

## Administration of Medicines Policy and Procedures

**Primary person responsible for updates to this policy:** College Nurse

**Job title:** College Nurse – Amanda Shepherdson

**Last review date:** October 2021

**Next review date:** June 2022

**Relevant ISI coding (if applicable)**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## Administration of Medicines Policy and Procedures

**Aim:** To ensure safe storage and administration of medication to students by the nurse, House Parents and identified members of staff. This policy is based on 'The handling of medicines in social care'. RPSGB. <http://www.rpharms.com/support-pdfs/handling-medicines-socialcare-guidance.pdf>

**Storage:** A small amount of homely remedies are kept in a lockable medicine cabinet in the medical room at Abbey college Manchester (ACM) and In the college residence at Clydesdale House, homely remedies are stored in the Medical Room on the 1st Floor. Medicines that require refrigeration are kept in a separate container in the House Parents own fridge. Where medications are self-administered they are stored safely in the students locked room. Each student is assessed for competence to self-administer, and regular monitoring is carried out by the College Nurse.

**Controlled drugs:** There are legal requirements for the storage, administration, recording and disposal of Controlled Drugs; Misuse of Drugs Act Regulations 2001 (as amended). Common examples include Ritalin, morphine. To comply with these regulations Controlled Drugs (CDs) are stored in a locked medical cupboard in the medical room in the college. The drugs are brought in by the parents or student for whom the CD has been prescribed. A record is made of CDs received in the record book. It is not always practical for two staff members to be present when a CD is administered, but a record of the amount given and the balance remaining is kept in a bound record book with numbered pages. There is a separate page for each person. The books are checked by the nurses on a weekly basis and CDs are disposed of by returning them to the parent or pharmacy and a record of the returns kept in the CD record book.

Those boarding students who require controlled drugs will be placed with a host family who will be advised and supported by the college nurse team in the safe storage and administration of the medication.

Guidance on safe management of CDs.

<http://www.elderabuse.org.uk/Documents/Other%20Orgs/CSCI%20Report%20%20Medication.pdf>

[http://www.npc.nhs.uk/controlled\\_drugs/resources/controlled\\_drugs\\_third\\_edition.pdf](http://www.npc.nhs.uk/controlled_drugs/resources/controlled_drugs_third_edition.pdf)

<http://www.dhsspsni.gov.uk/pas-dh-guidance-record-keeping-requirementsfeb08.pdf>

**Disposal of medicines:** Any unused prescribed medications, including CDs, and any out of date Over the Counter (OTC) medications will be given to the College nurses to return to the pharmacy for disposal.

**Replacing OTC homely remedies/Non-prescribed medications at the college and residence:** A record is kept of the stock supplied including the amount issued, issue date and expiry date. *Homely Remedy Stock sheet (Appendix 1)*

**Prescribed Medications:** Medication prescribed by a doctor should be administered according to the instructions on the individual medication and only given to the named student to whom it has been prescribed. According to the law (The Medicines Act 1968) medicines can be administered by a third

party. They should be kept in their original container. The original dispensing label must not be altered. The protocol should be the same as for non-prescribed medications. The medication must be in its prescription container. A record is kept of any prescribed and homely remedy medication that a student is taking see *Record of Administration of medications (Appendix 2)* and where appropriate a care plan is written. In the context of the college population this is most likely to be students under 16 in homestay. Any students 16 plus would see the college nurse if they have required medication from a doctor.

**Adverse reactions:** Drugs can cause adverse reactions in some people. If a student experiences an adverse reaction to a medication do not give any further doses until medical advice/assessment is sought. *A medical incident form (see Appendix 3)* should be completed. An adverse reaction should be reported to the nurse who will use the yellow card system to report the reaction to the Medicine and Healthcare Products Regulatory Agency ([www.mhra.gov.uk](http://www.mhra.gov.uk)).

