



WOODBIDGE
COLLEGE

Medication Administration

Sept 2024
To be Reviewed Sept 2025

Rationale:

Woodbridge College is committed to supporting each student in a holistic way. The college will provide care and support for students with long and short term medical needs. This includes rescue medication. Medication brought onto college site may either be prescribed by a medical professional in response to an ongoing need or bought over the counter, more often for short term needs. Any medication brought into college should be handled within the parameters of this policy and students/carers/parents will be asked for clarification and appropriate records completed.

A risk assessment is completed by the head of college and includes a health care plan which identifies the level of assistance (if any) students need with medication, this should be reviewed on an annual basis or earlier when there is a change of circumstances or cause for concern:

Self- administration – risk assessed for student's competency

Dual administration- supported by staff

Full administration- staff have total responsibility for all aspects

College procedures for medication on site include:

- The security and storage of medicines
- Receiving medicines on site and consent forms – long and short term medical needs.
- The administration of medicines to particular students
- The recording of the administration of medicines
- Disposal of medicines
- Staff training

Definitions:

Controlled drugs – These are medicines with potential for abuse for which special legal precautions are necessary. A current list of these can be obtained from www.homeoffice.gov.uk/drugs/licensing or individual queries can be made to the community pharmacist.

MAR sheets – medication administration record sheets that show the individual administration to a service user.

Consent – Consent is giving permission for something to happen. Where adults are deemed to lack the mental capacity to consent, their parent, carer or advocate may do so on the grounds that it is in the student's best interests. This decision should be made in consultation with involved carers and family.

Legal Context:

The Medicines Act 1968 – This act provides the legal basis that allows you to administer medication to your service users. It states that in the UK, as long as the directions provided by the prescriber are followed, anyone can administer a prescribed medicine to another person. The **directions written on the medication label by the Pharmacy must be adhered to** in order that you are covered legally. The act states the medicine is the property of the person

for whom it is prescribed for and can **only be administered to the person it is prescribed for**. The medication cannot be shared with other students.

Further Guidance:

Statutory Guidance DfE Sept 2014

"Supporting Pupils with Medical Conditions at School"

Mental capacity act 2005

Equalities and Human Rights Act 2010

Misuse of Drugs Regulations 2001

COSHH – Control Of Substances Harmful to Health

Supply of Medicines:

- ✓ Medicines, in the context of these procedures, are those prescribed by a health professional. Only medicines prescribed for the individual user may be administered to that person.
- ✓ Labels on medicines supplied by a prescribing health professional must not be altered by anyone. Administration of medicines from a container, which has an altered label, is unsafe.
- ✓ The total amount of medicine prescribed is specified on each container,
- ✓ New unopened bottles of medication should be brought into college.
- ✓ Students may wish to treat minor ailments with over the counter medicines or homeopathic products. Such products should be in named packaging and wherever possible they should be encouraged to take responsibility for their administration. The use of such medication should be recorded appropriately.

Storage of Medicines

- ✓ College has a locked medicine cupboard for the storage of medicines and any over the counter preparations brought in by students/parents and carers.
- ✓ A dedicated lockable medicine fridge for safe storage of medications requiring refrigeration.
- ✓ Prescribed medicines retained and stored at college for students must be stored in packages/containers as dispensed by the pharmacist or doctor which record:
 - The name of the person
 - The name of the medicine (preferably the generic and not the tradename)
 - The prescribed dosage
 - The frequency of administration
 - The quantity

- The date when the medicine was dispensed

Rescue Medication/Emergency Medication

Rescue medication and inhalers should be kept in close proximity to the student. It can be kept in an individual student's bag so that there is no delay in accessing if required. A record will be kept if rescue/emergency medication is used. These medications are considered schedule 3 drugs (Misuse of Drugs Regulations 2001) and do not require safe custody.

Administration of Medication:

All staff should be appropriately trained and following handwashing wear gloves, apron and mask

- Check the identity of the service user
- Explain what you are about to do and obtain the consent of the student
- Check for details about allergy/sensitivity.
- Check the pharmacy label – student's name, medication and dosage instructions.
- Administer the medication in accordance with any special instructions e.g. to be taken with food
- Sign the administration record immediately after the medicine has been given. Two staff signatures necessary
- Record if the medicine is refused, not administered or wasted e.g. dropped on the floor.

