



MEDICATION POLICY

POLICY STATEMENT

Truro and Penwith College are committed to achieving the best possible health and wellbeing outcomes for its students and, as such, this policy seeks to ensure best practice in the safe storage and administration of medication for those students who require it. This policy is intended for application at all Truro and Penwith College campuses and is in place to:

- Maintain a safe environment for all students
- Clarify areas of responsibility and provide clear guidance about situations where it is appropriate to store and administer medication for students
- Inform all staff members and parent/carer/next of kin of the procedures in place in relation to the consent, storage, and administration of medication
- Work alongside our individual care policy, Special Education Needs and Disabilities (SEND) policy and safeguarding policy.
- Ensure compliance with appropriate Health & Safety policies and legislation:
 - Health & Safety @ Work Etc Act 1974
 - The Workplace (Health, Safety & Welfare) Regulations 1992
 - Management of Health & Safety at Work Regulations 1992
 - The Health & Safety (First Aid) Regulations 1981
 - SEND Code of Practice 2014

While the Designated Safeguarding Lead has overall responsibility for the implementation and monitoring of this policy, all staff have a professional duty to safeguard the health and safety of students, both when they are authorised to be on site and when they are engaged in authorised activities elsewhere. As such, all staff are responsible for following this policy and ensuring compliance with all procedures outlined.

Please note in this policy the term medication also refers to other prescribed products e.g. oxygen, dietary supplements, creams etc.

1 IDENTIFICATION

We find out if a student requires medication via one or more of the following:

- Learners disclose medical condition (often via interview, application, or disclosure during their enrolment)
- Other professionals inform us e.g. Diabetes nurse, School SENCO, CAMHS professional etc.

- A parent/carer/next of kin or other advocate informs us

On being made aware of a medical condition, the following is undertaken:

- Medical form/Action plan and other relevant forms sent (including request for details of medication prescribed) is sent home.
- These are returned alongside provision of paperwork from medical professionals (where appropriate)
- These are uploaded onto our college systems so that relevant colleagues are aware of a student's medication requirements.

These forms clearly state that student/parent/carer/next of kin are to inform the College immediately if a student develops a medical condition/allergy at any point during the academic year which has not been previously disclosed.

LONG-TERM HEALTH CONDITIONS

Some students will have long-term health conditions (including those that have chronic, multiple, complex and/or life limiting presentations) which require regular and on-going treatment and medication. In these cases, individual care plans will be agreed between college, the learner, parent/carer/next of kin and other professionals (as appropriate). These will be shared with relevant members of staff via confidential shared files. It is the responsibility of the student and/or their parent/carer/next of kin to disclose any changes and updates to treatment plans and medication requirements.

All plans are shared with the designated safeguarding lead (DSL).

LIFE THREATENING HEALTH CONDITIONS

Some students may be diagnosed with a life-threatening condition and in these cases the student and/or their parents/carers must clearly outline, in writing, what should be done in any emergency situation related to this condition. This should be supported by medical evidence from the medical professionals treating the condition e.g. epilepsy nurse. Where a student has a life-threatening condition, staff will be alerted on all registers via an (!).

If emergency medication is necessary, arrangements will be made in collaboration with the young person, parent/carer/next of kin, and other professionals as appropriate to identify who is appropriate and suitably qualified to administer the medication. The college reserves the right to call emergency services as determined by the responders to an emergency situation irrespective of times stated in action plans.

2 STORAGE

Where possible, students/parents/carers should arrange for the administration of prescribed medicines to take place outside of education hours – for example in circumstances where a student requires a course of antibiotics but is well enough to attend education. In this case, if possible, the dosage should be adjusted so that none is required during the education day.

Medication of any type should only be brought to educational sites when it is essential – that is when it would be detrimental to the student's health if the medicine were not administered during the college day.

The majority of learners do not require storage of their medication and instead carry, the dosage required for the duration of the college day only, on their person. Emergency medication must be carried on their person at all times and students should inform peers/staff where it is stored. With the exception of learners on our Preparation for Adulthood Course, where due to student's complex needs, emergency medication is stored within their vicinity by their key staff.

We only store medications under the following circumstances:

- They require refrigeration
- The learner has an identified need that means they are unable to safely keep their medication with them independently.
- A learner requires spare medication on site for emergencies.

Any medication stored must be in the original box/packaging with the prescription label attached and must:

- clearly show the student's name, date of birth and name of medication
- detail frequency, administration route e.g. by mouth, dose, expiry date

Staff will not accept any medication for storage that has been taken out of its original container, except in cases where the student receives medication in bulk e.g. insulin. In these cases, a copy of the prescription must be provided alongside a photo of the original storage container/box. Staff reserve the right to refuse to store medication that does not meet this criteria.

When initially arriving on site, all medication requiring storage is to be handed to the Learning Support Team or Progression Pathways Team who will sign it in using the medication audit record.

Students will be notified of their closest storage location which will either be in a lockable fridge or medication cabinet (or cool storage medication bag if going offsite).

At any time the medication is required the member of staff dispensing will check the student's ID and the prescription label to ensure these correspond and that the dispense meets the stated prescription instructions. The dispense will then be logged and the medication returned to storage. Medication remains in lockable storage at all times.

