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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
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### **1. Introduction**

St Andrew’s College Cambridge is committed to promoting and safeguarding the health and welfare of all students in its care. This policy sets out clear procedures for the safe administration, storage, disposal, and record-keeping of both prescribed and over-the-counter (OTC) medications.

The policy is intended for all staff, especially House Parents, Assistant House Parents, Medical Centre staff, and any staff who may supervise students in boarding houses or on trips.

All procedures comply with:

* **DfE Statutory Guidance: Supporting Pupils with Medical Conditions (2015)**
* **Education (Independent School Standards) Regulations 2014**
* **Misuse of Drugs Regulations 2001**
* **Data Protection Act 2018 and UK GDPR**
* **Children Act 1989 and 2004**
* **Keeping Children Safe in Education 2025**

### **2. Purpose**

* Ensure safe administration, handling, storage, and disposal of medicines.
* Safeguard students with medical conditions and ensure individual needs are met.
* Comply with safeguarding, health & safety, and controlled drugs legislation.
* Protect students’ privacy while enabling staff to share necessary information safely.

### **3. Scope**

This policy applies to:

* Prescribed medication.
* Over-the-counter (OTC) medication (‘homely remedies’).
* Emergency medication (e.g., inhalers, adrenaline auto-injectors).
* Controlled drugs.
* Medication brought from overseas.

### **4. Consent**

Written parental consent is required for administration of all medications.  
Where a student is 16 or over, or is deemed Gillick competent/Fraser Guidelines apply, they may consent independently in certain cases.

### **5. Gathering Health Information**

Before arrival:

* Parents/guardians complete a Health Information Form detailing any medical conditions, allergies, or disabilities.
* This information is reviewed by the Medical Centre and shared with relevant staff confidentially.
* House Parents will confirm this information with each student on arrival.

Where an Individual Healthcare Plan (IHP) is needed, it will be drawn up in line with the *Care of Students with Medical Conditions Policy* and reviewed regularly.

### **6. Administration of Medication**

* Only authorised staff (House Parents, House Parent Assistants, Medical Centre staff) may administer medication.
* Staff may **never** dispense medication from overseas that is not labelled in English and approved for use in the UK.
* House Parents must check that medications are in original packaging with an intact pharmacist’s label.
* Corrections to dosages must only be made by the prescriber.
* House Parents do not administer medication directly; students self-administer under supervision if assessed as competent.

### **7. Self-administration**

* Pupils aged under 16 are not permitted to keep medication in their rooms.
* Competent students aged 16+ may store authorised OTC remedies in a lockable drawer or safe.
* Routine checks of student storage are carried out in line with the Room Search Policy.
* Any unauthorised or improperly stored medication will be removed.

### **8. Storage**

* Prescription medication must be stored in a locked cabinet secured to a wall or floor.
* Temperature-sensitive medication must be stored in a locked fridge or a fridge within a locked room.
* Controlled drugs must be stored in a secure, separate locked cabinet compliant with **Misuse of Drugs Regulations 2001**, accessible only to authorised staff.
* Inhalers and adrenalin auto-injectors must be kept with the student at all times and spares stored at:
  + Reception – 13 Station Road
  + Medical Centre – Glisson Road
  + Each hall of residence

### **9. Trips and Off-Site Activities**

* A first aid box and relevant emergency medication (e.g., inhalers) must accompany any trip.
* Medication must be carried and administered by an identified staff member.
* Administration must be recorded on return.

### **10. Controlled Drugs**

* Separate administration records are kept in a bound, numbered book.
* Balances must be checked at each administration and at least monthly.
* Pupils are not permitted to self-administer controlled medication.

### **11. Disposal**

* Any unused or expired medication must be returned to parents where possible.
* If not, it must be disposed of safely at a pharmacy and recorded.
* Sharps must be disposed of in a yellow sharps bin; disposal arranged through the student’s GP/local council.

### **12. Record Keeping**

* Each student must have a Medication Administration Record (MAR).
* All doses administered must be recorded immediately.
* Controlled drugs must have a separate log ensuring every tablet is accounted for.

### **13. Illness in Boarding**

* House Parents monitor students who are unwell, with support from the Medical Centre.
* Minimum two-hourly welfare checks (or more frequently if advised) are required and must be logged in ISAMS Wellbeing Manager.
* Any serious illness must be escalated to the Medical Centre or NHS services immediately.

**Emergency Procedure:**

* In a medical emergency, call 999 immediately and administer first aid as trained.
* Contact the Medical Centre and parents/guardians as soon as possible.
* If a student requires hospital care, the House Parent must coordinate supervision of other students.
* If the House Parent is the only trained adult present, they must remain in the house.

### **14. Staff Medication**

Staff must store any personal medication securely and not leave it in accessible places such as desks or bags.

### **15. Safeguarding and Confidentiality**

Staff must report any concerns about possible misuse of medication, self-harm risk, or safeguarding concerns to the Designated Safeguarding Lead in line with the College’s Safeguarding and Child Protection Policy.

All medical information is confidential and shared only on a need-to-know basis, in line with UK GDPR and the College’s Data Protection Policy.

### **16. Room Searches and Unauthorised Medication**

Routine checks for unauthorised or improperly stored medication may take place under the Room Search Policy. Searches must be carried out respectfully and in line with students’ rights.

### **17. Staff Training**

All House Parents and key staff must complete:

* First Aid training (renewed every 3 years).
* Safe Administration of Medication training (delivered by the Medical Centre Manager).
* Specific training in the use of inhalers and adrenaline auto-injectors.
* COSHH awareness for safe handling and disposal of sharps.

## **Appendices**

* Approved Homely Remedies List
* Medication Administration Record Template
* Controlled Drugs Register Template
* Individual Healthcare Plan Template

**If you have any questions about this policy, please contact the Medical Centre Manager or Designated Safeguarding Lead.**