

# Kingsbrook School

*'A unique service for unique young people'*

## Medication Administration Protocol

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## **Medication Administration Protocol**

Medication trained persons' only to administer medication.

The medication key is to be signed in and out by the person administering medication. (Key is located in the coded key safe in the Medication room).

All young people are to be escorted to and from the medical room, and this person will become the witness to the medication being given.

If any discrepancies are discovered no medication is to be administered and senior staff on duty is to be informed. The senior staff person who was informed is to inform the duty manager and head of care.

The person discovering the medication error is to complete a medication error form.

Should a young person be bed ridden due to illness then the day pupil protocol will come into effect, whereby two assigned staff will bring medication to the residential unit and administer medication, which is to be transported in a red lockable tin, this will be kept in the medication room.

All dropped, spat out or out of date medication is to be disposed of in the correct manner. The medication is to be placed in the small plastic bags located in the medical room cupboard and labelled with the supplied label. Put the labelled bag into the container supplied and lock back into the medication cupboard. Make sure you enter into the correct medication book.

All paperwork is to be completed when administering medication and witnessed. This includes any authorised homely remedies and paracetamol.

## Medication Administering Procedure

Medication is to be administered by 2 members of staff at all times.

Both members of staff are to read the prescription label and confirm the medication is being administered to the right young person at the right time.

Both staff members are to sign the MARS sheet (and controlled medication book if necessary).

Staff is to ensure that the medication has been swallowed by the young person.

If the occasion occurs when medication is not administered or an error has occurred the following procedure is to be followed:

- Both members of staff are to be taken off administering medication until RM confirms he is happy for them to resume
- A Senior member of staff writes up incident of the error and gets overview from staff members involved
- Incident report to be signed off by RM
- Actions agreed by the RM based on the information in report
- Actions that will be used as basic will be:
  - **Re-Training**
  - **Supervision on the administering of medication for 2 weeks once training passed**
  - **Review and sign off confirming they have read and understood policy**
- Once all the above are complete staff will then be able to re-administer medication
- Discussion in supervision about the importance of following process

If a second error occurs within a 6 month period of the first, the same retraining process will apply, with an increase of supervision when re-administering of up to 4 weeks.

If any further error occurs any time after the second error then the member of staff will be subject to Priory disciplinary process