

# Medical Storage and Administration Policy



## Medical Storage and Administration Policy

Date approved: 11 January 2019  
Approved by: SMT  
Responsible Manager (s): Director for Students  
Executive Lead: Vice Principal HE and Student Enhancement

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

### Consultation

Consultation undertaken with:		Date:
• SMT	Yes	21.12.18
• AMT	Yes	5.11.18
• CCMT	Yes	5.12.18
• Students	Yes	9.11.18
• Employee representatives	No	

Policy review frequency normally two years

## **Contents**

1. Scope and purpose of the policy
2. Policy statement
3. Accountability
4. Student involvement
5. Linked procedures
6. Equality Impact Assessment

## **1 Scope and Purpose of the Policy**

- 1.1 Blackpool and The Fylde College (B&FC) is committed to ensuring that the health and wellbeing of all students is safeguarded and that all students have access to their medication as required and as directed by the registered prescriber. B&FC may provide chilled storage facilities to support students in their self-medication practice. This policy has implicit overlap with the Health and Safety policy at B&FC.
- 1.2 It is an expectation that students will normally use their medication independently and without the need for support. In rare cases where students 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 ensures that B&FC meets its requirements under national guidelines

## **2 Policy Statement**

- 2.1 B&FC encourages existing and prospective students, their parents and or carers to disclose long term medical administration needs at or before enrolment, where disclosed this will be recorded on the 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, 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 Medicines Regulations 2012, an epipen or equivalent) it is an expectation that students will self-administer. If a student 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.
- 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.

### **3 Accountability**

- 3.1 Students, 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 for Students 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 Involvement**

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

### **5 Linked Policies, Procedures and Processes:**

- Safeguarding Student Policy
- Health and Safety Policy
- Professional Boundaries
- Current Appropriateness of Study Assessment (CASA)
- Equality Statement and Objectives
- First Aid / Health and Safety procedures
- Admissions Policy and Procedures

## 6. Equality Impact Assessment

<p>Title of Activity: Medical storage and administration</p> <p>Author and Date: Head Of SSW / Director for Students</p>	<p>New/<u>Revision</u> (Underline as appropriate)</p> <p>Expected Implementation Date: January 2019</p> <p>What is the review date: January 2021</p>
<p><b>Equality and Diversity.</b> Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>There are no intended adverse impacts on any of the characteristics.</p>
<p><b>Safeguarding:</b> 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?</p>	<p>No</p>
<p><b>Health and Safety:</b> Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Appropriate training will be provided to relevant employees.</p>
<p><b>Sustainability:</b> Are there expected benefits or impacts on sustainability or environmental issues? If yes, how have these been considered?</p>	<p>No</p>
<p><b>Evidence:</b> What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Policies and procedures are linked to National Guidelines and are reviewed in line with updates</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p>Medium Risk</p>