**Medicines given in error:** If an error is made with any medication advice must be sought immediately. Contact the appropriate service for medical advice depending on the time of day or night, eg. G.P or NHS 111. A medical incident form should be completed explaining the error and any action taken. The error should also be recorded in the record book and entered onto the student's individual health records. See *Appendix 3*.

**Medication brought into college by the student:** Parents/guardians should inform the college of any medication the student has brought into college. There are risks that prescribed medications, or herbal/traditional medications, could interact with medications purchased over the counter and cause harm. Therefore, over the counter medication should never be given to a student who has taken their own medicine. A record will be kept of any medications that the student brings into school. It is the college policy that students do not bring in their own medications unless they are prescribed. To reduce risks of drug interactions it is essential that **students are asked whether they have taken any medication in the previous 24 hours prior to administering any Homely / OTC medication** record see *Protocol & checklist for Administration of over the counter homily medication (Appendix 4)*

**Chronic medical conditions** should be declared on the enrolment form so the college has a record. The Nurse will complete an *ACM Health Care Plan (1.asthma, 2.specific and 3.specific injury) Appendix 5* in the case the case of students with allergy the Allergy Action Plan as recommended by the *British Society for Allergy and Clinical Immunology -bsaci* is completed [www.bsaci.org/about/download/paediatric-allergy-action-plans](http://www.bsaci.org/about/download/paediatric-allergy-action-plans).

The Health care plan documents any prescribed medication, asthma inhalers i.e. Salbutamol and specific Auto Adrenaline injectors i.e. EpiPen, Jext and Emerade

Healthcare plan are stored in the students' health files at Abbey College and in the case of boarders a copy is stored in the Clydesdale medical file at Riverside House.

**Overseas Medication:** International students are asked not to bring any medication with them unless prescribed. Where the prescribed drug is not available in the UK, parents are asked to give

written consent to a prescription of a UK equivalent to be made available. Where this is not possible a supply can be bought in by the students with an English instruction of the dose, administration, cautions etc. All students are registered with a local G.P who will facilitate a new patient medical and prescribe any English equivalent medication as necessary. The college currently uses one practice that is near in locality to both to ACM and the Clydesdale House.

- City Health (Boots)

Students may also wish to choose a different NHS Surgery or a Private Practice.

**Students are asked on arrival to declare any medications.** Any students with known medical conditions have an appointment with the nurse. If nothing is declared House Parents remain vigilant and will identify unknown medication and report it for investigation.

**Self- administration of medications:** Whenever possible students are encouraged to take responsibility for their own medications, taking into account their age, maturity and understanding (Gillick Competency). The nurse will assess each student to determine the safety and suitability of self-administration and if deemed competent the student will read the *Risk Assessment for Self-Medication Appendix 6* and sign the agreement for this. A copy is added to the Students Health file stored in the medical room at Clydesdale House. Houseparents must know what medication is being kept by any student. The policy covers safe storage and advises the student not to share medication with others. For added safety, students are issued with a lockable metal box with a spare key kept in the houseparent key box in the boarding medical room.

If students are found to be self-medicating with a previously undeclared medication in boarding, boarding staff must ask the student to video call their parents in their presence in order that parents see the medication and give consent for the medication to be continued. After the call, parents must email the boarding staff the same consent. If it is not possible to contact parents at that time, the medication will be removed until such time that consent is given.

### **Emergency Administration –Asthma inhalers & Auto Adrenaline Injectors (AAI's)**

**Asthma inhalers.** All asthmatic students are advised to carry their reliever inhalers with them at all times. Day students are advised to bring a spare labelled inhaler into college to be stored in the medical room in the labelled cupboard. The nurses will ensure spare inhalers and disposable spacers are stored in the medical rooms at ACM and at Clydesdale House (First Floor). In the case of students under the age sixteen parents/guardians must sign *Parental consent form for the use of Emergency Salbutamol inhaler in School (Appendix 7)*

If the inhaler is used with a spacer then it can be reused providing it has been cleaned after use. If however there is risk of contamination (i.e. used without spacer) it should not be re-used. The nurse will ensure inhalers are in date and in working order and replaced when necessary. Inhalers are kept in a clearly labelled, easily accessible cupboard in the Medical room at ACM and on a shelf in the Medical Room in Clydesdale House.

