
MEDICATION POLICY



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INTRODUCTION

The College is committed to ensuring that its students are fully safeguarded in every aspect of their time spent at the College.

The College will act in accordance with the five statutory principles outlined within the Mental Capacity Act 2005. Once a young person reaches the age of 16, they are legally presumed to be competent to self-administer their medication unless their parent/carer has confirmed otherwise in writing. Parents and carers have the prime responsibility for their child's health and should provide the College with information about all medical conditions.

The cohort of the College is currently young people with autism and/or anxiety and the College is committed to enabling students to have as much independence and control as possible over their health and medication. Being encouraged to be as involved and independent in respect of medical needs is essential when seeking to improve self-confidence, self-respect, and self-esteem.

Medicines should only be taken at College when it would be detrimental to a student's health or their College attendance not to do so. Even if medication is not brought into College, parents **MUST** inform the College of **ALL** medication being taken by a student in case an emergency situation arises during their attendance at College.

SCOPE

The College has several Creative Learning Studios (CLS) that provide appropriate, challenging, and meaningful study programmes, to increase employability skills. This policy relates to distance learning and e-safety across all aspects of the work of the College.

Any reference to 'College' in this policy means each of the above CLS'.

Any reference to the College 'team' in this policy means all staff and volunteers working at each of the above CLS'.

OUR VALUES

To be Respectful, Responsible, Safe and Kind, are at the core of our values. They are reflective of expected behaviours and set the foundation upon which the College builds its culture.

COMMUNICATION

This policy will be:

- Displayed on the College website
- Brought to the attention of all students and their parents/carers
- Included as part of the induction pack for all new staff.

REVIEW AND MONITORING

The medication policy and safety of students are integral to other College policies, which are detailed below. The Board of Governors and the College Lead are responsible for overseeing, reviewing, and updating this policy, which will be reviewed annually. The College team will be informed of any updates or amendments.

RELATED POLICIES

This policy should be read in conjunction with the following policies:

Safeguarding

Compliments, Comments and Complaints

Equality and Diversity

Health & Safety

College Team Code of Conduct

CONFIDENTIALITY

Confidentiality and information sharing It is essential that any medical information about a student is shared between team members on a need to know basis. Within the management and administration of medication, confidentiality must be maintained at all times. A deliberate breach of confidentiality will be considered a disciplinary matter.

If a student would like their medical status to remain confidential, they must have their wishes respected unless this is contrary to the information sharing principles of the safeguarding policy. All medical records must be completed and stored in accordance with the GDPR 2018. Team members must ensure that they maintain the confidentiality of the information held within these records. Please refer to the College GDPR Policy for further information

WHAT IS A MEDICATION?

Further information regarding types of medication is provided at Annex A.

CONTROLLED DRUGS

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another person for use is an offence. All controlled drugs are required to be securely stored and released to the student for self-administration at the prescribed time.

PRIOR TO ENROLMENT

Prior to enrolment, part of the pre-entry discussion with the parents/carers, student and College Lead will include any medical needs/condition. A decision will then be made regarding the capacity of the College and its team to support those needs. Where it is confirmed that the student can enrol, their medical needs will be agreed in writing. See 'responsibilities' below.

RESPONSIBILITIES

Those with parental responsibility

Once it has been agreed that a student may enrol, those with parental responsibility will:

- Provide written confirmation of all medical needs, even where medication will not be brought into College
- Provide any information about the side effects or adverse effects of the medication
- Provide information relating to any allergies
- Ensure any changes are notified immediately in writing
- Agree that where clinically possible, medicines will be prescribed in dose frequencies which enable them to be taken outside College hours
- Where it is necessary for a student to bring their medication into College, provide written confirmation that the student has the capacity to self-administer their medication
- Keep their child at home if the student is acutely unwell, in order to reduce the spread of infection. This is to protect other students who may have medical conditions such as asthma and diabetes, for whom illness can produce complications.

Students

Students who self-administer their medication will be expected:

- When carrying medicines to store and use their medicines responsibly
- Pass any prescribed controlled drugs to a member of the College team to store securely until required
- Note that passing a controlled drug to another student is an offence and may result in disciplinary procedures.

