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Administration of Medication Policy

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1. Purpose of Document

To define how Telford College intends to manage the administration of prescribed medication to learners in a manner that complies with both legislation and good practice. This Policy applies to all prescribed medication without exception.

2. Administration of medication at college

Administration – general

- a) All learners at this college with medical conditions know where their medication is stored and how to access it.
- b) Administration of all medication defined as a controlled drug, even if the learner can administer the medication themselves, is done under the supervision of a named member of staff at this college.
- c) Parental or learner permission is required to administer prescribed or non-prescribed medication. This will be through the Health Care Plan and Individual Risk Assessment.
- d) Training is given to staff members who agree to or have been identified to administer medication to learners, where specific training is needed.
- e) For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to learners.
- f) In some circumstances medication is only administered by an adult of the same gender as the learner, and preferably witnessed by a second adult.
- g) Learners and parents at this college understand that if the young person's medication changes or is discontinued, or the dose or administration method changes, that they should notify the college immediately.
- h) If a learner refuses their medication, parents/carers are informed immediately and follow up action agreed. A record of refusal is noted on learner file.
- i) All staff attending off-site visits are aware of any learners with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. An individual risk assessment is completed.
- j) If a trained member of staff, who is usually responsible for administering medication, is not available this college makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- k) If a learner misuses medication, either their own or another learner's their parents are informed as soon as possible. These learners are subject to the college's usual disciplinary procedures.

Administration - emergency medication

- a) All learners are encouraged to carry and administer their own emergency medication if parents and health specialists determine they are able to take responsibility for their condition.
- b) All learners carry their emergency medication with them at all time, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c) Learners who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d) Learners who do not carry and administer their own emergency medication

understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

- e) Under common law duty of care, Telford College staff, in an emergency situation, should act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

3. Storage of medication at college

Safe storage – emergency medication

- a) Emergency medication is readily available to learners who require it at all times during the college day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b) Most learners at this college carry their emergency medication on them at all times. Learners keep their own emergency medication securely.
- c) Learners at this college are reminded to carry their emergency medication with them.
- d) Learners, whose healthcare professionals and parents advise the college that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

- a) All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Learners with medical conditions know where their medication is stored and how to access it.
- b) Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a) There is an identified member of staff who ensures the correct storage of medication at college.
- b) All controlled drugs are kept in a locked cupboard and only named staff have access, even if learners normally administer the medication themselves.
- c) Three times a year the identified member of staff checks the expiry dates for all medication stored at college.
- d) The identified member of staff, along with the parents of learners with medical conditions, ensures that all emergency and non-emergency medication brought in to college is clearly labeled with the learner's name, the name and dose of the medication and the frequency of dose. This includes all medication that learners carry themselves.
- e) All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the learner's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- f) Medication is stored in accordance with instructions, paying particular note to temperature.
- g) Some medication for learners at this college may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.

Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised learners or lockable as appropriate.

- h) All medication is sent home with learners at the end of the college year. Medication is not stored in summer holidays.
- i) It is the learner and/or parent's responsibility to ensure new and in date medication comes into college on the first day of the new academic year.
- j) Where blood glucose monitors are stored in college, they can only be used by the individual named on the box.

Safe disposal

- a) Learners and/or Parents at this college are asked to collect out-of-date medication.
- b) If parents do not pick up out-of-date medication, or at the end of the college year, medication is taken to a local pharmacy for safe disposal.
- c) A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- d) Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or Specialist on prescription. All sharps boxes in this college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- e) If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to college or the learner's parent.
- f) Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

4. Record keeping

- a) All learners applying to Telford College have a number of opportunities to disclose any learning difficulty, disability or health condition or issues. (Application Form, Indication of Support Form, Health Support Declaration and Enrolment Form)
- b) The college uses a Health Care Plan to record important details about individual learner's medical needs at college and their medication.
- c) The learner with a medical condition, their parents/carer and healthcare professional are asked to fill out the Healthcare Plan together. The completed forms are then returned to college.
- d) A member of the Learning Support Team or tutor may also be involved in drawing up a Healthcare plan for pupils with LLDD and or medical conditions.
- e) A record of medication for learners is drawn up and risk assessments completed as required.
- f) Learners and their parents/carers are reminded to inform college of any changes to medication and updates to their healthcare plans.

5. Storage and access to Healthcare Plans

- a) Learners and parents/carers at this college are provided with a copy of the learner's current agreed Healthcare Plan.
- b) Healthcare Plans are kept in a secure central location at college.

- c) Apart from the central copy, specified members of staff (agreed by the learner and parents) securely hold copies of learners' Healthcare Plans. These copies are updated at the same time as the central copy.
- d) All members of staff who work with groups of learners have access to the Healthcare Plans of learners in their care.
- e) When a member of staff is new to a learner group, for example due to staff absence, the college makes sure that they are made aware of (and have access to) the Healthcare Plans of learners in their care.
- f) This college ensures that all staff protects learner confidentiality.
- g) This college seeks permission from learners and parents/carers to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during college hours or at a college activity outside the normal college day. This permission is included on the Healthcare Plan.
- h) This college seeks permission from the learner and parents before sharing any medical information with any other party, such as when a learner takes part in a work experience placement.

6. Use of Healthcare plans and Medical Risk Assessments

Healthcare Plans are used by this college to:

- a) inform the appropriate staff and supply tutors about the individual needs of a learner with a medical condition in their care
- b) Remind learners with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- c) Identify common or important individual triggers for learners with medical conditions at college that bring on symptoms and can cause emergencies. This college uses this information to help reduce the impact of common triggers
- d) Ensure that all medication stored at college is within the expiry date
- e) Ensure this college's local emergency care services have a timely and accurate summary of a learner's current medical management and healthcare in the event of an emergency
- f) Remind learners with medical conditions and their parents/carers to ensure that any medication kept at college is within its expiry dates. This includes spare medication.

7. Consent to administer medicines

- a) If a learner requires regular prescribed or non-prescribed medication at college, this has to be recorded on the Healthcare Plan giving the learner or staff permission to administer medication on a regular/daily basis, if required.
- b) All learners with a medical condition (and their parents/carers if appropriate) who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- c) If a learner requires regular/daily help in administering their medication then the college outlines the college's agreement to administer this medication on the learner's Healthcare Plan. The college and learner keep a copy of this agreement.
- d) Learners with medical conditions and their parents /carers are all asked at the start of the college year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and

administer their own emergency medication.

8. Residential visits

- a) Separate risk assessments and a residential visit form are completed and returned to college before any overnight or extended day visit. This form requests up-to-date information about the learner's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- b) All residential visit forms are taken by the relevant staff member on visits and for all out-of-college hours activities where medication is required. These are accompanied by a copy of the learner's Healthcare Plan.
- c) All learners with a medical condition attending a college trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- d) The residential visit form also details what medication and what dose the learner is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff to help the learner manage their condition while they are away.

9. Other record keeping

- a) This college keeps an accurate record of each occasion an individual learner is given or supervised taking medication. Details of the supervising staff member, learner, dose, date and time are recorded. If a learner refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- b) This college holds training on common medical conditions once a year. All staff attending receives a certificate confirming the type of training they have had. A log of the medical condition training is kept by the college and reviewed to ensure all new staff receives training.
- c) This college keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

APPENDIX 1
TO ADMINISTRATION
OF MEDICATION POLICY



Telford College of Arts and Technology

Form 1



Date form completed _____

Date for review _____ Copies held by _____

Health Care Plan

For learners with medical conditions at College

1. Learner information

Name of College: TCAT Name of Learner _____

Course Code: _____ Date of Birth: _____

Male ☐

Female ☐

2. Contact Information

Learner's Address

_____ Post Code _____

Family Contact 1

Name _____ Phone (Day) _____

Mobile _____ Phone (Eve) _____

Relationship to Learner _____

Family Contact 2

Name _____ Phone (Day) _____

Mobile _____ Phone (Eve) _____

Relationship to Learner _____

G.P. Name _____ Phone _____

Specialist Contact Name _____ Phone _____

Medical Condition Information

3. Details of Learner's medical conditions

Signs and symptoms of this condition:

Triggers or things that make this condition/s worse:

4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During College hours:

Outside College hours:

5. What to do in an emergency

6. Regular medication taken during College hours

Medication 1

Medication 2

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

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

Dose and method of administration
(the amount taken and how the medication
medication
is taken, e.g. tablets, inhaler, injection.)

Dose and method of administration
(the amount taken and how the
is taken, e.g. tablets, inhaler, injection.)

