

Nelson College Boarding – Medication Procedure

Rationale:

For the overall wellbeing of all boys living in boarding at Nelson College to be supported with medication when deemed necessary.

(Includes all over the counter as well as prescribed medication)

Purpose:

- To have clear, safe guidelines regarding the administration of all medications and supplements for students in a boarding environment.
- To have clear, safe guidelines regarding the storage of all medications and supplements for students in a boarding environment.

Guidelines for Medications:

- Parents/caregivers are required to disclose their son's medication(s) to housemaster(s) while in boarding.
- Parental consent is required for medication to be given to students.
- All prescription medication is administered by house staff under the guidance of the housemaster(s).
- By negotiation with the housemaster(s), students might keep their own inhalers and small quantities of medication in order to self-administer.
- All medication given to be recorded in appropriate register – dosage & time.
- Appointment with school doctors is organised by parent/housemaster for student(s) on regular medication on commencing into boarding to consult about medication.
- Parents/caregivers are still required to be involved in assisting and reminding their son regarding medication usage on and off-site.
- Medication must be in the original dispensing packaging with clear instructions from the prescriber.
- International students will be offered a translator for all medication discussions if needed

Parties:

- students, parents, house staff, school doctors & pharmacist, GP of student.

Storage:

- In medical box in Barnicoat/Rutherford staff office (locked).
- Medication register(s) kept in house lockbox

Disposal:

- Organise with local pharmacy for disposal via container in the house office.

Supplements:

- Students need to disclose all supplements in their possession to housemaster in order to determine safe storage and use.

**Guidelines for Nurses on the Administration of Medicines
2018**

8.4.1 Who can administer medicines?

Any person may administer medicines (including controlled drugs), but whoever administers these is required to do so on accordance with the directions of the presenter, or in accordance with a standing order.

All people in employment who administer medicines must be familiar with their employer's policies and guidelines regarding medicine administration

Regulated nurses/midwives need to understand the responsibilities and accountabilities of their scope of practice relevant to medicine administration (see section 9 of this document for further information)

8.4.2 NZNO position statement on medicine administration

NZNO believes the safe administration of medicines by the regulated nurse/midwife requires professional judgement. This means supplying knowledge and experience to the situation. This judgement is directed to fulfilling the standards for the administration of medicines, as outlined in Appendix One

NZNO acknowledges there is a wide spectrum of situations in which medicines are administered. At one extreme, is the client in an intensive care unit receiving complete care that can only be provided by qualified and highly skilled staff. At the other extreme is the person in their own home administering their own medicines or being assisted in this respect by a relative or another person. The answer to the question of who should administer a medicine largely depends on where within that spectrum the recipient of the medicine lies.

Organisations must be aware of the responsibility they hold when allowing non-regulated health professionals (eg. social workers, HCA's) to administer medicines**8.4.3 NZNO standards for the administration of medicines**

These are outlined in Appendix One

9.3 Dispensing medicines**8.3.1. Definition**

Dispensing is defined as the preparation of a medicine for sale to the public (whether in response to the issue of a prescription or a request by an individual to be supplied with the medicine) and the packaging, labelling, recording and delivery of that medicine (Medicines Act 1981)

8.3.2 Which health professionals can dispense?

The Medicines Regulations outline “no person other than an authorised prescriber, veterinary surgeon, pharmacists, pharmacy graduate, a pharmacy technician, a (pharmacist) student, or dispensary technician may dispense a prescription medicine” (Medicines Regulations 1984 42 (1))

Please note: Pharmacy graduates, pharmacy technicians, pharmacist students, pharmacy student technicians and dispensary technicians may only dispense prescription medicines under the direct personal supervision of a pharmacist (Medicines Regulations 1984 42 (1) (A))

8.3.3 What activities are classified as dispensing?

- Transferring medication from the original container in which they were dispensed in to another container for administration at a later time or date. For nurses managing patients/clients/consumers going on leave from a service, this can be problematic. For example, if a nurse places medication into an envelope for the patient/client/consumer to take later in the day, this is technically dispensing. Most large organisations have policies to manage this, but smaller organisations must also be aware of these issues and develop appropriate policies as well
- Nurses must NOT tamper with a seal on a box between its closure by the pharmacist and time of administration. See further information under Section 10.4

8.3.5 Nursing implications

- Dispensing activities must be avoided by nurses, staff.
- If a nurse is exposed to dispensing situations, he/she must alert the manager/employer. The manager/employer has a responsibility to determine protocols and provide resources to deal with dispensing activities that will meet legal requirements.

Storage of controlled drugs:

Section 28 of the Misuse of Drugs Regulations 1977 (SR 1977/37) (as at 04 July 2013) states that every person in possession of a controlled drug in the course of their profession shall:

- a) Keep it in a locked cupboard or compartment constructed of metal or concrete or both
- b) Ensure the cupboard or compartment is securely fixed to, or is part of, the building, ship, aircraft, or vehicle within which the controlled drug is kept for the time being; and...
- c) Ensure the key of the cupboard or compartment is kept in a safe place when not being used. If the building, ship, aircraft, or vehicle is left unattended, that safe place shall not be within that building, ship, aircraft, or vehicle

All people who administer controlled medications must familiarise themselves with their employer’s policies and guidelines on this topic. If this issue is being discussed, it is vital to consider:

- The responsibilities and accountabilities of the regulated and unregulated team members, as outlined in section 10
- That the standards for medicine administration are met, as outlined in appendix one

NZNO recommends that clear policies and guidelines are available in all workplaces regarding access to the drugs cabinet.

