Medication Administration Policy And Procedure

2013 - 2014
Policy and Procedure  
on the Administration of Medication

Background

The College 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 College.

However, the College recognises that a minority of its learners may need support with the storage and administration of their medication, in order to enable them to have equal access to learning opportunities. (The aim of the College is to take a social model of disability). The intention of a medication policy is, in accordance with risk assessment procedures, to remove any barrier for individual learners who wish to access the College and its full range of educational opportunities but who require assistance with medication in order to do so.

This policy has been prepared with reference to:

- ‘Managing Medicines in Schools and Early Years Settings’ (DfES/ Department of Health; 2005)
- Special Educational Needs and Disability Act 2001
- The Equality Act 2010
- Management of Health and Safety at Work regulations

Purpose

The purpose of this policy is to clarify roles, responsibilities and procedures for college staff as to the storage and administration of medication for learners who require support with this process.

Scope

This policy, and related procedures, applies to all staff who offer support to learners in the storage or administration of their medication.

Insurance Cover

Designated staff who assist with medication in accordance with the procedures detailed within this Policy are acting within the scope of their employment and will be indemnified. This requires that the procedures are explicitly followed. The exception would be that insurance cover would not be provided in cases of fraud, dishonesty or criminal offence.

Staff Training

- The administration of medication in College will be the duty of designated trained staff i.e. First Aiders, Learning Support Assistants, Pastoral Tutors, managed by the Estates, Facilities and Sustainability Manager.
- All staff involved in the storage or administration of medication, need to annually attend training in the application of this policy and set of procedures, to achieve and/or maintain competence.
• Additionally, these staff must also receive training in the administration of any individual medications they are required to administer, where these medications need to be administered in particular or unusual ways (e.g. rectally, buccally (i.e. between the gum and cheek) or via an Epipen).

• Written confirmation of instructions and training from a health practitioner is required prior to administering any medication.

Storage of Medication

All medication must be kept in a locked cabinet in a locked room in accordance with Health and Safety regulations. Designated key holders need to be trained in the storage, administration and disposal of medication.

Medication will be kept in a locked cabinet in the medical room which will be kept locked at all times. Where appropriate medication will be stored in a refrigerator.

Medication taken off College premises from the drug cabinet needs to be signed out by two designated staff. The medication will be transported and stored safely by a trained designated member of staff and returned either at the end of the visit or the end of the College day. It should not at any time be left unattended. Medication must be signed back into the drugs cabinet by two trained designated members of staff.

Monitoring

• The overall monitoring of the policy and procedures will be the responsibility of the Estates, Facilities and Sustainability Manager, with guidance from the Head of Learner Services and the Additional Support Leader.

• Regular audits of the relevant paperwork will be carried out to ensure all procedures are being followed correctly.

• The policy will be reviewed annually in consultation with partners in Health Services, Schools, Learners, other relevant agencies and to update in accordance with any changes in legislation or national guidance.

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<td>Vice Principal Curriculum Operations and Efficiency, Vice Principle Teaching Learning, Estates, Facilities and Sustainability Manager and Head of Learner Services</td>
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Procedure for supporting learners with the storage/administration of medication

• This procedure applies to all learners who request support with either the storage or administration of their own medication.

• The College recognises that, in a Further Education environment, the majority of learners who use medication will do so entirely independently and without the need for any support. These learners are entitled to their privacy and are not expected to declare their medical needs to the College.
To identify students who may require support with administering emergency medication

- Data from enrolment forms regarding medical issues will be logged onto the student record system (NG).

- A report to be sent to the Additional Support Leader by the start of term. Further reports weekly until the end of each academic year.

- Information regarding individual cases to be forwarded to Pastoral Tutors who will investigate with the learner and family.

- Information to be shared with the Additional Support Leader so it can be included on to Spirals.

- Where the need is acute and emergency procedure is required the learner is to be added to the ‘at risk’ register.

Dealing with requests for support with medication (see flowchart attached)

- All learners who request any support with medication must have a Health Care Plan completed (Form 1). This includes learners who administer their own medication, but only if they request the College to store this medication.

- A completed Agreement to the Administration of Medication form (Form 2) must be completed for each medicine the learner requires assistance with.

- Form 2 must be signed by the learner, and/or their parent/carer if they are unable to give their own informed consent.

- A separate authorisation must be completed for any emergency medication, e.g. rectal diazepam; Buccal Midazolam; medication administered using an EpiPen (Form 6a/b/c).

- Once Form 2 (and/or Form 6a/b/c) has been completed, the request for support with medication must be authorised by the Health and Safety Manager (Form 3).

- Requests for the regular (rather than emergency) administration of medication will only be granted where it is essential that the medication be administered during the learner’s time in College.

Taking delivery of medication, following approval

- The specified medication can then be given to an appropriate member of Staff. The member of staff must check that the medication being provided matches exactly that described on Form 2 and that it is still within its expiry date.

- For each medication supplied a separate copy of Form 4 must be completed (first section only).

- All medications must be in the original container as dispensed by the pharmacy and must be clearly labelled with the name of the learner.
Administering medication (see flowchart attached)

- Every time medication is administered to a learner, this must be done with direct reference to the appropriate copy of Form 4 (record of administration of medication). **This record must be completed at the time of administration of the medication.**

- Medication must only be administered by staff who are trained in this procedure, and in any specific procedure relating to the particular medication in question if applicable (e.g. rectal diazepam; Buccal Midazolam; use of an Epipen). A record must be kept of all medication-related training that each member of staff has undergone (Form 5).

- No individual should ever be forced to accept medication. If parent/carer consent was originally needed for the request to support with medication (i.e. on Form 2), the College should notify parents/carers immediately if a person refuses medications as prescribed. This refusal must also be recorded on Form 4.

- Administration of emergency medication must also be recorded on Form 4, as with any medication.

- The Estates, Facilities and Sustainability Manager will ensure that an appropriately trained member of staff is available to administer the emergency medication whenever the learner in question is expected on the premises. If parent/carer consent was originally needed for the request to support with medication (i.e. on Form 2), then the parent/carer must be informed immediately of any instances where emergency medication has been administered.

- In any instance where emergency medication is administered an ambulance must always be called for the individual concerned.

Changes to a learner’s medication

- Any changes in a learners’ medication must be accompanied by a new consent form (Form 2). Any out of date consent form must be filed separately, and clearly marked as ‘VOID’ to avoid any confusion.

Storage and disposal of medication

- Medication held by the College must be kept locked in the medication cabinet in the medical room in the Street or in the first aid storage in the middle building at all times.

- The expiry date of all medication must be checked upon receipt from the learner/parent/carer and recorded on Form 2. Any expired medication must be returned to the learner/parent/carer for disposal and this must be signed for by the learner/parent/carer on Form 4. Alternatively, it must be placed in the ‘Expired Medication’ box in the medication cabinet and returned to a pharmacy for disposal. A receipt must be obtained for any medication returned in this way and attached to Form 4.

- Any sharp objects must be disposed of in the sharp objects box within the First Aid room.