



ROCKWELL COLLEGE

**ADMINISTRATION AND HANDLING OF
MEDICINES POLICY**

1. INTRODUCTION

This policy has been written to inform all College staff, parents and pupils of Rockwell College's policy around the administration and handling of medicines within the college.

Pupils attending the College may have been diagnosed with a particular illness or medical condition for which their doctor may have prescribed them medication. On occasion pupils may also need Over The Counter medicines (OTC) administered to ensure their continued health while in the College.

Medicines will be administered and recorded as per Health Centre good practise at all times both in the Hall of Residence and in the Medical centre at the College. Confidentiality around pupil's medical condition and treatment plan is of high importance to us and will be adhered to at all times at Rockwell College.

As part of the application procedures, a Medical Form is submitted on behalf of each pupil. The responsibility lies with the legal guardian (hereafter referred to as 'parent') of the pupil to ensure that this form is completed, submitted and contains all the information requested. The management and staff of Rockwell College rely on the accuracy of this information to ensure the safety and welfare of all pupils.

Having enrolled their son/daughter into Rockwell College, parents are thereby agreeing that the management and, if needed, administration of medicines by authorised staff may take place subject to the Policy below and only ever in the best interests of the pupil.

2. OBJECTIVES

The policy has been written to ensure the safe administration, storage and discarding of all medications within Rockwell College. The policy reflects Rockwell College's legal obligation and standards of good practice to meet the minimum standard of inspection.

3. CATEGORIES OF MEDICATION WITHIN THE COLLEGE

- a) There are a number of categories of medicine to which this Policy refers:

Controlled Drugs (CDs):

These are medications that have been prescribed by a medical professional and to be used solely for the named individual on the prescription. Under the Misuse of Drugs Act these medications must be stored in a locked cupboard and strictly monitored and recorded as it is administered. The prescription will outline the patient's name, drug name, dosage, frequency and method of administration. Examples of CDs are medications for ADHD including Ritalin and Dexamphetamine.

- b) Prescription Medication (PM):

These are medications that have been prescribed by a medical professional. The prescription will outline the patient's name, drug name, dosage, frequency and method of administration. Prescription medication must be stored in a locked cupboard and recorded as it is administered. Examples of PM are antibiotics and oral steroids

- c) Over the Counter Medication (OTC):

These are medications that can be bought without a prescription and comes with basic directions for use but not specified to any individual named person. Examples of OTC medication are Paracetamol and Ibuprofen.

- d) Emergency Medication (EM):

These are medications that have been prescribed by a medical professional for a named individual to treat a potentially life threatening condition. Examples of emergency medication include Asthma inhalers, Adrenaline Auto-injector devices and diabetic hypo treatments.

4. ADMINISTRATION AND HANDLING OF MEDICINES FOR PUPILS

Pupils attending as day boarders should have their medication administered outside of College hours where possible. If however, medication needs to be administered during College hours, the handling and administration of Controlled Drugs (CDs) and Prescription medication (PM) and Emergency Medication (EM) will only be administered by the College Nurse. The College Nurse should have received the GPs prescription and a letter from the pupils' parent prior to administering. The medication must be handed into the College Nurse in Rockwell College's Medical Centre. Any changes to a medication which has been formerly communicated between the parent and College Nurse must be resubmitted with a new prescription from the pupils GP. The College Nurse requires the following:

- Medication is in the original container in which it was dispensed.
- The original dispensing label must be intact and all the necessary instructions clearly visible.
- The name of the individual for whom the medication was prescribed is clearly displayed on the label.
- The dose and frequency of the medication is clearly displayed on the label.
- The route of administration is clearly displayed on the label.
- The expiry date is clearly displayed on the label.

All medication must be handed to the College Nurse. The College Nurse will have responsibility for overseeing pupil's medication needs throughout the College day.

5. ADMINISTRATION AND HANDLING OF MEDICINES FOR RESIDENTIAL BOARDERS

The administration and handling of medicines for Residential boarders is outlined in the Hall of Residence Administration & Handling of Medicines Policy.

6. DISPOSAL OF MEDICATIONS:

Medications stored in the Health Centre or in the Hall of Residence will be returned to the pupils' parents at the end of term. Under no circumstances will medications be returned to the pupil. Controlled Medications left at the end of the school year will be returned to parents who will sign the medication book to acknowledge receipt. Parents should ensure they have enough medication at home to cover weekends and College breaks to avoid interfering with College stock. Any medication left in the College at the end of term will be taken to the pharmacy for disposal. Sharps boxes are available on prescription to pupils who need them, the Health Centre will arrange for safe disposal of used sharp boxes.

7. SELF-MEDICATION:

It is understood that, on occasion, a parent might give a pupil mild pain relief medication to bring to school. It is College Policy that this be handed in to the College Nurse and only administered if needed. No pupil is permitted to self-administer medication whether it be emergency medication, prescription medication or Over The Counter medication.

However in rare cases a pupil will be given permission to self-administer their own medication. Medication will be stored in a locked container and pupils will be risk assessed by the College Nurse prior to allowing this to take place. Parents are informed of this and will sign an agreement in the medical consent form.

8. STAFF ADMINISTRATING MEDICATION:

All members of staff administering medication must:

- Have training and be competent to do so.
- Have a brief knowledge of the medication being administered and its therapeutic use. Example Ventolin inhaler used for asthma symptoms.
- Ensure the medication is taken by the pupil in your presence.
- Record, date, time, drug, dose, signature.
- Ensure the correct pupil is administered the correct medication.
- Record a pupil's refusal to take a medication.
- Immediately report any mistakes to the College nurse, College doctor or out of hour's emergency service.
- Be aware of substances pupil is allergic to.
- Ensure the pupil gives informed consent and that they are aware of the reason for treatment prior to administration of medication.

9. MEMBERS OF STAFF:

Staff members are responsible for their own medication, but should they require the support of the Health Centre for storage this will be made available to them. Staff are expected to follow due caution and ensure medication is locked safely away from pupils. Staff may access medical support if deemed necessary by the College Nurse.

10. RATIFICATION & REVIEW

This Policy was ratified by the Board of Management and signed by the Chairperson of the Board of Management. It will be reviewed no later than three years from the date of ratification.

Sr. Ena Quinlan

12th April 2018

Chairperson

Date

Review Date: 12th April 2021