



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## ADMINISTERING AND STORING MEDICATION

|                                |   |
|--------------------------------|---|
| POLICY INTENDED FOR:           | Staff   |
| CATEGORY:                      | Medical   |
| PUBLISHED:                     | Server, Policy Folders at College and Students Accommodations, Staff Handbook |
| POLICY IMPLEMENTED BY:         | Principal   |
| POLICY MONITORED BY:           | Principal and Deputy Principal for Pastoral Care                              |
| REVIEWED BY:                   | Principal and Deputy Principal for Pastoral Care                              |
| REVIEWED DATE:                 | August 2021   |
| CONSULTATION WITH:             | Senior Leadership Team (SLT)  |
| RECORD OF CHANGES & ADDITIONS: | New Policy for 2021   |
| NEXT REVIEW:                   | August 2022   |

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### SCOPE

This is an operational procedure covering:

1. the administration of emergency medications to students by college staff
2. the controls relating to the storage of medication of College premises

### EQUALITY AND DIVERSITY/SAFEGUARDING

This procedure operates in accordance with The College's Equality, Diversity and Inclusion statement, the Safeguarding/Prevent Policy and the Guidance for safer working practice for those working with children and young people in education settings.

### MAIN PURPOSE OF PROCEDURE

The purpose of this procedure is to clarify the roles, responsibilities, and controls in place for the storage, administration, and disposal of medications for students who require support.

We recognise that the majority of students who are required to take medications can do so independently and without the need for support. However, there is a selection of students that may need support with the storage and administration of their medication. This procedure will outline exactly what medication types can be stored and administered and provide a framework outlining which staff members are competent to support students with their medication needs.

### HOMELY REMEDIES

The term 'homely remedies' applies to all non-prescribed medications which can be purchased freely 'over the counter' at a retail outlet; these types of medicines for example may include Paracetamol, Imodium, Strepisils, Rennies, etc.

The College does not administer any homely medications. If these types of medicines are required, it is the responsibility of the individual students to purchase and administer them independently. The College does not sell, store or hold any homely medicines.

### PRESCRIPTION MEDICATION

Non-emergency prescription medication can be brought on to College Sites; however, the student is responsible for self-administration. Students can store a maximum of one box of medication for each drug group, unless they have a supporting medical note. Any overstock or non-emergency prescription medications can be stored on College sites where required, please see storage of medication section below.

No staff members within The College are permitted to administer non-emergency medication, including the dispensing of tablets.

## EMERGENCY MEDICATIONS

1. To administer medication, formal agreement, permission and consent must always be in place and formally recorded.
2. An emergency care plan - that includes a risk assessment – should be completed for any administration of emergency medications.
3. For some medicines there is a requirement for a formal qualification and up-to-date training.
4. In line with points 1, 2 and 3, emergency medication - by pre-filled auto injector or buccally – can be administered by the following staff:
  - The School Nurse,
  - The Student Services Manager,
  - The Student Services Assistant,
  - The Boarding Staff including the House Parent, the Warden or the Day or Night Relief Warden.
5. In line with points 1, 2 and 3, emergency medication required through intramuscular / subcutaneous injection that does not come in a pre-filled auto injector can only be administered by The School Nurse (providing formal qualification / up to date training and suitable personal indemnity insurance is in place and confirmed).
6. First aiders are only permitted to administer medications through pre-filled auto injector i.e. adrenaline pen following additional specialist training by The School Nurse or by an external body. A training record of all First Aiders is held by the School Nurse. The training record details which First Aid staff members are trained and competent to administer medication by pre-filled auto injector.

## IDENTIFYING STUDENTS WHO MAY REQUIRE SUPPORT WITH ADMINISTERING OR STORING MEDICATION

The stages for identifying these students:

1. Students complete an *Application form* prior to starting a course at The College. This Application form contains a declaration of any medical requirements.
2. In addition, students are required to complete the *Educational Visits Consent and Medical Declaration Form*, which is completed during enrolment and induction.
3. The *Educational Visits Consent and Medical Declaration form* covers a range of activities including Work Experience, Educational Visits, Volunteering, Residential Trips, Adventurous Activities and use of photographic materials.
4. The *Application forms* and *Educational Visits Consent and Medical Declaration forms* are analysed, and any declared medical conditions are referred to the School Nurse.
5. The School Nurse assesses the level of support required based on the declaration.

### STUDENT CARE PLAN OR EMERGENCY CARE PLAN

1. A *Student Care Plan* or an *Emergency Care Plan* detailing medication support is compiled by the School Nurse.
2. Thereafter, the Student Care Plan or Emergency Care Plan is used by all staff to identify what actions need to be taken, who can administer medications, any information relating to how medications should be stored – or specific arrangements relating to this.
3. The *Student Care Plan* or *Emergency Care Plan* is updated every time emergency medications have been administered or any further information is provided by student or parent / carer / house parent / Student Services Manager or Assistant.

