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**This document is only valid on the day of printing**

Controlled Document

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## Administration and Safe Storage of Medication Policy

Version 1.0

23<sup>rd</sup> January 2023

### Version Control Table

Date	Version No	Summary of Changes	Changes Made By
23 <sup>rd</sup> January 2023	1.0	Birth of policy	Tanya Gerstmar

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## **1. Policy Statement**

- 1.1 The RNN Group (hereinafter referred to as 'the Group') is committed to providing supportive, effective and inclusive learning environments for all learners. The Group recognises the need to provide reasonable adjustments to meet the needs of learners taking medications or needing medical requirements. In line with a commitment to being inclusive the Group will support such learners through a risk-based process whereby, where possible learners will be encouraged to take all medications in their home environments. Where this is not possible, and if appropriate, parents/carers could be asked to provide assistance in administering medicines on Group premises, lastly, and only in exceptional circumstances the Group will look to provide direct support in administering medications / supporting medical needs where this is reasonably practicable and safe to all involved to do so.

## **2. Purpose and Objectives**

- 2.1 The purpose of this policy is to define clear procedures that are understood and accepted by staff, learners, and parents/guardians to ensure the safe storage, administration and disposal of medication. The policy also covers procedures for supporting learners with a limited number of other medical requirements.

## **3. Coverage and Scope**

- 3.1 This policy is designed to apply to learners attending courses provided by the Group onto which they have enrolled, where medical needs have been disclosed, discussed and agreed - through the implementation of an Individual Care assessment (ICA). To support this policy, where relevant, staff members will receive specialist training and guidance from medical/health professionals as appropriate, and be informed by the needs and disclosures of individual learners upon receipt of appropriate evidence.
- 3.2 This policy applies to all learners who request support with either the storage or the administration of their own prescribed medication.

## **4. Disclosure**

- 4.1 It is important for the Group to have sufficient information about the medical condition of any learner with long term medical needs who requires support in managing their medical conditions.
- 4.2 Where a learner requires support with managing their medical condition, it is important that this is disclosed prior to the learner enrolling onto their chosen course of study or within a reasonable period of time following a new diagnosis in cases where they are already on a course of study.
- 4.3 All information will be gathered through existing Group procedures though the onus shall always be on the learner or their parent/carer or guardian to ensure that all appropriate information is shared with the Group in a timely manner.
- 4.4 Where a learner's medical needs may pose a risk to themselves or others whilst in the care of the Group it is important that an ICA is completed prior to enrolment (where a need is known and when possible) or within a reasonable period of time following a new diagnosis. Where their need does not pose a risk to themselves or others, a Short Course Medication Form (SCM Form) should be completed until such time as an ICA can be completed.
- 4.5 If there are any changes to the learner's medication, condition or diagnosis, the ICA or SCM Form must be updated and the changes recorded accordingly. It will be the responsibility of the individual learner or their carer to report any medical updates to the Group in relation to changes in relation to changes to medication. The Group shall not be liable for any harm resulting from the failure to disclose updated information.

- 4.6 The Group recognises that, in a further education environment, the majority of learners who use medication will do so entirely independently without the need for any support. These learners are entitled to their privacy and are not expected to declare their medical needs to the Group. The Group accepts no responsibility or liability with regard to any harm resulting from a need which has not been disclosed by the learner or their carer.

## **5. Confidentiality**

- 5.1 All information will be treated in line with the Group Data Protection policy.
- 5.2 Information must be communicated via an ICA completed by an Additional Learning Support Practitioner or an SCM Form completed and signed by learner or their parent or guardian.
- 5.3 Any ICA or SCM will be stored on Pro Solution within the Additional Learning Support (ALS) recording system for the duration of the academic year. And thereafter stored in accordance with the Data Retention Policy.
- 5.4 The Group encourages learners to disclose their medical conditions where support is required. However, the Group cannot make reasonable adjustments, nor accept any responsibility or liability where this information is not disclosed.

## **6. Organisation and Responsibility**

- 6.1 The Principal and Chief Executive Officer, through the members of the Senior Leadership Team (SLT), shall be responsible for ensuring that SLT and College Management Team (CMT) are made aware of this policy and understand their responsibilities under it.
- 6.2 The Executive Leadership Team shall be responsible for:
- a) Ensuring there are sufficient resources made available for the carrying out of any procedures necessary to ensure completion of any requirement arising from this policy.
  - b) The training of staff to a sufficient standard to meet the duties set out in this policy.
- 6.3 The Administration of medication will ordinarily be the Learners responsibility. Where this is not possible and an appropriate, agreed arrangement is in place, training will be provided to enable relevant and identified staff members to support with the administration of medication.
- 6.4 Staff directly responsible for the administration of medication will:
- a) Ensure that an Individual Care Assessment (ICA) or Short Course Medication Form (SCM) is completed.
  - b) Follow appropriate procedures and guidelines.
  - c) Always provide access to medication in conjunction with another member of staff.
  - d) Ensure medication is stored safely and securely in approved locations (see Appendix 4).
  - e) Use appropriate recording procedures (see Appendix 5).
  - f) Maintain learner dignity at all times.
  - g) Report any changes to the Additional Learning Support team at appropriate Group site.
  - h) Adhere to other relevant Group policies.
  - i) Staff working with learners have a responsibility to be aware of this policy and the needs of learners.

