

Administering Medication Policy

1. Purpose of Policy

This policy is intended to implement and maintain an effective management system for the administration of medicines to all students in our care, in order to ensure that the College provides support to individual students with medical needs in a manner that complies with both legislation and good practice.

The College recognises that in our environment the majority of learners who use medication will do so entirely independently and without the need for any support. These students are entitled to their privacy and are not expected to declare their medical needs to the College unless they wish to do so.

However, the College also recognises that a minority of its students may need support with the storage and administration of their medication, in order to enable them to have equal access to learning opportunities. This is particularly true of emergency medication. The intention of this policy and procedures is therefore to remove any barrier for individual students who wish to access the College and its full range of educational opportunities but who require assistance with medication in order to do so.

This policy has been developed in line with the Department for Education's guidance "Supporting pupils at school with medical conditions" (December 2015).

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.

2. Scope

This policy is applicable to all students and addresses staff administration of medication to those in the care of the College. This policy should be read in conjunction with the First Aid and Supporting Students with Medical Conditions Policy.

3. Definitions

Use of the word 'Medication' throughout this document: "Any substance or combination of substances presented as having properties for treating or preventing disease in human beings" (Article 1 of Directive 2001/83/EC)

4. Policy

Administration of Medication

The College requests that medication is only taken at College where it has been prescribed by a GP and 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.

College staff are not trained in the administration of medicine. We expect parents or carers to inform the tutor/Head of Year and the First Aid Co-ordinator 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. Should the College admit a student who has a specific medical need requiring assistance in the administration of medicine by a staff member, this would be considered as part of a fitness to study meeting to agree what support the College can reasonably put in place e.g relevant training for staff.

The First Aid Co-ordinator (or nominated First Aider in her absence) will check that consent has been given or seek consent prior to administering any medication. This requirement will not prevent a student from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence. Any administration of medication, or refusal thereof, will be recorded on the Portal as a Medical Incident.

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. It is the parent/carer's responsibility to advise the College, via the tutor or Head of Year, so that the students record of all medical conditions and current medication can be maintained.

Parents/carers 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.

Where parents/carers have provided permission for medication to be administered, a note will be made on the Portal (medical profile).

If staff are in any doubt over the procedure to be followed, the parents/carers will be contacted before action is taken.

If a student refuses their medication, then staff will record this and contact their parents/carers as soon as possible.

All medicines supplied to the College by parents/carers must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the students.

Students receiving medication will be asked to attend the medical room so that the staff member can administer the medicine at prescribed times during the course of the medication treatment.

Storage of Medicines

In most cases students at College will be fully responsible for their own medication, including its safe storage and administration. Where a student does need to store medication whilst at College, the following guidance must be followed.

All medicines held by College must be held securely to prevent misuse. Storage must be secure, locked when not in use and keys held by designated persons only. However, this must be balanced against the need for some medicines to be immediately available in the vicinity of the student, (for example epi-pens and asthma medication need administering without delay). These arrangements will be risk assessed and routinely reviewed to ensure they are appropriate.

Medicines should be stored in accordance with product instruction, paying attention to temperature requirements. When medicines are stored, they must be supplied in their original container that is clearly marked with:

- The name of the user
- Amount of medicine received
- The name of the drug and the dose
- Expiry date
- Instructions for use

The College will not accept items of medication which are in unlabeled containers. If there are any doubts about the medication College staff should check with the student, parent/carer or a health professional before taking any further action. Medicines that need to be refrigerated will be stored in a small refrigerator with a minimum/maximum temperature. The refrigerator will be supplied for the specific use for students who require their medication to be refrigerated and will not be used to store food.

Disposal of Medicines

College staff will not dispose of medicines on site.

The student or their parents/carers will be asked to dispose of expired medications. If they fail to do this, the medication will be taken to a pharmacy to be disposed of.

Self-Administration of Medicines

In most cases students at College will be fully responsible for their own medication, including safe storage and administration.

If a student needs to take prescribed medication whilst at College, and they require the College to hold their prescribed medication, they must inform their tutor/Head of Year and the First Aid Co-ordinator (or a nominated First Aider in her absence).

Visits and Trips

Students should not be excluded from trips/visits purely because they are taking prescribed medication.

Consideration should be given on how to store the prescribed medication for example 'does it need to be kept cool?'

A Risk Assessment should be undertaken to consider the viability of any mitigating actions, additional support or reasonable adjustments that can be made.

Emergency Procedures

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 they are 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 procedure and make clear arrangements for liaison with the ambulance services on the College site i.e. inform Reception that an emergency vehicle has been called.

Over the Counter Medication

The College has a small stock of over-the-counter remedies to be administered in College. There

may be occasions when pain relief is required. (See Appendix 1)

Parents/carers of students under the age of 18 must be contacted and give consent for the administration of over-the-counter remedies prior to administration.

Only trained first aid staff are able to dispense over the counter medication.

Records of parental conversation to obtain consent must be maintained, recording the name of the person, time, date.

