



COLLEGE POLICY DOCUMENT

Boarding House – Storage of Medicines

Issue No.: 01	Document Number: STAN0042011
Issue Date: December 13 th 2011	Originator: Wayne Marshall
Version: 05	Responsibility: Hanna Claydon & Rebecca Bowles
Reason for version change: Annual update	Dated: 16.07.15
Authorised by: Hanna Claydon Date: 24 th July 2015	Signature:

This policy has been drawn up to clarify and to give instruction to house managers on the storage of medicines.

The procedure will be as follows:

1. On arrival to the boarding house all students will be informed that if they have brought any medicines with them then they have to be handed over to the house warden or deputy house warden for safe keeping in a lockable cabinet.
2. Each student will be informed why the medicines have to be kept by the house manager.
3. On accepting the medicines from the student the house manager will check the directions on each bottle / packet and advise the student accordingly. The house manager will then ensure that the student's full name is written on all medication so that there is no chance that the medicines within the lockable cabinet can get confused.
4. If the medicines handed over to the house manager have instruction on them written in a foreign language then the house manager will ask the student what directions they have to follow and write the students name clearly on the medicine.
5. When a student requires his/her medicine they are to ask the house manager for it. The house manager will then check the instructions on the medication and pass it on to the student.
6. The house manager should never be involved in the administration of medicines to a student.
7. Where the student is deemed to be able to self medicate these situations need to be assessed by the house manager and only agreed if the house manager believes the

student capable of doing so. If the house manager deems this not to be the case the student will follow the same procedure as all other students.

8. On receipt of the medicine the student will confirm receipt by signing the medicines book.
9. If at any time the student feels ill or has completed their course of medicine and needs a repeat prescription they should be referred to the doctor.
10. If a student is given a prescription by a doctor they need to hand the medicine to the house manager and then follow the other steps as stated.
11. When the student completes his course with the college he/she should collect all unused medicines from the house manager. If they fail to do so the student will be advised that the medicines will be destroyed. The unused medicines will be taken to the closest pharmacy and handed in so that they can destroy the medicine.

Review: 2012, 2013, 2014 and July 2015.

Next review: 1st August 2016.