



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

ADMINISTRATION AND STORAGE OF MEDICINES POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Boarding & Medical
POLICY IMPLEMENTED BY:	Principal, Head of Boarding, Nurses
REVIEWED BY:	Vice Principal Pastoral
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FUTURE REVIEW:	August 2027

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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SCOPE

This policy applies to student medication administered at OIC both in our educational and residential settings, and during educational day and residential trips. This policy also addresses how parents, guardians, and agents should engage with the college around the issues of student health and the administration of student medication.

Our administration and storage of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management, storage and administration of:
 - Prescribed medication
 - Non-prescribed medication
 - Health supplements
 - Maintenance drugs
 - Emergency medicine
- Providing clear guidance to all relevant staff on the administration of medicines.
- Ensuring that there are appropriately trained staff to manage and administer medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring open communications and support is maintained between nursing / medical team and boarding staff by means of regular meetings with leadership.
- Ensuring the Storage and Administration of Medication policy is reviewed periodically.
- Ensuring the administration of medication falls under our duty of care and safeguarding policy when concerns are raised for immediate reporting to DSL.
- Regular auditing of medical supplies and clinical equipment.

POLICY STATEMENT

Oxford International College (OIC) is committed to ensuring that student medication is administered in accordance with up-to-date national and local guidance for medicines governance including:

- The National Minimum Standards for boarding schools (2022)
- Keeping Children Safe in Education (2025)
- OFSTED or ISI Framework
- Supporting pupils with medical conditions at college
- Royal Pharmaceutical Society
- Royal College of Nursing
- NICE guideline
- Department of Education policy 'supporting pupils with medical conditions.'
- Misuse Drug Act 1971, Government legislation safeguarding around the misuse of drugs.

This document sets out the procedures that boarding staff should use to collect, manage and administer medication in OIC's boarding houses.

This policy has been written in line with Part C: Standard 7 (Health & Wellbeing) of the National Minimum Standards (NMS) for Boarding Schools (September 2022).

The safe administration of medications and accurate documentation is an extremely important aspect of the care we provide for OIC students. It is also a key part of meeting the National Minimal Standards, namely:

(7.1) The college has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted, and prompt action is taken when health concerns are identified. The policies include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of both prescription and non-prescription medication (including controlled drugs).

(7. 6) All medications are securely stored, and accurate records of administration are kept. Staff are properly trained to provide the support that pupils need when administering medication. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are appropriately assessed as being sufficiently responsible to be able to do so. Where applicable, the college considers government guidance.

In accordance with the Royal College of Nursing, the college will only accept prescribed medicines licensed by MHRA for use in the UK. They must be in-date, labelled with the student's name, provided in the original container as dispensed by a pharmacist (or dispensing doctor) and must include the date of dispensing and instructions for administration, dosage and storage. No containers with handwritten amendments on them will be accepted, except in special circumstances when it is accompanied by a letter from 'the prescribing doctor' written in English. This information **MUST** be included in pre-arrival forms and any further details emailed to nurses@oxcoll.com.

RECORD KEEPING AND DOCUMENTATION

- **Blue Medication Administration Record book** – This is a controlled drug book used to record ALL medication administered.
- **Green Medical Folder** – This is an A4 folder which contains all medical guidance such as: Contact numbers, Make the right decision guidelines, Guidelines for school provided medication administration, Instructions on how to complete the Medication Administration Record book including controlled drugs, Minor Illness information, Resuscitation Guidelines, Care plans and Risk Assessment for students plus more, as per staff requirements.
- **ISAMS** – A trusted cloud-based School Management System used to record Medical Record.
- **CPOMS** – Child Protection Online Monitoring System: used for recording and communicating low level concerns, Long-term health conditions of a safeguarding concern or event.
- **Sphera** – Software program where all RIDDOR reportable incidents, near misses and hazards must be recorded including, falls, injuries, medication errors that impact any student or staff member and any adverse medication reactions.
- **IHCP** – Individual Health Care Plans are written by the Nurses for students with specific health conditions, in order that appropriate OIC staff can support students' individual needs.
- **Risk Assessments** – A step by step process for controlling health and safety risks caused by hazards in the workplace. At OIC, medication storage and administration will be risk assessed by the Health Care Team, which ensures the students are responsible and compliant with medication management and are Gillick and Frazer competent.

CARE OF BOARDERS WHO ARE UNWELL

OIC has a clear '**Care of Boarders who are Unwell Policy**' which operates alongside this policy. All boarding staff are aware of this policy and adhere to the procedures and guidelines it includes.

DAY STUDENTS

It is our general policy NOT to take responsibility for the administration of prescribed medicines or attend hospital appointments for day students, as responsibility rests with the parents/guardians.

If any day student requires medication during school time, OIC provides non-prescribed medicines. Parental consent should be provided and will be recorded on ISAMS.

Should any day student have prescribed medication that needs to be taken during school hours the school nurses (Nurses@oxcoll.com) must be consulted before bringing them into school, with their doctors' prescription, this will ensure safe storage and administration of their medication. Day students will be assessed to ensure they are Gillick competent.

