<<School>> School Based Health Service

Controlled Drug Medication Procedure/Guideline

Purpose:

Nurses working in schools are increasingly being asked to manage the storage and administration of prescribed controlled drugs for students.

To ensure medications which are classified as Controlled Drugs are stored and administered in a safe manner, according to legislative requirements.

Responsibility:

Any Registered Nurse or Doctor working within the school based health services at <<school>> school.

Medication:

This includes any medication classified as a Controlled Drug.

Medications classified as Controlled Drugs which are likely to be stored and administered in school based health services may include:

* Pain relief medication containing codeine (including dihydrocodeine)
* Pseudoephidrine-containing products
* Benzodiazepines eg Diazepam, Clonazepam and Clobazam (Class C)
* Methylphenidate (Ritalin)

Note: there are different requirements for Class A, B and C drugs. It is unlikely that nurses would be required to handle Class A drugs in their professional duties. See link below for a list of Controlled drugs and their classifications.

<https://www.legislation.govt.nz/act/public/1975/0116/latest/DLM436586.html>

Process:

1. Medicines which are Controlled Drugs will be stored in a locked metal cupboard which is securely attached to the wall or floor within the clinic.
2. Medication must be provided to the school in the original pharmacy container, and have followed the school’s procedure for consent to school staff administering the medication.
3. The medication must be recorded in an official Controlled Drug register. Maintenance of the Register will include documenting incoming medication and medication administered/discarded/returned to family or corrections to entries. All recordings must be legible and in indelible ink, and in a bound book <http://www.hiltonpress.co.nz/Controlled_Drugs__Registers.php>
4. Sample signatures of all signees should be entered in the register.
5. A weekly stocktake to verify correct amount of Controlled Drugs in cupboard will be undertaken by two Registered Nurses where this is feasible, otherwise one Registered Nurse plus a responsible adult.
6. Individual administration of Controlled Drug medications will be checked and signed for by two Registered Nurses where this is feasible, otherwise one Registered Nurse plus a responsible adult or the student.
7. The Registered Nurse will ensure the keys for the drug cupboard are kept securely.
8. Administration of Controlled Drug medication will also be recorded in the patient’s clinical notes.
9. Discrepancies in Controlled Drug register will be reported to the school senior management immediately and efforts made to account for the discrepancy. If this is unable to be resolved, Police must be involved.

A Controlled Drug Register is used as follows:

* The Nurse in Charge is responsible for the register.
* A separate page in the Controlled Drug Register must be allocated to one student and one form and strength of a particular controlled drug. The index should refer to page in use.
* All entries other than stock checks must be in blue or black ink.
* All entries must be in numerals eg. 1 or 2. Stating doses, e.g., as mg, is not acceptable.
* Each entry will record the necessary ‘in’ or ‘out’ and the balance calculated.
* Annotation of “Received from Family” (or equivalent words) on receipt of new medication.
* At the end of each page the ins and outs must be totalled and the balance checked and transferred to the next page and the index updated.
* When transferring details to the next page or a new book, the first line of the new page must state ‘Balance transferred from x’ and the balance stated and signed and witnessed.
* Information in the register must not be deleted, crossed out or overwritten. Correction fluid must not be used under any circumstances.
* Corrections to entries in the register must be made by:
* Asterisking next to the error, bracketing the error if applicable and entering a footnote and date at the bottom of the page.
* Dating and signing the correction by two of: RN, doctor, pharmacist.
* Upon completion of the Controlled Drugs Register any unfilled pages should be marked as cancelled and the register stored for 10 years following date of last entry.

Acknowledgment:

This policy has been adapted from the Controlled Drug Medication Policy shared by the ADHB Enhanced School Based Health Services team.

Resources:

Counties Manukau Health. (2014). Management of Controlled Drugs (CDs) Procedure. Procedure: Management of Controlled Drugs.

New Zealand Nurses Organisation. (2012). *Guidelines for nurses on the administration of medicines.* Wellington: New Zealand Nurses Organisation. Published in May 2012 by New Zealand Nurses Organisation Wellington, New Zealand

ISBN 978-1-877461-35-4