

STORAGE OF PRESCRIBED MEDICATION POLICY SCA40

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

1.1 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.

However, the College recognises that a minority of its learners may need support with the storage 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 and 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 the storage of medication in order to do so.

1.2 The 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;
- Management of Health and Safety at Work Regulations 1999.

1.3 College staff **DO NOT**, as a matter of course, administer any form of medication to students. However, if a student discloses that they require medication to be administered whilst at College, or undertaking any College activities, a Medication Review Panel will be convened to judge if a reasonable adjustment can be made to accommodate this. The Panel will include at least one member of the Senior Management Team.

2. PURPOSE

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

Version: October 2018	Next Review: October 2020	Author: Director of Student Services	SMT Owner: Director of Student Services
-----------------------	---------------------------	--------------------------------------	---

STORAGE OF PRESCRIBED MEDICINE POLICY SCA40

3. SCOPE

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

4. INSURANCE COVER

4.1 Designated staff that assist with medication in accordance with the procedures detailed within this guidance 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.

5. STAFF TRAINING

5.1 The storage and assistance of medication in College will be the duty of designated trained staff, ordinarily, but not exclusively, members of the Student and Learner Support Services teams.

5.2 All staff involved in the storage or assistance with medication, need to attend annual training in the application of this policy and set of procedures, to achieve and / or maintain competence.

5.3 Written confirmation of instructions and any necessary training from a health practitioner is required prior to the College taking responsibility for the storage and provision of any medication.

6. STORAGE OF MEDICATION

6.1 All medications must be kept in a locked refrigerator or cabinet in a locked room in accordance with Health and Safety regulations. Designated key holders need to be trained in the storage and disposal of medication. Medication will be kept in a locked cabinet in an identified room, which must be locked when not in use by a member of staff.

6.2 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 refrigerator or cabinet by two trained designated members of staff.

6.3 The College supports learners to carry their own medication while at the College, unless it is not safe for a learner to do so. Any learner who has been prescribed a controlled drug may legally have it in their possession. Due to the potential misuse of certain drugs, such as Ritalin, learners who want to carry their own medication will be advised to bring only sufficient for a daily dosage.

Version: October 2018	Next Review: October 2020	Author: Director of Student Services	SMT Owner: Director of Student Services
-----------------------	---------------------------	--------------------------------------	---

STORAGE OF PRESCRIBED MEDICINE POLICY SCA40

6.4 College staff should not dispose of any medication. Students should collect this medication (or parents if a learner is unable to do this). If a learner has left, medication will be taken to the nearest pharmacist for disposal.

7. BREACH OF THE POLICY AND PROCEDURES

The College will take seriously any instances of non-adherence to the College's policy and procedures by its staff or management.

Any instance of breach of the policy and procedures will be investigated and, where appropriate, action may be considered under the College's Disciplinary Code for staff.

8. MONITORING AND REVIEW

The overall monitoring of the policy and procedures will be the responsibility of the Director of Student Services. Regular audits of the relevant paperwork will be carried out by Student Services Managers (day and residential students), the Learning Support Manager (students with EHCPs/in Foundation Learning) or Centre Managers (Centre students) to ensure all procedures are being followed correctly.

The policy will be reviewed annually, in line with any changes in legislation or national guidance.

Version: October 2018	Next Review: October 2020	Author: Director of Student Services	SMT Owner: Director of Student Services
-----------------------	---------------------------	--------------------------------------	---