COLLECTION OF MEDICATION FROM BOARDING STUDENT POSSESSION

When a student returns to OIC after a holiday or other extended time away from OIC:

- **ALL medication must be handed in to boarding staff on arrival. This includes prescribed, non-prescribed medication and herbal remedies, or any health supplements.**
- All handed in medication and supplements are to be recorded on the 'Medication and supplement Disclaimer Form' and Nurse are to be informed.
- Nurse will review the Disclaimer forms and advise the boarding staff and students of best practice for storage and administration. (Boarding staff administration vs student self-management)
- Medications that are not prescribed, unlicensed for use in the UK, not clearly labelled in English, and do not have a date of expiry will not be permitted.
- If the nurse advises that the student is not permitted to be given the medication whilst at OIC, they will be kept locked away in the medical cabinet by the boarding house staff and returned to the student at the end of term.
- During daily room checks Boarding staff are to check for any medication being kept in student rooms that have not been authorised. These will be confiscated until they have been authorised by the nursing team.
- If the nurse advises the student can self-manage the medication and keep them in their room, a **Risk Assessment** will be completed. This will be written by the nurse confirming that the student is competent to manage their own medication as per the signed agreement between the student, nurses, and boarding staff.
- All prescribed medications (whether they are stored in the boarding house medication cupboard or in the student's own room) are to be recorded in a Blue Medication Administration Book and on ISAMS.

PROCEDURE FOR SUPPLY OF MEDICINES

Day Students are to be registered with their home GP. Should a student need to take any medication during college hours or on a college trip, the school nurses must be consulted first for permission. The safety of *all* students and medication administration needs to be considered.

Boarding Students are registered with a local GP of OIC's choice.

GP Health Centre used for students registering from Sept 2024 onwards is: -

- Northgate Health Centre - Telephone: 01865242657. 15 Market Street, Oxford, OX1 3EF.
- Out-Of-Hours: 111
- Prescriptions can be issued to a pharmacy of the student's choice. The closest locations to the boarding houses are: -
Boots Chemist - 8-10 Cornmarket Street, (Tel: 01865 247461) Mon-Sat 8am-8pm/Sun 11am-5pm OR
Boots the Chemist - 151A Cowley Road, (Tel: 01865 243633) Mon-Fri 9am-5:30pm/Sat 9am-6pm/Sun 10am-4pm

ADMINISTRATION RESPONSIBILITIES

For Safety reasons it is OIC policy that students should not be given any non-prescribed other than those purchased and managed by OIC trained staff.

Medications OIC provide are Paracetamol, Ibuprofen, Throat lozenges, Antihistamine, Antacids, Antispasmodic,

Rehydration sachet, Nasal congestions treatments.

Parental consent for students to receive medication when needed must be recorded on ISAMS.

The only situation where a Boarding Student will be allowed to use their own medication purchased over the counter (non-prescribed) medication will be when it is recommended by a health care professional.

It is our policy to manage the administration of **maintenance drugs** (e.g. insulin), as necessary following consultation with medical practitioners and written consent from the parents. On such occasions, a Health Care Plan will be written by the Nurses and training to staff and students will be provided.

It is our policy to manage the administration of **emergency medicines** (e.g., Adrenaline, Salbutamol inhaler and Gluco gel) in line with the Department of Health guidelines. Parental consent for students to receive school supplied emergency medication known as "spare medication" is required, along with a list of any student covered to be administered such medication. When required, specialist training on the use and administration of these medicines will be provided by the nurse team.

PROCEDURE FOR STORAGE & ACCESS OF MEDICINES

- All medications are stored in locked cupboards in the Boarding medical room, OIC boarding accommodation office or in a similar suitable location at the teaching sites. In the boarding houses, each student has their own labelled box for their medicines to be stored.
- Stock is to be checked weekly by the Boarding Parents to ensure they are within their expiry date, and stock totals are correct.
- The key to the drug cupboard must be held securely in a place (in a locked / coded key-box on the wall) which only staff who have received training to administer medication have access to.
- All trained boarding staff, college Nurses and select school staff should be able to access the cupboard so that they can administer medication.
- If any medication requires refrigeration or other special storage facilities, the nurses will advise staff accordingly.
- It is important that the medical fridge and room temperature are recorded daily. If either of the readings are out of range, the nursing team are to be notified and will advise accordingly.
- Boarding staff are to check non-prescribed medications, and students' own medications daily. Any discrepancies are to be reported to boarding leadership.
- Controlled drugs are to be checked daily by 2 members of staff. Any discrepancies are to be reported to boarding leadership and nurses.
- Any out-of-date stock must be removed immediately, stored securely in separate bag and given to Nurses for disposal.
- If medical and first aid stock levels are low, boarding staff are to inform the college nurses who are responsible for monthly auditing and ordering.

PROCEDURE FOR ADMINISTRATION OF MEDICINES

Whenever administering a medication, it is important to **GET IT RIGHT**.

RIGHT Person

RIGHT Drug

RIGHT Dose

RIGHT Time

RIGHT Route
RIGHT Expiry
RIGHT Documentation

Recording Medication: It is essential that all medical records are completed **AT THE TIME** of administration and are accurate and up to date.