### **Auto Adrenaline Injectors (AAIs)**

Students at risk of anaphylaxis should have their prescribed Auto Adrenaline Injector AAI(s) at college for use in an emergency. Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) is that anyone prescribed a AAI should carry two of the devices at all times.

From 1<sup>st</sup> October 2017 the Human (Amendment) Regulations 2017 allowed schools and colleges to buy adrenaline auto injectors without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (i.e. broken or expired). ref Guidance on the use of adrenaline auto-injectors in schools (Department of Health September 2017) [https:// assets.publishing.service.gov.uk/adrenaline auto injectors in schools.](https://assets.publishing.service.gov.uk/adrenaline-auto-injectors-in-schools)) ACM may purchase two spare AAI(s) if required for pupils known to be at risk of anaphylaxis, for whom medical consent and written *consent has been provided. See Parental Consent Form for use of Adrenaline Injector at School (Appendix 8)*. The devices may be stored in a clearly labelled easily accessible cupboard in the Medical Room. Students who are Prescribed AAI and living at the boarding accommodation are asked to provide a spare AAI to be stored in the Medical Room on the first floor at Clydesdale House.

-Practice 'training only' pens are available from the college nurses for EpiPen, Jext and Emerade to provide insight of use/direction and duration of pens.

### School Trips including sporting activities

A risk assessment is carried out on any student who is at risk of due to a medical condition (i.e. asthma, epilepsy, and anaphylaxis) before taking part in a school trip off school premises. Students should have their asthma inhalers and AAI(s) with them. A spare asthma inhaler is provided in the College Trip bag and the college will consider whether it may be appropriate, under some circumstances, to take spare AAI(s) for emergency use. A copy of the *Healthcare Plan (Appendix 5)* is provided for the staff in charge.

**Record keeping:** A record should be made immediately a medication has been given. Records must be completed in black ink, be legible and easily understood, be dated and signed. Signatures are kept of every person who administers medication. Communication between House Parents and college staff is made on a daily basis.

**Staff training:** Houseparents and staff willing to administer medications are given training by the College nurse. See *Clydesdale Staff administration of Medicines Training (Appendix 9)* and sign the *Agreement to Abide by The Medicines Policy (Appendix 10)*.

### Identified List of Staff

| Name             | Role                                   |
|------------------|--|
| Arrowsmith, Marc | Director of Accommodation              |
| Burgess, Keith   | Academic Data and Examinations Manager |
| Cronin, Laura    | Operations and HR Officer              |
| Cronin, Marc     | Head of Upper School                   |
| Elam, Liz        | Principal                              |
| Hancock, Mark    | Basement Manager                       |

|                     |                         |
|---------------------|-------------------------|
| Jordan, Emma        | House Parent            |
| Rigney, Nichole     | House Parent            |
| Shepherdson, Amanda | College Nurse           |
| Mickleson, Kat      | House Parent            |
| Terry, Lizzy        | Senior Boarding Manager |



GP: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

**Appendix 2: Record of Administration of Medications**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Room Number: \_\_\_\_\_

|    | Date/Time | Issue | Medication | Dose | Expiry | RA completed<br>Gillick<br>competent Y/N | GSL/P<br>Prescribed/CD | Staff Initials |
|----|-----------|-------|------------|------|--------|--|------------------------|----------------|
| 1  |           |       |            |      |        |  |                        |                |
| 2  |           |       |            |      |        |  |                        |                |
| 3  |           |       |            |      |        |  |                        |                |
| 4  |           |       |            |      |        |  |                        |                |
| 5  |           |       |            |      |        |  |                        |                |
| 6  |           |       |            |      |        |  |                        |                |
| 7  |           |       |            |      |        |  |                        |                |
| 8  |           |       |            |      |        |  |                        |                |
| 9  |           |       |            |      |        |  |                        |                |
| 10 |           |       |            |      |        |  |                        |                |