Any administration errors must be reported immediately to Head of College

- The student and their parent/carer must be informed of any error so that further medical advice can be sought.
- The error must be recorded on the back of the MAR sheet and recorded on the care plan in detail
- Errors should be reported straightaway as incidents under the existing accident/incident procedures

Errors should be dealt with in a constructive manner that addresses the underlying reason for the incident and prevents recurrence.

Disposal of Medicines:

As medicines are the personal property of a student they should give their consent for the disposal of any medicines. Medicines should be disposed of when:

- The expiry date is reached.
- Some preparations should be discarded a few weeks after opening so it is good practice to note when they are first opened on the label
- A course of treatment is completed or the doctor stops the medicine or the prescription changes
- The student for whom the medicine is prescribed is no longer at college.

Out of date or unwanted medicines should be returned to students for them to give to a pharmacist for safe disposal.

Dropped/Spilled medications should not be flushed through the drainage system. They should be wiped up and put in sharps bin for appropriate disposal e.g. spill kit

Medication Records

A written record of all medication being administered or returned for disposal. Medication records should show:

- Name, date of birth and emergency contact
- Condition /Name of medication / Dose/ Expiry / Route of administration
- Allergy/sensitivity – possible side effects
- Date of receipt of medication / Staff signature
- Duration of treatment (date given from/ to) if short term.
- Expiry date of the medication

A written record of medications returned for disposal will be kept:

- Student name
- Medication name
- Date of return
- Staff signature

Medications returned for disposal can be “double bagged” in heavy duty parcel bag if not handed directly to parent/carer.

A record of any medication that is carried by individual students should be kept.

Off Site Activities

All activities are fully inclusive and medical needs should not preclude a student from participating unless it is an expression of choice.

Medication will be signed out and back into college by the staff responsible for the activity. Medication administration schedules will be adhered to and be fully recorded. At least two members of accompanying staff will have appropriate and necessary training.

The health of students is of paramount concern and paying attention to medical needs whether short or long term is a key priority. Liaison with students, their families, carers and health care professionals in promoting good health and wellbeing is fundamental.

Appendix:

- A** Consent for college staff to administer medication
- B** Request for a student to carry their own medication
- C** Medication return/ Disposal

A



PARENTAL AGREEMENT FOR COLLEGE STAFF TO ADMINISTER MEDICINE

The college **will not administer medication unless you complete and sign this form.**

This form gives consent for **1 year**, unless college is otherwise notified.

Supplied medicines should ideally be **unopened** and **must be labelled by pharmacy.**

Name of student:
Date of birth:
Group:
Medical condition or illness:
Medication to be given from/to (dates) Short Term Long Term (delete as appropriate)
Expiry:
GP Name and Surgery:
GP Phone Number:
Known allergies:

CONTACT DETAILS

Name:
Relationship to student :
Daytime telephone number(s):
Address:

Medicines to be given during college day	Dose	Route	Time(s) to be given at college	Time(s) given at home	Other Instructions/ Special precautions

Consents:

The information overleaf is, to the best of my knowledge, accurate at the time of writing and I give my consent to college staff administering medicine in accordance with the college medications policy.

Parent/Carer Name**Signature Date****Staff member's Name.....****Signature Date**

Once the bottle is empty, the medication expires or it is discontinued, I understand that in accordance with the college medication policy I have the responsibility to collect unused/expired medication and return it to the pharmacy for disposal.

Parent/Carer Name:.....**Signature Date**



B

Request for students to carry their own medication.

This form must be completed by parents/carers

I would like my son/daughter to keep his/her medication on him/her for use as necessary

Name	
Address	
Date of Birth	
Condition or illness	
Please ensure that in date properly labelled medication is supplied.	
Medication	
Name of Medicine:	
Dose:	
Time:	
To be taken;	
Procedures to be taken in an emergency	
Signed	Date
Relationship to child	
Phone No: (home/mobile)	

College Agreement

I agree that..... will be allowed to carry and self-administer his/her medication whilst in college and that this arrangement will continue until (either end date of course of medication or further instructions)

Signed (College Principal)

Date.....



Return of Medication

Student Name:
Name of Medication (s):
Returned by staff member:
Received by: Name: Role (if applicable):
Date returned: