Culford School

Controlled Drugs Policy and Procedures

Reviewed June 2026 E. Fergus-Hillman
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V2.0

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1. Controlled Drugs

There are legal requirements for the storage, administration, records and disposal of controlled drugs set out in the **Misuse of Drugs Act (1971),** and associated Regulations (safe custody) 1973 and Amendment 2007.

- Any member of staff may administer a controlled drug to a child for whom it has been prescribed
- Staff training is given to all staff administering the controlled drug. This will include indications for use, contra-indications, dosage, safe storage documentation requirements, disposal of medicine, reporting of adverse reactions and drug errors
- All controlled drugs in the Culford School setting will be prescribed for a specific pupil and can only be given to that pupil. The school do not hold any stock-controlled drugs
- Staff administering the drug must do so in accordance with the prescriber's instructions and this policy

2. Storage of Controlled Drugs

- Controlled drugs should be stored in a non-portable, lockable container
- Each boarding House has Controlled Drug medicine cabinet in matrons' office
- For safe practice the locked cupboard for controlled drugs should contain nothing else and only those with authorised access should hold keys

3. Documentation and Administration of a Controlled Drug

- C.Ds must be recorded in a separate C.D register/book, the Health Centre and each boarding house have a controlled drug register
- The C.D register must be a bound book, have the name of the specified drug at the top of each page, the name of the pupil, date, dosage administered, refusal of medicine and running total.
- All the entries should be made in ink
- On receipt of a controlled drug from the pharmacy the nurse will record the delivery in the C.D register held in the Health Centre including the quantity and dosage, this will be checked and signed by two members of staff.
- The House matron will collect the controlled drug from the Health Centre, the nurse will document in the Health Centre C.D register the transaction of the drug and both the nurse and matron will sign the drug out of the Health Centre C.D register and into the House C.D register.
- When administering the medication to a pupil - Check the prescription label, confirm the name of the pupil on the label and verbally confirm the pupil by name, check the drug name and dosage, check the expiry date
- The process of administering the controlled drug is to be carried out by two members of staff on every occasion that the drug is administered. In our school setting the prescribed timing of the drug and the boarding environment may mean it is not always possible to have two members of staff present, in which case the pupil can be the 2nd signatory. The importance of the process should be explained clearly to the pupil so they fully engaged and focused on the task. The running total count must be physically checked and confirmed by both signatories on every occasion of administration.

- It is best practice for the matron of each boarding house to check weekly all aspects of storage and documentation of the C.D process, C.D register and CD stock. This means any errors or discrepancies can be quickly identified and addressed.
- Transparent culture of reporting errors - As with OCM medications in the boarding house it is important staff feel confident and supported to quickly report drug errors and discrepancies to the Health Centre in order that the school is a safe environment and problems can be swiftly identified and rectified.
- Corrections must be signed and dated by the nurse and boarding staff

4. Controlled Drugs on School Trips

Controlled drugs such as methylphenidate which is commonly prescribed to manage ADD and ADHD come under strict legal governance and must be managed differently from normal prescribed medicines or 'over the counter medicines'. There are currently no guidelines from government on how schools should manage controlled drugs on school trips. However, it seems prudent to, as far as possible, replicate the standard CD guidance given for residential settings.

For a school trip this means:

- Prior to the trip parents should give written permission to staff to give the medication in accordance with the prescription instructions. The parent consent form for this is included in the teacher school trip pack.
- Some airlines require written evidence from the prescribing doctor for medication to be transported. The trip leader should proactively enquire about any necessary requirements and ensure they are put in place
- The prescribed medication must be handed over by the parent to the staff member designated in charge of first aid and medicines. The member of staff must keep the controlled drug safe while in transit in a locked travel bag supplied by the Health Centre and on arrival at the destination lock the controlled drug is safe or lockable drawer
- The prescribed medicine must be in the original container with the prescribing label on it. The container should only contain the amount of medication required for the duration of the trip
- On receipt of the medication from parents the designated staff member will cross check the exact amount of tablets with a 2nd member of staff and document it on the prescribed medicine form, the 2nd member of staff will countersign the prescribed medicine form.
- The designated staff member will remain in charge of the controlled drug for the duration of the trip
- The staff member will record the medication given on the prescribed medicine form with the 2nd member of staff witnessing and countersigning the administration process
- The designated member of staff will hand over to the parent any medication remaining at the end of the trip
- Prescribed medicine forms should be handed into the Health Centre at the end of the trip, as this form part of the pupils school nursing record

5. Adverse Reactions, Drug Errors and Discrepancies

- An atmosphere of transparency and support is essential for reflective practice to be a reality in the environment of drug administration
- Adverse drug reactions and drug errors must always be reported verbally to the Health Centre immediately.
- House staff should record the incident in the Boarding house log/handover book and complete a Smartlog report.
- Nursing staff will record adverse drug reactions through the national yellow card MHRA system and record the incident as a near miss/serious incident through the internal school system of Smartlog and report the incident to the Compliance Office, Head and Assistant Head (Pastoral and Boarding).
- Nursing staff will inform the SMO and record adverse drug reactions through the national yellow card MHRA system and record the incident as a near miss/serious incident through the internal school system of Smartlog and report the incident to the Compliance Office, Head and Assistant Head (Pastoral and Boarding).
- Nursing staff will inform the parents of the pupil and keep them updated on any care given or actions taken by the school
- The Head of Health Services (Clinical) and Head of Compliance will decide if an internal serious incident review is necessary and manage that process

6. Disposal of Controlled Drugs

The drugs should be returned to the Health Centre where the nursing staff and the person returning the medicine will record the name of the medicine, dosage, quantity, date of return, reason for return and sign the Health Centre C.D register and the return to pharmacy form.
A member of the nursing staff will then personally return the medicine to Victoria Surgery, Bury St Edmunds for disposal.

List of the most commonly encountered drugs currently controlled under the misuse of drugs legislation

https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation

7. References/Resources

- Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014 https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf

- Managing Medicines in Schools and Early Years Settings, March 2005 Dept of Health (reference 1448-2005DCL-EN)

- The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates 2018 https://www.nmc.org.uk/standards/code/

- Professional guidance on the safe and secure handling of medicines. Royal Pharmaceutical Society updated Jan 2024 **https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines**

- Controlled drugs: safe use and management NICE guideline Published: 12 April 2016 www.nice.org.uk/guidance/ng46

- A Guide to Good practice in the Management of Controlled Drugs in Primary Care (England), National Prescribing Centre. Feb 2007, second edition

- The Handling of Medicines in the Social Care Settings, Royal Pharmaceutical Society of Great Britain Oct 2007

- Medical Protocols and Practice

- Boarding Schools Association, boarding briefing paper number four, May 2015

- MOSA Guidelines- Administration of Medicines in Schools, January 2023

- Misuse of Drugs Regulation 2001