the original packaging that is handed to the Bus Escorts
- Sign consent to enable the RN/HCA to administer prescribed medicines to their child whilst at school (appendix i)
- Sign consent to enable the RN/HCA to administer as required medicines to their child whilst at school (appendix ii)

4. Receipt and return of medicines

- Parents give all medicines to the Bus Escorts
- Bus Escorts give medication to designated member of support staff
- Designated member of support staff completes the Prescribed and as required medicines received into school and returned (appendix iii).
- Medicines are placed in a trolley (which is under constant supervision) and stays with the designated person until all buses have arrived
- The designated person brings the trolley of medicines to the RN's Clinic/Office
- All prescribed and as required medicines received into school must be documented on the pupil's Special School Prescribed Medication Administration Record (MAR) by the RN (appendix iv)
- RN checks all the medicines against the list, checking the name, label to check the drug (against the prescription chart) and expiry date against the MAR
- Take home medicines that must be returned home at the end of each school day with the pupil, remains in the take home box which is locked in the medicine cupboard
- Medicines are prepared against the MAR at the designated time
- RN takes the medicines to Reception with the going home file at the end of the school day
- RN gives medicines to the Bus Escorts

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- RN signs to indicate the medicines have been given to the Bus Escorts
- Bus Escort signs to indicate they have received the medicines
- Bus Escort gives the medicines to the parent/carer when the pupil is taken home. The Bus Escort must verbally check with the parent/carer that the name on the medicines matches the name of the child the medication belongs to

5. Storage of medicines

- RN checks the medicines against the signed Request for the administration of prescribed medicines in Special Schools (appendix i)
- RN checks the label and dose against the MAR (appendix iv) which is transcribed from the GP letter
- RN must not administer the medicines if the MAR and medicine(s) do not correspond,
- RN contacts the parents/carers to request the correct label is placed on the medicine before it can be administered
- RN puts the medicines in a clean, dry, sealed plastic container labelled with the pupil's name
- RN puts the labelled, sealed plastic container in a designated shelf space for that pupil in the locked medicine cupboard or locked medicines refrigerator (if a medicine requires cold storage)
- Each container contains the medicine with a syringe for drawing up the medicine. The syringe is labelled with the pupil's:
 - Pupil's name
 - Pupil's date of birth
 - Name of medicine
 - Dose
 - Route
 - Time the medicine is due.
- Rescue medicines are in a labelled zip lock bag which is locked in the medicine cupboard
- On the front of the zip lock bag there is a laminated label with the:
 - Pupil's name
 - Parent/carer contact information
 - When to administer the medicine e.g. after 5 minutes
 - A copy of the individual care plan is kept in the Ziplock bag for reference
- Zip lock bag contains:
 - Labelled midazolam
 - Up to date care plan with details of when to administer the medicine
 - One pair of gloves

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- As required medicines e.g. paracetamol and ibuprofen that are labelled by the parent/carer are locked in the medicine cupboard. They are separated into boys and girls for quicker identification.
- The actual, minimum and maximum medicines refrigerator temperatures must be checked and recorded each morning Monday – Friday in term time
- Should the medicines refrigerator monitor out of range, action must be taken and documented on the medicine refrigerator temperature monitoring form
- On the end of the last day of school term, before all holidays when the medicines refrigerator temperature cannot be monitored, the RN will:
 - Turn off the medicine refrigerator/unplug it
 - Switch the medicines refrigerator temperature monitoring alarm off
 - Clean the medicines refrigerator
 - Open the medicines refrigerator door and prop it open so air can circulate
- On the first day of the new school term the RN will:
 - Clean the medicines refrigerator
 - Close the medicines refrigerator door
 - Turn on the medicine refrigerator back on/plug it back in
 - Switch the medicines refrigerator temperature monitoring alarm back on when the temperature is between 2°C to 8°C
- For further information on medicines refrigerator management, temperature monitoring and taking action when out of range, see Medicine Code section 11
Link: <https://documentation.cht.nhs.uk/?page=M>

6. Transcribing and MAR Charts

- RNs will transcribe medicines
- Transcribing is not prescribing
- HCAs/CAs must not transcribe medicines
- The MAR is a record of administration not a prescription or 'direction to administer'
- When the RN/HCA administers a medicine she/he must record administration on the MAR. Similarly, if a medicine has been omitted this must also be documented on the MAR with an explanation and action taken to ensure the pupil's safety
- RNs must have read the Medicines Transcribing Policy
Link <https://documentation.cht.nhs.uk/?page=M>
- RNs must have completed the Medicines Transcribing Competencies
Link: <https://intranet.cht.nhs.uk/clinical-information/pharmacy-and-medicines-management/medicines-management-competencies>

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7. Administration of prescribed medicines

