



**BILBOROUGH**  
SIXTH FORM COLLEGE

# Medication Storage and Administration Policy

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Lead Responsible: Michelle Harvey

**A FUTURE LESS ORDINARY**



# **Supporting Learners with Medical Needs**

## **Policy statement**

This policy applies to all students at Bilborough College. This policy is addressed to all staff and covers the administration by staff of medication to students in the care of the College. The college is committed to supporting learners with medical needs in attending the college and achieving their learning aims. However where the college would be required to store medication or where college staff would be required to administer medication, a decision regarding the college's ability to meet individual needs will be made by the College. The focus is to ensure that a learner with medical needs can access the College in safety and with dignity.

## **Liaising with parents**

The College promotes ongoing communication with parents/carers in order to ensure that the specific medical needs of all students in our care are known and met. Parents must inform the College if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at College and of any changes to the medication required. If the student is over 18 and living independently, the parent/carer signature is not required.

The College requests that medication is only taken at College if it is essential, that it is where it would be detrimental to the student's health not to administer the medication during the College day. Where possible, medicines should be taken at home, before and after attending College.

Staff at the College are not under a contractual obligation to dispense medicine and parents should keep students at home if acutely unwell or infectious. A student may give or withhold consent to medical treatment or seek advice or treatment in confidence.

## **Fundamental Principles**

- It is important for the College to have sufficient information about the medical condition of any learner with a long-term or complex health or personal need.
- The College therefore needs to know about any medical needs before a learner starts College, so that an initial assessment and/or risk assessment of support can be undertaken.
- The College will agree with the learner and/or their representative what support the College can provide. The College will require all learners with medical needs to sign a disclosure form and Health Care Record consent form/s.
- Where there is concern about whether the College can meet a learner's needs, or where the learner's and/or representative's expectations appear unreasonable, the College can seek further advice.
- Tutors who have learners with medical needs in their class should understand the nature of the condition.
- The Learning Support team will establish a disclosure and Health Care Record for those learners with medical needs, in consultation with the student and the student's parents/carers which will then be communicated to staff/first aiders with a need to know its content. These records will identify the level of support needed at College and will clarify the help that the College can give. The Learning Support team will be responsible for the record's maintenance. If medical needs change, the learner should inform the College and a review will take place.
- The College is responsible for making sure that willing staff have appropriate training to support learners with medical needs within the guidelines specified above.
- Staff should protect the dignity of the learner as far as possible, even in emergencies.

## **Administration of medication**

Staff at Bilborough College are not trained in the administration of medicine. We expect students/parents/carers to make us aware of any medicines that students are required to take throughout the course of the College day. Unless we are informed otherwise, it will be assumed that the student is aware of how and when to administer the medicine themselves. As a general rule, staff will not administer any medication.

## **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions. All medicines shall be stored in the original container in which they were dispensed and labelled with the student's name, together with the prescriber's instructions for administration.

Students may carry their own emergency medication.

If parents or carers require the College to store any emergency medication e.g. reliever inhalers and adrenaline pens, they will be kept in the First Aid Room in a locked cabinet or unlocked fridge as appropriate to the medication storage instructions provided and the student will be informed where their medication is stored. Each item of medication will be stored with a separate College form (HCR2) listing the medication details and will be signed by the student/parent/carer/staff. The key for the First Aid Room and medicine cabinet will be stored at Reception.

If a student is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access.

Students/parents/carers should collect all medicines belonging to the student when the student leaves college and in addition are responsible for ensuring that any date-expired medication is collected from the College. The relevant medication storage form (HCR2) will be signed by the student and staff member as the medication is returned to the student and the form will be retained by College. If expiry occurs an in-date medication replacement should be provided by the student if medication storage is still required, it is the student's responsibility to be aware of expiry dates.

### **Emergency procedures**

For the purpose of this procedure a medical condition will be defined as conditions whereby a student is not able to self-medicate (potential emergency situation).

In the event of an emergency related to the administration of medicine, a trained first aider should be called as soon as possible, if not already present. If the trained first aider does not consider that she or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the College site.

### **Off-site visits/trips**

All students requiring preventative medicine are responsible for carrying their medication with them. Information on current health conditions will be gathered separately by staff organising the individual trip in question.

### **Responsibility for Implementation**

The Director of Student Support is responsible for the planning and implementation of the policy and procedures.