



ST BEDE C OF E PRIMARY
MULTI ACADEMY TRUST

Maladministration of Medicines Procedure

Version Control

Version	Date	Author	Changes made:
0.1	30.11.21	Sarah R	New policy created for the MAT
0.2			•



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Maladministration of Medicines Procedure

Rationale

This procedure outlines the key steps that staff should follow if maladministration of medicine takes place.

A medication error is defined as “a medication administered that deviates from the instructions of the provider/ parent “A medication error occurs when one of the “five rights of medication administration” has been violated.

Examples are:

1. administering the wrong medication
2. administering the wrong dose of medication
3. administering medication at the wrong time
4. administering the medication in the wrong way (e.g., ear drops administered to eye)
5. administering medication to wrong student

In addition, circumstances that may require additional follow up would be administering the medication for the wrong reason and administering the medication without proper documentation.

Situations that are not considered medication errors include: students who refuse to consume or are unable to tolerate the medication, lack of supply of the medication from the parent, and a medication held by a parent. Careful notation of these situations should be made in the medication log , CPOMs and parent/guardian will be notified.

Roles and Responsibilities

Staff volunteer responsibilities

When a medication administration error occurs, follow these guidelines:

1. Keep the student in the room where medication was administered.
2. If the student has already returned to class, have someone accompany the student back to the room where medication was administered
3. Observe the student’s status and document what you observe
4. Remain calm and do not alarm the student
5. Identify the incorrect dose or type of medication taken by the student
6. Notify the Senior Team immediately who will contact the parents and emergency services (if appropriate)
7. Complete a Medication Administration Incident Report form. Carefully record all circumstances and actions taken, including instructions from the parents/emergency services, and the student’s status. All reports are to be filed and kept on CPOMs.
8. Give completed Medication Administration Incident Report form to a member of the Senior Team within 24 hours of incident

Errors made in recording medications on the Medication Administration Record should have a line drawn through it and marked "error," or "mistaken entry" initialled and dated.

Senior staff responsibilities

1. Upon notification of medication error, contact the parents of the student and emergency services (if appropriate)
2. Review Medication Administration Incident Report form immediately
3. Follow up with employee(s) who was involved in medication error
4. Provide additional education to employee(s) who was involved in medication error- this might be organised directly with a healthcare specialist.
5. Ensure competency of employee who was involved in medication error and inform HR about the incident.
6. If appropriate, identify someone else to assume responsibility of medication administration
7. In conjunction with school administration, review all the completed Medication Administration Incident Report forms at least quarterly to understand the factors that contribute to errors and identify if the errors are related to systems and/or process issues
8. Identify process changes that may need to occur to improve medication administration procedures
 - a. Reducing distractions when/where the medications are being given
 - b. Having photos of the student attached to the medication administration form to assist with proper identification
 - c. Providing more frequent medication administration education refreshers

Medication Administration Incident Report

Name of School	
Name of Child:	
Class/Form:	
Medical condition/illness:	
Medicine/s	
Date of error:	
Explanation of error:	
Observations of child after error:	
Staff name:	
Staff Signature:	
Date:	
The following must be completed by a member of the senior team	
Senior staff member name:	
Have parents been contacted?	Yes No
Have the emergency services been contacted?	Yes No
Have you informed HR?	Yes No
Can the staff member continue to administer medication?	Yes No
Is the staff member happy to continue to administer medication?	Yes No
Give a brief overview of the investigation:	
What training has the staff member attended since the incident?	
Does a change need to be made to policy and procedure? If so what should this be?	