**Risk Assessment must be completed to self-medicate**

GSL – General Sales List (Homely remedies)

Prescribed – from G

P – Pharmacy (on advice from Pharmacist/GP)

CD – Controlled Drug (stored separately)

### Appendix 3: Medical Incident Form

This form is to be used when a medication has been given in error or when a student has had an adverse reaction to a medication.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medication given:

Explanation of incident:

Action taken:

Outcome:

Follow up:

Signature of staff reporting incident: \_\_\_\_\_

### Appendix 4: Protocol and Checklist for Administration of Over the Counter (OTC) Medication

The following medications are kept in a locked cabinet at Cheapside and Riverside House:

| Medication                    | Reason for Administration  |
|-------------------------------|--|
| Paracetamol 500mg             | Headaches, period pains, pyrexia (high temperature), toothache, migraine, muscular aches and pains, neuralgia, colds, sore throat, flu. Dose: Adults and children over 16 years 1-2 tablets 4 hourly. Maximum of 4g (8 tablets) in 24 hours. Children 10-15 years one tablet.    |
| Ibuprofen 200mg               | <b>Not to be given to students with Asthma or stomach ulcer or last 3 months of pregnancy Headaches, muscular pain backache, dental pain, fever, migraine.</b> Dose: one or two tablets up to 3 times in 24 hours. Not to be taken for more than 10 days without consulting G.P. |
| Cetirizine Hydrochloride 10mg | Antihistamine for the relief of hayfever . Dose: Adults and children over 12 years 1 tablet daily. Not to be taken in pregnancy/kidney problems  |
| Loratidine 10mg               | Antihistamine see above  |
| Lozenges (Strepsils)          | Do not take if intolerant to some sugars. May cause allergic reaction including asthma. This is more common if you are allergic to aspirin so check with student.  |

Student name: \_\_\_\_\_

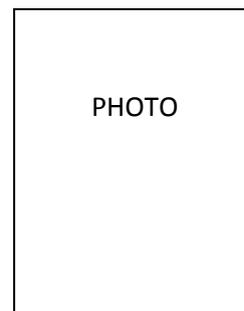
Reason for needing medication: \_\_\_\_\_

#### Procedure Checklist when issuing a medication:

- Ask for student's full name
- Establish the reason for taking the medication
- Check the packaging for contraindications. The medication should be in date.
- Establish whether the student has used the medication before and whether there was an allergic reaction
- Ask whether the student has taken any medication recently, what it was and what time it was taken (paracetamol and ibuprofen should not be taken more frequently than 4 hourly).
- The student should be observed to take the medication by the person issuing it and the name, reason, medication, dosage, date and time should be put on the record sheet.

**If there is any doubt about safety in administering, the student should attend a pharmacy.**

**Appendix 5 (1)**



Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Tutor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

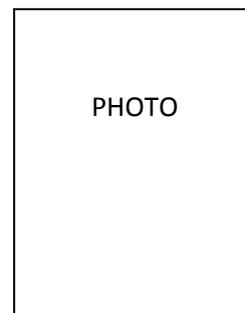
\_\_\_\_\_

Healthcare Plan for

ASTHMA

|  |  |
|--|--|
| Date   |  |
| Medical condition  |  |
| Symptoms   |  |
| Year and Name of HOY                                     |  |
| Other staff to action                                    |  |
| Medical Needs  |  |
| Risk Assessment  |  |
| Medication   |  |
| Daily Care   |  |
| Staff Training   |  |
| Classroom support/Timetable changes                      |  |
| Exam provision/Access arrangements/Special consideration |  |
| College Trips  |  |

**Appendix 5 (2)**



Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Tutor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Healthcare Plan for

