MEDICATION POLICY

Reference	PC_Medication_Policy_2026-27
Version	v1.0
Effective from	1 September 2026
Applies to	All team members across all Pinc College
Policy owner	Chief Student Experience Officer
Next review	Summer 2027

Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our College Values

Individual - 'We celebrate everyone'

Inclusive - 'We value and support everyone'

Innovative 'We believe in the power to change'

We foster a culture that is **Respectful, Responsible, Safe and Kind**

Our method holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across all campuses and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

Responsibilities and Communication

The College is committed to ensuring that its students are fully safeguarded in every aspect of their time spent at the College. Our aim is to implement and maintain an effective management system for the administration of medicines to all students in our care in order to ensure that the College provides support to individual students with medical need

The College will act in accordance with the five statutory principles outlined within the Mental Capacity Act 2005. Once a young person reaches the age of 16, they are legally presumed to be competent to self-administer their medication unless their parent/carer has confirmed otherwise in writing. Parents and carers have the prime responsibility for their child's health and should provide the College with information about all medical conditions. **As such, the College assumes responsibility for the safe storage or medications but not the administration.**

The cohort of the College is currently young people who are neurodivergent and/or anxious and the College is committed to enabling students to have as much independence and control as possible over their health and medication. Being encouraged to be as involved and independent in respect of medical needs is essential when seeking to improve self-confidence, self-respect, and self-esteem.

Medicines should only be taken at college when it would be detrimental to a student's health or their college attendance not to do so. Even if medication is not brought into college, parents **MUST** inform the College of **ALL** medication being taken by a student in case an emergency situation arises during their attendance at college.

This policy will be:

- Displayed on the College website
- Brought to the attention of all students and their parents/carers
- Included as part of induction training for all new team

The medication policy and safety of students are integral to other College policies, which are detailed below. The Board of Governors and the whole college DSL are responsible for overseeing, reviewing, and updating this policy, which will be reviewed annually. The College team will be informed or any updates or amendments.

Procedure

Confidentiality and information sharing; It is essential that any medical information about a student is shared between team members on a need-to-know basis. Within the management and administration of medication, confidentiality must be always maintained. A deliberate breach of confidentiality will be considered a disciplinary matter.

If a student would like their medical status to remain confidential, they must have their wishes respected unless this is contrary to the information sharing principles of the Child Protection and Adults at Risk policy. All medical records must be completed and stored in accordance with the GDPR 2018. Team members must ensure that they maintain the confidentiality of the information held within these records.

Team at Pinc College are not trained in the administration of medicine. We expect parents/guardians to make us aware of any medicines that students are required to take throughout the course of the college day. Unless we are informed otherwise, it will be assumed that the student is aware of how and when to administer the medicine themselves. Should the college admit a student who has a

specific medical need requiring assistance in the administration of medicine by a team member, we would seek to ensure that team members undertook the relevant training.

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another person for use is an offence. All controlled drugs are required to be securely stored and released to the student for self-administration at the prescribed time.

Prior to enrolment, part of the pre-entry discussion with the parents/carers, student and Head of programme will include any medical needs/condition. A decision will then be made regarding the capacity of the College and its team to support those needs. Where it is confirmed that the student can enrol, their medical needs will be agreed in writing.

RESPONSIBILITIES

Those with parental responsibility

Once it has been agreed that a student may enrol, those with parental responsibility will:

- Provide written confirmation of all medical needs, even where medication will not be brought into college
- Provide any information about the side effects or adverse effects of the medication
- Provide information relating to any allergies
- Ensure any changes are notified immediately in writing
- Agree that where clinically possible, medicines will be prescribed in dose frequencies which enable them to be taken outside college hours
- Where it is necessary for a student to bring their medication into college, provide written confirmation that the student has the capacity to self-administer their medication
- Keep their child at home if the student is acutely unwell, in order to reduce the spread of infection. This is to protect other students who may have medical conditions such as asthma and diabetes, for whom illness can produce complications.

Students

Students who self-administer their medication will be expected:

- When carrying medicines to store and use their medicines responsibly
- Pass any prescribed controlled drugs to a member of the College team to store securely until required
- Note that passing a controlled drug to another student is an offence and may result in disciplinary procedures.

