



**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, Director of Boarding, Nurses
REVIEWED BY:	Nurses
CONSULTATION WITH:	Director of Boarding Vice Principal
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FUTURE REVIEW:	August 2026

The Three Pillars

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

- Academic Excellence
- Personal Development
- Career and University Pathways

Contents

SCOPE	3
POLICY STATEMENT	3

<u>RECORD KEEPING AND DOCUMENTATION</u>	4
<u>CARE OF BOARDERS WHO ARE UNWELL</u>	4
<u>DAY STUDENTS</u>	5
<u>COLLECTION OF MEDICATION FROM BOARDING STUDENT POSSESSION</u>	5
<u>PROCEDURE FOR SUPPLY OF MEDICINES</u>	5
<u>ADMINISTRATION RESPONSIBILITIES</u>	6
<u>PROCEDURE FOR STORAGE & ACCESS OF MEDICINES</u>	6
<u>PROCEDURE FOR ADMINISTRATION OF MEDICINES</u>	7
<u>PROCEDURE FOR ADMINISTERING CONTROLLED DRUGS</u>	9
<u>PROCEDURE FOR RECORD KEEPING CONTROLLED DRUGS</u>	10
<u>INVASIVE TREATMENTS</u>	11
<u>REFUSAL TO TAKE MEDICATION</u>	11
<u>ADVERSE REACTION</u>	11
<u>ERRORS OF ADMINISTRATION</u>	11
<u>INHALERS ADMINISTRATION</u>	12
<u>ADRENALING AUTO-INJECTIONS (AAI / EPI-PENS)</u>	13
<u>SUPPLY, STORAGE AND CARE OF THE EMERGENCY RESUCITATION DRUG KIT Including MEDICATION FOR ANAPHYLAXIS, ASTHMA AND DIABETIC HYPOGLYCAEMIA</u>	13
<u>DISPOSAL OF THE ADRENALIN AUTO-INJECTOR (AAI/EPI-PEN)</u>	14
<u>SELF ADMINISTRATION OF MEDICATION OF BOARDING STUDENTS</u>	14
<u>PROCEDURE FOR SELF-MEDICATION</u>	16
<u>PROCEDURE FOR DISPOSAL OF MEDICINES</u>	17
<u>RECORDS OF RETURNED MEDICATION ARE KEPT (SEE PREVIOUS SECTION)</u>	17
<u>EDUCATIONAL VISITS & ACTIVITIES WITH EXTRACURRICULAR TEAM</u>	17
<u>PROCEDURE FOR MEDICATION TO BE GIVEN WHILST ON EDUCATIONAL VISITS (DAY OR RESIDENTIAL)</u>	18
<u>STAFF TRAINING</u>	19
<u>FURTHER INFORMATION</u>	19
<u>APPENDIX A: MEDICATION AND SUPPLEMENT DISCLAIMER FORM</u>	19
<u>APPENDIX B: RISK ASSESSMENT FOR STUDENT SELF-ADMINISTRATION OF OWN MEDICATION</u>	231
<u>APPENDIX C: SELF MEDICATING GUIDELINES</u>	25
<u>APPENDIX D: STUDENT SELF MEDICATION PERSCRIPTION AND AGREEMENT</u>	26
<u>APPENDIX E: MEDICATION ADMINISTRATION RECORD CODE</u>	27

SCOPE

This policy applies to student medication administered in OIC both in the educational and residential settings, and to educational day and residential visits. 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 (over the counter)
 - 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.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management of administration and storage of medicines.

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 Framework
- Supporting pupils with medical conditions at college
- Royal Pharmaceutical Society
- Royal College of Nursing
- NICE guideline
- Government legislation

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 medication is safely, and securely stored and accurate records are kept of its administration. 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 assessed as appropriate and sufficiently responsible 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 if they are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist (or dispensing doctor) and include the date of dispensing and instructions for administration, dosage and storage. No containers with handwritten amendments on them will be accepted unless accompanied by a letter from 'the prescribing doctor' preferably written in English. Therefore, we ask that parents inform boarding staff by email of their intention to send students to OIC with medication. This information MUST be included in pre-arrival forms and any further details emailed to jenny@oxcoll.com and nurses@oxcoll.com

