Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Learner Medication Policy
Senior Leader Responsible:	Assistant Principal Learner Experience & Support
Author:	Assistant Principal Learner Experience & Support, supported by Head of Additional Learning Support and High Needs and College Nurse
Approved By:	SLT
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Changes Made:	Senior Lead updated to Assistant Principal Learner Experience & Support Terminology changed from learner to learner throughout for consistency. 3 – legislation dates updated to reflect most current versions 4.1 – Updated age range so clear learners in scope also include up to age 25 for those with SEND and 19+ learners studying different programmes on ELLG campuses. 6.5 - Updated to clarify documents are stored online in accordance with working practice. 6.6 – Consent updated for Health Care Plan to include learner not just parent in accordance with working practice including exploration of reasonable adjustments where required, 6.7- Job titles of assessors updated to reflect change to Training and Development Coaches. 6.10 - Process updated in accordance with current working practice. 9 – updated from staff extranet to staff hub and ELLG websites 10 – Job titles and management responsibilities updated to reflect current structure. 11 – Additional Learning Support Policy added and Learner Respect Charter. 12.Job titles and management Responsibilities changed to reflect current structure. Appendix 1, 2 & 3 all updated to reflect working current practices and guidance.

Learner Medication Policy

1. Introduction

1.1 In College, learners are encouraged to take responsibility for their own health needs and medicines as part of their growing independence.

1.2 However, the following situations may arise:

- A learner takes medication but does not disclose this to staff. These learners are taking responsibility for their own medication and health needs which, in general, would be viewed as positive.

- A learner may disclose to staff that they take medication for a health need but do not require assistance with this. These learners are also taking responsibility for their own health needs and medication. The disclosure should be treated in confidence and only divulged on a need to know basis and with consent. Advice may be sought from the College Nurse if required.

- A small number of learners may require assistance with medication either because of a specific learning difficulty or disability or in an emergency situation. These learners may take some responsibility for their health need and medication but may need some assistance to remain safe and well in College.

- Any learner with a medical condition that has an Education Health and Care Plan may need assistance with medication in College. Compliance with the SEND code of practice is required with respect to those learners.

2. Purpose

The purpose of this policy is to:

- Provide clear guidance on the administration of medicines to learners where assistance is required.

- Provide clear guidance on the storage and disposal of medicines.

3. Legislative/Quality Framework

- Department of Education (2017) Supporting Pupils at School with Medical Conditions
- Department of Health & Social Care (2017) Guidance on the use of adrenaline auto-injectors in schools,
- Special Educational Needs and Disability Code of Practice: 0 to 25 years, Department for Education/Department of Health, (updated 2024)
- Office for Health Improvement & Disparities (2021) Guidance – school-aged years high impact area 5: Supporting additional and complex health needs

- Section 100 of Children and Families Act 2014
- Medicines Act 1968
- Misuse of Drugs Act 1971 (relating to controlled drugs i.e.buccolam)
- Management of Health and Safety at Work Regulations 1999.

4. Scope

4.1 This policy applies to 16 to 19 year old learners (or learners aged up to 25 years with an Education Health and Care Plan (EHCP) or with additional needs) and for learners aged 19 plus who are studying an apprenticeship or adult programmes studying at East Lancashire Learning Group campuses who require and seek assistance with medication. Learners who study in community settings are exempt but would be provided with signposting to alternative and existing health services such as the NHS, GPs etc.

4.2 It should be read, understood and adhered to by all managers and staff involved in the support of learners and those administering or storing medicines, alongside the policies and procedures listed.

5. Types of Medicine

The range of medicines which may be administered to learners could include:

5.1 Medications used to treat allergic reactions which can range from mild to severe. Reactions may require antihistamines and adrenaline pens (e.g. Epipen, Jext Pen).

5.2 Medications used to treat chronic conditions e.g. epilepsy (Buccal midazolam), asthma (inhalers), migraines/pain (pain killer), diabetes (fast acting sugars). NB with diabetes, a learner will administer their own insulin, staff will not be required to give a learner their insulin injection as this needs specialist medical training.

5.3 Medications taken to manage conditions that might otherwise impact on learning and behaviour e.g. medication for ADHD.

