



Administering Medication Policy

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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Medicines Act 1968
- Human Medicines Regulations 2012
- Misuse Of Drugs Act 1971
- General Data Protection Regulation 2018
- Control of Substances Hazardous to Health Regulation, 2002 (as amended)
- Reporting of injuries. Diseases and Dangerous occurrences Regulations 2013

1. INTRODUCTION

Greenbank College Project (GBC) recognises that many students will, at some time have medical needs; for example, students with severe allergies who may need to self-inject due to severe allergy reaction, or students who have medical conditions that require medication while in college.

Students are encouraged to take responsibility for their own health needs and medication and wherever possible should take medication before and after attending Greenbank.

Some students may need to store medicines while at Greenbank.

GBC has a duty to provide reasonable adjustments for students with medical needs to access the facilities and also provide storage for medication.

The Medicines Act 1968 along with the Human Medicines Regulations, 2012 specify the way that medicines are prescribed, supplied and administered within the UK. This policy aims to give clear guidance on the administration of medicines to students when assistance is required.

2. AIMS and OBJECTIVES

The aims of this policy are to:

- Provide advice and information about administering medicines on Greenbank premises
- Outline specific roles
- Describe how to manage medicines on Greenbank premises
- Provide information on the procedure for misadministration and emergency action.

3. RESONSIBILITIES

Parent/Carer

- Should give sufficient information about a student's medical needs if treatment or special care is required
- Must deliver all medicines to a member of staff
- Must complete and sign the parent/carers agreement form (Appendix A)
- Must keep staff informed of any changes to prescribed medicines
- Keep medicines in date – particularly emergency medication.

SLT

- Ensure that the policy on administering medicines is implemented
- Ensure staff receive support and appropriate training as necessary
- To share information, as appropriate, about a student's medical needs
- Ensure that parents/carers are aware of the college Administering Medication Policy
- Ensure that medicines are stored correctly.

Staff

- Check details are accurate and clear on prescription labels
- Ensure that parents/carers complete the parent/carer agreement form (Appendix A) and cross reference the detail on the medication label
- Complete the medication administration record sheet each time medicines are given
- Ensure that medicines are returned to parents/carers for disposal when out of date.

4. SHORT/LONG TERM MEDICAL NEEDS

4.1 Short term medical needs

Medicines should only be administered at Greenbank when it would be detrimental to a student's health or attendance not to do so.

Some students who are well enough to return to Greenbank may need to finish taking a course of antibiotics or apply lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent/carer's written consent. Where feasible medication should be taken before or after attending Greenbank.

Alternatives would be to make arrangements to go home at lunchtime or for the parent/carer to come to Greenbank to administer the medication.

4.2 Long term medical needs

Greenbank College Project must ensure that the policy covers the role of Personal Care and Assistance Plans (Appendix B), and who is responsible for their development, in supporting pupils at College with medical conditions.

5. MANAGING MEDICINES SAFELY ON GREENBANK PREMISES

5.1 Storage of medicines

Greenbank College Project is to ensure that all medicines are held securely to prevent misuse. Medicines will be placed into a locked metal cabinet with a combination lock that is located in the personal care room.

Only trained staff members will have the combination to the locked cabinet. Students may need access to medication during the day and each student must be informed where and how to gain access.

Medicines must be stored in accordance with product instructions, paying attention to temperature requirements. When medicines are stored, they must be supplied in a container that is clearly marked with:

- The name of the user
- Amount of medicine received
- The name of the drug and dose
- Expiry date
- Instructions for use.

Some medication may need to be refrigerated. This is particularly important to consider when outside of Greenbank premises e.g. college trips.

5.2 Inhaler, Epipen, Insulin

Students who have access to their inhalers, Epipen, insulin at home and are competent at administering their own medication should be allowed to carry their Inhaler, Epipen, insulin around with them at Greenbank.

Where the student is not carrying their own insulin, the insulin needs to be kept either in a locked cupboard or a locked room in accordance with COSHH Regulations. The glucose test kit and hypo treatments do not need to be locked away.

5.3 Diabetes Test Glucose level

If any pupils with diabetes have to test glucose levels during the day by using a lancet and blood stick – a sharps box is provided and situated in the pastoral office and personal care room.

5.4 Medication issued to Greenbank

Parents/carers are responsible for supplying medication in the smallest practicable amount. Greenbank should only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Greenbank must only accept medication from Parent/Carer if a Parent/Carer agreement form (Appendix A) has been completed and received. The agreement form is held on file in the pastoral office.

Parents/Carers must inform Greenbank of any changes in medication, such as change of dosage or if that medication has been stopped or changed.

5.5 Disposal of medication

Greenbank will not dispose of any medicines onsite.

Parents/carers will be asked to collect medication that is no longer needed or date-expired, as it is their responsibility to dispose of it. If they fail to do so the medication will be taken to a pharmacy to be disposed of.

Sharps boxes will be located in the pastoral office and personal care room for the disposal of any needles etc.