RECORD KEEPING AND DOCUMENTATION

- **Blue Medication Administration Record book** – This is a controlled drug book used to record ALL medication administered to students both in boarding and at school – Home remedies supplied by the school, Students own medications (Prescribed and over the counter) and Controlled drugs.
- **Green Medical Folder** – This is an A4 folder to store and records all medical instructions such as: Contact numbers, Make the right decision guidelines, Guidelines for Home Remedies Administration, Instructions on how to complete the medication administration record book including controlled drugs, Minor Illness guidelines, Resuscitation Guidelines, Care plans and Risk Assessment for students plus more, as per staff requirements.
- **ISAMS** – Internet based School Management System is used to record Medical Record of all students attending OIC. This includes recording Allergies, Gillick competency, parental consent, medical conditions, medical letters & prescriptions, medical assessments and treatments including medication administration.
- **CPOMS** – Child Protection Online Monitoring System – this is used for recording and communicating low level concerns, well-being concerns, Safeguarding concerns and long-term medical conditions such as Depression, ADHD, Eating concerns, certain medication and sleep disorders that are related to or causing serious well-being or safeguarding concern.
- **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, any adverse medication reactions.
- **HCP** – Individual Health Care Plan are written by the Nurses for students with specific health conditions, in order that Boarding staff are able to understand and follow the required adjusted

care and monitoring a particular student may need. It may be a long- or short-term care plan depending on their medical condition and progress.

- **Risk Assessments** – A document performed when students wish or are required to manage medication themselves. The form is completed by the Nurses with the student and boarding staff. It ensures the student is aware of their responsibilities, is assessed as being reliable and competent to take the specified medication as per the prescription/instructions and adhere to OIC policy. Boarding parents are to support and monitor the self management and report to the Nurses any poor compliance.

CARE OF BOARDERS WHO ARE UNWELL

OIC has a clear '**Care of Boarders who are Unwell Policy**' which operates in line with 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 surgery/medical/hospital appointments to day students as this responsibility rests with the parents/guardians. Day students will be assessed and treated with Gillick Competency unless previously stipulated on registration. Therefore, if *any* student require over-the-counter medication for injuries or minor ailments, the following medication can be given; Paracetamol, Ibuprofen, Strepsils, Chlorphenamine (antihistamine), Cough syrup, Gaviscon. Parental consent should be provided and recorded on ISAMS.

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 initially handed in and disclosed to boarding staff on arrival. This includes non-prescribed as well as prescribed medication as well as herbal or supplement style remedies.**
- Any medication that was not disclosed pre-arrival must be clearly recorded including all the names of the medication and what it is taken for against the name of the student.
- Boarding staff are to inform the nurses of the presence of any medication (and any accompanying paperwork). The nurse must review medications to advise the boarding staff if the student is permitted to keep control of and self-administer the medication or if the boarding staff are to store and hand out the medication as and when it is required / prescribed.
- If the medication is not prescribed, boxed and labelled in English, clearly labelled for the student's name, the expiry date, for safety reasons the student will NOT be permitted to take them at OIC, until it has been translated and have been authorised by the nurses.
- It is important to remember any medication brought with the student from home is the student's property.
- If the nurse advised that the student is not to be given the medication in term time, they must be kept locked away in the medical cabinet by the boarding house staff and returned when the student goes home at the end of term.
- Boarding staff are to check for any medication being kept in student rooms during daily room checks that have not been authorised and these will be confiscated by houseparent's until they have been checked.

- If the nurse advises the student can self-manage the medication and keep them in their room, a **Risk Assessment** and if necessary, a **Self-Medication Care-Plan** will be written. This will be written by the nurse stating the student is authorized to keep medication on their person (such as Ventolin inhaler or Epi-pens) or locked in the safe in their room when not in their pocket. These care plans must be signed by the nurse, the student (to confirm they understand the stipulations) and boarding staff.
- If a student is prescribed any medication, they are to be stored in the boarding house medication cupboard and written up on a Blue Medication Administration Book and ISAMS in order that they are administered correctly in accordance with the prescription instructions.

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

It is our policy that Boarding students should not be given any over the counter medication apart from those purchased and managed by the OIC. The reason for this is safety management.

Home remedies medications that OIC provide primarily includes: Pain killer (Paracetamol), Anti-inflammatories (Ibuprofen) Throat lozenges (Strepsils, Soothers, Diflan), Antihistamine (Chlorphenamine, Loratadine, Fexofenadine), Cough syrup (simple linctus), Ant-acids (Gaviscon, Rennie), Antispasmodic (Buscopan) Anti-diarrhea (Loperamide), Rehydration sachet (Dioralyte), Travel sickness (Kwells, Prochlorperazine), for Constipation (Movicol), Nasal congestions (Vick Vapor, Olbas oil).