## **7. Quality and Monitoring**

- 7.1 The provisions within this policy will be monitored bi-annually by the Health and Safety Management Group in conjunction with Additional Learning Support colleagues as appropriate.

## **8. Procedures**

- 8.1 Where a learner has disclosed any medical need which may pose a risk to themselves or others whilst in the care of the Group, an ICA or SCM form must be completed prior to enrolment or within a reasonable period of time following a new diagnosis.

## **9. Security and Safe Storage of Medication**

- 9.1 Where a learner has disclosed, but is suitably able, to take responsibility for the safe storage and handling of their own medication on their person whilst on Group premises. Additional Learning Support Practitioners will ensure that this arrangement is documented on their ICA.
- 9.2 Where the learner is not able to take responsibility for storing their medication whilst on Group premises, this will be documented on the ICA and the Group will store such medication on their behalf in approved storage locations of which an up to date list can be obtained by making a request to the Additional Learning Support team.
- 9.3 All medication falling under 9.2 must be kept in a locked medical cabinet in a locked room in accordance with Health and Safety Regulations. Where appropriate, medication will be stored in a designated refrigerator.
- 9.4 Any medication received which falls under 9.2 must be checked by an appropriate member of staff that the medication matches exactly that described on the SCM form or ICA, and signed in to medical cabinet. Two members of staff must be present when checking / storing or administering medication. In addition, it is good practice that medication is handled safely and delivered in a suitable environment. Medication should be administered by use of a medical cup where practicable.
- 9.5 All medication should be stored in the original container, and according to manufactures instruction, ensuring that the following details are clearly visible;
- a) Students full name
  - b) Name of medication
  - c) Type of medication and 'Strength' (i.e. 500MG capsules: Liquid-1mg/5ml)
  - d) Dosage to be taken and Frequency
  - e) Date dispensed, and date of expiry (where applicable)
  - f) Amount of medication initially received (e.g. 10 capsules, 1 sealed bottle, etc)
- 9.6 Medication NOT in original, clearly labelled container must not be accepted and instead, returned immediately.
- 9.7 The exchange of medication between students is not permitted for any reason or under any circumstances.
- 9.8 Any medication taken off site (refer to section 13 herein) must be signed out by two designated members of staff. The medication will be transported and stored safely and in accordance with any medical instruction, provided by a trained member of staff and returned either at the end of the visit or the end of the working day. It should not at any time be left unattended. Medication must be signed back into the medication cabinet by two trained members of staff at least one of whom has been responsible for the medication since it was signed out.

## **10. Administration of Medication**

- 10.1 On any occasion where medication is administered or self-administered by a learner supported by a member of staff, it must be done with direct reference to the ICA or SCM Form. Administered medication must be recorded on a Medical Administration Record Form (MAF) and signed by two members of staff, at least one of which must be suitably trained.

### **11. Staff Training**

- 11.1 Medication must only be administered by staff who have received training on the provision of specific medication as agreed by the learner or their parent/carer and as evidenced on their ICA form.
- 11.2 Emergency Medication must be recorded on a MAF, as with any medication.
- 11.3 Any learner with an agreed medication administration schedule is encouraged to retain details upon their lanyard behind their identification card for access by First Aid personnel in the case of emergency.
- 11.4 In certain instances where training is not available then the responsibility lies with the learner or their parent/carer to administer in accordance with medical advice – in such situations, agreement may be made to store the medication using Group facilities but these will be determined on a case by case basis.

### **12. Disposal**

- 12.1 Disposal details will be identified within the appropriate ICA or SCM Form. Unused medication will be returned (as indicated on the ICA and SCM Form) or disposed of appropriately and this must be signed out.
- 12.2 Clinical waste that may be contaminated with body fluids needs to be disposed of appropriately. Facilities Management can be contacted for an up to date list of locations for the correct disposal of contaminated waste and, where sharps are involved this must be in an official sharps disposal bin.

### **13. Offsite trips/Educational visits/Residential visits**

- 13.1 The risk assessment for any offsite visit must consider the medical and support requirements of learners. Any staff member (in conjunction with their CTL/CM) planning trips that may require medical support should contact the ALS Team Leader at the relevant campus before confirming any arrangements with regards to storing and/or administering medication.
- 13.2 The term 'Medication' is used to describe a wide range of products including but not exclusively allergy sprays, pumps, tablets, liquids etc.
- 13.3 Staff must not administer medication without appropriate training and this must be considered during the planning phase of the trip or visit.