SPECIFIC

|  |  |
|--|--|
| Date   |  |
| Medical condition  |  |
| Symptoms   |  |
| Year and Name of HOY                                     |  |
| Other staff to action                                    |  |
| Medical Needs  |  |
| Risk Assessment  |  |
| Medication   |  |
| Daily Care   |  |
| Staff Training   |  |
| Classroom support/Timetable changes                      |  |
| Exam provision/Access arrangements/Special consideration |  |
| College Trips  |  |

**Appendix 5 (3)**

Name: \_\_\_\_\_

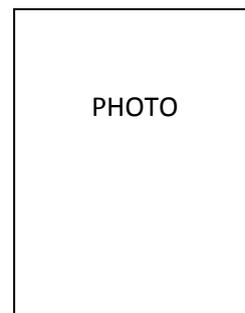
DOB: \_\_\_\_\_

Tutor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Healthcare Plan for

**SPECIFIC INJURY**

|  |  |
|--|--|
| Date   |  |
| Medical condition  |  |
| Symptoms   |  |
| Year and Name of HOY                                     |  |
| Other staff to action                                    |  |
| Medical Needs  |  |
| Risk Assessment  |  |
| Medication   |  |
| Daily Care   |  |
| Staff Training   |  |
| Classroom support/Timetable changes                      |  |
| Exam provision/Access arrangements/Special consideration |  |
| College Trips  |  |

Appendix 6: RISK ASSESSMENT FOR SELF-MEDICATION

Name of Student: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

**Gillick competence** is a term originating in England and is used in medical law to decide whether a child under 18 years (including those under 16 years of age) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge.

|  | YES OR NO | ADDITIONAL NOTES |
|--|-----------|------------------|
| The Student has been assessed as Gillick competent (if under 16)   |           |                  |
| The Student understands that it is important to take all medicines correctly and as prescribed and they are aware that their medication is for <b>their use only</b> and must not be shared with anyone.   |           |                  |
| The Student understands that they should not stop taking any medication without checking first with the College Nurse/GP.  |           |                  |
| The Student understands that they should report any side effects of the medication to the Boarding Staff who will alert the College Nurse (or GP if the Nurse is not on duty).   |           |                  |
| The Student understands that they must not take <b>any</b> additional medication without checking first with the College Nurse/GP  |           |                  |
| The Student is aware that the term "medication" refers to anything prescribed, bought over the counter, herbal medicines, homely remedies offered at College etc.  |           |                  |
| The Student is aware of the need to check the expiry date of any medication and that medication should only be used if it is within the expiry date.   |           |                  |
|  | YES OR NO | ADDITIONAL NOTES |
| The Student is aware that they should liaise with the College Nurse or Boarding Staff to ensure they do not run out of medication e.g. Salbutamol Inhalers   |           |                  |
| The Student is aware of the storage requirements of their medication and, except in the case of medicines needed for emergency use; agree they will store the medication securely at all times. They should have suitable, lockable facilities available both in their accommodation and |           |                  |

|  |  |  |
|--|--|--|
| in the College. If they do not have a personal locker in College, the medication should be brought to and left with the College Nurse and collected at the end of the day. |  |  |
| The Student is aware that they should not dispose of any medication themselves but should return this to the College Nurse.  |  |  |
| The Student is aware that if they do not comply with any of these requirements the chance to self-medicate may be removed from them.                                       |  |  |

Current medications considered as part of this risk assessment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

*For full details about each individual medicine consult the student's Individual Healthcare Plan (IHCP)*

Additional support needed:

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|   | YES OR NO | ADDITIONAL NOTES |
|---|-----------|------------------|
| The Student understands why their medication has been prescribed  |           |                  |
| The Student knows how to take the medication (e.g. tablets, inhalers)   |           |                  |
| The Student understands at what time(s) to take the medication  |           |                  |
| The Student understands what dose of the medication to take   |           |                  |
| The Student understands how long to take the medication for (e.g. every day, when required, short course etc.)  |           |                  |
| The Student understands any additional instructions for their medication (e.g. with or after food, to be applied thinly etc.)<br>The Student has read the Patient Information |           |                  |

|  |  |  |
|--|--|--|
| Leaflet and knows to keep it with the medication |  |  |
|--|--|--|