Parental consent for students to be able to be given these medications is recorded on ISAMS.

The only situation where a Boarding Student will be allowed to use another over the counter medication will be if they are unable to get a GP appointment within 48h hours and the College Nurse or Pharmacist recommend it.

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 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 checked weekly by the House Parent or by Support staff as delegated to ensure it is within its 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, trained support staff and college Nurses 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 and train staff around this where applicable.
- It is important the medical fridge temperature is monitored as drugs stored inside need to be kept within a set temperature range of 2-8 degrees centigrade. The inside and outside temperature should be recorded daily on the check list (or in a record book) kept by the fridge. If the reading is out of range following the instructions provided: reset the thermometer, check the fridge for damage or malfunction, advise the boarding leadership and nurses.
- The stock of homely remedies and students own medication are to be checked daily by boarding parents. 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 stock levels are low boarding staff are to inform the college nurse who are responsible for monthly stock check and medication 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 their Health Records, Diary and Medications. All medical letters, reports, prescriptions and consent are to be copied and attached under Documents.

If staff use stock from the non-prescribed medication stock this must be recorded to the blue book and ISAMS under staff 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 check the identity of the student to whom medicines are to be administered via ISAMS or photo in Green folder.
- Staff check the students' medication administration records, check the student's name and dosage instructions, 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 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 authorisation 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 authorisation 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 authorised 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 and Glucogel) – 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 and the students’ parents have provided consent for the ‘spare’ medication to be administered. A list of these students will be within kept or adjacent to the emergency medication box. Only trained staff are permitted to administer these medications which should be medically authorised or instructed by the emergency services.

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 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, Director 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:- the parents for day students, and the GP or college Nurse for boarders.

Inhalers are prescribed for one student; they should not be used for another.

All inhalers must be labelled with the student's name in order that if they are dropped, they are returned to their owner.

Boarding staff will be trained to recognise the correct use of inhalers, and if any concerns are identified they are to be referred to the nurses who will check a student's inhaler technique, to ensure that the correct dose is being delivered. Where a spacer device is required, this is to be kept with the inhaler. In the boarding houses the boarding parents will record weekly that the student is carrying the inhaler, its volume for use and the expiry date in the Blue Medication Administration book.

Emergency inhalers: Under updated regulations 2014 colleges are permitted to hold an un-prescribed inhaler for use by students who have lost or broken their own inhaler. OIC has chosen to purchase salbutamol inhalers for use in an emergency.

The emergency salbutamol inhaler should **only be used by children for whom written parental consent** for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication.

These inhalers will be stored securely in an Emergency Drug Box (they are only to be used in emergency situations) 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 of how to use in them.

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

School: - Reception at London Place, Reception at Three Ways House,

Bording: - Thames Street Office, Alice House Medical Room, Wavy Gate Office Staff Rooms.

ADRENALINE AUTO-INJECTIONS (AAI / EPI-PENS)

People at risk of anaphylactic reactions are responsible for carrying/storing 2 of their own labelled adrenaline auto-injector (AAI) / Epinephrine Pen (EPI-PEN) in an easily accessible place.

OIC has chosen to provide "Spare AAI" across the schools and appropriate boarding sites within the emergency drug box, to be used for staff and students in an emergency should they meet Department of Health 2017 Guidance. Schools may administer their "spare" AAI obtained without prescription for use in emergencies if available but only to a pupil at risk of anaphylaxis **ONLY where both medical authorisation and written parental concerns for use of the spare AAI has been provided.**

The school spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. AAI can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

- If someone appears to be having a severe allergic reaction (anaphylaxis), you **MUST** call 999 without delay, even if they have already used their own AAI device or a spare AAI.
- In the event of a possible severe reaction in a pupil who does not meet these criteria emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

SUPPLY, STORAGE AND CARE OF THE EMERGENCY RESUSCITATION DRUG KIT Including MEDICATION FOR ANAPHYLAXIS, ASTHMA AND DIABETIC HYPOGLYCAEMIA.

Two members of staff at each teaching site will be nominated as responsible for maintaining the emergency kit. The emergency drug kit will be stored centrally and securely in Reception where any personnel can access it if needed.