Handwritten documentation: is in the Blue Medication Administration Record / Controlled Drug Book where all students own (prescribed/controlled/over the counter), home remedies and emergency drugs are recorded.

Electronic documentation: The patient/student assessment and treatment must be recorded on ISAMS under the individuals Health Records, Diary and Medications. All medical letters, reports, prescriptions and consent are to be copied and attached under Documents.

If staff need to use any of the school's supply of non-prescribed medication for themselves, this must be recorded in the blue book and ISAMS (under staff person file). However, it is advised that this should be in exceptional circumstances and not standard practice.

To ensure safe practice BEFORE administering, it is important to follow the correct procedure is followed. It is best practice to check on ISAMS for last assessment and medication given before administering any more medication.

Prescribed Medication the following sequence of events when administering routine are as follows:

- Students are to be assessed individually to allow for appropriate levels of privacy and confidentiality.
- Staff are to check on isams the identity of the student to whom medicines are to be administered.
- Staff are to check the students' medication administration records, check the student's name and dosage instructions on the container, noting any changes in medication or dose, and ensuring that the dose has not already been administered.
- Staff to check on ISAMS at to when the student was last given any medication, and assess need and safety to administer.
- Staff identify the appropriate medicine container(s) checking the label(s) and medication profile match. If there is a discrepancy, clarify with boarding leadership, the prescriber (GP) or the nurses.
- Staff are to prepare the relevant dose and administer, placing the tablet into the student hand or a cup. All oral medication should be taken at the time of administration with water (or as specified), witnessed by staff.
- Liquids should always be shaken and when administering, pour away from the side where the label is. Offer a drink of water afterwards. It is advised is to use a measuring cup if the dose is 10ml or more, (placing the cup on level surface at eye level when measuring the dose), a medicine spoon if the dose is 5ml or 2.5ml, or a syringe if the dose is under 2.5ml.
- Medical Records should be completed and signed immediately after the medicine has been given to the student (Blue Medication Administration Record book and ISAMS)
- The total number of remaining medications in stock are to be recorded in the Blue Medication Administration Record book accordingly to reflect the remaining quantity/volume after administration.
- **If a student is prescribed to take a medication regularly at a set time of day but does not attend or refuses to take it, this is to be marked as 'DNP' (Did Not Present) or 'R' (Refused).**

Guidance for liquids, drops and creams: the date the item was opened must be written on the prepared label, along with the date for disposal, as per the product instructions.

The expiry dates are normally as follows:

- Eye drops – 28 days expiry
- Liquids – 6 months after opening
- Creams – 6 months after opening
- Tablets in bottles – 1 year from the date on the label
- Tablets in blister packs – 2 months from the date on the label

Any mugs/spoons/syringes used should be washed in washing up liquid in the medical room.

The medication cabinet should *never* be left unattended by staff when the door is unlocked.

'As required' and self-managed medication - which are kept on the student's person i.e. inhalers, antihistamines, Epi-pens, creams, nasal sprays, antibiotics.

- Boarding Staff are to check the student medication stock weekly, recording it in the Blue Book. The purpose of the check is to ensure the medication is being taken as prescribed, without any side effects, remains in-date, and is not finished.
- Staff to document when medication was administered and keep track of remaining stock.
- When necessary, boarding staff are to support the student to pre-plan and order any new prescriptions from the GP.
- Any concerns around the self-medication of students is to be reported immediately to the nurses and boarding leadership where authorization will be immediately reviewed.

Inhalers –ensure students use inhalers properly, refer to separate guidance or nurses for further details if unsure. If a student uses 2 types of inhalers at the same time, give the blue inhaler first then the other, unless instructed otherwise by the specialist. Offer a drink of water after use of inhalers. Students who have the nurses authorization or parental consent may carry their own salbutamol (usually blue) inhaler for use as and when it is needed. Students are to record the use of the inhaler in their individual recording book, which should be carried with the inhaler, or on their phone. This information is to be shared with the nurses if requested.

Emergency salbutamol inhalers - Oxford International College has a supply of "spare" salbutamol inhalers for use in emergencies for both staff and students. Emergency inhalers with a spacer device are stored in the Emergency Drug box along with instructions on how to use it and actions to be taken if it is required. These are only to be used by authorized staff.

The name of the person (student or staff) requiring emergency medication is to be recorded in the Blue Medication Administration book provided near the emergency box then in their Health Record on ISAMS.

College nurses should be informed immediately by email in order that emergency supplies can be ordered and replaced. Sphera is to be completed when any medical emergency occurs, notifying the Nurses with details of the incident, medication used, persons present and outcome. This is to allow for medical follow up and debriefing.

Emergency medication (Salbutamol, Adrenaline Auto-Injector in Orange Emergency Response Kit) – All students and staff known to have medical health conditions that may require emergency management and the use of "spare emergency drugs" should have emergency care plans (ECPs) in place. This is written by the College Nurse, will be shared with necessary trained staff and stored with the 'emergency drug box'.

In accordance with the Department of Health guidance, emergency medication can only be given in an emergency, by OIC

staff to a student (or member of staff) who has already been prescribed to take it. The students' parents must have provided consent for the use of 'spare' Salbutamol Inhaler to be administered.

