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Administration of Medication Policy – Coláiste na Rinne – Bealtaine 2023



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1.0 Introduction

Coláiste na Rinne (CnR) is committed to the provision of high quality and safe care to the children, adolescents and adults it cares for. To assist this commitment, this policy has been developed within the legislative and regulatory frameworks, to outline the roles and responsibilities of the Coláiste nurses and managers involved in ordering, storing, administration, documentation and disposal of medication in CnR.

This policy will be put in place in conjunction with NMBI's Standards for Medicines Management for Nurses and Midwives.

2.0 Definition of Policy

A 'policy' is a course or principle adopted and proposed by CnR, which must be adhered to by all staff

during their course of work, and a breach of which could lead to disciplinary action.

Policies are systematically developed statements based on the best available evidence, legislation, regulatory requirements or quality standards and are designed to assist staff in carrying out the function of their post.

3.0 Applicable to

Coláiste na Rinne Nurses, House Parents and Management involved in ordering, storing, administration, documentation and disposal of medication in CnR.

This policy must be followed by all other staff not involved in ordering, storing, administration, documentation and disposal, the Teachers and Auxiliary staff.

4.0 Roles & Responsibilities

All nurses who have responsibility for any part of the Medication Management cycle must adhere to the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI, 2014) and ensure they renew their retention on the NMBI register annually.

All staff and management must ensure that their staff are aware of the contents of this policy and adhere to it at all times. Any staff working outside of this policy must be accountable for their actions.

5.0 Objectives of Policy

To ensure all staff in CnR are fully aware of their legal and professional responsibilities with regard to medication management.

To ensure that all medication management practices are safe, clinically effective, evidenced based, economic and comply with appropriate legislative and professional requirements.

To provide person centred care and ensure they obtain the maximum benefit from medications they need, while at the same time minimising harm.



6.0 Definitions / Terms

Administration:	The selection of a single dose of medication from stock or individual patient supply, against a prescription or authorised treatment protocol, which is handed to the patient to take or administered directly by an authorised person.
Patient Record:	A folder for each patient, containing all documentation in relation to the patient's management and care in CnR; it also includes any information held electronically in CnR about an episode of care.
Medicines/Medications:	For internal or external use, includes diagnostic agents and reagents, non-prescription (over the counter), herbal and homeopathic remedies
Medication Management:	Medication Management is the process an organisation uses to provide medication therapy to individuals served by the organisation. The steps in the medication management process include selection, procurement, storage, prescribing or ordering, transcribing, preparing, dispensing administration and monitoring.
Medication Incident:	Any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the healthcare professional, patient, or consumer. Such events may be related to professional practice, healthcare products, procedures, and systems, including prescribing, order communication, product labelling, packaging and nomenclature, compounding, dispensing, distribution, administration, education, monitoring and use.
Medication Incident report:	Online or paper based report which should be completed following any medication incident.
CHI @ Crumlin Formulary:	CHI Hospital Drug Formulary

Health Form	Record of each child's medical history, medications, allergies and relevant details to be completed by their parent/guardian before commencing in CnR
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7.0 Administration of Medications

7.1 Staff entitled to administer and check the administration of medications

Any healthcare practitioner administering a medication should adhere to the ten rights of medication administration (NMBI 2020).

It is essential that for all types of medications administration, staff attend the appropriate training and are competent to administer prior to undertaking such a role. Identified professionals who can administer medication are highlighted in fig 1:

Fig 1:

- Nurse Honor Donnelly NMBI no: 00055615
- Nurse Elaine Hamblen NMBI no : 00099385
- Nurse Martina Whelan Barron no : 00053493
- House Parents – approved in doing so by any of the three Coláiste nurses
- Teachers/ education staff/ Cinnirí who have completed training to give emergency lifesaving medication e.g. Epipen, Salbutamol inhaler / nebuliser etc.
- Cinnirí who have received extra training in how to administer over the counter medication

7.2 Nursing responsibilities

Under no circumstances must a nurse agree to administer a medication unless he/she feels competent to do so, has undergone approved training in any necessary skills and is able to justify his/her actions at all times.

Each registered nurse must maintain their individual knowledge of medication management. It is incumbent on each registered nurse to identify any deficit in their knowledge or practice and take measures to remedy this.

All registered nurses who administer medications are responsible and accountable for their safe administration.

All nurses in CnR must ensure they pay their Annual Retention Fee to remain on the NMBI register and to ensure they can practice.

7.3 Administering the medication

The administration of all medications must be documented. Medication should be prepared and administered for only one patient at any one time to avoid any potential confusion of medication doses.