The Emergency Drug Box include:

- An adrenaline auto-injector (500 micrograms) is suitable for any person over the age of 12 years having an Anaphylactic reaction.
- Instructions on how to recognise an Anaphylactic reaction and how to use the Emerade AAI(s) with Manufacturer's product information leaflet.
- A list of OIC staff/ student (with parental consent for students) to whom the AAI are prescribed / can be administered the 'spare AAI' in an emergency, as detailed in their Individual Health care Plans.
- Salbutamol 100mcg metered dose Inhaler with plastic Spacer compatible with the inhaler.
- Instructions on how to recognise and manage an Asthma attack, using Salbutamol with Spacer in

an emergency.

- A list of OIC staff/ student (with parental consent for students) permitted to use the 'spare Inhaler' in an emergency, as detailed in their Individual Health Care Plans.
- Instructions on how to clean and store the spacer and inhaler after use.

- Box of x3 Glucogel tubes 25mg
- Instructions on how to recognise and manage a Hypoglycaemic episode, with the administration of Glucogel in an emergency.
- A list of OIC staff/ student (with parental consent for students) to whom Insulin is prescribed and Glucogel can be self-administered as detailed in their Individual Health Care Plans.

An Emergency Medication log and check list for each drug will be in the Blue Medication Administration book located near the box and list the expiry dates and batch numbers.

The emergency drug kit must be easily accessible in an emergency, out of reach, but not locked away. It must be stored separately from students own medication, below 25°C and protected from extremes in temperature and direct sunlight (do not store close to radiators).

On a monthly basis, one of the nominated members of staff must ensure the emergency drug kit(s) is present, in date and located in its designated place. If the medication (AAI, Ventolin or Glucogel) is nearing its expiry date the college nurses are to be notified, and a replacement ordered.

Emergency anaphylaxis kits are not allowed off college property as it is not covered by OIC college insurance.

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 Super-curricular Staff are to check the students have their medication with them and have handed it in to staff for safe appropriate storage. They 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 AAls must be returned to a pharmacy for destruction. The nurses will facilitate this.

SELF ADMINISTRATION OF MEDICATION OF BOARDING STUDENTS

A boarding student's ability to self-medicate (Gillick competency) for both prescribed medicine and homely remedies will be assessed by the nurses.

The following categories of medication may be suitable for self-administration if authorised 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 home remedies are to be administered over students' own medication 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 happened 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 administration as per the prescription.

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 medication and supplement disclaimer. The student must sign stating why the medication is for disposal with permission for the nurses to appropriately dispose their medication.

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 the student 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 to any necessary medical supplies are available. It is the responsibility of the trip leader (super-curricular or school trip) to ensure they have a sufficient supply of appropriate first aid kits for the environment, intact, in date before their excursion.

If medical supplies or advice is required, nurses are to be contacted and emailed minimum of 4 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 students to be reviewed for medical conditions and 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 to be purchased. (such as suntan lotion / insect repellants).
- Any staff training to manage students' health conditions to be provided if necessary (such as medication administration, Asthma, Epilepsy or Anaphylaxis care).
- Nurses may 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
- 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 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 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 in a Blue Medication Administration Record Book.
- 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.

Any controlled medication is to be stored in a portable bag with a security tag inside a locked box. Only specific trained members of staff will be aware of the code and take responsibility for administering students their controlled medication for the duration of the trip. This will be recorded in a Blue Medication Administration Book at the time and ISAMS as soon as possible.

STAFF TRAINING

All boarding staff / support staff who will be administering medication are required to undertake relevant training to ensure they are able to 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 the boarding and support staff team.

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 the nurses.

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

Director of Boarding

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 - Authorisation 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.

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>
					<i>NR</i>	<i>OD</i>	

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	COMMENTS
Has self-administration been explained?		
Will the student want to / be able to obtain own supplies?		
Does the student understand the requirement to store the medicines safely?		
Is there a suitable facility to lock the medication away?	YES	Safe in room.
Does the student understand what their medication is for and how it should be taken?		
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 to take 'prn' medicine and what the maximum dose is?		
Does the student know what the likely side effects are of the medication and know how to inform staff if they feel unwell?		

Has the student been advised to inform the staff if they take the medicine incorrectly?		
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 the student appropriate for the self-medication?		
Is the student likely to self-harm or abuse with the medicines?		
Is the student happy to be monitored and reviewed?		

Self-Medication Approved: Yes / No

Reassessment Date.....

College Nurse:

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 once per week to check the current number of medications taken, check expiry date and remaining supply. 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 college 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)

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