Sharps boxes will be disposed of via an authorised disposal agency.

5.6 Self-administration of medicines

In most cases students at Greenbank will be fully responsible for their own medication including safe storage and administration. Where GBC staff have concerns about an individual's use of medicines on GBC premises, they should discuss this with their line manager and inform the Health and Safety Advisor.

5.7 Hygiene and Infection control

Any staff involvement in supporting students with medication will be agreed with each member of staff.

These staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures; this will be included in the training delivered. The training will include the use of Personal Protective Equipment (PPE), hand washing, safe disposal of clinical waste and spill management.

5.8 Controlled drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 and its associated Regulations. In summary:

- A student who has been prescribed a controlled drug may legally have it in their possession. It is permissible for GBC to look after a controlled drug
- GBC staff may look after controlled drugs on behalf of students. Controlled drugs must be kept locked in a non-portable container and only named personnel should have access. A record should be kept for safety and audit
- Controlled drugs should be returned to the students or parent/carer when it is no longer required or out of date for safe disposal
- Passing the controlled drug to any other person for use is a **criminal offence**.

5.9 Parent/Carer agreement

If a student needs to take prescribed medication while at Greenbank , and they require Greenbank to hold their medication, they are required to complete the Parent/carer agreement form. (Appendix A) One form must be issued for each medication the student is taking.

Once the form is completed it must be returned to the pastoral office who will then:

- Check that the student is the same person that is listed on the form and on the pharmacist label of the medication
- File a copy of the form
- Send a copy of the form to the Health and Safety Advisor
- Inform the student where to go to have their medication stored and issued.

5.10 Refusing medication

No student should be forced to take medication. Greenbank should inform the student's parent/carer as a matter of urgency of any refusal and seek medical advice if necessary.

5.11 Record keeping

Staff involved in administering medication must keep records each time they accept medicines for storage. This should be recorded on the incoming and return medication form (Appendix C). A record of medication that is held by the pupil and self-administered is also recorded on student medication record sheet (Appendix G).

When staff issue medication to a student this must be recorded on a Medication Administration Record Sheet (Appendix D).

6. PROCEDURE FOR MISADMINISTRATION OF MEDICATION

Upon the discovery of medicines being given to the wrong student, or when the incorrect dosage has been given (under or over dosing), immediately contact a first aider, then SLT must be notified. Never leave the student unattended.

The misadministration of medication incident form: (Appendix E) must be completed, with a copy sent to the Health & Safety Advisor.

In the event of the student receiving the incorrect medication, going into unconsciousness, or displaying severe signs or symptoms of a reaction to that medication, an ambulance must be summoned immediately (dial 999).

Details of the medication, dose given and time given must be given to the ambulance crew or doctor. A member of staff must escort the student to hospital.

In cases where emergency services are not required, advice must be sought from a Doctor or pharmacist on the best course of action to take. The advice given must be followed and recorded and held on file in the pastoral office.

Contact the parent/carer of the student affected as soon as possible.

While waiting for medical help the student concerned must be supported by a fully qualified First Aider, at all times. Upon seeking advice then a full record must be kept and held on file in the pastoral office, details must include:

- Date and time doctor consulted
- Name of the doctor
- Details of what happened
- Advice given
- Details of any signs, symptoms or reactions

Unless otherwise informed, regular checks must be made on the student concerned and other support staff made aware of what happened.

Records must be kept of each time the student concerned is checked.

If the incident falls under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) the HSE must be informed, in accordance with RIDDOR guidelines. Notify the Health and Safety Advisor as soon as possible to discuss the incident and in turn who will notify HSE.

No medication that was administered incorrectly should be disposed of. This is in case the student who received the medication dies and an inquest is held. This is for a period of 7 days after death.

If the medication wrongly administered to a student belongs to another student, then medical advice must be sought by SLT via a registered practice doctor or out of hours, on the best course of action following the missed medication.

An investigation must take place after the incident to include a full review of all risk assessments, current practices and the policies and procedures governing the management of medication, in order to stop further incidents from occurring. The investigation would be conducted by the CEO, SLT and the Health and Safety Advisor.

SLT must debrief and support the person, who administered the medication incorrectly, and take the appropriate course of action, as required, which may include retraining.

If repeat incidents are made by the same member of staff, then seek further guidance from the CEO and SLT.

7. EMERGENCIES

As part of general risk management processes, Greenbank have arrangements in place for dealing with emergencies.

Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in Greenbank should know what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a student needs to be taken to hospital, staff should stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance.

All staff should know how to call the emergency services, who the qualified first aiders are and where to contact them in an emergency, and the same for the Appointed Persons who could also take charge of any emergency situation.

8. EDUCATIONAL VISITS AND SPORTING ACTIVITIES

Greenbank must consider what reasonable adjustments they might make to their procedures to enable students with medical needs to participate fully and safely in visits and sporting activities.

It may be necessary to include an additional member of staff, parent/carer's or volunteer to accompany a particular student. Arrangements for taking any necessary medicines will also need to be considered.