6. General Principles

6.1 Administration of medicines in College by staff should be avoided wherever possible. A learner should be encouraged to ensure medications are taken if possible before or after College.

6.2 In circumstances where this is not possible and medication needs to be given for health reasons, consent must be obtained from either the learner, parent/guardian or carer (written or verbal) if a member of staff is required to assist or give the learner their medication. Examples of such instances would be a learner with learning difficulties and/or disabilities or a loss of functionality in the learner due to the condition.

6.3 College staff should not give non-prescribed medications to a learner. This includes any medications not prescribed by a medical practitioner, e.g. over the counter

paracetamol, antihistamines, lotions, etc.

6.4 There is no legal duty that requires College staff to administer medicines; this is a voluntary role.

6.5 Prime responsibility rests with the learner or the parent/guardian/carer of the learner who should provide sufficient information about the medical need and the medication to be administered. Agreement should be reached in the form of a Learner Health Care Plan (Appendix 1) completed by the College Nurse, a copy of which is uploaded to the EBS learner portal.

6.6 Individual Learner Health Care Plans help ensure that college provides appropriate support for learners with medical conditions. These plans clearly outline what actions are needed, when they should occur, and who is responsible. They are often essential in cases involving fluctuating conditions or a high risk of emergency, and they can also be useful for managing long-term, complex medical issues. However, not all learners will need a plan. The college, healthcare professionals, and the learner and/or parent should decide, based on evidence and in partnership with health services/professionals, when a healthcare plan is unnecessary or disproportionate, exploring where reasonable adjustments or alternative arrangements may be required.

6.7 Once completed, the Learner Health Care Plan will be uploaded to the documents tab on EBS. Staff who teach or support the learner will be alerted to read the plan via a learner comment on ProMonitor. For work-based learners, the Training and Development Coach will share the plan with the employer if consent is given by the learner and/or parent/carers.

6.8 Invasive procedures which require specific and specialist training, e.g. injections (excluding Epipen), dressings, invasive feeding methods should not be undertaken by a member of College staff.

6.9 If medicines are to be administered by staff, appropriate training about the health care needs and the administration of medicines will be provided by the College Nurse or nominated specialist (arranged by the College Nurse).

6.10 College has emergency adrenaline auto-injectors (Epi-pens) at the Nelson and Accrington sites. These are available for emergency use for learners who are prescribed an adrenaline pen but do not have it with them in, or their prescribed device has expired. The emergency Epi-pens should be administered as per the instructions in the learner's Allergy Action Plan (Appendix 3).

6.11 If a learner is not prescribed an adrenaline pen but is having a suspected anaphylactic reaction, staff should contact 999 and seek guidance from the call handler as to whether the adrenaline pen should be administered.

6.12 Sufficient numbers of staff will be identified as volunteers. These are referred to as Assisting Staff.

7 Roles and Responsibilities

7.1 It is the responsibility of the **College Nurse** to:

- Complete a Learner Health Care plan for identified learners and notify relevant staff
- Obtain consent to share information from learners and/or parents/carers
- Inform parents/carers when stored drugs are about to expire and request replacement medicines
- Train assisting staff or arrange for training by a nominated specialist.

7.2 It is the responsibility of **Assisting Staff** (who agree to volunteer) to:

- Record each time medication is administered.
- Contact parents/carers if they administer emergency medication.
- Take part in appropriate training relating to medicines

7.3 It is the responsibility of the **Human Resources team** to:

- Keep a record of all training undertaken by staff

7.4 It is the responsibility of the **Additional Learning Support (ALS) Curriculum Leader** to:

- Ensure Learning Support Assistants are alerted to any learners they support with Learner Health Care plans.

7.5 It is the responsibility of **Teaching, Assessing and Learning Support Staff to:**

- Read any Learner Health Care plans which relate to learners they teach, assess or support.
- Take part in annual Health and Wellbeing update training
- Complete an Individual Risk Assessment for any college organised trips or external events.

7.6 It is the responsibility of **All College Staff** to:

- Notify the College Nurse if they become aware through a disclosure, that a learner takes medication in college for a health need, regardless of whether they require assistance. Notify the College Nurse if there are concerns regarding a learner's use of medicines in college.

