

# Procedure: **Controlled Drugs**



**St Edward's  
College**  
Founded 1929

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# Who we are

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## ***Mission Statement***

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

## ***About us***

St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. This Controlled Drugs Procedure is intended to ensure the safe and legal management of controlled drugs in a school setting, prioritizing the health and safety of students and staff. Compliance with this procedure is mandatory for all authorized personnel involved in the handling of controlled drugs.

# Purpose, Scope and Definitions

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## ***Purpose***

This procedure outlines the management, administration, storage, and disposal of controlled drugs within a school setting in Malta, ensuring compliance with Maltese law and promoting the safety and well-being of students and staff.

## ***Scope***

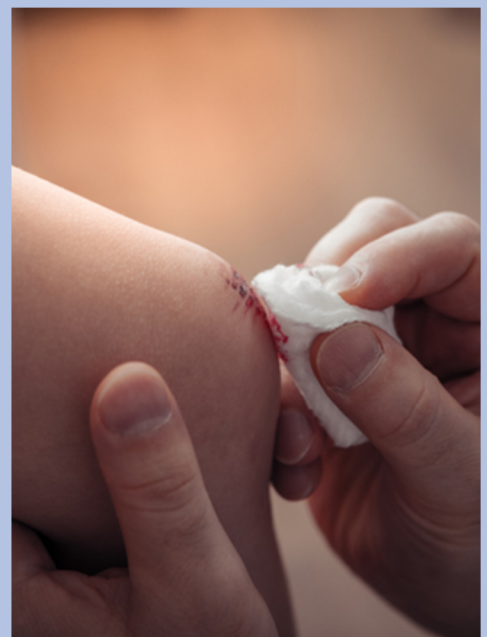
This procedure applies to all staff members involved in the handling of controlled drugs in the school, including school nurses, teachers, administrative staff, and any other personnel authorized to manage medications. It covers the receipt, storage, administration, and disposal of controlled drugs for students under the school's care.



# Legal Framework

The procedure aligns with the following Maltese legislation and guidelines:

1. **Dangerous Drugs Ordinance (Chapter 101 of the Laws of Malta)**
2. **Medicines Act (Chapter 458 of the Laws of Malta)**
3. **Health and Safety Regulations in Schools**
4. **Malta Standards Authority (MSA) Guidelines on the Safe Handling of Medication**



## ***Definitions***

1. **Controlled Drugs:** Medications that are regulated under the Dangerous Drugs Ordinance due to their potential for abuse and dependency. Examples include, methylphenidate, and certain benzodiazepines.
2. **Authorized Personnel:** Individuals authorized by the school administration to handle, administer, and manage controlled drugs, typically including the school nurse and designated staff members.

## ***Roles and Responsibilities***

1. **School Nurse:** Primary responsibility for managing controlled drugs, including storage, administration, record-keeping, and ensuring compliance with legal requirements.
2. **Authorized Staff:** Authorized personnel who assist the school nurse in the administration of controlled drugs.
3. **Head of School:** Overall responsibility for ensuring the procedure is followed.
4. **Parents/Guardians:** Provide the school with prescribed controlled drugs, along with relevant medical documentation.

## ***Receipt of Controlled Drugs***

1. Controlled drugs must be delivered to the school nurse or authorized personnel by the parent/guardian.
2. The drug must be in its original packaging, clearly labelled with the student's name, the prescribed dosage, and the prescribing doctor's details.
3. Upon receipt, the drug must be logged in the Controlled Drugs Register, including the date, name of the drug, and quantity received.

## ***Storage of Controlled Drugs***

1. Controlled drugs must be stored in a secure, lockable, non-portable cabinet that meets the legal requirements.
2. Access to the storage cabinet is restricted to the school nurse and authorized personnel.
3. The storage area must be in a designated, secure area of the school, within the nurse's office.

## ***Administration of Controlled Drugs***

1. Verify the student's identity using at least two identifiers (e.g., name and date of birth).
2. Check the Treatment Chart for:
  - Correct medication.
  - Correct child.
  - Correct dosage.
  - Correct route of administration.
3. Administration must be logged immediately in the Controlled Drugs Register, including the date, time, dosage, and signature of the person administering the drug.

## ***Record Keeping***

1. A Controlled Drugs Register must be maintained accurately and securely, with a separate page for each student.
2. The register should include details of receipt, administration, and disposal of controlled drugs.
3. The register must be regularly reviewed by the school nurse and the Head of School to ensure compliance.

## ***Disposal of Controlled Drugs***

1. Controlled drugs that are no longer required, expired, or left over must be returned to the parent/guardian, if this is not possible, the drugs shall be disposed according to the waste management regulations.
2. Disposal must be witnessed by two authorized personnel and recorded in the Controlled Drugs Register.

## ***Audit and Review***

1. The Head of School, in collaboration with the school nurse, must conduct regular audits of the Controlled Drugs Register and storage procedures.
2. An annual review of the Controlled Drugs Procedure should be conducted to ensure ongoing compliance with legal requirements and best practices.
3. Any discrepancies or incidents must be reported immediately to the Head of School and documented in accordance with school policies.

## ***Incident Reporting***

1. Any incidents involving controlled drugs, such as incorrect administration, loss, or theft, must be reported immediately to the Head of School.
2. A full investigation should be conducted, and corrective actions must be taken to prevent recurrence.

## ***Confidentiality***

1. All information regarding students' medication and controlled drugs must be treated as confidential.
2. Access to medication records and the Controlled Drugs Register is restricted to authorized personnel only.

## ***Parental/Guardian Consent***

1. Prior written consent from the parent/guardian is required for the school to administer any controlled drug.
2. The consent form should include details of the medication, dosage, administration schedule, and any specific instructions from the prescribing doctor.

## ***Communication with Parents/Guardians***

1. The school must maintain open communication with parents/guardians regarding their child's medication needs.
2. Any changes in medication or dosage must be communicated promptly and recorded in the student's file.



# Contact Us

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Any queries should be directed to Ms Flora Tanti Harvey, School Nurse

- ***Phone***



+356 27881199

- ***Message***



[schoolnurse@stedwards.edu.mt](mailto:schoolnurse@stedwards.edu.mt)