

Supporting students with medical conditions policy

Document control

Policy owner	Vice and Assistant Principals
Approved by	College Senior Leadership Team
Adopted by	Prior Pursglove College and Stockton Sixth Form College
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Statutory	Yes
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About this version

This version was put into the college policy template in September 2026 so that it gives the correct information. Headings and small typing errors have been corrected. The content is otherwise as approved in October 2023. The previous version is available on request.

1. Responsibilities

1.1 Senior leadership team

The Vice and Assistant Principals or nominated staff member will lead on the application of this policy on behalf of the Senior Leadership Team to ensure that the policy is developed and effectively implemented. This includes ensuring that all appropriate staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.

The Senior Leadership Team will monitor, identify and respond to any issues arising from the administration of medication at College

The College will ensure that identified College staff receive suitable training to support students' physical health needs and that identified staff who need to know are aware of the student's condition, including any required medication.

The Vice and Assistant Principals have overall responsibility for the development of individual risk assessments with students including the consideration of any emergency administration of medication that may be required to students on a case by case basis. If a need is identified that medication may be required to be administered by a staff member this must be made in writing by the student and family.

Students and parents/guardians will be informed that College cannot guarantee trained staff members will be present and available at all times to administer emergency medication and in this case first aiders across the site will ensure emergency services are contacted through 999/112.

1.2 Staff

Through effective and robust policy and procedures, including staff training, nominated and identified staff should feel knowledgeable, confident, competent and supported to administer medication when required.

Identified staff should implement this policy and procedures and all staff should be aware that they are not permitted to give any medication without appropriate training, planning and documentation.

Staff are under no obligation to administer medication. There may, however, be specific roles that require the administration of medication.

1.2.1 Trained staff to support the administration of medication

Specified roles may require the administration of medication including prescribed, non-prescribed and emergency medication. These staff will receive training and access to all relevant risk assessments and medication documentation provided by the student and family. If staff have any concerns or queries, they must seek advice prior to the administration of any medication.

1.3 Students

Students should be encouraged and supported to be fully involved in discussion about their medical support and contribute as much as possible to the development of, and comply with, their individual risk assessment.

Medicines should only be brought into College when essential, that is where it would be detrimental to a student's health if the medicine were not administered during the College day.

1.4 Parents and guardians

The College promotes ongoing communication with parents and guardians in order to ensure that the specific medical needs of all students in our care are known and met.

Parents and guardians of all students at the college, are expected to work alongside college colleagues by providing notification of a student's medical requirements at the

enrolment stage at the College to ensure effective transition and care planning as required.

They will be expected and supported to be involved in developing the risk assessment, sharing relevant health conditions and medication information. College will take into consideration consent and capacity to make decisions and develop risk assessment in collaboration with the student, families or guardians and external agencies as required. Parents are expected to replenish any medication where necessary and all requests for administration of medication by a College staff member must come in writing and be agreed by the Assistant and/or Vice Principals at the College.

If there are any changes to student's medical details and/or any changes to the medication required, all staff who are involved with the student including the support teams, course tutors or residential team must be informed immediately.

If the College is made aware that relevant health care information has not been shared which may create a risk for the student's health and the College's ability to ensure their health and safety, this will amount to a safeguarding concern and the College's DSL will be notified and appropriate actions will be taken.

2. Individual risk assessment and consent

Students and parents/ guardians of College students who require prescribed medication to be administered or supported administration by College staff, must discuss this with the Assistant and/or Vice Principals at the College upon enrollment. An official request will need to be made in writing from the parent/guardian in regards to this request.

Where a student has long term or complex health or personal needs requiring the administration or support with medication, the Assistant and/or Vice Principals will establish a risk assessment for the student in consultation with the student and the student's parents or guardians, which will then be communicated to staff who need to know its content.

Students requiring administration of medication or support with medication will be required along with their parents or guardians to complete a consent form for the administration of medicines.

Staff will not administer any medication to a student without obtaining prior written permission from their parent/guardian. Written agreements will be safely stored within the college along with the medication administration record.

Individual risk assessments will be reviewed on a termly basis or when notified by the student, parent or guardian.

3. Medication recording

College documentation and templates must be used for the administration of medicines. Retention of this documentation will keep in line with the College's retention schedule.

Staff must access the student's medication documentation prior to and on each occasion of administration unless in an emergency where this may be required immediately.

All sites will have a risk assessment in place which identifies where the records will be stored securely.

4. Prescription and emergency medication

Nominated and trained staff will only administer medication that has been prescribed for that particular student and agreed within the risk assessment at the College.

4.1 Emergency medication

Risk Assessments will be completed for any student who requires emergency medication with specific detail of the condition, emergency treatment including location of medication. It is expected that students will carry their own emergency medication and spares as required, however there may be occasions where spare emergency medication is also stored by the College in an identified area or another appropriate safe storage as defined and agreed in the risk assessment.

