



Kingsleighs Equine Education Centre

"An 'out of the classroom' Equine Facilitated Learning, Academic and Life Functioning Skills"

Medication Policy

| Reviewed | Date of Next Review | Responsibility |
|----------|---------------------|----------------|
| Jan 2025 | Jan 2027 | Director |

Our Mission:

'To allow young people equine opportunities to develop aspirations and define a future'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

Introduction

This policy applies to all Students and Associates at KEEC, unless otherwise stated and should be read in conjunction with:

- Department for Education: Supporting pupils at school with medical conditions Dec 2015
- Any Individual Risk Assessments, Care Plans where appropriate, and Individual Medication Risk Assessments.
- Medication Administration Records (MARS)

Philosophy

Kingsleighs Equine Education Centre (KEEC) is committed to ensuring that all Students and Associates are safeguarded in every aspect of the 24hour curriculum and care provision. KEEC is committed to providing opportunities for students to develop a range of life and social skills that will be relevant to them in their everyday lives both now and in the future. These will seek to be realistic, while taking account of a student's aspirations, and matching needs to enhance their quality of life. Being safe and healthy and well cared for is an expectation that everyone should have, and KEEC believe that being supported and encouraged to be as involved and independent in respect of medical needs is essential when seeking to improve self-confidence, self-respect and self-esteem.



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Principles

All members of staff, including volunteers at KEEC are required to support our Students and Associates following these principles:

- Students and Associates are to be given the opportunity to consent to their care and treatment, and to make informed choices regarding their health and wellbeing.
- Information regarding the care needs of the Students and Associates, including any medication they may need will be made available and be accessible to all relevant staff.
- Staff responsible for administering medication will be suitably trained and assessed as competent.
- KEEC will follow advice from the relevant GPs and pharmacy prescribing and dispensing our medications, who will audit our practice regularly.
- Every effort will be made to support our Students and Associates to be as independent as possible with their medication.
- KEEC Nurses or First Aiders will be responsible for completing internal auditing and monitoring of our medication management and ensuring that any errors or potential problems are reported and dealt with appropriately.

Medicines Management Procedure

Medicines ordering

All prescribed medication must be supplied by the Student/Associate's carers or parents in the pharmacy administered packaging, with the full name of the person, drug and dosage label attached and a MARS sheet must be completed with full details of what the medication is for and the dosage required according to the pharmacy label.

Receipt of medication

All medication is checked by KEEC Nurse/First Aider to make sure what is received corresponds with the MARS sheet.

This is then recorded on the MARS sheet, in the appropriate box.

Medication auditing

As all medication given to KEEC is controlled for each daily amount there is no reason for auditing or disposal.

Administering prescribed medication

- Only staff who have received generic medication training and have been observed and signed off as competent should administer prescribed medication. A competency assessment is completed at least annually by a KEEC Nurse/First Aider and is kept on the staff member's Personnel file. **If a member of staff has not been signed off by a current KEEC Nurse or First Aider then they should not administer prescribed medication.**



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- There is an individual medication risk assessment in each student or Associate's file. All staff that is competent to administer medication should have read this. Included in this risk assessment is an individual PRN protocol for each student or Associate.
- Before administering medications staff must follow effective hand washing procedures (**see infection control policy**).
- The medication is dispensed and administered immediately to the student or Associate. Medication should never be dispensed in advance and left for later.
- All students or Associates taking prescribed medication have a Medication Administration Recording Sheet (MARS) detailing medication and times to be taken.
- Only one student or Associate should be in the Healthcare Room, or other designated area, whilst medicines are being administered.
- Check the student or Associate against the MARS chart to ensure medication not already given and gain consent from student or Associate.
- Staff to retrieve the medication from the cupboard and then lock it again.
- Check the medication container and contents and student or Associate's name on label against the MARS chart.
- Check the time of administration is the same on the prescription chart and medicine container.
- Check the dose/frequency is the same on the prescription chart and medicine container.
- Check the form the medication comes in is correct e.g. tablet, liquid or topical.
- For topical treatments check the date it was opened
- Check the expiry date of the medication on the container.
- Check the medication is to be given in the right way e.g. swallow, chew, and suck.
- Supervise the student or Associate taking the medication in the correct manner.
- Record on the MARS chart that the medication has been taken.
- The aim is for the **right student or Associate** to get the **right drug** at the **right time** in the **right dose** using the **right method** following the **right procedure** and ensuring the **right record keeping**.