When it is taken (time of day)

When it is taken (time of day)

Are there any side effects that could
affect this learner at College?

Are there any side effects that could
affect this learner at College?

Are there any contraindications?
(signs when this medication should not
be given)

Are there any contraindications?
(signs when this medication should not
be given)

Self-administration: can the learner administer
the medication themselves?

Self-administration: can the learner
the medication themselves?

Yes ☐ No ☐

Yes ☐ No ☐

☐ Yes, with Supervision by:
Staff member's name:

☐ Yes, with supervision by:
Staff member's name:

Medication expiry date

Medication expiry date

7. Emergency medication

(please complete even if it is the same as regular medication)

Name/type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this learner

Dose and method of administration (how the medication is taken and the amount)

Are there any contraindications (signs when medication should not be given)?

Are there any side effects that the College needs to know about?

Self-Administration: can the learner administer the medication themselves?

☐

Yes

☐

No

☐

Yes, with supervision.

7. Emergency medication (Continued)

Staff Member's name:

Is there any other follow-up care as necessary?

Who should be notified?

☐

Parents

☐

Specialist

☐

G.P.

8. Regular medication taken outside of College hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

Are there any side effects that the College needs to know about that could affect College activities?

9. Members of staff trained to administer medications for this Learner

Regular medication

Emergency medication

10. Specialist education arrangements required

(e.g. activities to be avoided, special educational needs)

11. Any specialist arrangements required for off-site activities

(please note that the College will send parents a separate form prior to each residential visit/off-site activity)

12. Any other information relating to the Learner's healthcare in College?

APPENDIX 2
TO ADMINISTRATION
OF MEDICATION POLICY
FORM 2A



Telford College of Arts and Technology



Form 2

Dear Learner/Parent/Carer

Re: The Healthcare Plan

We are aware of this Learner's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the College's governing bodies, our College is in the process of establishing a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all young people and their parents/carers with a medical condition to help us by completing a College Healthcare Plan. Please complete the plan, with the assistance of a healthcare professional if necessary and return it to TCAT. If you would prefer to meet someone from the College to complete the Healthcare Plan or if you have any questions then please contact us on: 01952 642391/642447.

The completed plan will store helpful details about the young person's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help us to better understand the individual condition.

Please make sure the plan is regularly checked and updated and that the College is kept informed about changes to your medical condition or medication. This includes any changes to how much medication you need to take and when they need to take it.

I look forward to receiving the completed Healthcare Plan.

Thank you for your help

Yours sincerely

FIONNUALA WILLIAMS
LEARNING SUPPORT MANAGER



Learner Agreement

I agree that the medical information contained in this plan may be shared with individuals involved in my education (this includes emergency services). I understand that I must notify the College of any changes in writing.

Signed: (Learner): _____ Date _____

Print Name: _____

Signed (Parent, if Learner is under the age of 16): _____

Date: _____ Print Name: _____

Healthcare Professional Agreement

☐ I agree that the information is accurate and up to date

Signed: _____ Date: _____

Print Name: _____ Job Title: _____

Permission for emergency medication

☐ I agree that I can be administered my medication by a member of staff in an emergency

☐ I agree that I cannot keep my medication with me and the College will make the necessary medication storage arrangements

☐ I agree that I can keep my medication with me for use when necessary

Name of Medication carried by the Learner: _____

Signed: _____ Date: _____

Learner Centre Manager

It is agreed that (name of Learner): _____

☐ Will receive the above listed medication at the above listed time (see part 6).

☐ Will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until: _____
(either end date of course of medication or until instructed by the Learner's parents).

APPENDIX 3
TO ADMINISTRATION
OF MEDICATION POLICY
FORM 3A



Telford College of Arts and Technology



Form 3A

Medication permission and record: Individual Learner

Learner's Information

Name of College: _____

Date medication provided: _____

Name of Learner: _____

Name of Medication: _____

Course Code: _____

Dose and method (how much and when taken): _____

Any other information:

When is it taken? (time of day): _____

Quantity received: _____

Expiry Date: _____

Date and quantity of medication returned to parent: _____

Staff Signature: _____ Print Name: _____

Parent signature: _____ Print name : _____

Parent contact number: _____



Learner Name:

Record of Medication:

Date	Time	Name of Medication	Dose	Any reactions	Signature of Staff	Print Name