- Medicines will only be administered on receipt of a completed and signed 'Request for the administration of medicines in school' form (appendix i)
- RN files the signed consent in the pupil's Health Record
- Where pupils are on long term courses of medication the GP/Consultant will be asked to write a separate prescription for medicines to be kept in school. If this is not possible the dispensing Pharmacist will be asked to dispense a separate container for school.
- Short courses of medicines e.g. antibiotics, will be acceptable in the original dispensed container and brought into school and sent home again with the pupil each day
- In order to administer such medicines, the RN who has achieved competency in completing a MAR must transcribe the prescribed medicines clearly on the pupil's MAR (appendix iv)
- The name, route of administration and time of administration of the medicine to be administered must be recorded on the MAR. These must correspond to the instructions on the pupil's personalised containers, which should have been prescribed and dispensed no more than three months ago and have not expired.
- Full names must be used, no abbreviations
- Medicines dispensed for one pupil must never be administered to another pupil
- Appendix i will be reviewed annually each September
- Check medicine against the signed Request for the administration of prescribed medicines in Special Schools (check name, time and dosage correspond with GP letter and bottle/box)
- Check bottle/tablet box for pupil's name, name of medicine, dose, and administration time against prescription
- Check expiry date of bottle/box
- Write on date opened and add do not use after date.
- Draw up one medicine at time as prescribed
- Label syringe/medicine pot with:
 - Name of pupil
 - Date of birth
 - Name of medicine
 - Dose
 - Time
 - Route
- Put medicine(s) in an individual clean, dry sealed and labelled plastic container
- Take medication to the pupil and check photo on the front of the MAR (if unable to identify the pupil ask the member of staff who is present)
- Administer the medicine
- Sign the MAR

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- If not administered use one of the following codes to indicate the reason why and document the action taken in the Nursing Records
 - Medicine not available
 - Pupil absent
 - Incorrect label (e.g. incorrect dose on label)
- Wash and dry syringe and put back into individually labelled container (open a new syringe each Monday)
- Put medicine back into locked cupboard
- In the event of a change of medicine, it is the parent/carers responsibility to inform the RN and obtain a supply of medication with the correct current directions. Verbal orders are not acceptable. The RN must not administer the new dose, until a supply with the correct directions is obtained.
- In the event of a medicine having a variable dose, the range of doses which the RN can administer, must be clearly specified on the dispensing label. In this case, if the parent is responsible for adjusting the dose, it would be acceptable for the parent to inform the RN of the current dose, but it must be within the prescribed dose range.
- Completed MARs must be filed in the pupil's Health Record

8. Administration of as required medicines

Children and young people attending school may request/require as required medicine(s):

- Medicines will only be administered on receipt of a completed and signed 'Request for the administration of as required medicines in school' form (appendix ii)
- Medicine(s) must be sent to school in the original bottle/container as dispensed by the Pharmacist or as bought over the counter. If over the counter the parent must write the full name of the pupil and the pupil's date of birth on the bottle/box
- RN files the signed consent in the pupil's Health Record
- When an as required medicine is to be administered the RN checks the BNFc
- When an as required medicine is administered this must be clearly recorded on the MAR (appendix v)
- Follow the administration process in section 7
- The following information must also be recorded:
 - Reason for administration
 - Dose given
 - Time given
 - Signature of RN/NA/HCA

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- A letter must also be completed and sent home for the pupil's parent/carer (appendix vi)
- Parents currently buy over the counter medicines i.e. Paracetamol, Piriton and sign the consent form with the dosage as on the medicine bottle.

9. Administration of medicines via enteral feeding tubes competencies

See competencies

Link: <https://intranet.cht.nhs.uk/clinical-information/pharmacy-and-medicines-management/medicines-management-competencies/>

10. Administration of enteral feeds competencies

- Dietitian verbally communicates and provides written information about the feed and regimen to the RN every 6 months
- Dietician reviews the pupil every 3 months, and should there be any change to the feed or regimen, the Dietitian verbally communicates and provides written information to the RN
- Feed will be brought into school by the pupil or the feed will already be in progress

Link to competencies: <https://intranet.cht.nhs.uk/clinical-information/pharmacy-and-medicines-management/medicines-management-competencies/>

11. Administration of rescue medicines competencies

- See section 8
- The RN must add the expiry date of rescue medicines and inhalers into the rescue medicines file

12. Administration of Oxygen

- The administration of prescribed continuous oxygen is documented on the MAR (appendix iv) by indicating:
 - the time the pupil was taken off the concentrator and attached to an oxygen cylinder
 - the time the pupil was taken off the oxygen cylinder and placed on the concentrator
- The administration of prescribed as required oxygen to be documented on the MAR (appendix v) by indicating:
 - the time the pupil was administered the prescribed oxygen

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- how long the pupil was administered the prescribed oxygen for