*All questions on the assessment must be answered "Yes" for the Student to be allowed to self-medicate.*

- I confirm that I have read and discussed with the College Nurse/Boarding Staff all the above points relating to my medication
- I confirm that I understand all these points and that I agree to taking, using and storing my medication as discussed.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

- I confirm that I consider this Student competent to self-administer the medications listed previously **with/without** \* additional support (\* delete as appropriate)
- These needs are recorded on previous page and included in the medical file/copied to Riverside

Nurse/Boarding Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 7

# PARENTAL CONSENT FORM

## FOR USE OF EMERGENCY SALBUTAMOL INHALER AT SCHOOL

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate)
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Parent / Guardian Signature: ..... Date: .....

Name (print): .....

Child's Name: .....

Year Group: .....

Parent / Guardian address and contact details:

.....  
.....  
.....

Telephone: .....

Email: .....

Appendix 8

# PARENTAL CONSENT FORM

FOR USE OF ADRENAINE AUTO INJECTOR AT SCHOOL

Child showing symptoms of anaphylaxis

1. I can confirm that my child has been diagnosed as being at risk of anaphylaxis and has been prescribed an adrenaline auto injector.
2. My child has a working, in-date adrenaline auto injector, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of anaphylaxis, and if their adrenaline auto injector is not available or is unusable, I consent for my child to receive adrenaline from an auto injector held by the school for such emergencies.

Parent / Guardian Signature: ..... Date: .....

Name (print): .....

Child's Name: .....

Year Group: .....

Parent / Guardian address and contact details:

.....  
.....  
.....

Telephone: .....

Email: .....

## Appendix 9: Abbey College/Clydesdale House Staff Administration of Medicine 2021-2022

### Training

Abbey College Manchester (ACM) and the Boarding accommodation at Clydesdale House hold a supply of common medicines which can be given to students by a member of staff should it be needed during the college day or in the evening at Clydesdale, in order to support the health and welfare of day students and boarders.

These medications are stored and issued under the Administration of Medications Policy and following guidance from the Royal Pharmaceutical Society of Great Britain.

The following bullet points are given to assist staff following the college protocol.

### Supply, Storage and Disposal of Medicines

- A small amount of homely remedies will be kept by the ACM boarding staff to be administered in the evenings and at weekends. This will be stored securely in a locked metal tin kept in the lockable cupboard located in the designated **Medical Room on the First Floor at Clydesdale House**.
- Prescribed medication is kept in a separate container or bag labelled with the students name and details.
- The Product Information Leaflet for all the medications must be checked for information. These should be stored with the medication.
- All medications are stored in the original box/container as supplied. Staff must not tamper with any packs of medicine i.e. decanting from one container to another for purpose of storage.
- Staff must not amend the label of the medication container.
- If the nurse has assessed the student to be competent to administer their own prescribed medication, the medication can be stored in the student's room providing it is safely out of the reach of others. The ACM policy of not allowing students into each other's bedrooms further minimises risk. The nurse will complete a **Risk Assessment for Self-Medication** with the student and a copy will be filed in the student's health file at Clydesdale. The nurse will continue to review the student's competence and inform staff of changes. If any of the staff have concerns about the student's competence they will inform the nurse at the earliest opportunity. If the nurse is not available ( evenings and weekends), and boarding staff feel there is an immediate risk, they have the authority to store the medication and start supervision of the medication until the student is seen by the nurse.
- Any medication requiring disposal needs to be given to the college nurse to be disposed of at the local pharmacy as per policy

### Safe administration of Medicines

The nurse will train all ACM boarding staff and designated college staff to be able to administer medications in the absence of the nurse. Staff who have previously been trained require notification

of any changes to the medicine policy and a refresher every year. Staff will complete the document **Agreement to Abide by Medicines Policy.**

The nurse will keep a record of staff administering medication, which will be filed in the appropriate folder. When the student leaves college, these records are stored along with the student medical file according to legal requirements.