Spare Adrenaline pens can be given to any person who has been identified to be in anaphylaxis.

A list of students known to need medication for Asthma or Anaphylaxis will be kept in the emergency medication box.

Only trained staff are permitted to administer these medications and should be medically authorised.

PROCEDURE FOR ADMINISTERING CONTROLLED DRUGS

Controlled drugs must be stored in a double locked drugs cupboard which requires two different keys, one for outside door to cupboard and one for the inner controlled drug box compartment. These two keys should be stored separately. All boarding houses are equipped with approved medical cabinets to facilitate this appropriately.

The controlled drug should be removed from the controlled drug cabinet and the pharmacy label checked to confirm the drug, dose and student name.

Where reasonably possible, two members of trained staff should verify the quantity of the drug against the running balance total in the controlled drug book. If two members of staff are not available, and the nurse has authorised, the student can be the second signatory when they collect the medication. Nurse authorisation will be dependent on the medication dose and its legal classification.

A controlled drug "Stock Check" MUST be checked daily by two members of staff to confirm balance in cupboard matches the Blue Medication Administration book.

The correct dose must be administered to the student as per the drug administration procedure. Details of date, student name and dose should be entered in the controlled drugs book (Blue Medication Administration Record Book) and the entry signed by the two members of staff (or student). Due to reduced space for signatures, initials may be used.

In order that the initials can be matched to the person signing, a Key is to be completed at the front page of the book by all members of staff and any students who write in the book listing: Full name, signature, initial and role.

The medicine administration should be entered on ISAMS as the earliest opportunity.

PROCEDURE FOR RECORD KEEPING CONTROLLED DRUGS

All controlled drug administration must be recorded in a fixed book provided with the total stock balance. All controlled drugs received are entered on to the students' individual page, and are to be recorded in the register if any are sent home or disposed of.

Medication administration is a legal record which needs to be archived and retained for a minimum of 15 years.

INVASIVE TREATMENTS

If a student is prescribed medication in the form of a suppository, pessary or injection it must be administered only by the student themselves or by a registered nurse.

REFUSAL TO TAKE MEDICATION

Should a student refuse a prescribed dose of medication, the college nurse and boarding leadership should be notified. They will discuss the reasons for refusal with the student and the consequences of poor medication compliance. If they still refuse to take the prescribed medication, the parent/guardian should be notified.

A written report must also be recorded in CPOMS and ISAMS.

ADVERSE REACTION

When a student is receiving medication which is new to them, e.g. a course of antibiotics, staff must be aware of the possibility of adverse reactions and should check the Patient Information Leaflet (PIL) for details.

If there is, or if staff suspect there is, an adverse reaction, the treatment must be stopped, and Nurses informed. 111 / 999 should be contacted in emergency circumstances. If necessary, emergency treatment will commence. A written report will be completed and uploaded to Sphera and ISAMS.

The Nurses will inform the prescribing doctor who will report any suspected adverse drug reactions directly to the Medicines and Healthcare products Regulatory Agency (MHRA) through the Yellow Card scheme using the online form on the Yellow Card website (<https://yellowcard.mhra.gov.uk>).

ERRORS OF ADMINISTRATION

We understand that despite training and experience, medication administration errors can occur. Whilst these should be avoided as far as possible, it is essential that they are not ignored or hidden. This allows for individual development and improve our organizational training to avoid future errors.

For student safety and to ensure transparency any errors must be recorded in Sphera and reported to the college nurses who will assess the student for any subsequent harm, review the process and practices of administration to make changes if required, and when necessary, provide additional staff training.

If you discover you have made an error when recording or administering medication, this **MUST** be reported. Failure to do so will be considered to be in breach of your duty of care.

Errors may include:

- Giving the wrong medication to a student.
- Given incorrect dosage.
- Miscalculating dose or time
- Accidentally recording medication under the wrong student's name.

This is not a definitive list.

If staff make any medication administration errors or have any questions, please log the error on Sphera, CPOMS and inform the Designated Safeguarding Lead, Head of Boarding and College Nurses with as much information as possible. Inform the student and parent/guardian of the error.

Depending on the nature of the incorrect dosage, you may need to follow usual emergency medical procedure by contacting nurse, 111 or 999.

INHALERS ADMINISTRATION

Inhalers are supplied by:- this is a parental responsibility. In an emergency the inhaler in the allergy/anaphylaxis kit can be used (check parental consent)

Inhalers are prescribed to a named student; they should not be used by anyone else.

All inhalers must be labelled with the student's name.

Any student with known Asthma will be assessed by nurses on arrival, including their inhaler technique. An Individual Health Care Plan (IHCP) will be written by the nurses, and boarding staff will be able to recognize the correct use of inhalers and refer any concerns to the nurses. Where a spacer device is required, this is to be kept with the inhaler. Boarding parents are to check the presence of any inhalers regularly, ensuring it is fit for use as per the IHCP.

Emergency Salbutamol inhalers: may be used in line with the Department of Health 'guidance on the use of emergency salbutamol inhalers in schools (2014) document. Only those with a diagnosis of Asthma, or previously prescribed a reliever inhaler are able to use this, with parental consent sought beforehand.