Prescriptions must be provided from the child's own GP for all prescribed medications for all children in CnR. For a child to receive over the counter medications (otc) a parent/guardian must give written consent to enable the same to be given when deemed necessary by a Coláiste nurse. For emergency medication/intervention to be administered by Coláiste nurses or any staff member, signed consent must also be provided. This information will be collected and stored on the Health Form completed before any child commences their stay in CnR. Where consent is not given for any of the above, this needs to be addressed on an individual basis before the child arrives to CnR and a safe plan put in place.



The child must be monitored during and following medication administration for adverse reaction.

A medication should never be administered unless staff are totally satisfied with all matters pertaining to that medicine. If there is any doubt about a medication, its dosage or route of administration, the medication must not be administered unless verified, or given parental permission to do so.

All staff who may need to administer emergency medication must refer to written instructions on dosages and administration of drugs before using it and must follow these instructions provided. These instructions are stored with such emergency medications onsite following CHI Crumlin Formulary protocols.

7.4 Types of medications administered in the Coláiste

Oral/Enteral medications

All liquid medications should be shaken vigorously to evenly distribute the medication prior to measuring doses. All tablets, capsules and lozenges should be administered as per the manufacturer's instructions always ensuring the correct concentration of medication is used.

Inhaled/Nebulised medications

Should be administered in accordance with the prescription of the medication for the child. Correct technique must be maintained to ensure adequate medication administration.

Transdermal Patches

Gloves should be worn when applying and removing transdermal patches. The application and removal date/time should be clearly documented. After removal, patches should be folded over and disposed of appropriately and carefully.

Topical Preparations and Instillations

All creams/ointments and eye drops must be applied as directed by the manufacturer and as per the prescription.

Intramuscular/Subcutaneous Injections/Parenteral Route

Ensure all Parenteral medication is given via the correct route as per the licensee of the drug. Ensure all staff that may have responsibility for administering injections e.g. insulin or adrenaline via auto-injector (EpiPen) are adequately trained and fully informed of when and how injection should be administered ensuring correct dose age appropriate to child requiring it.



7.5 Student's Own Medicines

The medication must be in the original container – no loose tablets or strips should be used. The product should have a dispensing label attached or provided. The label should be legible and should state the child's name and strength of the product.

The container and medication should be in good condition. There should be no signs of damage or contamination. It must be clearly labelled with the child's name.

If specific storage conditions (e.g. store in a fridge) apply to the medication, these storage conditions must be met.

The medication must be within the expiration date and checked pre-administration.

8.0 Storage of Medications

The safe and secure storage of medication is the responsibility of the Coláiste na Rinne Nurses. The Coláiste Nurses should be informed of any and all medications required by students while they are in the Coláiste. No staff member should accept medication from a parent or student without consulting the Coláiste Nurses.

Medications must be stored in their correct locations in a manner that maximises medication safety. The three identified locations are the locked medication cabinet in the Nurse's Office, the locked room with the children's own medications from home and the unlocked emergency medication cabinet in the main office of the Colaiste.

8.1 Access to Medication

Medication cabinets should remain locked at all times and access controlled by key held by Nurse on duty and (Spare key held securely in main office on ground floor). The doors must be kept locked at all times. The cabinet in the main office with emergency drugs should be unlocked for easy access to use them if required.

Access to the presses must be restricted to staff with legitimate reason to access medication rooms. The keys for the medication cupboard must be kept on the person of the Nurse on duty at all times. A set of keys will be kept in a locked press in the main office.



9.0 Adverse Drug Reactions (ADRs)

An adverse drug reaction (ADR) is defined as a reaction which is noxious and unintended and which occurs at doses normally used for the prophylaxis, diagnosis and treatment of disease or the modification of physiological form.

All suspected reactions should be reported. The nurse on duty must be informed of any adverse reactions that may occur. If a severe reaction occurs, escalate the situation as required.

10.0 Medication Safety Incidents

A medication safety incident (medication error) is defined as any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in control of the healthcare professional, patient, or consumer. Such events may be related to professional practice, healthcare products, procedures and systems.

All staff are responsible for Medication Safety. All medication required for any students in the school must be relayed to the Nurse on duty. It is a requirement for the safety of the student and also staff members.

11.0 References/Bibliography

1. An Bord Altranais (2007). *Guidance to Nurses and Midwives on Medication Management*. An Bord Altranais: Dublin.
2. Nursing and Midwifery Board of Ireland (2015) *Standards for Medicines Management for Nurses and Midwives*.
3. Nursing and Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework* Nursing and Midwifery Board of Ireland, Dublin.
4. Misuse of Drugs Act 1977 and subsequent amendments.
5. CHI Children's Paediatric Formulary, Crumlin Children's Hospital, Dublin.
6. Guidance for Registered Nurses and Midwives on Medication Administration NMBI [2020].

Síniú:

(Cathaoirleach)

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