The member of staff must accurately record every occasion they give over the counter medication kept by the College.

In the rare case of parents/carers refusing consent, this is documented and relevant staff will be notified.

Other relevant policies

- Health, Safety & Wellbeing Policy
- Safeguarding Policy
- First Aid and Supporting Students with Medical Conditions Policy
- Outdoor/Offsite Activities Policy
- Admissions and Fitness to Study Policy

Reports and Monitoring

The policy will be reviewed annually and significant change approved by SLT.

Dispensing Over the Counter Drugs

Over-the-counter medicine is also known as OTC or nonprescription medicine. All these terms refer to medicine that you can buy without prescription. They are safe and effective when you follow the directions on the label.

Paracetamol

Paracetamol is a common painkiller used to treat aches and pains. It can also be used to reduce a high temperature.

Key facts

- Paracetamol can take up to an hour to work.
- It is safe to take paracetamol with other types of painkillers (that do not contain paracetamol) such as Ibuprofen, Aspirin or Codeine.
- Paracetamol is safe to take during pregnancy and while breastfeeding, at recommended doses.
- DO NOT take paracetamol with other medicines containing paracetamol because there is a risk of overdose.
- DO NOT give paracetamol to anyone who has been drinking alcohol.
- DO NOT give paracetamol to anyone who has had an allergic reaction to paracetamol or any other medicine in the past.
- DO NOT give paracetamol to anyone who has liver or kidney problems.
- DO NOT give paracetamol to anyone taking Warfarin (prevents blood clots) or similar.
- DO NOT give paracetamol to anyone taking medicine to treat Epilepsy or Tuberculosis.
- It is safe to take paracetamol regularly for many years if you do not take more than the recommended dose.

Dose

- Two 500mg tablets (or 1g) at a time up to 4 times in 24 hours. Do not take more than 8 tablets in 24 hours.
- Swallow paracetamol tablets with a drink of water. You can take it with or without food.

Side effects

Paracetamol rarely causes side effects if you take the right dose. In rare cases, it's possible to have a serious allergic reaction to paracetamol. For full list, see the leaflet inside the medicine packet.

Ibuprofen

Ibuprofen is an everyday painkiller for a range of aches and pains (back pain, toothache, and period pain) and symptoms of colds and flu. It is also used to treat sprains and strains.

Ibuprofen works by reducing hormones that cause pain and swelling in the body. Ibuprofen is available as a tablet, capsules etc and as a gel, mousse, and spray that you rub into your skin.

Key Facts

- It takes 20 – 30 minutes to work if you take it orally and 1 – 2 days if applying to skin.
- Ibuprofen must be taken with food and preferably milk to reduce the chance of an upset stomach.
- DO NOT take on an empty stomach.
- DO NOT take Ibuprofen consistently for 10 days without speaking to a GP.
- DO NOT give Ibuprofen to anyone who has had an allergic reaction after taking it or Aspirin or any other anti-inflammatory drugs, has had or has a stomach ulcer, has a health problem that means they have an increased chance of bleeding, has severe heart failure, is pregnant or trying to get pregnant, has high blood pressure, has had a stroke, has heart

disease, has kidney or liver problems, has asthma, hay fever or allergies, has Crohn's Disease or Ulcerative Colitis, has chicken pox.

- People over the age of 65 without speaking to their GP (increases the chances of stomach ulcers)

Dosage

- The usual dose is a maximum of 400mg 3 times a day.
- Tablets can come in 200mg, 400mg and 600mg (prescription only) so please check packaging. Leave 6 hours once tablets have been taken 3 times in row. If someone has constant pain, the GP can prescribe slow-release tablets. These are taken once or twice a day in the evening. If taking twice a day, leave a gap of 10 – 12 hours between doses.

Side Effects

The most common side effects are:

- Headaches / feeling dizzy,
- Feeling / being sick,
- Indigestion
- For full list, see the leaflet inside the medicine packet.

Antihistamines

Antihistamines are medicines often used to relieve symptoms of allergies, such as hay fever, hives, conjunctivitis and reactions to insect bites and stings. There are two types of antihistamines, drowsy (Piriton and anything Chlorphenamine based) and non-drowsy (Cetirizine and Loratadine based). There's no research to say that one is better than the other, it's very much up to the individual.

Key Facts

- DO NOT give antihistamines to anyone being treated for depression or a stomach ulcer without speaking to their GP first.
- DO NOT give antihistamines to anyone who is already taking cough and cold remedies that contain antihistamine.
- DO NOT give antihistamines to anyone who is pregnant or breastfeeding without speaking to a GP first.
- Try to avoid alcohol when taking antihistamines.

Dose

The dose for antihistamines is usually one tablet a day. Please check the box / leaflet for more details. If you can see a student is suffering and they have already had a tablet in the morning, please call parents / carers for consent.

Side Effects

- Common side effects are:
- Sleepiness
- A dry mouth
- Blurred vision –
- Difficulty passing urine.
- Headache
- Feeling sick