



WILDS LODGE
SCHOOL

Administration of Medication Policy

Date of issue: October 2023

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Next Review Date: October 2024

Wilds Lodge School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Wilds Lodge School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Wilds Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Wilds Lodge School.

The policy documents of Wilds Lodge School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

The School Leadership Team (SLT) assumes overall responsibility for the policy and practice of Administration and Storage of medication both in the School at Wilds Lodge, Crossroads and Rock Lodge and when off site.

Aim of Wilds Lodge Medication Handling policy

To ensure the safe storage and administration of medication to pupils by the Lead Health Care Professional , or competently trained staff.

At all times we must:

- Promote the good health of the children and take the appropriate action when they are ill.
- Support Pupils medical needs in School.
- Provide guidance for all pupils in the School regarding procedure for medical care and protocols in the event of illness or emergency.
- Continue to improve the quality of medical care and education in the School.

It is the responsibility of the parents:

- To ensure their child is well enough to attend school.
- To provide full details of any medical condition affecting their child and any regular medication required by the child.
- To keep the school informed of any changes to their child's health or medication.
- To provide the school with medication in its required form, such as original packaging.
- To follow the school procedure when pupils are ill.

Many pupils will need to take medication at some time during their school life. As far as possible medication should be taken at home and should only be taken in school when absolutely essential. However, some pupils may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education.

As a Registered Health Care Professional the Lead Health Care Professional may administer medication in school on a regular or occasional basis with the written consent of parents. Medication administration is also extended to the trained staff on duty. Members of staff should not give any medication to the pupils unless they have been specifically authorized and trained to do so by the Lead Health Care Professional . All staff who administer medication must complete the internal training scheme. A copy of the staff trained is retained by the Schools Nurse. For all Wilds Lodge pupils, a record is kept each time medication is administered

1. Introduction

This document is in line with national guidance: *Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014 and updated in August 2017. National Minimum Standards for residential special schools, DfE Sept 2022.* This guidance also incorporates expectations on schools as stated within the document: *Disabled children and young people up to 25 with severe complex needs: integrated service delivery and organization across health, social care and education, NICE 2022. Pupils with medical needs: Briefing for section 5 inspection, Ofsted 2014. Royal College of Nursing Guidance for Employers of Nurses of Independent schools (August 2004) NMC and ‘the handling of Medication in Social Care’ From the Royal Pharmacological Society G.B (Oct 07) Managing Medicines in schools (2005) . As well as the Standards of conduct, performance and ethics, HCPC 2016 AND Standards of proficiency, HCPC 2014(UPDATED 2022, in effect 2023)*

In this document the term child will be used to refer to all children and young people. Where pupil is used, this refers solely to children and young people in schools. The term parent is used to refer to parents, carers and legal guardians. The School Leadership Team (SLT) acts as the Governing body for Wilds Lodge School.

The Lead Health Care Professional is responsible for overseeing the receipt, safe storage, administration and record keeping of medications. The Lead Health Care Professional must delegate and train appropriate staff to handle and administer medication. The Lead Health Care Professional and delegated members of staff are responsible for administering medication during school hours. Residential care staff handle medication administration within the boarding house

setting, for those pupils who resign at school and require medication after school hours (this is to include annual camp trips and day trips). Those assessed as appropriate members of staff, may also be required to be a “witness” during the administration of controlled drugs, while it is preferred that those members of staff who are providing “witness” signatures are trained in medication handling & administration; it is not essential at times when there are minimal staff members present. It is the Lead Health Care Professional’s duty to ensure that the Health & Care Professions Council (HCPC) standard of conduct, performance, ethics and standards of proficiency is adhered to. In addition, to ensure the standards set by this document are fulfilled; the Lead Health Care Professional will oversee medication record auditing, any errors identified will be followed up with the staff line managers and the SLT. Staff will also be expected to have their competencies reassessed.