5. Administration of medication procedure

Students who do not carry and administer their own medication must be told and understand which members of staff will administer their medication and where. Staff who are supporting the administration of medication must have attended a CPD session or identified training package on Administering Medication provided by the College. Where specific training has been identified during the risk assessment plan, the College will endeavour to have the nominated staff member trained to administer this medication. The College cannot guarantee that a trained staff member will always be available and willing to administer medication in an emergency and in such circumstances a trained first aider will attend and contact emergency services via 999/112.

5.1 Staff administration

- Students receiving medication will be asked to attend an agreed meeting point with the staff member administering the medicine at prescribed times during the course of the medication to receive their treatment.
- All medicines supplied to the College by parents/legal guardians or student must be provided in the **original container** as dispensed by the pharmacist and include the prescriber's **instructions for administration**.
- Staff administering medication will check:
 - the student's name,
 - the name of the medication,
 - the prescribed dose,
 - the expiry date,
 - the method of administration,

- the time/frequency of administration,
- any side effects
- written instructions on the container before providing the medicine to the students.
- that the student has not already been given the medication.
- Staff agreeing to administer medication should have access to hand washing facilities to wash their hands before and after administering medication and to clean any equipment used after each use.
- There should be 2 members of staff present when administering medication where possible.
- Medication must only be administered to one student at a time.
- The student must be able to identify themselves by their student ID.
- If staff are in any doubt over the procedure to be followed, the parents/legal guardians will be contacted before action is taken.
- If a student refuses their medication, staff will record this on the medication administration record and contact the parents/legal guardians.

6. Storage of medication

All prescribed medication must be in its original container with the original dispensing label intact (with name of student, medication, dosage and frequency clearly labelled) and stored in a designated lockable medicine cabinet (with the exception of some reliever or emergency medication).

Prescribed medication can only be administered to the named student.

6.1 Safe storage - non-emergency medication

- It is expected that students are independent of their medication needs however there may be times when support or storage is required.
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Learners with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- A localised record is maintained for all stored medication i.e. located in all college locked medical cabinets or other identified area in the location of the cabinet.

6.2 Safe storage - general

- There is an identified member of staff who ensures the correct storage of medication at each of the college sites where there are locked medication cupboards.
- All controlled medication is kept in a locked cupboard and only named staff have access, even if learners normally administer the medication themselves.

- Three times a year the identified member of staff checks the expiry dates for all medication stored at college, completing audit records.
- Medicines are always securely stored in accordance with individual product instructions paying particular note to temperature.

The College will carry out a risk assessment per site to consider any risks to the health and safety of the College community and put in place measures to ensure that identified risks are managed and that medicines are stored safely in their correct containers and identified storage location.

Students are encouraged to carry their own emergency medication. However, if parents or legal guardians require the College to store any emergency medication such as spare reliever inhalers and adrenaline pens, they will be kept in the secure area or other identified area of each site in a clearly marked box or in another identified where ease of access is paramount. The student will be made aware of the location of storage of their medication in this circumstance.

Medication must not be stored in any other place than an identified medication cabinet.

It is the responsibility of the student or parents / guardians to collect all medicines belonging to the student when the student is no longer taking that particular medication or any date- expired medication. If it is not collected any medication will be disposed safely.

7. Emergency procedures

In the event of an emergency related to the administration of medicine, a trained prescriber of emergency medication and and first aider should be called as soon as possible, if not already present. If the trained staff member does not consider that she or he is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency.

Staff should always dial 999/112 for the emergency services in the event of a serious medical emergency before implementing the terms of this procedure and make clear arrangements for liaison with the ambulance services on the College site i.e. inform Reception that an emergency vehicle has been called.

8. Refusal of medication

Should a student refuse to take medication, parents or guardians will be informed and a note kept on file of the incident using SmartLog. If a refusal to take medicine results in an emergency then medical help will be sought from emergency services.

9. Off-site visits and activities

If a student attending an off-site cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this procedure.

All students requiring preventative medicine, if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

All group leaders should ensure that the risk assessment outlining medication requirements is completed for all trips, with details and control measures for any students who have declared any medical and additional needs and this will be shared with all staff on the trip and with the emergency services in the event of an emergency.

For any overseas and residential activities, additional risk assessments should be employed in line with educational visits policy.

10. Confidentiality

Medical information about a student will be treated as confidential and shared in agreement with the student and their parents/ guardians with appropriate staff as required.

The College will ensure that all relevant staff are made aware of the student's condition.

Medical and health information may be shared with appropriate agencies, such as the emergency services in the person's best interests, such as emergency medical support.

11. Monitoring and review

The implementation and impact of this procedure will be reviewed regularly and the policy reviewed every 2 years. Any changes to legislation or best practice will instigate a procedure review.

Appendices

1. Agreement for Prior Pursglove and Stockton Sixth Form College to Administer or Support with the Administration of Medicines
2. Administration of Medicines Record of Administration of Non-Prescription Medication
3. Staff Training Records – Administration of Medicine
4. Guidance for Refrigerated Medicines

Appendix 1: agreement for Prior Pursglove and Stockton Sixth Form College to administer or support with the administration of medicines

The College will not administer medication unless this form is completed and signed. Prior Pursglove and Stockton Sixth Form College has a policy in place that states only designated staff can administer medication.