13. When a Consultant initiates a change to a prescription

- When a Consultant initiates a change to a prescription, he/she completes a change form for the parent/carer to ensure they administer what the change form states not what is stated on the bottle
- The Consultant emails the Special Schools Nursing Team's generic account with the patient ID.
- The RN checks EPR so the correct dose can be administered (records updated)
- The RN administers the correct dose from an incorrectly labelled box until the medicine is dispensed with the correct label (ensures child received correct dose) and telephones the pupil's parent/carer and completes a Request for Supply of Medicine(s) form

14. Educational visits

- When pupils go on school trips not accompanied by a parent/carer, the school will follow the Special School's Educational Visits Policy with written parent/carer consent
- Medication is signed out by a designated staff member from the nurse's room and signed back in to keep trace of the medication

15. Request for further supply of medicine(s)

To request a further supply of medicine(s), the RN telephones the pupil's parent/carer and completes a Request for Supply of Medicine(s) form (appendix vii)

16. Disposal of medicines and medicines related equipment

Medicines containers

Empty, full (no longer required) or partially used (no longer required) medicines containers must be returned home with the pupil

Sharps bins

Full sharps bins are collected from School

Domestic waste

Used medicines syringes

Used enteral feeding tubes

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17. Medicine cupboard key security

- The key for the medicine cupboard remains with the RN at all times
- At the end of the school day the key is locked in a key safe with a digi lock which is located on the wall of the room where medicines are stored
- Only the RN and school's First Aiders know the code (First Aiders, so they can access rescue medicines if required during After School Clubs)
- A master key set is kept in a locked drawer in reception

18. Medication incidents and near misses

- Incidents when preparing and administering medicines include:
 - Medicine administered to the wrong pupil
 - Wrong medicine administered to a pupil
 - Incorrect dose of medicine administered
 - Administered via incorrect route
 - Medicine omitted without due reason, record and action
- The RN must:
 - After ensuring the safety of the pupil, immediately inform their Line Manager of the incident/near miss
 - Complete a DATIX
 - Discuss incident/near miss with the pupil's parent/carer, GP and the Head Teacher
 - Record the incident/near miss in the pupil's Health Records

19. Audit

- The Team Co-ordinator will arrange a once yearly audit, to risk assess and risk manage performance for the Safe and Secure Handling of Medicines (appendices viii and ix)
- Audit results must be shared and discussed with the Matron, Associate Director of Nursing FSS and School Nursing Team to identify areas of good and poor practice, and to highlight any additional training needs

20. Monitoring Compliance

Ofsted inspects Special Schools and part of their report includes the Integration NHS Services and the School. Action is taken following feedback from the report

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Appendix i

Unique Identifier NO:
Request for the administration of prescribed medicine(s) in Special Schools
Status: Ratified

Name:
DOB:
NHS No:
Hospital No:

Address of child.....

.....

Emergency contact number

Name of GP/Consultant.....

Name of School & class/form.....

Allergies

.....

	Regular prescribed medication to be administered (please print)	Dose	Route e.g. Oral, Gastrostomy, Naso gastric	Time to be administered
1				
2				
3				
4				
5				

Is your child prescribed any medication for (please delate as appropriate):

1. Asthma Yes/No Medication

2. Fits/seizures Yes/No Medication.....

3. Allergy medicines (including for anaphylaxis) Yes/No

Medication must be sent to school in the original bottle/container as dispensed by the Pharmacist or it cannot be administered. Medication must be given to the escort not put in school bags. I agree to inform school immediately of any change in medicine, dose, frequency etc

Printed Name

Signature

Relationship to child..... Date.....

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Appendix ii

Review Lead: Lead Nurse, Medicines Management & Community Division
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**Unique Identifier NO:
Request for the administration of as
required medicine(s) in Special
Schools
Status: Ratified**

**Name:
DOB:
NHS No:
Hospital No:**

Address of child.....
.....
Emergency contact number
Name of GP/Consultant.....
Name of School & class/form.....
Allergies
.....

As required medicines to be administered (please print)		Dose	Route e.g. Oral, Gastrostomy, Naso gastric
1			
2			
3			
4			

- In the event of your child having symptoms that require the above medicines(s) to be administered, the Registered Nurse may administer providing they have written parental/carers consent.
- The medicine has been checked as suitable/no interactions by a GP/Pharmacist
- If you would like your child to be administered any as required medicine(s), please complete and sign this form and return to school as soon as possible
- The Registered Nurse will not be able to administer a medicine as required within 4 hours of your child arriving at school without confirmation that it has not already been given
- This form will remain valid for one year
- The medicine(s) must be sent to school in the original bottle/container
- The medicine(s) must be given to the escort not put in school bags.
- I agree to inform school immediately of any change in medicine, dose, frequency etc

In the event of my child requiring one of the above medicines to be administered, I consent to the Registered Nurse administering it/them.

Printed Name

Signature

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Relationship to child.....Date.....