College team

The College team will

- ensure they understand and abide by this policy and related documentation
- not distribute prescription medication or undertake a medical procedure without appropriate training
- know which students in their care have a medical condition and be familiar with the content of the student's healthcare plan
- ensure they are familiar with all general emergency procedures and common emergencies relating to the declared medical conditions of students in their care
- maintain effective communication with parents/carers, including informing them if their student has been unwell at College

- ensure students who carry their medication with them, have it when they go off-site
- ensure students who have been unwell have the opportunity to catch up on missed college work
- be aware that medical conditions can affect learning and provide extra support if required.

Medication procedures are regularly audited and reviewed by the College Lead. Any incident of maladministration will be investigated, and the outcomes and actions recorded.

REFUSING MEDICATION

Regardless of a student’s mental capacity forcing or coercing a student to take their medicine is unlawful and is in breach of their human rights.

If a member of the team becomes aware/observes that a student is not taking their medication, the parent/carer will be informed on the same day.

If a refusal to take medicines results in an emergency, the College’s emergency procedures will be followed.

DOCUMENTATION

All medication documentation must be kept for 8 years and be stored securely.

Starter Form

The starter form captures all the information outlined at ‘responsibilities’ above.

Student Files

Individual student files will also record all medical conditions, medication taken, together with any allergies or adverse side effects.

Medication Administration Record Sheet (MARS)

The starter form notes where students will be carrying and storing their own medication during the College day. However, where this medication is a controlled drug students will pass this to their CLS Lead to be stored in a locked cabinet until required. It must be in the original packaging, as prescribed by the GP or the original container as dispensed by the pharmacy. The label should not have been altered in any way. The key to the cabinet is stored securely with only identified members of the team being able to access it.

Receipt in and sign out of the drug to the student will be recorded on the MAR sheet. Any controlled drug that is destroyed will also be recorded.

Version Number	
SLT Member Responsible for This Policy	
Board Approval Date	
Date of Next Review	

WHAT IS A MEDICATION?

ANNEX A

A medication is a substance that is taken into or placed on the body. Most medications are used to cure or relieve symptoms of a medical condition or disease. There are a number of ways that medication can be taken. The way it enters the body is called the "route". The most common route for medications to be taken is orally (by mouth) in the form of pills, capsules, or liquids.

Some medications cannot be taken orally, or are not available in this form and therefore some are designed to enter the body by other routes:

Oral: When medications are taken by mouth, in pill, capsule or liquid form, they are swallowed and pass into the digestive system. The medications are then broken down in either the stomach or the intestines and are absorbed in the same way as food. Once a medication enters the bloodstream, it circulates to the site where its action is needed.

Nasal (into the nose), **buccal** (placed in the cheek) and **sublingual** (placed under the tongue) medications are absorbed through the thin mucous membrane that lines the inside of the nose and mouth and enters the bloodstream in this way.

Eye drops and eardrops are applied directly and are typically used to treat specific problems or symptoms within the eye or the ear. However, some eye drops, such as those used to treat glaucoma, can be absorbed into the bloodstream.

Transdermal (through the skin) medications are applied to the skin either by patch or in creams or lotions and pass through the skin into the blood vessels.

Topical medications can be applied directly to the skin and tend to have a very localised effect. They do not usually enter the bloodstream in significant amounts

Enteral medications, those given through a PEG tube go directly into the stomach or intestine and pass into the digestive system and then through the liver and into the bloodstream.

Rectal and **vaginal** medications, such as suppositories, enemas and creams are inserted into the rectum or the vagina and absorbed by the blood vessels in the rectal or vaginal wall.

Inhaled medications have a direct effect on the lungs.

PRESCRIBED MEDICATION, P.R.N. MEDICATION AND HOMELY REMEDIES

Prescribed medication is any medication that is recommended by a GP or health care professional. This will be prescribed through the pharmacy with clear instructions on how and when to take. Prescribed medication can be liquids i.e. Risperidone. Tablets i.e. Atomoxetine tablets or creams i.e. Aproderm oat cream.

P.R.N. medication (Pro re nata – when required). This can be a prescribed medication or over the counter medication that needs to be administered as and when an individual needs it.

Homely remedy medication is any form of medication that can be purchased from over the counter that is not prescribed by a GP. An example of over the counter medications are tablets i.e. hay fever tablets such as Cetirizine. A cream such as Sudocrem. This can also be a liquid such as Calpol.