Spare inhalers are stored securely in the Allergy Response Kit Box and in the medical room with college nurses. A list of students with asthma and those who are prescribed inhalers must be stored in the box with the emergency Salbutamol inhaler and spacer devices, along with instructions on how to use them.

Emergency Drug Box are to be stored by the First Aid Stations at the following sites:

School: - Reception at London Place,

Boarding: - Wavy Gate Office.

ADRENALINE AUTO-INJECTIONS (AAIs)

Students and staff at risk of an anaphylactic reaction are responsible for the carrying and storing of two AAIs on them at all times. These should be clearly labelled with their name on.

From September 2026 and in line with new government guidance OIC now have Allergy/Anaphylaxis Response Kits. The School may administer their "spare" AAI obtained without prescription for use in an emergency and if anaphylaxis is suspected.

See Allergy and Anaphylaxis Policy.

SUPPLY, STORAGE AND CARE OF THE EMERGENCY RESPONSE DRUG KIT Including MEDICATION FOR ANAPHYLAXIS AND ASTHMA

The emergency drug kit is stored centrally and securely in Reception for easy access.

The Emergency Allergy/Anaphylaxis Response Kit includes:

- An adrenaline auto-injector (0.3 milligrams) is suitable for any person over the age of 12 years having an Anaphylactic reaction.
- A leaflet on how to recognize an Anaphylactic reaction and how to use the Adrenaline pen (EpiPen) AAI(s) with Manufacturer's product information leaflet.
- A list of OIC students (with parental consent for students) to whom the spare AAIs are prescribed in an

emergency with parental consent and an Individual Allergy Action Plan.

- Salbutamol 100mcg metered dose Inhaler, plastic Spacer compatible with the inhaler
- Instructions on how to recognize and manage an Asthma attack, using Salbutamol with Spacer in an emergency.
- A list of OIC students (with parental consent) permitted to use the 'spare Inhaler' in an emergency, as detailed in their Individual Health Care Plans.

The nursing team will keep a record of the medication contained inside these kits, including batch numbers and expiry dates. These kits will be sealed using an easy-pull tag and checked weekly.

The emergency allergy/anaphylaxis response kit must be easily accessible in an emergency; it must not be locked away. The kit must be stored below 25°C and protected from extremes in temperature and direct sunlight (do not place close to radiators).

If the kit is used, the college nurses are to be notified immediately, and a replacement is to be ordered.

It is the responsibility of students (with staff reminders) to carry their own life-saving medication (Epi-pens, Ventolin, Insulin) on their person both when on school premises and when away such as eating out; on day excursions or away on overnight college trips.

Boarding and OIC Staff leading trips are to check the students have all their necessary medication with them (tablets or emergency drugs) and if required have handed non-emergency medication into staff for safe appropriate storage. The Staff are also responsible for returning it to the student or boarding team after the trip.

DISPOSAL OF THE ADRENALINE AUTO-INJECTOR (AAI/EPI-PEN)

Expired AAI's must be returned to a pharmacy for destruction. The nurses will facilitate this. In the event that the spare AAI has been used in an emergency, staff are to hand this over to the attending paramedics who can dispose of the used sharply.

SELF ADMINISTRATION OF MEDICATION OF BOARDING STUDENTS

A boarding student's ability to self-medicate for both prescribed and non-prescribed medicine will be assessed by the nurses in accordance with Gillick competence and Safeguarding requirements.

The following categories of medication may be suitable for self-administration if authorized by the Nurses:

- Regular long-term prescriptions, e.g., for the control of epilepsy
- Insulin
- Preventative asthma inhalers and migraine medications
- Topical lotions and ointments for skin conditions
- Antibiotics for 18 years old.
- Regular antihistamines for allergies
- Antimalarial medication
- Oral contraceptives

No medication (except for relieving asthma Inhalers and Epi-pens) should be kept by students without authorization from Nurses.

Students who self-administer medication must meet the following criteria: The student must be aged over 16, be assessed by the college nurse, be deemed competent to understand the implication of self-medicating and medically require / are prescribed the medication.

Medication should be prescribed by a UK medical practitioner, must be in a correctly labelled container dispensed from a UK pharmacy. If obtained from overseas, the student must provide a copy of the original prescription (with an English translation if necessary) or letter from the prescribing physician listing the students name, what the medication is for, when prescribed with instructions. The medicine should be in a correctly labelled container dispensed by a pharmacist.

Upon arrival at the boarding house all students must hand in any medication or health supplements to the boarding staff. These will be stored in a lockable cupboard identified for medication storage along with copies of letter/prescriptions from doctors relating to the medication.

All medications and health supplements are to be recorded on the Medication and Supplement Disclaimer form which is signed by the staff and students. see Appendix A.

College Nurses are to assess all medication (along with any doctors' letters / prescriptions) to confirm if they are in line with OIC policy, confirm if they are safe to be taken and advise the Boarding Staff of any storage and administration instructions for each medication/supplement. Nurses to complete and sign the Disclaimer form as per the assessment.

