

Storage and Administering of Medicines Policy

Date approved: 3 March 2023
 Approved by: SMT
 Responsible Manager (s): Director of Estates
 Executive Lead Vice Principal Finance and Planning

Applicable to students: Yes
 Accessible to students: Yes
 Accessible to general public:
 (including clients) Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	3 March 2023
• AMT	Yes	28 February 2023
• CCMT	Yes	22 February 2023
• Students	Yes	7 February 2023
• Employee representatives/Trade unions	Yes	7 February 2023

Policy review frequency normally two years

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1 Scope and Purpose of the Policy

- 1.1 This policy applies to B&FC students and apprentices. Blackpool and The Fylde College (B&FC) is committed to ensuring that the health and wellbeing of all B&FC students and apprentices is safeguarded and that all B&FC students and apprentices have access to their medication as required and as directed by the registered prescriber. B&FC may provide secure, chilled storage facilities to support students and apprentices in their self-medication practice. The purpose of this policy is to ensure that this is delivered in an effective manner, the policy has implicit overlap with the Health and Safety policy at B&FC.
- 1.2 It is an expectation that all B&FC students and apprentices will normally use their medication independently and without the need for support. In rare cases where B&FC students and apprentices do require emergency support, B&FC will assist with the administration of EpiPen (or equivalent) medication only. In all emergency cases the ambulance service will be called.
- 1.3 This policy has been written to supplement the Department for Education's statutory guidance "Supporting pupils at school (college) with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England" DfE December 2015 (reissued August 2017) (the Statutory Guidance) and both documents should be read together.

2 Policy Statement

- 2.1 B&FC encourages all existing and prospective students, apprentices their parents and/or carers disclose long term medical administering needs at or before enrolment. For students and apprentices, this will be recorded on their individual learning plan (ILP)
- 2.2 Where an Educational Health Care Plan (EHCP) identifies that a student is unable, or needs support in administering their own prescribed medication, B&FC employees assisting them should limit their aid to administration of non-invasive medication only.
- 2.3 In instances of administering prescription only medication in an emergency (specified in schedule 19 of Human Medicines Regulations 2012, an EpiPen or equivalent) it is an expectation that students will self-administer. If a student or apprentice is unable to self-administer then any trained or competent employee (or individual) will have authority to administer an EpiPen (or equivalent). B&FC will support any employee in undertaking this action where it is intended to preserve life and where the employee would have reasonably concluded that this was the correct course of action. Online training for the administration of EpiPen (or equivalent) will be available for all employees. Link to instructional

video: <https://youtu.be/hjN3koJe4Js>

- 2.4 B&FC will not administer invasive procedures (insulin injections for example) with the exception of EpiPen or equivalent.
- 2.5 Where B&FC is requested to provide medical support in a non-routine situation, or where there is a significant health risk, B&FC may, where reasonable, facilitate this through use of appropriate external providers.
- 2.6 Once a student/apprentice has disclosed any medical administering needs, an individual risk assessment to determine their needs and requirements must be completed by their course tutor, supported by the H&S team.
- 2.7 If in any doubt or in an emergency situation medical advice should always be sought and/or call 999.

3 Accountability

- 3.1 Students, apprentices and/or carers are responsible for ensuring they have the correct, up to date and appropriate dosage of any medication they are required to administer whilst in scheduled college time.
- 3.2 The Director of Estates is responsible for ensuring the policy is implemented appropriately, regularly reviewed and available to the Local Authority if requested.
- 3.3 All employees must report any medical assistance they have provided in an emergency and complete the associated Health and Safety report form.

4 Student and Apprentice Involvement

- 4.1 Students were consulted in the updating of this policy through the elected representatives of the Student Union.

5 Trade Union Involvement

- 5.1 Trade unions were consulted in the updating of this policy through the elected representatives of those unions via HR.

6 Linked Policies, Procedures and Processes:

- Safeguarding (Student and Apprentices) 2022 / 2023 Policy
- B&FC Health and Safety Policy July 2022
- Employee Professional Boundaries Policy (Code of Conduct) June 2022

- Appropriateness of Study Policy 2020 – 2022 (CASA)
- Equality Act 2010
- First Aid Policy and Procedures (under review)
- Further Education Admissions Policy - July 2022
- Higher Education Admissions Policy – July 2022
- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

6. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Medical Storage Administration Policy Author and Date: Director of Estates February 2023	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Expected Implementation Date: March 2023 What is the review date –March 2025
Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	All Equality, Inclusion and Diversity characteristics may be impacted upon. All characteristics should be included in all risk assessments to be fully inclusive Individual needs not fully considered which could lead to B&FC being non-compliant
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Failure to comply with legislation and maintain a safe environment could result in personal injury / prosecution / financial repercussions and/or damage to B&FC's reputation
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Policy is in line with Legislation Monitoring is ongoing as part of the policy
Is this policy of a high/medium or low risk?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low