



KMS 259 - Medicines and Personal Care Policy

- Appendix A – Template for Support Plans
- Appendix B – Risk Assessment for Individuals
- Appendix C – Student Medicine Record (Academic Year)

Policy to be read in conjunction with
KMS 254 Drugs and Alcohol Misuse Policy
KMS 563 Pandemic Illness Contingency Plan



Created by:	Assistant Principal Student Experience & Progression	Review Date:	July 2019
Approved by:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	July 2017		

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Purpose

At Kingston Maurward College, we place high importance on the welfare and safety of our students. The purpose of this policy is to:

- Support students with medical conditions
- Manage medicines safely and appropriately, whether for an ongoing medical condition or occasional use

Medicines on Campus

Students who need to take prescription medicines during the day may keep their medicines with them provided they keep them safe and do not share them with other students.

This also applies to residential students who must keep all prescription medicines locked in their rooms.

Medicines must never be left unsecured and unattended.

Administration

Students are encouraged to administer medicines themselves but there may be times when they need help. Wherever possible, students should direct the member of staff who is assisting them so that they are effectively administering it themselves.

Where staff need to administer the medicine (i.e. they are taking control of the process), they must follow the information on the pharmacy label and consult relevant ProMonitor information.

Staff must administer one medicine at a time and immediately record what they have done before moving on to the next medicine. Staff should follow the six rights of administration and make sure that they have:

- Right student
- Right medicine
- Right dose
- Right time (this is very important for some medications)
- Right route
- Right to refuse

Medicine without a pharmacy label or with a damaged or defaced label must not be administered.

An appointment should be made with the GP for the student so that the medicine can either be verified or disposed of in accordance with the guidance of the GP.



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If a student refuses to take the medicine, this will be recorded and the GP contacted to find out what further action to take, if any.

Storage

There may be occasions when the College has to look after a prescription medicine for a student. This may be because they are not able to look after it themselves; they may need help administering medication or the medication may need special storage conditions. It can also be at the request of the GP where students are prescribed anti-depressants and monitoring of use is required.

College staff will not store medication that does not have a pharmacy label or is not prescribed for that student. Students must know how they can access their medicine when they need it.

Most medications should be kept in a secure, dry place at less than 25°. Medication that needs to be stored in a secure fridge should be kept at temperatures between 2° and 8°.

The information about storage that comes with the medication must be consulted and followed. Temperatures of storage facilities must be checked daily by a nominated person within the department as assigned by the Work Area Manager.

Non-Prescription Drugs

Students may obtain paracetamol at a nominal cost from the Learning Resource Centre (LRC). Before giving a student Paracetamol, staff will ask why the student wants it and whether they have taken any other medicine that day, e.g. 'Lemsip'.

The member of staff will decide whether it is safe / appropriate to give the student Paracetamol based on this information. Students must sign for it and usage will be recorded. If a student is in residence, LRC staff will alert the wardens who are also able to give students paracetamol.

It is especially important that staff and students are asked never to give paracetamol to each other as a kindly act – an overdose is often fatal – and no one knows, when asked for tablets, what the state of mind of the person asking is and how many tablets they have taken prior to the request.

Drugs relating to sex health, including contraception and Chlamydia treatment, may be administered on campus by qualified health professionals.

Staff are not permitted to give students any other medication – they should refer the student either to the pharmacist or the GP.



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Controlled Drugs

Students may bring controlled drugs onto campus provided that they are legally prescribed. It is a criminal offence for a student to share controlled drugs with another student. Controlled drugs must be kept in a locked, non-portable container to which only named staff have access.

The college needs to be satisfied that a student is competent in terms of self-administration and put support measures in place if there are concerns.

Off-site Visits

Special care must be taken during off-site visits to ensure that there are suitable storage and transportation arrangements for medications and that the student has a sufficient supply of their medication if on an overnight trip.

Emergency situations must be considered and a risk assessment drawn up with the student. Organisers need to ensure that the staff accompanying the students has sufficient awareness of the medication and the needs of the student.

Disposal

Students must take all medicines with them when they leave to dispose of appropriately at the pharmacy. If medications are left behind, they must be taken to the pharmacy for disposal by a member of staff and a record needs to be made recording the details of the medication, which pharmacy disposed of it and the name of the student for whom it was prescribed.

Confidentiality

Information about student medication must be shared strictly on a need to know basis and with the student's permission. Information must not be shared with parents without the student's permission.

Emergency Procedures

If a student overdoses, either accidentally or on purpose, or if there is an error in administration, action must be taken in accordance with the severity of the risk. If an overdose is significant or if a student shows symptoms of incorrectly administered medicines, arrangements should be made for the student to go to hospital immediately.

Otherwise, immediate advice should be sought from the pharmacist or the GP by the member of staff dealing with the incident.



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If a student goes to hospital, staff must make sure that the relevant medication, or full details of the relevant medication, is given to the paramedics or the person accompanying the student to the hospital.

Record Keeping

All conversations or actions relating to medicines must be recorded. This includes incidents where students have refused to take medicines.

Student Plans

A student plan/medical protocol will be appropriate if a student is known to have an ongoing medical condition that requires medication and may require intervention.

The plan incorporates safety information so can be used instead of a risk assessment but it also takes a wider, holistic approach for students with more complex needs.

These plans are particularly important for residential students.

A template is available in Appendix A.

Risk assessments

If a student plan is not required, a risk assessment should be carried out where appropriate under circumstances such as:

- Storage or administration of medicines for a student
- Off-site visits
- Controlled drugs on campus

A template is available in Appendix B.

ProMonitor

Every conversation or interaction with a student relating to medicines must be recorded on ProMonitor. If the matter is confidential, a detailed confidential comment should be added on MyConcern with a brief General Comment signposting that there is an issue.

If the matter relates to an incident, an incident report should be filed in addition to the ProMonitor / MyConcern (if appropriate) record.

Residential Records

There are additional procedures for recording medicines taken by residential students. If medicines are being stored for students, there is an additional form



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located in the medicines box that must be completed (Appendix C). Risk assessments and student plans are stored in the accommodation shared drive.

Residential Students are also signposted to local GP and Dentistry services by the Wardening Team as appropriate.

Personal Care

If a student is considered to need help with personal care, the Course Manager needs to address this on an individual basis based on the student's needs. Staff who may help with personal care could include Tutors, TAs or Student Welfare staff.

The Learning Support team need to be informed if there are financial or staffing considerations.

If there is a possibility of neglect (for example, if a student is persistently turning up to College with unwashed body and/or clothes) then this should be reported to the safeguarding team as a Safeguarding issue and record using MyConcern.

Staff Responsibilities

Staff should consult a member of the Student Welfare team if they have any queries or concerns relating to student medicines.

No staff member should be asked to administer medicines or personal care unless they are willing to do so and have had appropriate training or instruction.

Medicines awareness training is provided for the Student Welfare and Residential teams.



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