All medications cleared to be taken by students are to be written in the Blue Medication Administration book as per the instructions given by the Nurses and boxes / prescription.

If the medications are within college policy and have been authorised by the college nurse, the boarding staff can enable students to have access to their medications. However, OIC non-prescribed medicines are to be administered instead of students' own medications brought to school from home.

Any medications not being taken are to be clearly labelled with the student's name, placed in a basket/bag with a copy of the signed disclaimer. The baskets are stored in a locked cupboard. Unless the medication is required to be taken during the term at OIC, the student is responsible for collecting the medication at the end of term and take them home.

If the student is assessed as appropriate to self-manage their medication, it is the student responsibility must store the medication in their safe in their room or on their person. If any medications are found visibly on the side in their room, they will be given a warning. If this happens again, self-administration rights may be suspended for 1 month and the student will need to meet with the college nurse for their suitability to self-manage such medications to be reviewed.

If a student is found to have medication in their room that they have not been informed the boarding staff of, any self-administration rights may be taken away.

The appropriate documentation must be completed (see Student Self-Medication Form in APPENDIX B, C and D).

A day student's ability to self-medicate prescribed medicine will be assessed by the student's parent/guardian. If agreed with parents and nurses, day students may carry a small quantity of medication on their person for self-administration. If the medication is a controlled drug, the parents and student are to liaise with OIC Nurses to discuss safety and medication storage during school day. If necessary, they will be stored in controlled drug cupboard at school & collected from staff trained when needed.

PROCEDURE FOR SELF-MEDICATION

- Self-medication is an important step towards independence and should be encouraged. It is dependent on the student's capabilities, their mental capacity and responsibility to follow safe practices. Resources may be put in place as necessary to support older students to self-medicate.
- Only those students who have been risk assessed for Gillick competency by the College Nurse as suitable for self-administration using the college's "Initial self-medicating assessment form" (appendix) and "Risk assessment for the self-administration of medication" (appendix) can undertake self-management of their medication.
- Boarding staff are required to monitor and record stock check of medication weekly in the Blue Medication Administration Record book.
- Medication will be stored in a safe in the student's room.
- If medication is changed, or any difficulties arise, then the student must be reassessed to ascertain capacity to self-medicate by college nurse in conjunction with the boarding staff.
- Students will not be permitted to continue to self-medicate if they display poor compliance; unstable medical or mental condition; or the student wishes to discontinue.
- Records for students who self-medicate will be separate from the records of the students who do not self-medicate. The medical record sheet will clearly display any medication the student has been authorised to self-manage and will be signed by the student each time they self-medicate.
- It is the responsibility of all members of Boarding team to regularly monitor independent medication. Attention should be paid to ensure that students have:
 1. Identified correct medication
 2. Identified the correct dose of medication
 3. Identified the correct time for taking the medication
 4. Medication has been prepared correctly.
 5. Medication has been taken correctly
 6. Medication is recorded correctly
 7. Medication has been stored correctly.
 8. No side effects or concerns have occurred whilst taking medication. To report to College Nurses if have.
- The College Nurses will decide which medication is appropriate to self-administer on an individual basis. If necessary, a Care Plan will be created to support and inform boarding staff of the students' healthcare needs.
- The student needs to be able to administer medication independently / without supervision, unless special stipulations / instructions are listed in the Care Plan or Risk assessment.
- If anyone becomes concerned about a student's ability to self-medicate, they must report it to the Boarding Manager and College Nurse immediately.

PROCEDURE FOR DISPOSAL OF MEDICINES

Any out of date or discontinued medication must be removed from the usual storage area and stored securely and clearly labelled until it has been suitably disposed of. Nurses are responsible for the disposal of all medications.

Medication will be disposed of if it is:

- Out of date (return to pharmacy/parents)
- Discontinued (return to pharmacy/parents)
- Dropped on the floor (disposed of at Pharmacy)

Any out-of-date or discontinued medication belonging to students must be recorded on the back of the Medication and Supplement Disclaimer form. The student must sign stating why the medication is for disposal, allocating permission for the nurses to appropriately dispose of the medication at a pharmacy.

See Appendix A: Medication and Supplement Disclaimer page 2: Relinquished Medications and Supplements Disclaimer

RECORDS OF RETURNED MEDICATION ARE KEPT (SEE PREVIOUS SECTION)

- Controlled Drugs will be disposed of by returning to parent or pharmacy. It is important to keep the Controlled drug in the box with the person's name it was prescribed to. The nurses are responsible for disposing of controlled drugs.

EDUCATIONAL VISITS & ACTIVITIES WITH EXTRACURRICULAR TEAM

It is the responsibility of the trip leader to ensure that all medical requirements are known and met for the duration of any trips off site. This includes medical, dietary, allergy or other needs that would usually be cared for when in boarding and school settings. This also means that the trip leaders should ensure they have sufficiently trained staff to meet the specific medical needs of the students on your trip.

The Super-curricular team and School trip leaders will perform their own risk assessments on all students attending activities and excursions. All declared health conditions are recorded on ISAMS which can be used for risk assessing any medical supply.

