



Outcomes
First Group

Education Settings

RECEIVING MEDICINES INTO THE EDUCATION SETTING PROCEDURE

APRIL 2025 | V1



Receiving Medicines into the Education Setting Procedure

Medicines Received from a Parent/ Carer

When medicines are received from a young person's parent/ carer, you must:

1

Ensure all medicines are in the original pharmacy-labelled container. Over-the-counter medicines must be in the original manufacturer's packaging.

2

Ensure there is a completed ***Parental Consent To Administer Medicines*** form in place.

3

Confirm that the instructions provided by the parent are the same as the information on the pharmacy label (for prescribed medicines) and/or the original container (for non-prescribed medicines). Resolve any queries immediately with the parent/ carer/GP/healthcare professional as appropriate.

4

Record all medicines on arrival, using the ***Record of Medicines Received into School/Returned to Parents*** form.



Receiving Medicines into the Education Setting Procedure

5

Prepare a MAR using the **Transcribing Procedure** and document the following details of the medicines received on the MAR:

- A. the date the medicine was received
- B. the quantity received
- C. your initials or signature, as the senior team member receiving the medicine(s).

6

Count and carry forward any medicines remaining from the previous cycle (e.g. PRN medicines), and record the quantity carried forward on the MAR with 'C/F' next to the number e.g. 100 + 20 C/F.

7

Store medicines received in line with the **Medicines Storage Procedure**. As a priority, ensure:

- A. fridge items are put in the fridge; and
- B. Controlled Drugs are locked away in the Controlled Drugs cupboard.



Receiving Medicines into the Education Setting from the Pharmacy Procedure

Medicines Received from the Pharmacy

1

Prepare a MAR using the **Transcribing Procedure** and document the following details of the medicines received on the MAR:

- A. the date the medicine was received
- B. the quantity received
- C. your initials or signature, as the senior team member receiving the medicine(s).

2

Count and carry forward any medicines remaining from the previous cycle (e.g. PRN medicines), and record the quantity carried forward on the MAR with 'C/F' next to the number e.g. 100 + 20 C/F.

3

Store medicines received in line with the **Medicines Storage Procedure**. As a priority, ensure:

- A. fridge items are put in the fridge; and
- B. Controlled Drugs are locked away in the Controlled Drugs cupboard.