

Contents

1. Summary 1

2. Statement of Principles 1

3. Storage of Student Medicines Guidance 2

 3.1. Storage of Medicines 2

 3.2. Disposal of Medicines 2

 3.3. Self-Administration of Medicines 2

 3.4. Hygiene and Infection Control 3

 3.5. Controlled Drugs 3

 3.6. Learner/Parental Agreement 3

 3.7. Visits and Trips 4

 3.8. Risk Assessment 4

 3.9. Record Keeping 4

 3.10. Emergency Procedures 4

APPENDIX A – Student/Parental agreement for setting to store medicine 5

APPENDIX B – Record of medicine held for student 6

APPENDIX C – Record of medicine issued to student 7

1. Summary

Shrewsbury Colleges Group (SCG) recognises that many students will, at some time, have medical needs, for example students with severe allergies who may need to self-inject due to severe allergy reactions or medical conditions such as diabetes.

Students are encouraged to take responsibility for their own health needs and medicines and wherever possible should take their medication before or after coming to College.

A small number of students may need to store medication whilst at College. The number of students likely to be affected will be very small.

SCG has a duty to provide reasonable adjustments for students with medical needs to access SCG and also to store medication.

The Medicines Act 1968 along with the Human Medicines Regulations 2012 specifies the way that medicines are prescribed, supplied and administered within the UK. It places restrictions on deadlines with medicinal products, including their administration, this Policy aims to give clear guidance on the administration of medicines to students when assistance is needed.

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

2. Statement of Principles

If a student requires assistance with the storage of medication, wherever possible, and where it is reasonable to do so, SCG will assist students in order that they can access the College.

- The student must inform SCG of the requirement for taking medication at their earliest convenience. The college provides multiple opportunities for students to provide this information through the application, interview, enrolment, induction and tutorial process as well as on the consent form for trips and visits. Information can be shared throughout the year with tutors
- Students will be encouraged to take responsibility for their own medication wherever possible and encouraged to ensure that medication is taken wherever possible outside of College hours.
- There is no legal duty on members SCG personnel to administer medicine or supervise a student taking it. SCG has a team of First Aid qualified personnel who will be available to assist in accordance with their training.
- Personnel identified in the role of storing medication must have appropriate information and training about the specific needs of the individual. In an emergency, immediate action needs to be taken by any SCG personnel to assist a student. SCG has a team of First Aid qualified personnel who will normally be available to take the lead.

3. Storage of Student Medicines Guidance

3.1. Storage of Medicines

All medicines held by SCG must be held securely to prevent misuse. Storage must be secure, locked when not in use and keys held by designated persons only. However, this must be balanced against the need for some medicines to be immediately available in the vicinity of the learner, (for example epi-pens and asthma medication need administering without delay). These arrangements must be covered in a risk assessment.

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

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

If there are any doubts about the medication SCG personnel should check with the student, parent/guardian or a health professional before taking any further action.

Medicines that need to be refrigerated will be stored in a small refrigerator with a minimum/maximum temperature in a secure location. The refrigerator will be supplied for the specific use for students who require their medication to be refrigerated and will not be used to store food. The temperature will be checked weekly by Estates.

3.2. Disposal of Medicines

- SCG personnel will not dispose of medicines on site.
- Student or parents/guardians will be asked to dispose of expired medications. If they fail to do this, the medication will be taken to a pharmacy to be disposed of.
- Sharps boxes will always be used for the disposal of needles.
- Sharps boxes will be disposed of by identified personnel and in collaboration with local NHS.

3.3. Self-Administration of Medicines

In most cases students at College will be fully responsible for their own medication, including safe storage and administration. Where SCG personnel have concerns about an individual's use of medicines on SCG premises, they should discuss this with the VP Students or the Health and Safety Manager.

3.4. Hygiene and Infection Control

Any college staff involved in supporting students with medication will be agreed with each member of staff. This could include First Aid team, Teaching Assistant, Progression Specialist for example. These staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures, this will be included in the training delivered. The training will include the use of Personal Protective Equipment (PPE), hand washing, safe disposal of clinical waste and spill management.

Personnel will have access to protective disposable gloves from the Health and Safety Manager.

3.5. Controlled Drugs

The supply, possession and administration of some medicines are controlled (for example Ritalin) by the Misuse of Drugs Act 1971 and its associated regulations.

- A student who has been prescribed a controlled drug may legally have it in their possession. It is permissible for SCG to look after a controlled drug
- SCG personnel may look after controlled drugs on behalf of students. Controlled drugs must be kept in a locked, non-portable container and only named personnel should have access. A record should be kept for safety and audit.
- Controlled drugs should be returned to the student or parent/guardian when it is no longer required. If this is not possible it should be returned to a pharmacy for safe disposal.
- Passing a controlled drug to another person for use is an offence.

3.6. Learner/Parental Agreement

If a student needs to take prescribed medication whilst at College, and they require the College to hold their prescribed medication, they are required to complete the Student/Parental agreement for setting to store medicine form (appendix A). One form needs to be issued for each medication the student is taking. Blank Forms are available from Student Services.

Once completed, the form must be handed to the ALS team. Who will then:

- Check that the learner is the same person that is listed on the form and on the pharmacists' label (before placing the medicine in the fridge)
- Keep a copy of the form.
- Send a copy of the Form to the head of Student Services.
- Head of Student Services will inform the student where to go to have their medication stored/issued.

3.7. Visits and Trips

- Students should not be excluded from trips/visits purely because they are taking prescribed medication.
- Consideration should be given on how to store the prescribed medication for example 'does it need to be kept cool?'
- A Risk Assessment should be undertaken.

3.8. Risk Assessment

A Risk Assessment will be completed for a student who requires SCG with the storage of medication. The Risk Assessment will be completed by the ALS team

3.9. Record Keeping

Personnel involved must keep a record each time they accept medicines for storage. This should be on a Record of medicine held for student (appendix B)

Personnel involved must keep a record each time they issue medicines from storage. This should be on a Record of medicine issued to student (appendix C)

3.10. Emergency Procedures

In the event of any emergency, personnel must contact a member of the First Aid team who will take responsibility for the situation or make a judgement and contact the Emergency Services.

APPENDIX A – Student/Parental agreement for setting to store medicine

SCG will not give store medicine unless you complete and sign this form

Date				
Name of Campus				
Name of student				
Date of birth				
Student ID				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Expiry date				
Dosage and method				
Storage requirement (i.e. in fridge)				
Special precautions/other instructions				
Are there any side effects that the College needs to know about?				
Self-administration – y/n				
Procedures to take in an emergency				
NB: Medicines must be in the original container as dispensed by the pharmacy				
Contact Details				
Name				
Daytime telephone no.				
Relationship to student				
Address				
I understand that I must deliver the medicine personally to	[agreed member of staff]			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to SCG issuing medicine in accordance with SCG procedures. I will inform the SCG immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s).....

Date