It is the responsibility of the Super-curricular team or team leaders to liaise with the nurses in sufficient time for any necessary medical supplies to be made available. It is the responsibility of any school trip leader to ensure they have a sufficient supply of appropriate first aid kits for the environment, sufficient medication and training to administer all medications necessary before they disembark on any excursion. It is the trip leader's responsibility to check any students who carry emergency medication (Inhalers / Epi-pens) has them appropriately on their person.

If medical supplies or advice is required, nurses are to be contacted and emailed minimum of 4-6 weeks before any excursion / overnight trip, providing: a list of student attending the trip, a description of the environment, travel plans and dates, type of activities they will be part-taking and a list of any specific medical supplies wanted followed up with a meeting.

This is to allow time for:

- List of student's medical conditions to be reviewed for any safeguarding concerns.
- First aid kits, home remedies, emergency drugs (if appropriate) and appropriate medical supplies to be collected
- Any specific medical equipment or supplies can be purchased.
- Any staff training to manage students' health conditions to be provided if necessary (such as medication administration, Asthma, Epilepsy or Anaphylaxis care).
- Nurses will need to liaise with boarding houses parents regarding students taking specific prescribed medication and co-ordinate the collection of and storage of sufficient supplies for the duration of the trip in a timely manner.
- Student Individual Care Plans may need to be shared with Super-curricular team / excursion leader in hard copy.
- Environment specific Health Promotion for students may need to be organized.

Medication administration policy and training applies to ALL OIC staff caring for OIC students. For students taking a course of medication the teacher in charge must have written information from the parent, guardian or nurses detailing

the name of the drug, dose and frequency. Sufficient medication supplies must be provided by the boarding team, nurses or parents to support the students for the duration of the visit. Non-prescribed medication, dressings and first aid provisions will be provided by nurses.

Medication must be safely and securely stored for the duration of the visit. Responsibility and supervision of medication must be determined before the visit commences by liaising with the nurses and boarding teams. Training on medication administration and emergency healthcare management will be provided by nurses to all the Super-curricular team and any teaching staff leading educational School trips.

PROCEDURE FOR MEDICATION TO BE GIVEN WHILST ON EDUCATIONAL VISITS (DAY OR RESIDENTIAL)

- College Nurse to be consulted at least 4-6 weeks prior to trip if any additional supply of medications is required.
- Ensure all student profiles are checked for relevant medical information – see ISAMS for all students medical / health records.
- A risk assessment must be completed as appropriate. Copies of the risk assessment and medical information should be shared with each staff member on the trip.
- Ensure you have sufficiently trained staff to meet the specific medical needs of the students on your trip.
- If trip leader is not sure of medical needs consult with nurses or boarding leadership as required.
- Some students can take responsibility for carrying their own medication, i.e. Inhalers, as agreed the College Nurse. Trip leaders will need to ensure the students have their Inhalers with them prior to departure. An emergency drug kit should be taken on trips for any relevant students as per emergency policy.
- The trained staff responsible for the administration of medication to students whilst on the trip must collect the required medication from boarding staff prior to departure.
- Recording for the medication given during a residential trip is to be completed on Medication Administration Record forms.
- Any patient assessment and administration of medication should be added to ISAMS, when IT access allows.
- Any unused medications provided for specific students are to be recorded and returned to the boarding house on the students return.
- Controlled drugs require further care and details are below.

Controlled drugs on School trips / overnight excursions.

Students have the right to continue to take their prescribed medication when on excursions or trips.

The nurses will liaise with the super curricular team or trip leaders and boarding staff to ensure safe transfer, storage and medication compliance whilst the student is on the trip.

Day students need to liaise with College Nurse in advance of attending school trip to ensure appropriate arrangements can be made.

All controlled medications are to be stored in a portable bag with a security tag inside a locked box. Only specific staff trained to manage these controlled drugs will be aware of the box code and will take responsibility for storing, administering and documentation.

STAFF TRAINING

All OIC staff (boarding, support, or tutors) who will be administering medication to OIC students, are required to undertake relevant training. This is to ensure they can understand the correct storage, safely administer, and correctly record all relevant medications.

All staff administering medication will have completed the following training, which is refreshed **ANUALLY**:

- In person medication administration training with the nurses.
- Online Educare TES administration of medication training.

The nurses then monitor competency by ongoing supervision of OIC staff required to administer medications to OIC students

Only staff who have undertaken appropriate training on Anaphylaxis, Epilepsy, and Asthma Training may administer emergency medication.

Records of this training are held by boarding leadership and college nurse team.

FURTHER INFORMATION

For further information about the Administration and Storage of Medicines Policy at OIC please speak with the nurse team or leadership of boarding.

Please also see:

First Aid Policy
Care of Boarders Who are Unwell Policy

contact@oxcoll.com
Oxford International College
1 London Place
OX4 1BD

APPENDIX A: MEDICATION AND SUPPLEMENT DISCLAIMER FORM
MEDICATION AND SUPPLEMENTS DISCLAIMER FORM Part 1:



Student Name:

Date returned to OIC:

Boarding House:

Boarding staff name receiving meds:

Signature.....

List of medications received: (name, strength and quantity of medication or identifiable description of container such as colour of med / box and language on box).

