



Administering Medicines Policy

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Introduction

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across the college.

We acknowledge that under the standard terms and conditions for the employment of college staff there is no legal duty for them to administer or to supervise a learner taking medication. Supporting learners at college with medical conditions clearly states that 'Any member of college staff may be asked to provide support to learners with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of tutors' professional duties, they should take into account the needs of learners with medical conditions that they teach.'

Administration of medicines by any member of the college personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

We ensure all college personnel:

- Are trained in first aid;
- Will attend periodic first aid refresher training;
- Are trained in how to administer medication in the case of a severe allergic reaction;
- Are familiar with the Individual Health Care Plans of learners in their care;
- Know what to do in an emergency;
- Are aware that allergy management strategies are incorporated into risk assessments for all college events, educational visits and off-site events.

We work hard to have in place and to maintain a system that ensures all individual health care plans are kept up to date and are always available to college personnel who may need them in an emergency. It is vital that all individual health care plans clearly indicate whether a learner needs emergency medication such as asthma inhalers or EpiPen's.

Those members of the college personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the individual health care plans for those learners with specific medical needs or emergency medication.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a learner's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff, but parents/carers can make arrangements at lunch time to administer the medication to their child.

We wish to work closely with the Youth Participation Group and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that learners should be encouraged to form and to express their views.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this college to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this college.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To outline the procedures for administering prescribed medicines to learners.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other colleges and the local authority to share good practice in order to improve this policy.

Role of the Head of College

The Head of College have:

- Appointed a member of staff to be responsible for Health and Safety;
- Delegated powers and responsibilities to ensure all college personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the college complies with all equalities legislation;
- Ensured that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated Regularly;
- Ensured all college personnel, learners and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Ensured designated persons undertake suitable and sufficient training;
- Ensured designated persons achieve an expected level of competency after a period of training;
- Ensured the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- Ensured this policy and other linked policies are up to date;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.
- Responsibility for ensuring all policies are made available to parents;

- The responsibility of involving the Youth Participation Group in:
 - determining this policy with the Head of College;
 - discussing improvements to this policy during the college year;
 - organising surveys to gauge the thoughts of all learners;
 - reviewing the effectiveness of this policy with the Head of College

Role of the Senior Leadership Team

- Work closely with the Head of College;
- Ensure that everyone connected with the college is aware of this policy;
- Attend training related to this policy;
- Report to the Head of College every term;
- Annually report to the Head of College on the success and development of this policy.
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff
- Monitor the effectiveness of this policy by speaking with learners, college personnel and parents
- Lead the development of this policy throughout the college;
- The Office Manager will ensure the medical register is properly maintained;
- Ensure the following information is supplied by the parent/carer:
 - Name and date of birth of the learner
 - Name and contact details of the parent/carer
 - Name and contact details of GP
 - Name of medicines
 - Details of prescribed dosage
 - Date and time of last dosage given
 - Consent given by parent/carer for staff to administer medication
 - Expiry date of medication
 - Storage details
- Ensure all medications are kept in a secure place and accessible only to the designated persons;
- Provide guidance and support to all staff;
- Ensure a designated person will attend all educational visits in order to administer medications;
- Ensure learners have immediate access to asthma inhalers during sporting activities in the college day and during off-site activities;
- Provide training for all staff on induction and when the need arises;
- Keep up to date with new developments and resources;

Role of the Designated Person/s

Members of the college personnel who have volunteered to administer or supervise the taking of medication will:

- Undertake appropriate training;
- Be up to date with the Individual Health Care Plans for those learners with specific medical needs or emergency medication such as asthma inhalers or EpiPen's;

- Be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- Read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- Check that the medication belongs to the named learner;
- Check that the medication is within the expiry date;
- Inform the parent if the medication has reached its expiry date;
- Confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- Record on the medication record all relevant details of when medication was given;
- Return medications to the secure cabinet for storage;
- Always take appropriate hygiene precautions;
- Record when a learner refuses to take medication;
- Immediately inform the parent/carer of this refusal.

Role of College Personnel

College personnel will:

- Comply with all aspects of this policy;
- Be aware that they have the right to decline administering medicines to learners;
- Implement the college's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the college community.

Role of Learners

Learners will:

- Be aware of and comply with this policy;
- Be aware of the designated college personnel who can administer medications;
- Listen carefully to all instructions given by the tutor;
- Ask for further help if they do not understand;
- Support the college Code of Conduct and guidance necessary to ensure the smooth running of the college;
- Liaise with the Youth Participation Group;
- Take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers must provide:

- Written permission by completing the Medication Consent Form;
- Sufficient medical information on their child's medical condition;
- The medication in its original container;
- Sufficient medicine for the dosage to be given in college.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The college website
- The Staff Handbook
- Meetings with parents such as introductory, transition, parent-tutor consultations and periodic curriculum workshops
- College event
- Meetings with college personnel
- Reports such as annual reports to parents and Head of College
- Sharing with new college personnel
- Sharing with all college personnel when updated/amended
- Sharing on Databridge for ease of reference

Training

All college personnel:

- Have equal chances of training, career development and promotion
- Receive training related to this policy which specifically covers:
 - Health and Safety
 - Medical and First Aid
 - general information about medication
 - administering medications
 - safe use and storage of medications
 - dealing with emergencies
 - Asthma
 - Diabetes
 - Epilepsy
 - Sharps and Needles
 - Manual Handling
- Receive periodic training so that they are kept up to date with new information
- Receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at this college.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Head of College and Senior Leadership Team.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Head of College for further discussion and endorsement.