### CONSENT TO ADMINISTER AND/OR STORE MEDICATION

Where the College has identified (through the relevant declaration) that support is needed to administer emergency medication or store medication, formal consent is then required.

If the student is over 18 years of age at the start date of their course, they are able to provide consent themselves.

However, for students under the age of 18, consent must be obtained from his/her parent/carer.

Consent must be in place and recorded on *Form 1 – Consent to administer / store medication*.

### CHANGES TO STUDENTS MEDICAL REQUIREMENTS

It is the responsibility of the student and/or parent/carer to provide notification of any changes to requirements of storage or administration of medication to the House Parent. The House Parent should report these changes via the live document "*Medication declaration form*" found on [One Drive](#).

All changes that are notified will result in a review of the care or emergency care plan, risk assessment and arrangements that are in place to support the student.

Urgent medical matters should be emailed to the School Nurse and marked urgent.

It is the responsibility of The School Nurse to:

1. Undertake and document any notified changes.
2. Communicate the notified changes to all relevant parties.
3. Check the live document on a weekly basis.
4. Arrange a Care Plan Meeting with the student and or parent / carer.
5. Complete the consent to administer emergency medication form.
6. Ensure that a copy of the consent form is issued to the welfare team along with the formalised emergency care plan.

### CONTACTING EMERGENCY SERVICES

In any situation whereby emergency medication has been administered the Emergency Services are always to be called. This will be detailed on the Care Plan.

### WHERE THE SCHOOL NURSE CANNOT ATTEND

In order for the student to receive the necessary and required care and support, even in the event that the School Nurse is unable to attend or administer medication, the *Emergency Care Plan* will always document contacts, protocols and clear plans and controls.

### STORAGE OF MEDICATION

The storage of any prescription medication is accepted on College and boarding sites, however, there needs to be clear parameters surrounding the controls required:

1. Unless specialist medical permissions have been given, students may only store a maximum of one box of each medication in their private accommodation room at any one time. Any excess medication should be stored by the House Parent, in a locked office.
2. Controlled drug medications can only be stored in a locked cabinet which must be both clearly labelled and securely fixed to the wall.
3. There are set locations where medications can be stored, these are:
  - Thames Street – Main Reception
  - Alfred Street – Main Reception
  - Wavy Gate
  - London Place
  - Between Towns Court
  - Alice House
4. The key to the medication cabinets is to be held by nominated and responsible staff. A spare key for all cabinets is to be held by The School Nurse.
5. Medications presented for storage must be correctly packaged with the pharmacy label clearly displayed and legible.
6. All medications must have the student's name clearly identified and state the required dose and frequency of administration.
7. All medications must be stored in direct accordance with product instructions and be in their original container.
8. Large volumes of medicines are not to be stored and should be destroyed or returned to their parent/carer.

9. Where a student needs two or more medicines each medicine must be in a separate container, with the pharmacy label clearly displayed and legible.
10. Students must know where their own medications are stored and who holds the key to access the medication.
11. All emergency medications, such as asthma inhalers and adrenaline pens, should be readily available to the students and should not be locked away.

#### MEDICATIONS REQUIRING REFRIGERATION

The College has the resources to store medications that need to be refrigerated. Access to refrigerators holding medicines must be restricted to medical staff only. Refrigerators must be clearly labelled as medical storage and have a working thermometer to ensure the medications are being stored at the correct temperatures. Refrigerators for this purpose are located in the Nurse office at Thames Street and Medical Centre at Alfred Street. Any requests for storage on other sites or in different locations must be formally made to the School Nurse and be subject to assessment of risk.

#### DISPOSAL OF MEDICATION

1. At the end of every academic term all medications that are stored on College Sites must be taken home by the individual student.
2. Any medicines that are left at the end of academic term – because they have not been taken home or are no longer required or are out of date - will be disposed of.
3. All medicines that need to be disposed of must be taken to the School Nurse, who will arrange for disposal through a recognised Pharmacy.

4. A record of any medicines which are disposed of will be held by The School Nurse.
5. Any sharps are to be disposed of via sharps boxes and for disposal through a recognised Pharmacy.

#### MEDICATION BEING TAKEN OFFSITE

There may be occasions through Educational Visit Activities or off site learning which may require medications to be taken off site. In any situation whereby medicines are removed from the medical cabinets the medication log form in the cabinet is to be completed. All medicines must be re-signed in within the same document upon returning to College.

#### MEDICATIONS WITHIN HOMESTAY ACCOMMODATION

Students are responsible for the self-medication of all homely remedies and prescription medications whilst in student accommodation. The College will advise guardians/boarding teams on any declared details of medical requirements and any emergency medications that are needed for the students' wellbeing. Whilst there is no expectation or requirement for guardians/boarding staff to administer routine medications, the college has a duty of care to share medical needs and information with guardians/boarding staff.

The students and host families are to arrange for the suitable storage of any medications as per pharmacy instructions.