The Lead Health Care Professional carries responsibility for the medical and health care of our pupils. However, it is an expectation of the School Leadership Team that all members of care, teaching and pastoral staff are also diligent and active in fulfilling the medical and health care requirements of our pupils. They should act on the direct instructions of the Lead Health Care Professional.

2. How and Where Medication is Stored – Non Controlled Drugs

Non-controlled drugs are stored in a locked cabinet within designated locked rooms, at all three sites; Wilds Lodge, Rock Lodge and Crossroads. Authorized members of staff have access to the keys and access codes.

3. How and Where medication is Stored – Controlled Drugs

The Misuse of Drugs (safe custody) Regulations 1973 (SI 1973 No 798) (amendment 2007) Cover the safe custody of controlled drugs in certain specified premises. The Regulations also set out certain standards for safes and cabinets used to store controlled drugs.

Cupboards should conform to British Standard reference BS2881 this is a minimum security standard. All controlled drugs are stored in a locked medicines cabinet, which can only be opened by a person who can lawfully be in possession, such as a HCPC Registered Healthcare Professional, or a person working under their authority.

The medication must be labeled with the pupils name, detailed and packaged as dispensed by the pharmacists/ prescribing doctor. When administered it must be written and signed for in a controlled medication book. A witness is required to ensure the correct dose of the controlled medication is administered to the correct pupil.

4. Cold storage Facilities

There is a refrigerator used exclusively for the storage of medicines requiring cold storage. At the direction of the Lead Health Care Professional, the temperature of the medication refrigerator should be monitored daily when in use, using a maximum/minimum thermometer, and recorded. The normal range is between 2-8 degrees centigrade, but the patient information leaflet and medication should be checked for confirmation.

If the temperature is outside the normal range, the Lead Health Care Professional should be informed immediately. A pharmacist will be consulted if there are any concerns. The refrigerator is cleaned and defrosted regularly.

5. Drug Cabinet/Controlled Drug Cabinet Access

The drug cabinets which house the prescribed controlled and non-controlled drugs are housed in the First Aid /Medical Room and Care Offices at Wilds Lodge and the Care Offices at Rock Lodge and Crossroads sites. First Aid supplies and Homely Remedies are also stored there. Only authorized members of staff have access to the locked cupboards that accommodate them.

6. Medication Administration Training

In house training and external online training for medication administration is provided by the

Lead Health Care Professional for staff who are required to administer medication. Staff must complete the training and be assessed competent before they are able to administer medication independently. Staff require annual medication administration training, and regular observation to access competency. If it is noticed that a member of staff is struggling and making mistakes when administering or documenting medication, this must be addressed immediately. Their line manager and the Lead Health Care Professional need to be aware. Staff will require refresher training and their competencies to be re-assessed, with further support in place if required. In the instance that a member of staff persistently makes errors, this will be addressed with SLT, medication negligence is not tolerated.

An Electronic Mar Chart system(EMAR) is in place at Wilds lodge School across all sites(Wilds, Crossroads and Rock Lodge). When medication is administered by staff this is recorded on the EMAR system. Each staff member trained in medication administration will have their own login which acts as their personal signature when using the system. Training to use this system is provided by the Lead Health Care Professional to all staff who are Medication Administration trained. Refresh training is provided annually if not required sooner. This system is in place of paperwork previously used including MAR charts, stock check and signing medication in and out documents. The Controlled Drug book is still required to be included in medication procedure to comply with the law laid out in the Misuse of Drugs Regulations 1973.

A record of medication training and competency assessments will be held by the Lead Health Care Professional. Once deemed competent, staff will be able administer prescription medication and homely remedies in accordance with the school policies.

7. How Medication is ordered

It is the Lead Health Care Professional's and the Healthcare assistant's responsibility to order medication for boarding pupils who are registered with the local General Practice surgery, Empingham Medical Practice. For boarding pupils who are registered with their home General Practice Surgery, it is the responsibility of the child's parents to order their medication. However, their house group care staff should take responsibility for alerting their parents when stock is low in school. For pupils who attended the school as a day pupil, it is the responsibility of the Lead Health Care Professional and Healthcare Assistant to alert the pupils' parents when medications are running low. Medication should be ordered with at least 4 days notice of a child running out of their prescription. Parents should be contacted via telephone, email or letter.

8. Medical records

Medical records for each pupil are retained and updated on school pod (electronic storage) with the following information:

- Student photo
- Emergency contact
- Parental responsibility
- EHCP profile of needs
- Allergies
- Medical needs
- Prescribed medication, dosage and strengths and non prescribed medication.

Within the EMAR system there is a profile for each pupil which contains the pupils full name, student photo, date of birth and allergies.

9. Receipt of Medicines

Wilds Lodge School will only accept prescribed medicines if they are in-date, labeled with the child's name, provided in the original container as dispensed by a pharmacist (or dispensing doctor) and include the date of dispensing and instructions for administration, dosage and storage. The school is unable to administer medication if it has not been supplied in the correct format. This medication should be sent home at the earliest opportunity.

All medication received must be recorded on the EMAR system. Detailing the name of the medication, strength of medication, quantity and date received. Controlled drugs should be signed in and out of the controlled drugs blue book as well as the EMAR system, with a witness to counter sign and check the amount received/ signed out. Likewise, when medication is signed out to be sent home, this needs to be documented on the EMAR system, detailing the amount sent home and the

amount remaining in stock.

Medicines should always be stored in the container in which they are dispensed and labels should not be altered

10. Expiry Dates

Some medication in liquid form states, for example, that the medication should not be used after 28 days of opening. The date opened and the date for the medication expiry should be recorded on the medication bottle. If no expiry date/ open date is not stated, this medication should not be accepted by the school.

11. Administering Prescribed Medication Controlled/Non-Controlled/Homely medicines

Only staff trained and deemed competent are able to administer medication to pupils. Staff are required to have internal training provided by the Lead Health Care Professional and complete a Competency pack, before they are passed as competent to handle medication.

Medication should be handled in accordance with the Standard Operating Procedure (SOP) - the 7 rights of medication/ school protocol.

Medication administration is documented using the EMAR system (Electronic Mar charts) and must be documented immediately at time of administration. When administering controlled drugs (CD's), you should ensure you have documented the administration of the medication on the EMAR system, and record the administration in the blue Controlled Drug book, this is essential and a legal requirement. The individual witnessing the administration should also sign the Controlled Drug book. Their signature is a symbol that they checked the amount given and the amount remaining in stock is correct. While it is preferred that those members of staff who are providing "witness" signatures are trained in medication handling & administration it is not essential at times when there are minimal staff members present.

Only medication for a specific young person will be taken from the medication cabinet at one time during this process of administration. The cupboard locked during this process therefore eliminating any potential risk of that young person being able to access another young person's medication.

When homely remedies are administered this is recorded on SchoolPod on a treatment slip and a call home to parents/guardians to inform them of the illness, what has been administered and the time given. This conversation should then be recorded on the individual's contact. This Each pupil has a homely remedy consent form, in the event they require any medication whilst they are in school.

Staff should alert the Lead Health Care Professional/School Doctor without delay if a student develops a reaction to the medicine, or where it has been discovered the medication is not advisable for the student (contra-indication), or where assessment of the student indicates that the medicine is no longer suitable.

***SELF SECOND CHECK FOR CD'S* - Only for the use of Registered Health Professionals- the Lead Health Care Professional :**

Where it is not possible to have a second checker for a controlled drug, as a Registered Health care professional the Lead Health Care Professional is able to self second sign when administering and stock checking controlled drugs. This action is an absolute last resort implied for use when lone working. This is not to be done by any other staff members, and it remains a legal requirement for everyone else to have a "witness" signature when administering controlled drugs to pupils. While it is preferred that those members of staff who are providing "witness" signatures are trained in medication handling & administration it is not essential at times when there are minimal staff members present.

When staff are using the Nurses Hut at Wilds Lodge School, the stable door should always be closed to prevent students from accessing that area.

12. Homely Remedies

Definition - A homely remedy is a medication, cream or a medical wipe that can be purchased over-the counter and does not require a prescription.

Wilds Lodge School stocks a limited amount of homely remedies and as part of the admission process, there is a consent form detailing the homely remedies which the school provides and their uses. It is the parents responsibility to read through this form and sign/ check to confirm which homely remedies they consent for their child to have. With parental consent, Wilds Lodge School can source alternative homely remedies and dispose of once the period of illness has subsided.

All Homely Remedy medications will be given according to manufacturer's guidelines which cover:

- The medical conditions licensed to be treated by that medication.
- The dose to be used.
- Exclusions set out by the manufacturer.
- Any drug interactions which would exclude their use.

Administration of a Homely Remedy.

- Medication can only be administered by staff who have been: Trained in Medicine Administration and fully understand the procedure on medicine administration and have read the Medication Administration Policy.
- Only give medication that is detailed in the pupil's consent form.
- Homely remedies are only to be given from school supply, not from staff/pupils personal supply.

Homely remedies are located in:

- Nurse's Hut - Wilds Lodge site
- Crossroads care office
- Rock Lodge care office

All homely remedies are kept in a locked cupboard in each of the above locations, the keys are kept in the keysafe in each location. Only those authorized to administer homely remedies are permitted to have the codes for the keysafe and these are updated regularly.

The stock and expiry dates of the homely remedies are to be checked weekly by the Lead Health Care Professional or Health care assistant. If it is noticed a supply of homely remedies is running low prior to this check in a house location, it is the responsibility of that employee to report this to the Lead Health Care Professional, in order for stock to be replenished.

Ibuprofen based medications are not to be given under a homely remedy to those below the age of 12 years or those who have Asthma

13. Self Medication

Pupils keeping and administering their own medication is assessed by the Lead Health Care Professional, Head of Care, or care staff Team Leader, as being sufficiently responsible to do so. However, the essential safety, security and storage arrangements must be available, that is, their own secure locker or cabinet that no other student has access to.

Gillick Competency and Frasier assessment are tools used at appropriate times to ascertain when a young person has capacity and make decisions based on their treatment, medication and care. When pupils choose to have medication administered to them outside of a confidential space for example their bedroom or if they refuse medication on a regular basis then the Gillick Competency framework and guidance is to be followed.

Pupils keeping their own medication would be reviewed on a regular basis and a record maintained of the medicines given, including the date and signature of the Head of Care or care staff Team Leader. This would mainly be for inhalers, creams etc, but **not** for controlled drugs. This would assist staff to monitor compliance with therapy. The student self-administering would not need to complete a medicine administration record chart.

Pupils who have Asthma can carry their inhalers, when they have been deemed competent to do so

and there is written consent from their parents. An individual risk assessment of the pupil must be carried out, detailing when they require to hold their inhaler, for example when exercising. However, it is not always essential for a pupil to hold their own inhaler, they are readily available at all sites. If a pupil is being taken off site, it is the responsibility of the care provider (teacher or care staff etc) to ensure they have taken that pupil's inhaler with them. Pupil inhalers are accessible in non locked cupboards in the kitchen's at Wilds and at Crossroads. There is a sign in/out sheet at both locations. Any time a pupil is given their inhaler to use this must be logged on SchoolPod as a treatment slip.

14. Medication Amendments

- a) The Lead Health Care Professional should be informed of all medication amendments; this is usually by letter/email from the prescriber/GP/Specialist or an updated prescription via parents/guardian.
- b) Once this written information has been received, the Lead Health Care Professional amends or delegates to trained staff to amend the medication details on the EMAR system, the pupil's information sheet, and the pupil's placement plan.
- c) Ensure the pupil is aware and understands why their medication has been amended.

15. Medication Not Dispensed

Medication that has not been dispensed needs to be recorded on the EMAR system as NOT TAKEN with a note as to why the medication was not dispensed.

If this becomes a regular occurrence, the Lead Health Care Professional needs to be informed. The Lead Health Care Professional then needs to inform the parents and prescribing doctor.

16. Medication Refusals

It is a pupil's right to refuse medications, staff can only encourage pupils to take their medication as prescribed. Staff should record the reason for refusal of the dose and inform the Lead Health Care Professional so this can be appropriately discussed at the time of the medication review. If the medication has been dispensed and then refused, this medication should be disposed of and documented. This is recorded as REFUSED on the Emar system.

17. Medications sent home

The medication is sent with the transport provider or parent of the pupil in a sealed envelope. Records of the quantity of medication sent home and stock remaining at the school is recorded on the EMAR system.

In the event of medications not being returned to school and we are unable to procure emergency prescriptions, the following procedure is taken:

Step 1 - Pupil returns to school with no medication

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Step 2 - Lead Health Care Professional Informed. If the school nurse is not on site, then a member of staff will 111 for immediate medical advice.

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Step 3 - Prescription request made (if medication not available within 24 hours, progress to next step)

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Step 4 - Staff to drive to home address and collect medication

18. Adverse Drug Reaction Reporting

Any adverse drug reaction, or suspected adverse drug reaction, should be reported to the Lead Health Care Professional and supplying pharmacist and discussed before further administration of the drug causing concern.

The Lead Health Care Professional or pharmacist would normally report the adverse drug reaction to the Medicine and Healthcare Products Regulatory Agency.

19. Stock Checks

Stock levels of all medication on site (Wilds Lodge, Crossroads and Rock Lodge) are checked regularly by Senior Care Team members or Nurse Assistant. This is recorded on the EMAR system. After dispensing controlled medication please count remaining stock for that student and confirm the amount left in stock is correct by signing against the amount in the blue controlled drugs booklet. If this amount is not correct please report to the Lead Health Care Professional who will contact the Safeguarding team immediately. Whilst staff are completing stock checks, the office doors must be locked using the turn locks.

20. Medication No Longer Required

The Lead Health Care Professional returns the remainder of any medication that is no longer required for the pupil it has been prescribed for, to the pharmacist. The details of the medication are documented and the date of return to the pharmacy is logged on the EMAR system.

21. Disposal of Medicines and controlled Drugs

Staff should inform the Lead Health Care Professional of medicines that need to be disposed of. The Lead Health Care Professional will ensure that medication is taken to the pharmacist or if there is one tablet that requires disposal it will be placed in a controlled drug destruction kit and witnessed by an additional member of staff that it has been disposed of correctly. This is documented on the EMAR system and in the controlled drug book. In each medication cabinet there is a controlled drug destruction kit to ensure controlled drugs are disposed of appropriately.

22. Management of Errors or Incidents in the Administration of Medicines

It is important that an open culture exists in order to encourage the immediate reporting of errors or incidents in the administration of medicines. If an error is made, care staff must report it immediately to the Lead Health Care Professional to deal with appropriately. If a member of staff is making regular errors, they will need to have their competencies reassessed. If errors extend beyond this, indicating medication negligence, this is not tolerated and will be taken to SLT.

Medication Error identified	Report it	Investigation	Appropriate action taken
Error has been identified at time of medication administration. For example <ul style="list-style-type: none"> • Wrong dose given to pupil. • Wrong medication given to pupil • No medication available • Medication found (bedroom/communal areas) 	Report the error immediately to the School Nurse, Head of care and Deputy Head of care. If unavailable please report to Team Leader	Error investigated and severity assessed. Appropriate action taken to rectify or passed on to SLT for further investigation. Home informed of error	Depending on type of error, pupil wellbeing to be assessed and 111 called for advice or taken to a&e if required. Error and actions taken recorded. Further investigation and changes to policy and procedure if required. HR consulted.

Record Keeping

There is a statutory requirement to keep accurate records of medicines. The minimum standard necessary is to ensure that records are properly completed, legible and current, providing a complete audit trail of medication.