Name of Setting and Campus

Prior Pursglove and Stockton Sixth Form College
Site:

Date for review to be initiated by

Name of Student

Date of Birth

Group / Course

Medical Condition or Illness

Medication

Name of Medication – as described on the original container

Type of Medication (tablets, liquid, emergency medication (form))

Is this a Controlled Drug? Yes/ No

[Controlled drugs list - GOV.UK \(www.gov.uk\)](https://www.gov.uk/controlled-drugs)

Dosage

Method of Administration (eg, oral, injection)

Special Precautions and other instructions

Are there any other side effects that the College should know about?

Self- administration? Yes / No

Procedures to be taken in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy indicating the medication, dose, frequency name of student, expiry date.

Emergency contact details

Name

Relationship to Student

Contact Details

Address (if different to student)

I understand that I must deliver the medicine personally to:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Prior Pursglove and Stockton Sixth Form College staff administering or supporting as agreed in accordance with their policy. I will inform Prior Pursglove and Stockton Sixth Form College immediately, in writing, if there are any changes to dosage, frequency or other details with the medication or if the medication is stopped.

Student signature

Name

Signature

Date

Parent or guardian signature

Name

Signature

Date

Appendix 2: record of administration of non-prescription medication

Name of Student

Date of Birth / Age

College Site

Course

Reason for Request

Parental / Guardian consent required

Y

N

Consent (record conversation with P/ G highlighting the content of the conversation and consent / refusal given)

Date and time of consent

Questions prior to

medication

These questions should also be asked when speaking to parent/guardian, then again with the student

Parent / Guardian - Y / N

Student Y / N

Do you have any known allergies?

Have you taken this medication before?

Have you taken any medication today?

When was the last time you took any medication?

Signatures

Name of member of staff

Signature of staff

Name of staff witness

Signature of staff witness

Date and time of administration

Signature of student

Appendix 3: staff training records, administration of medication

College

Prior Pursglove and Stockton Sixth Form College

Name/s of Member of Staff

Type of Training Received

Date of Training

Training Provided by

Trainer Details (profession and title if appropriate)

I confirm that [*name of member of staff*] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [*name of member of staff*].

NB: some training may be purchased as a training package and should be recorded above. Trainer Name Trainer's Signature

Date

I confirm that i have received the training detailed above

Staff Name

Staff Signature

Date

Suggested Review Date:

Appendix 4: guidance for refrigerated medicines

Aim: to outline the controls that should be in place to ensure safe storage of medicines that require refrigeration.

The 'four Rs' of monitoring refrigerator temperatures

Read: Read temperatures at least daily

Record: Record temperatures on a standard form, including signing

Reset: Reset after each temperature reading

React: React by taking action if temperature is outside +2°C to +8°C and document this action

Fridge requirements

Medication that needs to be refrigerated should be stored in a separate, secure, fridge that is only used for medicines (do not keep any food in medicines fridge).

The fridge should either be locked or kept in a locked medicines room. Staff should be aware of key storage and access.

When medicines requiring refrigeration are received they should be immediately identified and placed in the medicines fridge.

Check that the fridge wall socket (where it is plugged in) is clearly labelled to leave on so that it does not get inadvertently switched off at the wall. (Some pharmaceutical fridges are directly wired so that this cannot occur).

Store medicines in an orderly fashion on shelves, not on the floor of the unit, or in the door. Avoid overfilling and keep a space between boxes and vials for proper circulation. Do not keep large amounts of medicines in the fridge as this can lead to

inadequate air flow and potential freezing. Medicines should not touch the cooling plate in the back of the fridge.

Ensure fridge medications are regularly date checked and the stock rotated.

All fridges should be cleaned as part of the general cleaning rota and dated records kept.

Thermometer requirements

The medicines fridge must be monitored using a thermometer which measures both the minimum & maximum temperature.

The thermometer, or its temperature monitoring probes should be sited in a central location within the fridge, preferably between the products - they should not be placed in the door.

Daily temperature recording

The fridge temperature should be checked and recorded daily.

The fridge temperature must be kept between the range of +2°C and +8°C.

If the fridge temperature is outside of this range action should be taken immediately (see below for required actions).

What to do when the fridge temperature is out of range of +2°C and +8°C

Inform the named members of staff for each site immediately.

Quarantine (separate and put in a safe place) the affected fridge stock by bagging and labelling 'Not for Use' and keep within a designated fridge while advice is sought.

Attach a notice to the fridge clearly stating do not use.

Contact a pharmacy provider for advice.

Ensure that the stock which you are advised is no longer usable is disposed of promptly in line with local protocols.

Contact the student to explain what has happened and request replacement medicines, if required.

If necessary, call out an engineer to repair the fridge – contact Estates for guidance.

Remember to record the action taken on the fridge temperature record sheet.

Ensure that it is clear where medicines should be stored (in an emergency) if the fridge malfunctions.

Approval and adoption

Approved by the College Senior Leadership Team in October 2023. Put into the college policy template, September 2026.