Before giving non-prescribed homely medication to any student the authorised staff must consider the following points:

- DO NOT ALLOW YOURSELF TO BE DISTRACTED particularly with students who have a language barrier who would be the most vulnerable to misinterpreting medication or questions.
- Check the student's health form for consent and any record of allergies and adverse effects.
- Check the medication record to ensure the student has not already taken an earlier dose of medication, and that enough time has lapsed between doses.
- Count how many tablets are in the box and check expiry date.
- Wash or sanitise hands before breaking foil on tablets.
- Prepare the dose and give the student the medication with a cup of water.
- It is important to observe the student taking the dose.
- Record on the student medication sheet and on the stock/balance sheet
- If ACM boarding staff are administering prescribed medication and the student refuses REMEMBER the student has a right to refuse –any refused medication should be recorded on the student's sheet and the nurse emailed accordingly.

**Medication brought into college by the student.** There are risks that prescribed medicines can interact with herbal /traditional medicines. **Therefore homely /OTC medication should not be given to a student who has taken their own medication. To reduce risk students are asked whether they have taken any medication in the previous 24 hours prior to administering any medication. If you are unsure then DO NOT ISSUE.**

**Prescribed medication from overseas.** International students are asked not to bring in any medication unless it has been prescribed. The prescribed medication should be translated with an English instruction of dose, administration, cautions etc. The nurse will arrange via the G.P for the English equivalent to be prescribed.

### **Adverse Reactions**

Medication can cause an adverse reaction in some people. If a student experiences an adverse reaction do not give any further doses until medical advice has been sought.

- A medical incident form must be completed .
- If the reaction is serious, medical attention must be sought immediately
- An adverse reaction should be reported to the nurse who will use the yellow card system and report to the regulatory body.

### **Record Keeping/ Accountability**

- Records should be made immediately after medication has been given. Records must be completed in black ink. All details of home medication are recorded on the **Home medication sheet stock sheet and the student medical record sheet. These are located in the locked cabinet in the Medical Room –First Floor of Clydesdale House.**
- For students assessed as not being competent to self-administer short term or long term medication, the form **Record of Administration of Medication** is issued giving details of the drug, expiry and the dose and times of administration. Staff will sign each time the drug is given. Omission of administration and the reason will also be noted on this form. Included on the form are **G.P details, emergency contact (for overseas student include U.K agent) known allergies and medical conditions.** When completed it is retained in the student's medical file
- When a student leaves the boarding accommodation, records will be returned to the nurse at Abbey College for storage in the deep archive files. All medical records are kept for 15 years.

The nurse will monitor details of all medication coming into ACM /Clydesdale. However if ACM boarding staff become aware of medication that has not been declared to the nurse, it is their duty to inform her verbally and by email. The nurse will record and assess as per protocols.

- If the student is requesting analgesia over a period of 48 hours the student needs to be seen for medical assessment. This may be the college nurse /G.P or Walk-in/dentist depending on severity and time of day.
- **Emergency/out of hour's medical services and advice are provided by NHS 111 when necessary. If an ambulance is required, all details of medications or health issues should be handed to the ambulance/paramedic crew.**

**Appendix 10: AGREEMENT TO ABIDE BY MEDICINES POLICY**

I confirm that I have:

- Read and understood the Abbey College Manchester Medicines Policy within the Student Health Policy and agree to abide by it
- Been assessed as competent to administer Homely Remedies and prescribed medications

|                              |       |
|------------------------------|-------|
| NAME OF STAFF/BOARDING STAFF | ..... |
| SIGNED                       | ..... |
| DATE                         | ..... |
| NURSE/DESIGNATED PERSON      | ..... |
| SIGNED                       | ..... |
| DATE                         | ..... |