#### COMPLIANCE

To ensure that appropriate control measures and practices are in place for the administration, storage and disposal of medicines a range of compliance checks will be carried out by the School Nurse and recorded.

The checks are to involve:

1. Check of medical storage cabinets and fridges to ensure they are empty of any student medicines at the end of each academic term.
2. Check that relevant consent to administer emergency medication and store medications forms are in place for all students requiring this support.
3. Check medication log for any medicines that are being taken off site.
4. Audit the staff training record to ensure all training is in date and valid.
5. Spot checks on the condition of storage facilities and medicines are being stored in accordance with this procedure.



Compliance checks will be communicated at the Health and Safety Committee Meetings by the School Nurse - any failings are to be notified to the relevant Learning (Curriculum) Managers and Executive Director of Human Resources.

## DOCUMENT MANAGEMENT

Compiled by: Lauren Doran - School Nurse

Interim Review:

## REQUEST FOR EMERGENCY MEDICATION TO BE ADMINISTERED AT THE COLLEGE

|   |          |
|---|----------|
| STUDENT NAME:   |          |
| STUDENT NUMBER:   |          |
| DATE OF BIRTH:  |          |
| COURSE AND TUTOR:   |          |
| MEDICAL CONDITION:  |          |
| MEDICATION TO BE ADMINISTERED:<br>AS DESCRIBED ON THE CONTAINER |          |
| DOSAGE AND METHOD OF ADMINISTRATION:                            |          |
| SELF-ADMINISTRATION:  | YES / NO |
| SPECIAL PRECAUTIONS:  |          |
| TIME MEDICATION TO BE ADMINISTERED:                             |          |
| POSSIBLE SIDE EFFECTS:  |          |
| NAME AND PHONE NUMBER OF GP:                                    |          |
| SPECIALIST DETAILS:   |          |
| REVIEW DATE:  |          |
| NAME OF STAFF MEMBER RESPONSIBLE FOR REVIEW:                    |          |

| EMERGENCY CONTACT DETAILS |       |       |         |
|---------------------------|-------|-------|---------|
| NAME:                     |       |       |         |
| TELEPHONE NUMBER:         | Home: | Work: | Mobile: |
| RELATIONSHIP TO STUDENT:  |       |       |         |
| NAME:                     |       |       |         |
| TELEPHONE NUMBER:         | Home: | Work: | Mobile: |
| RELATIONSHIP TO STUDENT:  |       |       |         |

Please read the following:

- I understand that medication will only be administered in the case of an emergency situation, following the guidelines outlined in the Individual Healthcare Plan previously agreed.
- I accept that this is a service that the College is not obliged to undertake.
- I understand that I must notify the College immediately of any changes.

*Note: All medicine must be in original packaging as dispensed by pharmacy.*

|   |       |
|---|-------|
| STUDENT SIGNATURE:  | DATE: |
| PARENT / CARER SIGNATURE:<br>(FOR STUDENTS UNDER THE AGE OF 18) | DATE: |

## REQUEST TO STORE STUDENTS PRESCRIPTIONS MEDICATION

|   |       |
|---|-------|
| STUDENT NAME:   |       |
| STUDENT NUMBER:   |       |
| DATE OF BIRTH:  |       |
| COURSE AND TUTOR:   |       |
| MEDICAL CONDITION:  |       |
| MEDICATION TO BE STORED:<br>AS DESCRIBED ON ORIGINAL PACKAGING  |       |
| <p>Please read the following:</p> <ul style="list-style-type: none"> <li>• I understand that medication will be stored in a locked medical cabinet.</li> <li>• I understand and agree that all medication brought into College for storage will be in original packaging with student's name on.</li> <li>• I understand that I am responsible for taking the correct dose of medication as staff cannot administer medication.</li> <li>• I understand that any stored medications need to be collected and taken home at the end of the term, failure to do this will result in the medications being disposed of by The School Nurse.</li> </ul> |       |
| STUDENT SIGNATURE:  | DATE: |
| PARENT / CARER SIGNATURE:   | DATE: |
| FOR STUDENTS UNDER THE AGE OF 18  |       |



FRIDGE IDENTIFIER.....

MONTH AND YEAR .....

THE TEMPERATURE SHOULD BE BETWEEN +2°C AND +8°C. Check each working day.

If the temperature is outside the recommended range, take appropriate action as indicated in the written procedure.

REMEMBER: READ, RECORD, RESET AND REACT.

| DATE | TIME | CURRENT TEMP. | MIN. TEMP. | MAX. TEMP. | CHECKED BY (SIGNATURE) | THERMO-METER RESET (TICK) | COMMENTS |
|------|------|---------------|------------|------------|------------------------|---------------------------|----------|
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |
|      |      |               |            |            |                        |                           |          |

MONTHLY REVIEW BY:.....(NAME).....(DATE).....

### FURTHER INFORMATION

For further information about administering and storing medication at OIC please speak with Marianne Thompson Hill.

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