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Refusal/dropping of medication

If a student or Associate refuses their medication once it has been dispensed then staff need to put the refused medication in a clear pouch and labelled. The information on the label must include student or Associate name, name of medication, dose of medication, date and be initialled by the member of staff administering the medication. The staff member must then record on the MARS that the medication has been refused (using the correct code that is indicated on the MARS and displayed on the wall).

If a student or Associate refuses a medication and it has not yet been dispensed then staff **ONLY** need to record this on the MARS. Staff do not have to dispose of the medication into the clear pouch.

If staff or a student or Associate drop medication then it should not be given and staff should follow the same procedure as for refusal of dispensed medication.

N.B. If unsure about administering a medicine, contact a KEEC Nurse/First Aider for advice.

A British National Formulary (BNF) access <https://www.medicines.org.uk/emc/> for staff to consult about the medicine they are giving and its side effects.

Administering of controlled drugs

Any Controlled Medication must be administered by the Student/Associate's main carer/parent or responsible person named by the person with Parental Responsibility and if medication is required during the Centre's timetable it must be brought in at the dosage time and given by the named person.

Administering homely remedies

There are many times at which a student or Associate may develop a minor ailment that needs to be treated. It is important that staff is able to respond in a timely way and help the student or Associate to feel well. To address this in a care setting, we use **homely remedies/over the counter medications**.

A homely remedy is a medicinal preparation used to treat minor ailments; it is purchased over the counter and does not require a prescription. These homely remedy products are kept in the residence.

Homely remedies fall into two legal categories,

- **GSL** (general sales list), which are available widely and sometimes referred to as over the counter medicines or
- **P** (pharmacy) medicines, which are available only from a pharmacy.

It is now **not** advised for staff in a care setting **to administer ibuprofen** tablets for mild to moderate pain. If paracetamol and ibuprofen gel are not sufficient, advice should be sought from the family's GP.



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If a student or Associate buys or returns from home with homely remedies a KEEC Nurse/First Aider needs to be informed. A decision will then be made as to whether this item is safe to be kept in their room OR will need to be taken and put on a MARS and kept into the homely remedies cupboard.

Administering PRN (as required) medication

Any student or Associate who is prescribed specific PRN medication such as anti-histamine or inhalers or regularly requires non-prescribed PRN medications such as paracetamol will have an individual PRN protocol within their medication risk assessment. This is kept in each student or Associate's medication file.

If a student or Associate is prescribed a PRN medication, this will be entered on the individual MARS.

There will always be a member of staff on duty who has been trained and assessed as competent to administer medication. Therefore, if a student requires a homely remedy, this should be administered by that member of staff.

The procedure is:

Before administering any homely remedy, the staff member must firstly check:

1. Which homely remedies can be administered by KEEC staff. A laminated green summary is available in the Healthcare room
2. The student or Associate allergy list that is listed on a laminated sheet on the inside of the glass-fronted cabinet in the Healthcare room. At WHF, the sheet is on the inside of the homely remedies cupboard. At LFH the list is inside the stock medication cupboard.
3. The handover book and the homely remedies recording book which show whether the student or Associate has already received any homely remedies that day.

It is also recommended that staff refer to the individual medication risk assessment for the student or Associate which details any specific PRN medication requirements.

Staff should record the medication given, the time, the dose and the reason on two stickers. One sticker is added to the homely remedies recording book kept in the Healthcare room. The second sticker is added to the relevant Handover book. In addition to this staff need to record the stock levels of paracetamol in the over the counter medication book.

Student/associate allergy list is inside the glass cabinet in the Healthcare room is also accessible on SharePoint.

NB Do not transfer medication into other containers or cut sleeves of packets in half.



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Self-administration of medication for students and Associates

Aim: To ensure that students and Associates receive training to administer their own medicines in a correct and safe manner to promote independence and autonomy.

Practice:

- Before student or Associate is started on self-administration of medicines programme an initial risk assessment form must be completed.
- Risk assessment to be discussed by KEEC Nurse/Main First Aider for agreement that student or Associate enters into self-administration of medication programme.
- The student or Associate is given information about self-administration of medication in verbal, written or in pictorial format by a KEEC Nurse/Main First Aider.
- If the student or Associate agrees to proceed with the self-administration of medicines programme written consent should be obtained from the student or Associate and kept in their medication folder and also in the student or Associate's records. The student or Associate may withdraw consent at any time and this should be recorded in the student or Associate's records.
- The student or Associate is then entered onto the self-administration of medicines programme. Before the student or Associate moves from one level to the next there should be assessment and discussion of their progress by KEEC Nurse/Main First Aider. They would also need to not require prompting for any of the items on each of the self-medicating assessment form.
- All students or Associates will start on Level 1. There is a minimum of one week at each level but this can be longer depending on the individual student or associate.

Levels of the self-administration of medicines programme

Level 1

- A supply of medication will be left in the student or Associate's named container which is stored in the medication cabinet
- The student or Associate will be expected to request their medication at the correct time. If the student or Associate has not requested their medication within 30 minutes of appointed time the staff should remind them and then continue to follow the Level 1 assessment process.
- Staff should complete the assessment form. This is kept in the student or Associate's prescription folder.
- When the student or Associate is competent at Level 1, they will move onto Level 2.

Level 2

- A supply of the student or Associate's medication will be stored in a locked medication cupboard. Only a staff member will hold the key.



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- The student or Associate will be expected to request their medication at the correct time. If the student or Associate does not request their medication then they should be reminded. As this is Level 2 of Assessment for self-medication, the student or Associate should not need reminding. If the staff member is having to frequently prompt/remind the student or Associate then the student or Associate may have to go back to Level 1 for a longer period.
- The staff member will then open the medication cupboard and observe the student or Associate taking out the required medication. The staff member will then ask the student or Associate what they need to take. Before allowing the student or Associate to take the medication, the staff member needs to check it is the correct tablet and amount.
- Assessment for self-medicating form – Level 2 to be completed by staff member. This will be kept in the student or Associate's prescription folder.
- Before moving onto Level 3, KEEC Nurse/Main First Aider needs to complete, with the student or Associate, a **student or Associate self-medication checklist**. The student or Associate needs to 'competent' in all relevant areas on the checklist before they can move onto Level 3.

Level 3

- A supply of the student or Associate's medication will be stored in a locked medication cupboard and staff will hold the key which the student or Associate may request at their dosage time.
- KEEC Nurse/Main First Aider will dispense a supply of medication, this will vary depending on the level of independence the student or Associate has.
- The student or Associate will be responsible for self-administration
- A member of staff will check daily that the student or Associate has left the medication cupboard locked.
- Review of self-administering medication will vary of the independence of the student or Associate but initially it will be weekly.
- If the student or Associate requires prompting from a staff member on any of the items on the self-medicating assessment form (Level 3) then the student or Associate will need to return to Level 2.

Responsibility

- KEEC Nurse/First Aiders are responsible for student and Associate information, teaching and supervision before commencing self-administration of medication.
- KEEC Nurses/First Aiders are responsible for ensuring ongoing supplies of medication.
- All assessments to be undertaken by registered nurses.



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- Assessment forms to be stored with prescription chart in the student or Associates' medication folder and be completed by staff member undertaking medication.
- When students or Associates are on Level 1 and Level 2 of programme prescription charts to be signed in usual way. Staff will also need to fill in the assessment form for Level 1 and 2. KEEC Nurse/Main First Aider will complete assessment form for level 3.
- Level 3 does not require a prescription chart to be kept.
- The Registered Manager is responsible for ensuring these procedures are implemented.

Management of medication errors

A medication error is an error in the process of prescribing, dispensing, preparing, administering, monitoring or providing medicine advice regardless of whether harm has occurred.

As a preventative action, senior staff made a decision to limit the number of staff trained to administer medication. All staff that administer medication have been signed off as 'competent'.

Staff action in the event of a medication error

If a student or Associate is seriously unwell because of the medication error or incident, medical assistance should be sought straight away and the student or Associate monitored closely. If the student or Associate is mobile and communicating then the senior staff should contact KEEC Nurse/Main First Aider or Registered Manager to inform them of the error and seek advice.

Staff involved should then report the error on My Concern. The Registered Manager / KEEC Nurse will then investigate and decide whether the error is notifiable or not.

Examples:-

1. Omissions – prescribed dose not given
2. Wrong dose administered – too much or too little
3. Extra dose given
4. Un prescribed medicine – giving a student or Associate a medication that is not authorised for them
5. Wrong dose Interval – giving the medication too early or too late.
6. Wrong administration route – administration of a medicine in a different form than prescribed.
7. Administration of a drug to a student or Associate that has a known allergy.
8. Administration of a drug past its expiry date
9. Not signing the MARS when medication not given.
10. Recording errors including signing on the wrong date or time on the MARS/CD book.



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PROMPTING ASSISTING AND ADMINISTERING

Staff may be required to prompt, assist or administer medicines. Staff should be clear of the difference between these roles.

KEEC Registered manager will ensure that required staff is trained in medicines administration before these core roles can be done. Staff will be reassessed as competent annually.

The level of support a student / Associate requires may vary, with the person taking more or less responsibility over time depending on their health and capability, and with the medicine itself. For example, a student / Associate may self-administer an inhaler, but require staff to give tablets and nursing staff to give an injection.

Prompting the dictionary definition of 'prompting' is: *'the action of saying something to persuade, encourage or remind someone to do or say something'*.

Prompting of medication is reminding a student / Associate of the time and asking if they have or are going to take their medicines. The person is still in control of their medicines, and may decide not to take them or to take them later. Prompting can be useful when a person knows what medicines to take and how to take them, but may simply forget the time.

(N.B. If carers are expected to prompt a person to take medicines, they need to know what time(s) of the day to do this. The Care Inspectorate is aware of examples where people were prompted to take all of their medicines irrespective of whether they were due. This resulted in one case of a person taking Warfarin three times a day, instead of once a day, with serious consequences.)

Assisting

A student / Associate may be able to retain control of his or her medicines but need assistance with simple mechanical tasks.

Assisting with medicines can include:

- bringing packs of medicines to a person *at their request* so that the person can take the medicines
- opening bottles or packaging
- reading labels and checking the time *at the request of the person who is going to take the medicine*
- ensuring the individual has a drink to take with his or her medication

As with prompting above, the student / Associate is assessed as being able to self-medicate, and is in control of their medicines. This independence should be supported.

Administration if a student / Associate cannot take responsibility for managing their medication, staff may be needed to ensure that the person gets offered or is given:

- the correct medication



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- at the correct time
- in the correct way this must be considered medicines administration.

Administration of medicines is one, all, or a combination of the staff member doing the following:

- **deciding which medicine(s) have to be taken or applied and when this should be done**
- **being responsible for selecting the medicines**
- **giving a student / Associate medicines to swallow, apply or inhale, where the person receiving them does not have the capacity to know what the medicine is for or identify it □ giving medicines (even at the request of the student / Associate) where a degree of skill is required to be exercised by the care worker to ensure it is given in the correct way**

Staff trained to support students / Associates with their medication should consult the individual medication risk assessment to establish the level of support this person requires.