- All EMAR charts are referenced back to the original prescription
- The school retains an up to date record of medication prescribed for each student.
- The Lead Health Care Professional will regularly review all EMAR charts to assess the standard of record keeping and identify areas for improvement and staff development.
- Staff have a duty to protect confidentiality of the student's records.
- Records should be written clearly and in such a manner that the text cannot be erased.

Good record keeping helps to protect the welfare of our pupils.

24. Unwell Students

Any student who is unwell whilst in school is assessed by the Lead Health Care Professional or authorized staff as to whether further medical opinion by a GP, Nurse Practitioner or be taken to an Urgent Care center.

Pupils who are not well enough to take part in the school day are observed quarter to half hourly by the Lead Health Care Professional or authorized staff whilst resting in bed. Class teachers are informed of the students' location so that they too can observe and be there for the pupil should they have any requirements or need assistance.

Where possible and if the illness is thought to be contagious, the child is sent home in order to safeguard the other pupils and staff members. If this is not immediately possible the pupil would be cared for in isolation with minimal contact of staff members and no contact with other pupils.

Any relevant homely remedies would be given in accordance with The Homely Remedies Policy for symptomatic relief. If the pupil is unable to come to the office where the medication is dispensed, the person administering the homely remedy should ensure they dispense and document the medication in the office and take the medication straight to the pupil, without any delay. If the medication is not taken or refused by the pupil, this should be disposed appropriately and documented as refused and disposed of on the EMAR system.

The Lead Health Care Professional or authorized staff makes regular assessments as to whether medical intervention is required at any point until full fitness is regained.

25. Chronic Conditions and Disabilities

For any student who has a chronic condition or disability or has a particular health need this is documented upon admission to the school. Any specific requirements or relevant contacts are added to the Individual Health Plan and any relevant staff members made aware.

Documentation regarding medication or any medical correspondence which relates to the students' condition or disability is copied for any relevant staff and kept in both the student's personal and medical file.

Any student attending Healthcare Professionals appointments will be accompanied by the staff member/members best suited to attend such an appointment. Any outcome is conveyed to relevant school team members and to parents/guardians if they haven't also attended. This will also be documented on SchoolPod on a treatment slip.

Any change, be it improvement or deterioration of a chronic condition will be monitored, documented and conveyed to Healthcare Professionals at their regular reviews or sooner should it be deemed necessary for any pupils wellbeing.

26. Stolen Medication or Misused Medication

When medication is stolen or misused, or diverted from the person to whom it was originally prescribed, notify the school Head.

27. Transporting medication between sites and school trips

All medication is transported in secure Home Medication Lock Boxes, and returned in original packaging. The controlled drugs books are also transported with the medication between sites. Access to the EMAR system is via designated house groups tablet devices. For school trips an individual medicating record sheet will be provided and medicines administered as per this policy. When medication is taken out of the cabinet and out of the office it requires to be stored in a lock box or bag in the original packaging. This is applicable when pupils request medication to be administered to them anywhere that isn't a care office.

RELEVANT PUBLICATIONS

Department of England (2022) National Minimum Standards for residential special schools.
NICE (2022) Disabled children and young people up to 25 with severe complex needs: integrated service delivery and organization across health, social care and education.
Department for Education and Employment Guidance on First Aid at Schools
Department for Education and Employment Supporting Students with Medical Needs (<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/b0013771/managing-medicines/managing-medicines-in-schools>)
Department of Health (2005) Managing Medicines in Schools and Early Years Settings
Health and Safety Executive (2002) Control of Substances Hazardous to Health Nursing and Midwifery Council (2002) Guidelines for the Administration of Medicines Medication Handling Social Care Guidance 2016
Royal College of Nursing (2004) Employing Nurses in Independent Schools: RCN Guidance for Nurses and Employers
Royal Pharmaceutical Society of Great Britain (2003) The Administration and Control of Medicines in Care Homes and Children's Services
Health Care Professional Council(HCPC)- Standards of Proficiency (2014)
Health Care Professional Council(HCPC)- Standard of Conduct, Performance and Ethics (2016 UPDATED 2022, in effect 2023)

