

# Medicine Policy

Responsible Senior Manager: Vice Principal Students,  
Learning & Quality

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Related Policies: Health & Safety Policy

Approved By: The Executive Team

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# Foreword

The policy has been prepared using the DfE guidance and should in all cases be the guidance followed: Supporting pupils at school with medical conditions – December 2015

# 1. Introduction

- 1.1 The range of medicines which may be taken by students is extremely varied. The College actively seeks disclosures, and this may not be limited only to students with Individual Health Plans. Parents should provide the College with sufficient and up-to-date information (using form in Appendix 1) about their young person medical needs. They may in some cases be the first to notify the College that their child has a medical condition.
- 1.2 HSDC acknowledges that information provided is often of a sensitive nature and is accordingly treated as confidential. Appropriate disclosure procedures will be followed when sharing information is necessary.
- 1.3 HSDC embraces equality and diversity and operates an open access policy. Our intention is to ensure college student success by supporting their needs wherever possible.
- 1.4 This policy will be reviewed by the Executive Team every three years with reference to government guidelines on supporting students with medical conditions.
- 1.5 Any specific individual medical plans associated with any enrolled student should be reviewed annually, or as required if evidence is presented that the student's needs have changed. This will be completed via a medical plan which will be held by the college Student Progress team.

## **The range of medicines might typically include:**

- Those used to treat allergies and other forms of illness, which are not severe enough to prevent the student from attending college but could become life threatening when they occur e.g., anaphylaxis.
- Those associated with other health difficulties or disabilities including asthma, epilepsy, and diabetes.
- Controlled drugs for example Buccal Midazolam.
- Medicines taken to manage conditions that might otherwise impact on learning e.g. medicines taken to manage ADHD (Attention Deficit Hyperactivity Disorder).

# 2. Review of Arrangements

The Head of Student Progress along with the Wellbeing and Safeguarding Coordinators, will be responsible for reviewing records detailing the administration of medicines and guidance given, annually.

# 3. General Principles

It is always the responsibility of the individual to provide, carry and self-administer their own medication unless the medication is a controlled drug.

Supporting a college student with a medical condition during college hours is not the sole responsibility of one person. HSDC's ability to provide effective support will depend to an

appreciable extent on working co-operatively with other agencies. Partnership working between college staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical.

College students with medical conditions will often be best placed to provide information about how their condition affects them.

By exception/ direction of medical professionals the college may agree to assist on an individual basis.

Any member of college staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

Although administering medicines is not part of the professional duties of all college staff, they should take into account the needs of pupils with medical conditions that they teach.

College staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Training should be sufficient to ensure that college staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans or risk assessment.

Any member of college staff should know what to do and respond accordingly when they are required to work with a pupil with a medical condition.

College staff who volunteer will be required to undertake relevant training.

Any agreed provision by the college will be kept on a student medical plan record.

## **4. Communication of the Policy**

The policy will be available on the HSDC website and relevant college staff, college students and parent/carer communications.

Where exceptional arrangements have been agreed, the Head of Student Progress along with Health and Safeguarding Coordinators, will ensure appropriate disclosure procedures and communication are actioned.

## **5. Procedures for Administration of Medicines**

- 5.1. College staff must not supply over the counter medicines (such as aspirin and paracetamol) to college students under any circumstances.
- 5.2. If a request is made to store or assist with medication in any way this should be made via a Medical Request Form (see Appendix 1) to the Health and Safeguarding Coordinator who will discuss arrangements with the Head of Student Progress.

- 5.3. Details of the request will be noted, a Risk Assessment will be undertaken where required and relevant parties consulted. HSDC guidelines will be used in the decision- making process - see Appendix 2.
- 5.4. The Head of Student Progress or Health and Safeguarding Coordinator will ensure communication of the decision made to student and parent/guardian in writing. Where administration has been agreed, a clear explanation of what has been agreed is required in writing. The Head of Student Progress or Health and Safeguarding Coordinator will inform all relevant college staff and professionals parties (e.g., GP/Doctor, Nurse, CAMHS). Where at all possible medication should be administered by the students themselves whilst being observed by the Health and Safeguarding Coordinator or appointed member of staff.
- 5.5. A clear Action Plan will be agreed and signed by all parties.
- 5.6. Any arrangements made must be reviewed at least annually by a Health and Safeguarding Coordinator and Head of Student Progress (in line with point 1.6)
- 5.7. Each HSDC campus will hold and maintain a medication storage register for any medicines which are required to be stored, whether refrigerated or otherwise, for ongoing or emergency use. In the case of controlled medication, a record will be kept of any doses used and any amount of the controlled medication held in college in the student record.

# Appendix 1: HSDC individual healthcare plan

Name of school/setting	HSDC _____ Campus
Student's name	
Group/class	
Date of birth	
Student's address	NA
Medical diagnosis or condition	
Date	
Review date	

## Family / Carer Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

## Clinic/Hospital Contact

Name	
Phone no.	

## G.P.

Name	
Phone no.	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

## Carer/student agreement for setting to administer medicine

Staff at HSDC will not give your child medicine unless you complete and sign this form, and HSDC has a policy where the staff can administer medicine.

Date for review to be initiated by

Name of student

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to student

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]



## Appendix 2 - Guidelines for Requests to Store or Administer Medicines

These guidelines will be used where a request has been made to store or assist with medication in any way. The procedure detailed in the College Medicine Policy will be followed.

All requests should be submitted to the Health and Safeguarding Coordinator via a Medical Request Form (Appendix 1) and then passed to the Head of Student Progress with responsibility for Student Welfare, using the Alton College Medical Request Form. The Head of Student Progress will consult with the Health and Safeguarding Coordinator and Head of Campus, where appropriate, to make a decision on each request.

### **A. Guidelines for Storage:**

- i. All student medication will be stored in a lockable cabinet or refrigerator located in a designated room – normally in the Health & Wellbeing area/room or a designated First Aid Room.
- ii. Large volumes of medicines will not be stored. Expectation would be that college students would bring in no more than a month's supply of regular medication. When no longer required medication should be returned home with the student or parent.
- iii. Stored medicines must be supplied in original packaging and clearly labelled with the name of the college student, the name and dose of the drug and the frequency of administration.
- iv. Each medicine must be supplied in a separate container.
- v. In general, the college would expect college students to carry and administer their own inhalers or EpiPens.

### **B. Administering of Medicines:**

In the event that a decision is made to support administration of medication for individual students, the following procedures should be followed.

- i. Where appropriate the students Care Plan should be used in the decision-making process and the plan updated accordingly.
- ii. Examples of unacceptable tasks:
  - Intermittent catheterisation
  - Administration of medication via a nebuliser
  - Administration of rectal medication
  - Administration of any type of medication via injection, excepting EpiPens after training
- iii. Examples of acceptable tasks which fall within the normal range of activity, and can be carried out by staff subject to volunteering and appropriate training where required:
  - a. Supporting the student to self-medicate in tablet or liquid form
  - b. Supporting the student to self-medicate ear drops and/or eye drops
  - c. Supporting the student to self-medicate pre-set doses of Insulin by pen
  - d. Emergency administration of drugs ONLY by a trained member of staff (such as EpiPen\* and inhalers and buccal medazolam).
- iv. A member of college staff assigned to support a student with medical needs should have received suitable training and be competent and have agreed to provide support.
- v. There must be adequate college staff able to volunteer to assist in administration of medication before any agreement is made. This may include college teaching staff or

college learning support staff assigned to a student where training by an approved individual/ body\* specific to the needs of the individual they support has been given beforehand.

- vi. Any volunteering college staff member must be provided with appropriate information and training specific to the needs of the individual student and be competent before being allowed to administer any medication.
- vii. All relevant staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures at all times.
- viii. If necessary, two members of college staff must be present when emergency medicine is administered (as per Risk Assessment and see part C below).
- ix. The member of staff administering medicines should check:
  - a. Recipient name
  - b. Prescribed dose
  - c. Expiry date
  - d. Written instructions on label or container
- x. A log of any medicines administered must be maintained.
- xi. Medicines must only be provided from the original container.
- xii. Any arrangements made must be noted on Insight (Medical).

### **C. Emergency Medication Situations**

When a member of college staff is unsure as to whether it is appropriate for medicines to be administered, or if there is any doubt whatsoever about any of the procedures, advice should be sought from parents, guardians and/or a qualified medical practitioner.

If a student is attending a trip or visit the parent/guardian must discuss arrangements with the trip leader and complete a Medical Request Form.

### **D. Disposal:**

- i. Students and/or parents must make arrangements for collecting medicines held at the college at the end of each academic year as well as for the disposal of any out of date/expired medicines.
- ii. College staff will not dispose of medicines

\* Appropriate training:

- i. Health and Safeguarding Coordinators can liaise with lead clinicians locally on appropriate support for the student and associated staff training needs.
- ii. The family of a college student will often be key in providing relevant information to college staff about how their son/ daughter/ young person needs can be met, and parents should be asked for their views. They should provide specific advice but should not be the sole trainer.
- iii. Training will be sufficient to ensure that college staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. College staff will have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

## Appendix 3 - Medicines Procedure Flowchart