- Ensure they do not administer non-prescription medication to any learner of any age.

- Ensure they do not administer prescription medication without the appropriate training delivered or organised by the College Nurse.

8. Procedures for Administration of Prescribed Medications

8.1 Storage

- No medicines should be stored without the written agreement of the College Nurse.Large volumes of medicines should not be stored. Where possible the learner should bring in the required dose daily.

- When medicines are stored they must be supplied in a container that is clearly labelled with:

    - The name of the learner
    - The name of the drug and the dose
    - Expiry date
    - Instructions for use

- If there are any doubts about the medication, staff should check with the parent/guardian or the College Nurse before taking any further action.

- Medicines that need to be refrigerated can be kept in a refrigerator with food but must be an air tight container and clearly labelled with the learner's details.

- All emergency medicines such as asthma inhalers, adrenaline pens (Epipen) and Buccal midazolam (Buccolam) should not be locked away. In general, the College would expect learners to carry their own inhalers, Epipens and Buccolam.

8.2 Disposal

- College staff will not dispose of medicines.

- Learners or parents/guardians will be asked to dispose of expired medications or they can be given to the college nurse who can transport them to the local pharmacy for disposal.

8.3 Administration

- Medicines must only be provided from the original container or by a monitored dosage system such as blister packs

- Specific guidance on the administration of medicines is included in the individual Learner Health Care Plan.

8.4 Hygiene/ Infection Control

- All assisting staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

- Staff will have access to protective disposable gloves from the ALS Team and the Estates Office if required.

- **Controlled Drugs**

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 and its associated regulations.

- Any trained member of staff may administer a controlled drug to a learner for whom it is prescribed in accordance with the administration instructions, the learner's Health Care Plan and Medicines Policy.

- Training must be reviewed annually for controlled drugs by the College Nurse for example administering medications such as Buccal Midazolam.

- A learner who has been prescribed a controlled drug may legally have it in their possession. It is permissible for College to look after a controlled drug, where it is agreed that it will be administered to a learner for whom it has been prescribed.

- If a learner is unable to carry their own controlled drugs (e.g. due to learning difficulties), they should be stored and transported in a safe and agreed way. For example, this could be stored in a non-portable container when on site or in a designated bag carried by a designated staff member when off site (e.g. a trip). A record should be kept for safety and audit.

- Controlled drugs should be returned to the learner or parent/guardian when it is no longer required. If this is not possible it should be returned to a pharmacy for safe disposal. This can be done by the College Nurse.

- Passing a controlled drug to another person for use is an offence.

8.5 Record Keeping

Staff involved must keep a record each time they administer medicines. This should be on a Record of Administration of Medicine form (Appendix 2) and given to the College Nurse.

8.6 Emergency Procedures

In the event of any emergency, staff may contact a member of the First Aid Team who will take responsibility for the situation or make a judgement and contact the Emergency Services.

9 Dissemination

East Lancashire Learning Group Group Staff Hub

East Lancashire Learning Group Website, East Lancashire Learning Group Website, Accrington and Rossendale College Website and Lancashire Adult Learning Website.

10 Monitoring and Review

The policy will be reviewed every two years by East Lancashire Learning Group Assistant Principal Learner Experience & Support and the Safeguarding and Wellbeing Manager, supported by the College Nurse.

11 Related Policies/Procedures

Documents related to the policy are:

- Safeguarding Children and Vulnerable Adults Policy
- Health and Safety Policy
- Learner Health and Wellbeing Policy
- Personal Care policy
- Trips and Visits Policy
- Learner Drug and Alcohol Policy
- Additional Learning Support Policy
- Fitness to Study Policy
- Learner Respect Charter

12 Management Responsibility

Assistant Principal Learner Experience & Support has overall management responsibility for this policy. Day to day management responsibility for this policy has been devolved to the Safeguarding and Wellbeing Manager, supported by the College Nurse.