### **14. Personal Protective Equipment (PPE)**

- 14.1 Staff must work in a hygienic manner. Protective clothing or other appropriate PPE must be worn as recommended in training or risk assessment and disposed of following the appropriate procedures.

### **15. Recording**

- 15.1 Clear records must be kept and maintained using the following Group documents:
  - a) Individual Care Assessment (ICA)/Short Course Medication Form (SCM Form).  
These must be kept up to date and stored in the learner's personal file on Pro Solution. All details must be fully completed on the ICA or SCM Form. Where a learner does not have capacity to complete and/or update their own forms, parents/guardians must sign and acknowledge that it is their responsibility to complete a new form (which must be dated) when there are any changes.
  - b) Medical Administration Form (MAF)  
This form must always be referred to when administering medication. It must be signed by two members of staff and where feasible the signature of the learner.



## **16. Refusal to take medication / noncompliance with procedure**

- 16.1 If a learner refuses to take their medication or does not attend the designated room that has been agreed at the time on the ICA/SCM this must be recorded by the appropriate member of staff responsible for administering the medication by using the Pro Monitor system.
- 16.2 Appropriate follow-up action taken must then be taken in accordance with the student code of conduct/disciplinary procedure.

## **17. Concerns**

- 17.1 Any loss, burglary or theft of medication must be reported immediately to the Health and Safety Manager and all learners/parents/carers affected must be informed. The SCM Form must record that this has occurred.
- 17.2 It is the responsibility of the Health and Safety Manager to inform the Police and record appropriately.
- 17.3 Tasks that **MUST NOT** be undertaken under the current Policy:
  - a) Staff should not administer non-prescription or 'over the counter' medication unless listed on the SCM Form and signed by parent/guardian
  - b) Staff must not administer non-prescribed prescription medication in any circumstances.
  - c) Staff must not administer any type of medication without appropriate training.
  - d) Medication must not be administered without a second member of staff present.
- 17.4 Where learners have, or there is a genuine and reasonable concern that they may have an infectious disease, a risk assessment should be carried out and appropriate control measures recorded and undertaken e.g. double barrier methods.
- 17.5 Action to be taken in case of accident or error:
  - a) Record the actual dose / procedure administered.
  - b) Inform line manager of accident or error.
  - c) Obtain appropriate professional/Medical advice by contacting 111 unless in an emergency situation in which case 999.
  - d) Where appropriate learner/parent/carer must be informed of the accident or error and any steps taken following.
  - e) Complete a Group Accident Form if appropriate.

### Short Course Medication form (SCM Form)

*This form should be used where a learner requires support for administering medication on a short term basis, or while they are awaiting an Individual Care Assessment (ICA) and their medical needs do not pose a risk to themselves or others.*

Learner Name		Learners ID		
Name of medication	Type of Medication and Strength <i>(i.e. 500mg capsules, Liquid 1mg/5ml)</i>	Dosage and Frequency	Administration Instructions and Support required <i>(i.e. before food, at a specific time etc.)</i>	Required Until

*I confirm that the detail given above are correct. I consent for the learner named above be supported to administer their medication by an appropriately trained member of staff. I acknowledge that the college will record each time the medication is administered and that this information will be available on request.*

Parent/Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if Learner under 18 years)*

Learner name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 2

**Medication Administration Record (MAR form)**

Learner Name	Learner ID
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Please refer to Individual Care Assessment (ICA) and/or Short Course Medication form (SCM form) for full details of Administration instructions and support required

Medication		date																		
Name																				
Type of Medication and Strength <i>(i.e. 500mg capsules, Liquid 1mg/5ml)</i>		time																		
Dose and frequency		dose																		
		initials																		

Medication		date																		
Name																				
Type of Medication and Strength <i>(i.e. 500mg capsules, Liquid 1mg/5ml)</i>		time																		
Dose and frequency		dose																		
		initials																		

Medication		date																		
Name																				
Type of Medication and Strength <i>(i.e. 500mg capsules, Liquid 1mg/5ml)</i>		time																		
Dose and frequency		dose																		
		initial																		

Signature and Initial of those authorised to administer, support administration and witnesses administration of medication <i>Both the person administering and witnessing should initial each record.</i>					
Name	Signature	Initials	Name	Signature	Initials

Where learner requires more than three different medications, please use more than one sheet and insert page numbers. Page \_\_\_ of \_\_\_

### Medicine Cabinet Audit Record

Appendix 3

Staff should check that medicines are in date on receipt. Any found not to be in date should be refused.

Medicine	Type of Medication and Strength (i.e. 500mg capsules, Liquid 1mg/5ml)	Learner Name	Learner ID	Signed in		Signed out	
				Staff Signatures	Time date	Staff Signatures	Time Date