

New City College Group

Administration of Medicine Process

Aims

Our aim is to implement and maintain an effective management system for the administration of medicines to all students in our care in order to ensure the College provides support to individual students with medical needs.

Liaising with parents

The College promotes on-going communication with parents in order to ensure that the specific medical needs of all students in our care are known and met. Parents must inform the Senior Curriculum Manager (SCM) at their campus if their son/daughter develops a medical condition which will require either prescription or non-prescription medication to be taken at College, and of any changes to the medication required.

The College requests that medication is only taken at College if it is essential, that is where it would be detrimental to the student's health not to administer the medication during the College day. Where possible, medicines should be taken at home, before and after attending College.

Staff will not administer any medication to a student without obtaining prior written permission from his or her parents (if under 18) and from the student (if over 18 and with capacity). This requirement will not prevent a student with sufficient capacity to understand fully what is proposed from giving or withholding consent to medical treatment, or from seeking advice or treatment in confidence.

Where administration of medicine forms have been completed these will be uploaded to eTrackr.

No medication can be administered without the completion of these forms.

Personal Care Plans

Where a student has a long term or complex health or personal need, the Medical Support Officer (MSO) or Senior Curriculum Manager (SCM) will establish a personal care plan for the student in consultation with the student and the student's parents, which will then be communicated to relevant staff.

The MSO/SCM will monitor the effectiveness of the plan and will review as needed with the student and family. The SCM will be responsible for the plan's maintenance and effective management.

Training

Staff at New City College receive annual training from a Specialist Nurse in Managing Medicines but are not medically trained. Should the College enrol a student who has a specific medical need

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Reviewed by: Group Curriculum Director for ALS

requiring assistance in the administration of medicine by a staff member, we would seek to ensure that staff members undertook any relevant training.

Storage of medication

Medication can be stored in accordance with individual product instructions. This will be assessed on a case by case basis by the College, who will carry out a risk assessment to consider any risks to the health and safety of the College community. Measures will be in place to ensure that identified risks are managed appropriately and that medicines are stored safely.

All medicines are to be stored in the original container in which they were dispensed together with the prescriber's instructions for administration.

Students may carry their own emergency medication. Emergency medication, such as reliever inhalers or EpiPens can be stored in curriculum areas and this will be reviewed on an annual basis. In the case of medication which is not required in an emergency, the student will be told where their medication is stored and who holds the key.

If a student is prescribed a controlled drug, it will be kept in a locked, non-portable container and only named staff will have access to it.

Parents should collect all medicines belonging to the student at the end of each term and are responsible for ensuring that any date-expired medication is collected from College.

Review

This Process will be regularly reviewed and updated by the Group Curriculum Director for ALS.

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