Appendix 1

Learner Health Care Plan

Learner Name	
Date of Birth	
ID Number	
Division	
College site	
Date care plan initiated	

Main Condition	
Other Conditions	
Medication in College	
History of condition and individual symptoms	
Action Plan	

Emergency Contact Name	1	2

Relationship to Learner		
Emergency Contact Number		

Health Professional Completing HCP	
Contact number	
GP name and contact number	
Consultant name	

Plan agreed with: **Date:**
Consent to share information with appropriate college staff agreed: **(college tutors, support staff, divisional managers, first aiders as appropriate)** **Date:**

Staff Training Needed: **Details:**
Copies to: **Promonitor Student Record** **College Nurse Records** **Student/Parents/Carers**

Health Care Plan to be reviewed annually or in the event of any changes.

Review Date:

Appendix 2



RECORD OF ADMINISTRATION OF MEDICATION

Medication is only to be given if agreed in the student's Health Care Plan. Ensure you follow instructions and have completed training to administer the medication

Learner Name		ID	
Health Condition		Medication Name	
Date given		Given By (Print and sign name)	
Dose Given			
Recovery Time (mins)			
Was an ambulance Called			
Was learner transferred to hospital			
Describe what was witnessed (e.g. seizure, allergic reaction)			
Parent/Carer informed			
College Nurse informed			
Any comments			

Please give a copy of this form to the College Nurse either in person or send by email to gail.kenyon@eastlancslearning.ac.uk

Appendix 3

BSACI ALLERGY ACTION PLAN

RCPCH anaphylaxis UK AllergyUK

Name: .....

DOB: .....

Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Mild throat tightness
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action to take:

- Stay with person, call for help if needed
- Locate adrenaline autoinjector(s)
- Give antihistamine: .....

  (If vomited, can repeat dose)
- Phone parent/emergency contact
- Do not take a shower to help with itchy skin, this can worsen the reaction

Emergency contact details:

1) Name: .....

.....

2) Name: .....

.....

Parental consent: I hereby authorise school staff to administer the medicines listed on this plan, in accordance with Department of Health Guidance on the use of AAIs in schools.

Signed: .....

Print name: .....

Date: .....

Consent is required for children under 16 years (and for young people over 16 unable to give consent themselves) except in an unforeseen emergency

For more information about managing anaphylaxis in schools and "spare" adrenaline autoinjectors, visit: sparepensinschools.uk

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Watch for signs of ANAPHYLAXIS

(a potentially life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN DIFFICULTY IN BREATHING**

A AIRWAY	B BREATHING	C CONSCIOUSNESS
• Persistent cough	• Difficult or noisy breathing	• Persistent dizziness
• Hoarse voice	• Wheeze or persistent cough	• Pale or floppy
• Difficulty swallowing		• Suddenly sleepy
• Swollen tongue		• Collapse/unconscious

IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

1. Lie flat with legs raised (if breathing is difficult, allow person to sit)



2. Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")
3. In a school with "spare" back-up adrenaline autoinjectors, **ADMINISTER the SPARE AUTOINJECTOR** if available
4. Stay with child/young person until ambulance arrives, do **NOT** stand them up
5. Phone parent/emergency contact. Phone parent/emergency contact. If you are on your own, call a friend or relative and ask them to come over.
6. Commence CPR if there are no signs of life

***** IF IN DOUBT, GIVE ADRENALINE *****

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis. For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: **sparepensinschools.uk**

Additional instructions:

If wheezy due to an allergic reaction, DIAL 999 and GIVE ADRENALINE using a "back-up" adrenaline autoinjector if available, then use asthma reliever (e.g. blue puffer) via spacer, if prescribed

This BSACI Action Plan for Allergic Reactions is for children and young people with mild food allergies, who need to avoid certain allergens. For children/young adults at risk of anaphylaxis and who have been prescribed an adrenaline autoinjector device, there are BSACI Action Plans which include instructions for adrenaline autoinjectors. These can be downloaded at bsaci.org

For further information, consult NICE Clinical Guidance CG116 Food allergy in children and young people at **guidance.nice.org.uk/CG116**

This is a medical document to be completed by a healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. The healthcare professional named below confirms that there are no medical contra-indications to the above-named child being administered an adrenaline autoinjector by school staff in an emergency. **This plan has been prepared by:**

Sign & print name: .....

Hospital/Clinic: .....

.....

Date: .....