Prescribed and As Required Medicines received into School then returned

Pupil's Name:	No of medicines:	Date:	Signed in by (Support staff):	Signed out by (RN):	Accepted for return by (Bus Escort):

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**Unique Identifier NO:
Special School Prescribed Medicines
Administration Record (MAR)**

Status: Ratified

Allergies:

Signature:
Printed name:

Name:
DOB:
NHS No:
Hospital No:
Site:

**Attach
Photograph**

Medicine 1:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dose																															
Route																															
Month & Year																															
Time																															
Medicine 2:																															
Dose																															
Route																															
Month & Year																															
Time																															
Medicine 3:																															
Dose																															
Route																															
Month & Year																															
Time																															

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Unique Identifier NO:
Special School Prescribed Medicines
Administration Record continued

Status Ratified

Allergies:

Signature:
Printed name:

Name:
DOB:
NHS No:
Hospital No:
Site:

Medicine 4:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dose																															
Route																															
Month & Year																															
Time																															
Medicine 5:																															
Dose																															
Route																															
Month & Year																															
Time																															
Medicine 6:																															
Dose																															
Route																															
Month & Year																															
Time																															

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Appendix v

Unique Identifier NO:
Special School as Required
Medicines(s) Administration Record

Status: Ratified

Allergies:

Signature:
Printed name:

Name:
DOB:
NHS No:
Hospital No:

Attach
Photograph

Name of medicine 1 (add form):										
Minimal dose interval:										
Dose:										
Route:										
Date:										
Time										
Initials:										
Name of medicine 2 (add form):										
Minimal dose period:										
Dose:										
Route:										
Date:										
Time:										
Initials:										

UNIQUE IDENTIFIER NO:

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Review Lead: Lead Nurse, Medicines Management & Community Division Pharmacist

Unique Identifier NO:
Special School as Required
Medicine(s) Administration Record
continued

Status: Ratified

Allergies:

Signature:
Printed name:

Name:

DOB:

NHS No:

Hospital No:

Name of medicine 3 (add form):										
Minimal dose interval:										
Dose:										
Route:										
Date:										
Time										
Initials:										
Name of medicine 4 (add form):										
Minimal dose period:										
Dose:										
Route:										
Date:										
Time:										
Initials:										

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Appendix vi



Calderdale and Huddersfield
NHS Foundation Trust

Notification to Parent/Carer that an 'As Required' medicine has been administered in School

Dear Parent/Carer,

Name of pupil:

.....

Has been administered (name of medicine and dose):

.....

Time(s) administered:

.....

Reason administered:

.....
.....
.....
.....
.....
.....
.....
.....
.....

If you would like to discuss further please contact me through School.

Kind regards

Printed Name of RN

Signature

Date

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Appendix vii



Calderdale and Huddersfield
NHS Foundation Trust

Request for supply of medicine(s)

Dear Parent/Carer,

I would like to request a further supply of the following medicines:

.....
.....
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For (name of Pupil)

To arrive in school not later than:

Date

If you would like to discuss this request further, please contact me through School.

Kind regards

Printed Name of RN

Signature

Date

UNIQUE IDENTIFIER NO:

Review Date: June 2021

Review Lead: Lead Nurse, Medicines Management & Community Division
Pharmacist

Appendix viii

Calderdale and Huddersfield
NHS Foundation Trust

**Administration of prescribed medicines in Special
Schools with onsite nursing provision -Yearly audit tool**

Name of Pupil..... DOB

Address

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Name of School.....

Area to be audited	Compliant/ non-compliant	Actions if noncompliant
There is an agreement for administration of medication in school which is signed by the appropriate parent/carer		
Medication has been stored in original packaging, according to policy		
The MAR has been transcribed according to policy		
The MAR has been completed according to policy when a medicine has been administered according to policy		
Incidents/near missed have been recorded, a Datix has been completed and appropriate actions taken according to policy		

Printed name of Registered Nurse

Signature of Registered Nurse

Date

Appendix ix

UNIQUE IDENTIFIER NO:

Review Date: June 2021

Review Lead: Lead Nurse, Medicines Management & Community Division
Pharmacist

**Administration of As Required medicine(s) in Special Schools with
on site nursing provision - Yearly Audit Tool**

Name of Pupil..... DOB

Address

.....

.....

Name of School.....

Area to be audited	Compliant/ non-compliant	Actions if noncompliant
There is an agreement for administration of as required medicine(s) in school which is signed by the appropriate parent/carer		
Medicines have been stored in original packaging, according to policy		
The MAR has been transcribed according to policy		
The MAR has been completed according to policy when as required medicine(s) has been administered according to policy		
Incidents/near missed have been recorded, a Datix has been completed and appropriate actions taken according to policy		

Printed name of Registered Nurse

Signature of Registered Nurse

Date