



## Student Medication Policy 2023 - 2025

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1 Askham Bryan College recognises that students with medical conditions that require medication during the day whilst at College should be properly supported so that they have full access to education, including any offsite activities such as trips. The College will ensure that arrangements are in place to support students with medical conditions that require medication during the day whilst at College, so that they can access the same opportunities as any other student.

### 2. LEVEL OF SUPPORT REQUIRED

- 2.1 The level of support required will be individual to the needs of student. In most cases students at College will be fully responsible for their own medication, including safe storage and administration.
- 2.2 However, where that is not the case, students and their parents/guardians/carers are encouraged to discuss their support needs with the College and agree with the College what arrangements can be put into place.
- 2.3 **Students with medical conditions that require that they take medication during the day whilst at College should declare that they have this need on application, where this is known at that time, or subsequently to either their course tutor, Student Services or Inclusive Services, so that the proper support can be put in place.**

### 3. SCOPE

- 3.1 This policy and the related procedures apply across all sites and to all students, irrespective of age, save where students feel comfortable managing and administering their own medication and do not require any support from the College in that respect.

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## **4. SELF-ADMINISTRATION**

- 4.1 Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

## **5. STUDENTS REQUIRING SUPPORT**

- 5.1 If a student declares that they need support with medical conditions that medication during the day whilst at College, this must be brought to the attention of the Assistant Principal (Students), Curriculum Team Leader SEND (Inclusive Learning) and the Admissions Team, so that this can be noted on ProMonitor and so that discussions can take place to ensure that the student is properly supported.
- 5.2 As part of those discussions, it will be agreed:
- how the student is to be supported;
  - by whom, and which member(s) of staff will have oversight for ensuring this happens;
  - who will carry out any risk assessment;
  - who will draft and agree a Support Plan with the student/their parent/guardian/carer,
  - and who will ensure that Support Plan is put in place and monitor it.
- 5.3 Completed forms, i.e. Record of Receipt of Medication, Agreement to Store Medication, Record of Medicine Issued to Student and Agreement to the Administration of Medication will be scanned and uploaded to ProMonitor and sent monthly to the Assistant Principal (Students) who will maintain a central record and ensure that the student is properly supported.
- 5.4 Where appropriate, the Assistant Principal (Students) will also be provided with a copy of the completed risk assessment and Support Plan.

## **6. ADMINISTRATION OF MEDICINES BY STAFF**

- 6.1 College staff will not ordinarily be responsible for administering medication to students. The only exception will be where a student is not able to self-administer, then the Inclusive Services team need to be notified as part of the application/EHCP consultation process so they can consider what support the College can put in place for the student and if the College is able to meet need. Where necessary additional local authority funding may need to be obtained for this.
- 6.2 Once it has been established that College are able to meet need, each site will be required to make their own arrangements to ensure that students who require medication to be administered to them during the day whilst at College are properly supported by appropriately trained staff and that the Student Medication Procedures are followed.

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## 7. STORAGE OF MEDICATION

- 7.1 **Students who require the College to store medication on their behalf must make the College aware of this at their earliest convenience.**
- 7.2 The College will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for storage. The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- 7.3 Medication will be stored securely and safely either in a lockable unit or lockable refrigerator, with access limited to designated members of staff only. Where a lockable unit or refrigerator is not available, then this should be requested from Estates.
- 7.4 A record will be kept of when the medication is removed and returned to storage which staff members and students will be asked to sign.
- 7.5 Medicines should be stored in accordance with product instruction, 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 the dose;
  - expiry date;
  - instructions for use.
- 7.6 Parents/guardians/carers and students will be asked to sign a plan (see Student Medication Procedures) setting out what is to be stored and how, so that staff, students and parents/guardians/carers know what support will be in place.
- 7.7 If there are any doubts about the medication staff should check with the student, parent/carer/guardian or a health professional before taking any further action.

### Stewart Park

- 7.8 In the case of Stewart Park, any medicine that requires storage will be handled by the Student Services Adviser and the First Aid Room or LRC can be made available for the student(s) to use, so that they have somewhere private and safe to take their medication.

### Saltaire, Wakefield and Gateshead

- 7.9 In the case of Saltaire, Wakefield and Gateshead, any medicine that requires storage will be handled by the Pastoral team and students should speak to the appropriate member of the pastoral team/their course manager, as appropriate.

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## **8. BREACH OF THE POLICY AND PROCEDURES**

- 8.1 The College will take seriously any instances of non-adherence to the College's policy and the Student Medication Procedures by its staff or management. Any instance of breach of the policy and Student Medication Procedures will be investigated and, where appropriate, action may be considered under the College's Staff Disciplinary Policy.

## **9. COMPLAINTS**

- 9.1 Any complaints should be handled in accordance with the College's Complaints Policy.

## **10. MONITORING AND REVIEW**

- 10.1 The overall monitoring of the policy and the Student Medication Procedures will be the responsibility of the Assistant Principal (Students). The policy and the Student Medication Procedures will be reviewed annually, in line with any changes in legislation or national guidance.

## **11. SUPPORTING DOCUMENTS**

Admissions Policy  
Equality and Diversity Policy  
Special Educational Needs and Disability (SEND) Policy  
Complaints Policy  
Offsite Activities Procedure

## **12. RELEVANT LEGISLATION AND GUIDANCE**

Safeguarding of Vulnerable Groups Act 2006  
Equality Act 2010  
SEND Code of Practice  
Section 2 Health and Safety at Work Act 1974  
Medicines Act 1968  
Misuse of Drugs Act 1971  
Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (December 2015)

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