Any unused or out of date medication will be returned to the student/parent/carer/next of kin of the student for disposal at the end of each term. Any medication being taken home will be signed out using the same procedure to ensure that medication is accounted for at all times.

3 ADMINISTERING OF MEDICATION

3:1 SELF ADMINISTERING

Where a student must have medication within the college day and self-manage this medication, they must only bring onto site the dosage required for the day and under no circumstances should this be shared with peers. If medication above the daily dose is identified this will be confiscated and any attempts to share this with peers will result in immediate referral to our disciplinary process.

Where storage of this medication is required, students will report to their identified storage location for dispense on arrival.

A member of trained staff will check it and record it on the medication administration record and also complete a record in the controlled medication log, which is kept in the medical room, both members of staff will sign this book and the amount of medication held in stock will be adjusted accordingly. When new controlled medication is brought to college by a parent it will be signed in through this book by 2 members of staff and the amount of stock held adjusted accordingly

3:2 SUPPORTED ADMINISTERING

No medication will be administered unless clear written consent and instructions to do so have been obtained from the student/parent/carer/next of kin in advance and the College has indicated that it is able to do so. If for any reason staff are unable to administer the medication, parent/carer/next of kin will be contacted to discuss alternative arrangements or first responders, emergency services may be called if required.

Truro and Penwith College recognises that the self-administration of prescribed medicine, is not possible for all, but the development of this skill enables students to develop independence and learn the skills of managing their own health, in preparation for adulthood. Staff may support learners in these instances e.g. supporting learners to set medication reminders on their device.

3:3 FULL ADMINISTERING

Where a student requires full support in the administering of medication, i.e. medication is 'administered for' the student, 2 trained members of staff will check the medication and dose to be administered, record it on the medication administration record and also complete a record in the controlled medication book, which is kept at the storage point. Both members of staff will sign this book and the amount of medication held in stock will be adjusted accordingly. When new controlled medication is brought to college it will be signed in through this book by 2 members of staff and the amount of stock held adjusted accordingly.

Medication will only be administered by staff who are trained to do so. They will always inform the student of what is being administered. When medication has been

given, the staff member administering will complete and sign the medication administration record accordingly.

If a student refuses to take or is unable to take their medication, parent/carer/next of kin will be informed and this will be recorded on the medication administration record. If this constitutes an emergency for the student; first responder and/or emergency services will be called as appropriate.

In the event of an excess/incorrect dose being administered the student concerned will be taken to hospital as a matter of urgency and parent/carers contacted immediately. Medication prescribed or labelled for one student will never be administered to another student.

4 CONSENT

While the majority of our students self-manage, carry and administer their own medication, there are some learners who will require support with administration of medication; some on a regular basis and some in emergency situations where their own capacity to do so has been hindered e.g. anaphylaxis, seizure or diabetic hypo'.

Consent to support with medication is given on completion of the medical form/action plan and within the medication section of our individual care plans. All individual care plans detail how a learner will indicate consent and non-consent and staff administering medication are vigilant, having an awareness and understanding of these at each time medication is dispensed and/or administered.

4:1 UNDER 18's

All students are asked if they consent via signature on paperwork. For students aged below 18, parent/carer/next of kin are also asked for consent.

It is the parent/carers responsibility to update staff of any changes in the administration of medication and to maintain an in-date supply.

4:2 OVER 18's

For students over the age of 18 who have capacity to make their own decisions about medical care, the student themselves will be required to sign consent but can be supported by parent/carer/next of kin as appropriate. Students over the age of 18 who have capacity must sign to consent to individual care plans being shared with parent/carer/next of kin.

It is the student's responsibility to notify us of any changes in the administration of medication and to maintain an in-date supply.

Where a student is over 18 and has been assessed under the Mental Health Capacity Act as not being able to consent for themselves, then 4:1 will apply.

5 LEARNERS WITH HIGH NEEDS

'Over the counter' medications will not be stored or administered by staff with the exception of for learners with high needs who may require support with the storage of pain relief, antihistamines etc. In these circumstances, parent/carers/next of kin, provide a labelled bottle/packet at the start of each term and complete a medication form to detail under which circumstances this should be administered.

These must be clearly labelled, with details of dosage and when they should be administered.

6 EMERGENCIES

The college reserves the right to determine what constitutes an emergency and staff making this determination will be supported by the College if it is their decision that an emergency is in progress.

In the event of an emergency, college staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

Medical treatment from qualified professionals should be secured in all emergencies at the earliest opportunity by calling 999 or 111 as appropriate. Where circumstances warrant immediate medical attention, designated staff members may take a student into the nearest hospital Accident and Emergency department without delay.

7 TRAINING

Staff who are involved with the receipt, storage and/or administration of medication have received appropriate training. This training is updated regularly, and all training compliance records are stored electronically via the college's staff development records.

APPENDICES (double click to view)



Form 1 Request for
College to Administ



Form 4 Record of
Medication Returne



MEDICATION
REFRIGERATION A3.



Form 2 Record of
Medication Adminis



dispensing Log.doc



V2 Form 3 Record
of Medication Recei