Staff supervising trips, visits and sporting activities should be aware of any medical needs and a copy of any health care plans should be taken on trips and visits in the event of the information being required in an emergency.

Any doubts should be resolved in conjunction with parent/carer's and medical advice.

9. TRAINING

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support student's with short term, long term and permanent medical conditions.

There will be adequate numbers of trained persons to provide cover during lunch or other breaks.

Greenbank staff will receive a certificate indicating that they have successfully undertaken training
Staff are recommended for re-training annually or sooner if appropriate.

Staff must not give prescription medicines or undertake health care procedures without
appropriate training.

A first aid certificate does NOT constitute appropriate training in supporting students with medical
conditions.

A record of staff training will be kept by the health and Safety Advisor (Appendix F)

Appendix A – Parent/Carer Agreement to Store and Administer medication

Greenbank will not give or store medication unless you complete and sign this form.

| | | |
|---|-----|----|
| Name of College | | |
| Name of student | | |
| Student date of birth | | |
| Medical condition/Illness | | |
| Medicine Details | | |
| Name/type of medicine as described on the container | | |
| Expiry date | | |
| Dosage and method | | |
| Is precise timing critical? if yes, provide timings | YES | NO |
| Storage Requirement (eg Fridge) | YES | NO |
| Are there any side effect that Greenbank needs to know about. If yes, describe | YES | NO |
| | | |
| Can the medication be self-administered? | YES | NO |
| Does medication need to be administered by staff member? | YES | NO |
| NB: Medicines must be in the original container as dispensed by the pharmacy | | |
| Parent/carers contact details | | |
| Name | | |
| Contact telephone number | | |
| Relationship to student | | |
| Address | | |
| GP Doctor Details | | |
| Doctor's name | | |
| Medical practice | | |
| Address | | |
| Telephone number | | |
| I understand that I must deliver the medication personally to Greenbank and issue to a pastoral team member. | | |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Greenbank Project (GBC) issuing medicine in accordance with GBC procedures. I will inform GBC Immediately if there are any changes in dosage or frequency of the medication, or if the medicine is stopped.

Parent/Guardian: Name:

signature:

Date:

Staff member: Name:

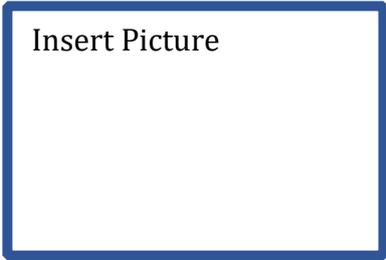
signature:

Date:

Personal Care and Assistance Plan



Name:
Date:



Nutrition and Fluids



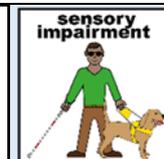
| | |
|--|-------------------------------------|
| What I am able to do for myself | What I need support with |
| | |
| How best to support me | Personalised equipment needs |
| | |

Intimate Support (Toileting and Washing)



| | |
|--|-------------------------------------|
| What I am able to do for myself | What I need support with |
| | |
| How best to support me | Personalised equipment needs |
| | |

Mobility and Access



| | |
|--|-------------------------------------|
| What I am able to do for myself | What I need support with |
| | |
| How best to support me | Personalised equipment needs |
| | |

Appendix B

Appendix B Personal Care and Assistance plan

Appendix E – Misadministration of Medication Form

| | | |
|--|-------------------------|--------------|
| Name of student who received incorrect medication | | |
| Date incident occurred | | |
| Time incident occurred | | |
| If given to incorrect student, who was the original medication prescribed for? | | |
| List the incorrect medication | Name of medication | Dosage given |
| | | |
| | | |
| Was the student admitted to hospital? | YES | NO |
| If Yes, which hospital and what time were they admitted? | | |
| Was advice sought from doctor or pharmacy? | YES | NO |
| Date and time | | |
| Name and contact details of GP or pharmacy | | |
| Name of staff member administering medication | | |
| Was the staff member trained? | YES | NO |
| Describe how the incident occurred | | |
| | | |
| Outcome: | Please tick/add comment | |
| Parent informed and incident report form completed? | | |
| Student monitored with no ill effects? | | |
| If student was admitted to hospital, how long did they stay in for? | | |
| Training needs identified? | | |
| Risk assessment reviewed? | | |
| | | |

Copies of this completed form must be sent to the Health and Safety Adviser and a copy on the student's file.

Signature

Date:

Appendix F – Staff Training Record – Administration of Medicine

| | |
|--|--|
| Name staff member | |
| Type of training received | |
| Date completed training | |
| Training provider | |
| <p>I confirm thatreceived the training detailed above and is competent to administer medication to students.</p> <p>It is recommended that training is updated annually.</p> | |

Trainer’s signature:

Print name:

Date:

I can confirm that I have received the training detailed above:

Staff member signature:

Print name:

Date:

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Agreed by Greenbank Board of Trustees

Dr Alan Irving, Chairman