<i>Medication name (if legible)</i>	<i>mg</i>	<i>Description of medication/box appearance</i>	<i>Qty</i>	<i>Agreed</i>		<i>Nurse sign</i>
				<i>Y</i>	<i>N</i>	

Signature confirming items listed above are correct.

Student signature:

Staff signature:

Date

MEDICATION AND SUPPLEMENTS DISCLAIMER FORM
Part 2: RELINQUISHED MEDICATIONS AND SUPPLEMENTS

NB - Authorization by patients must be gained to dispose of the following products no longer required or out of date.

N.B: Nurses will collect and disposal of medication at the pharmacy, but students should be encouraged to take them home.

RT – Returned, NR – Not required, Out of Date - OD

<i>Medication name (if legible)</i>	<i>mg</i>	<i>Description of medication/box appearance</i>	<i>Qty</i>	<i>RT</i>	<i>disposed</i>		<i>Nurse sign</i>
					NR	OD	

Signatures confirming the above listed information is correct, and relevant wanted items have been returned to the owner.

Student signature:

Staff signature:

Date

APPENDIX B: RISK ASSESSMENT FOR STUDENT SELF-ADMINISTRATION OF OWN MEDICATION

ASSESSMENT FOR SELF-ADMINISTRATION OF MEDICATION

(Used for Gillick and Fraser competencies)

Student Name: _____ Year Group: _____

Date of Birth: _____ Boarding House: _____

ADMINISTRATION QUERY	YES / NO / N/A	ANSWER / COMMENTS
Does this student understand the process of self-administration of medicines at OIC.		
Students are aware of how to obtain more medication when required.		
Does the student understand how to safely store this and manage this medication.		
Does the student understand what their medication is for, how it should be taken, and any potential side effects?		
CAN THE STUDENT DEMONSTRATE AN UNDERSTANDING OF:		
1. The name of the medicine		
2. The purpose of the medicine		
3. Dose and frequency		
4. When and how often this medicine is to be taken as per instructions.		
Where will the student go to report any concerns about these medications?		
Can the student read and understand the label?		
Does the student understand the passage of time and have access to a clock or watch?		

Is the health and medical condition of this student appropriate for self-medication of this medicine?		
Is the student likely to be able to self-harm from taking excess of these medicines?		
Is the student happy to be monitored and reviewed by Nurses and Boarding staff?		

Is Gillick Competence demonstrated: - Yes / No

Self-Medication Approved: ☐ Yes / No

College Nurse:

Date.....

Reassessment Date.....

APPENDIX C: SELF MEDICATING GUIDELINES



SELF MEDICATING GUIDELINES FOR STUDENTS

Since you have been assessed, please remember the following guidance to ensure your safe administration of medicine. This is also a really proactive and positive way of learning to manage your health for the future.

1. When not on your person, your medication must be kept in the safe in your room and remain locked.
2. Please ensure you take medication as prescribed; at the correct time and the as stated on the prescription label.
3. You need to show your medication to the Boarding Staff weekly to check the current number of medications taken, check expiry date and remaining supply.
4. If there have been any omissions, problems taking or concerns, the college nurse will be informed. If the medication is low in stock you can be supported in requesting a repeat prescription from the GP.

Please note that you may not be able to continue to self-medicate if there is poor compliance. If you feel that you need further advice and support at any point, please see the Nurse.

- I have read and understood the risk assessment and understand what to do if I have any worries or feel I have made a mistake.
- I agree I will administer my medication and assume responsibility as outlined in this document.

Signed.....Date.....
(Student)

College Nurse: I agree that this student is fully competent to administer their own medication.

Signed.....Date.....
(College Nurse)

APPENDIX D: STUDENT SELF MEDICATION PRESCRIPTION AND AGREEMENT



STUDENT's SELF MEDICATING FORM

(For boarding house files)

Student name:	
Boarding House:	DOB:

Name and strength of medication	
Preparation supplied eg, tablets, ointment	
Dose	
Frequency	
Date commenced	
Date completed	

Medication seen by College Nurse	Yes / No
----------------------------------	----------

- I confirm that the College Nurse has explained to me the nature of the medication that I have been prescribed, and the risks of either missing a dose, or taking a dose too many.
- I confirm that I will take the medication as prescribed by the doctor.
- I will inform the Boarding Parents or College Nurse of any problems or potential side-effects that I may experience, especially if I am unable to take a prescribed dose.
- I will complete the course of treatment.
- I will hand in my medication to be stored safely, in a lockable place and will inform boarding staff when I need access to my medication, or I will keep it in the safe in my room.
- If medication is found on the side the student will receive a warning. If found again out in their room, then self-medication right may be suspended
- I am aware that the college nurse will carry out random checks to ensure that I am taking my medication as prescribed.

SignedStudent Date

SignedCollege Nurse Date.....

Signed Director or Assistant Director of Boarding Date.....

APPENDIX E: MEDICATION ADMINISTRATION RECORD CODE

Record Non-Administration of Medication with Appropriate Code:

R - refused, A - absent, H - at home, NR - not required, T – to go on trip, D - dropped