College team

The College team will

- ensure they understand and abide by this policy and related documentation
- not distribute prescription medication or undertake a medical procedure without appropriate training
- know which students in their care have a medical condition and be familiar with the content of the student's healthcare plan
- ensure they are familiar with all general emergency procedures and common emergencies relating to the declared medical conditions of students in their care
- maintain effective communication with parents/carers, including informing them if their student has been unwell at college

- ensure students who carry their medication with them, have it when they go off-campus
- ensure students who have been unwell have the opportunity to catch up on missed college work
- be aware that medical conditions can affect learning and provide extra support if required.

Medication procedures are regularly audited and reviewed by the Whole College Designated Safeguarding Lead (DSL). Any incident of maladministration will be investigated, and the outcomes and actions recorded.

REFUSING MEDICATION

Regardless of a student's mental capacity forcing or coercing a student to take their medicine is unlawful and is in breach of their human rights.

If a member of the team becomes aware/observes that a student is not taking their medication, the parent/carer will be informed on the same day.

If a refusal to take medicines results in an emergency, the College's emergency procedures will be followed.

DOCUMENTATION

All medication documentation must be kept for 8 years and be stored securely. We use Databridge to store all information relating to medical needs

Student Files

Individual student files will also record all medical conditions, medication taken, together with any allergies or adverse side effects.

The starter form notes where students will be carrying and storing their own medication during the College Day. However, where this medication is a controlled drug students will pass this to their Head of programme or Assistant Head of Programme to be stored in a locked cabinet until required. The Head of programme will complete medical records on central recording systems Databridge. Medication must be in the original packaging, as prescribed by the GP or the original container as dispensed by the pharmacy. The label should not have been altered in any way. The key to the cabinet is stored securely with only identified members of the team being able to access it.

Receipt in and sign out of the drug to the student will be recorded on the MAR sheet. Any controlled drug that is destroyed will also be recorded.

EMERGENCY PROCEDURES

In the event of an emergency related to the administration of medicine, a trained first aider should be called as soon as possible, if not already present. If the trained first aider does not consider that she or she 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. Team should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the College site.

EPILEPSY

We recognise that epilepsy is a common serious neurological condition resulting in a person having seizures when the electrical signals given out by the nerve cells in the brain are disrupted. Epilepsy is usually only diagnosed after a person has had more than one seizure.

We understand that there are many different types of seizures which can be divided into two main types: focal seizures and generalised seizures. There are many possible causes of epilepsy which can be put into three main groups: symptomatic, idiopathic and cryptogenic epilepsy.

We realise that epilepsy, which can start at any age but usually in childhood, is a common condition affecting children. Epilepsy is an individual condition which affects people in different ways. Therefore, we need to be informed by parents of students diagnosed with epilepsy what procedures to take if their child has a seizure.

We acknowledge that epilepsy is a condition that is covered under the Equality Act 2010 which ensures that all people with disabilities are not discriminated against. Therefore, we will ensure that we will not disadvantage any student suffering from epilepsy but we will use appropriate teaching methods to deliver the curriculum. We will actively encourage all students with epilepsy to achieve their full potential and to take part in all aspects of college life. A Health Care plan will be completed by the Head of programme for any student who has been diagnosed with Epilepsy (Form 1)

Procedure to follow for a seizure
When a student is having a seizure college personnel must:

- stay calm;
- place something soft under the student's head if they are convulsing;
- protect the student from injury by clearing the immediate space around the student of all objects; not place anything between the student's teeth;
- call the paramedics if the seizure lasts longer than five minutes;
- stay with student at all times;
- reassure the student;
- call the student's parents/carer or emergency contact;
- listen to the instructions of the paramedic

ALLERGIES
It is fairly common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. Some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

We understand an allergic reaction occurs when the body's immune system over-reacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. The release of histamine can cause the body to produce a range of mild to severe symptoms such as an itchy tingling or burning sensation in the mouth, a rash, hives, intense itching, swelling of the face, feeling hot or very chilled, rising anxiety, feeling flushed, nausea or vomiting, abdominal pain, mild wheeziness.

In the event of an acute reaction known as anaphylaxis or anaphylactic shock, which is potentially life threatening, allergic people may suffer from breathing difficulties due to swelling within the throat and airway and experience a reduced level of consciousness.

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of students, college personnel or visitors to known trigger foods, insects or materials.

A Health Care plan will be completed by the Head of programme for any student who has been diagnosed with a serious allergy requiring emergency medication (Form 1). Emergency medication must be kept unlocked and immediately available at all times

Related Polices and Process Flows

This policy should be read in conjunction with the following policies:
Safeguarding children and adults' policies
Compliments, Comments and Complaints
Equality and Diversity
Health & Safety
College Team Code of Conduct