**(Insert name of school) School Based Health Service**

**Controlled Drug Medication Policy**

**Rationale:**

Nurses working in schools are increasingly being asked to manage medication during school time for students who experience chronic pain syndrome, epilepsy and Attention Deficit Disorder.

**Purpose:**

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

**Who:**

Any Registered Nurse or Doctor working within the school based health service at XXXXXXXXX school.

**Medications:**

This includes any medication classified as a Controlled Drug. 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.

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

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)

**Process:**

1. Medicines which are Controlled Drugs will be stored in a locked metal cupboard which is securely attached to the building.
2. Family members who provide the medication to the school must ensure it is in the original container showing the student’s name, and have followed the school’s procedure for consent to school staff administering the medication.
3. A Controlled Drug register will be maintained, documenting incoming medication and medication administered/discarded/returned to family. All recordings will be in indelible ink, and be in a bound book (not loose leaf).
4. A weekly stocktake to verify correct amount of Controlled Drug in cupboard will be undertaken by the Registered Nurse(s).
5. 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.
6. The Registered Nurse will ensure the keys for the cupboard are kept securely.
7. Administration of Controlled Drug medication will also be recorded in the patient’s clinical notes.
8. 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.

**Resources:**

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.

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