

University of Kent Outreach and Widening Participation Policy for Administration of Medication – Residentials

N.B. in the text below *member of staff* does not include student ambassadors unless clearly specified

1. A medical consent form (fully completed and signed) must be in place for every Summer School/Residential participant (see Appendix A).
 - a. For students who are over 18 on the 1st day of the Summer School/Residential: the form must be signed by the student.
 - b. For students who are under 18 on the 1st day of the Summer School/Residential: The form must be signed by the students' Legal Guardian.
2. All medical consent forms must be scanned and saved in a secure folder on the University of Kent's drive. These forms will only be accessible to staff who are managing or helping to administer the Summer School and who require access to this information for the administration of the Summer School and safeguarding the wellbeing of participants.
3. Hard copies may be available for reference during the Summer School/Residential. These copies must only be available to Summer School Managers and the student ambassadors who are directly supervising the student(s) in question. No other student ambassadors or members of University staff should have access to the student(s) medical information. All hard copies must be shredded within two weeks of the summer school finishing (as per the data protection procedures). Forms may have to be kept longer if there were any medical emergencies.
4. If the student is under 18, and a Legal Guardian requests that medicines are kept and/or administered by University staff on behalf of their child/ward, the following applies:
 - a. All details of the medicine and administration procedures including dosage, must be detailed on the medical consent form (see point 1).
 - b. All medicine provided to the University must be in the original container as dispensed by the pharmacy, and it must be in date. The medicine must have the manufacturer's, pharmacist's and/or general practitioner's instructions. This should be checked in on the day using the "Record of Medicine" (details below) by a University member of staff (not student ambassador).
 - c. The University member of staff must follow the manufacturer's, pharmacist's and/or general practitioner's instructions. In the unlikely event that the Legal Guardian has different requirements from those on the packaging, they will be made aware of the discrepancy and that the University won't be able to administer the medicine.
 - d. The University member of staff responsible for the administration of medicine must complete a "Record of Medicine" (see Appendix B) for each student and each medicine, which will include a record of all times when the medicine was given to the student. Medicine should be self-administered, under the supervision of a member of staff. Once the residential is finished, copies are scanned and saved on the University of Kent secure drive. These forms must be accurately completed and accessible in case of any future queries. Legal guardians will be provided with a copy of this form at the end of the Summer School/Residential.
 - e. If a student refuses to take the medication the University member of staff will not force them to do so. This will be noted in the Record of Medicine form the Legal Guardian will be informed of the refusal. The Legal Guardian will be notified using the contact details provided by Legal Guardians in the medical consent form. If the

- refusal leads to a medical emergency, the University member of staff should contact the emergency services and inform the legal guardian (as per normal procedure).
- f. If a student has complex medical needs, an individual assessment will need to be carried out. An individual risk assessment will also be carried out for this.
 - g. Student Ambassadors should under no circumstances be responsible for storing and/or administering the medicine(s). This is the sole responsibility of the Summer School manager(s).
 - h. All medication will be stored in a secure place such as a locked cupboard with restricted access. The exception to this are medicines, such as asthma inhalers and EpiPens, which must be readily available to students and must not be locked away.
5. If the student is over 18, the student will be expected to keep and self-administer medication. In the event that the medication needs to be kept in the fridge, or in a locked cupboard, the student will need to specify this on the medical consent form.
 - a. The University member of staff responsible for accessing the student's medication must complete a "Record of Medicine" for each student and each medicine.
 - b. Student Ambassadors should under no circumstances be responsible for storing the medicine(s).
 6. The only 'over-the-counter' medication that the University is allowed to give to students is Paracetamol (Ibuprofen and/or Aspirin will only be given to students if prescribed by their doctor and specified in the medical consent form). For students who are under 18, the students' Legal Guardian must have provided written consent (via the Medical Consent Form) to give Paracetamol to students – verbal consent is not enough. Details of when and what was given to the student will be recorded on the "Record of Medicine".
 7. Participants and student ambassadors will be made aware of what to do in the event of an emergency. All staff and student ambassadors working at the Summer School will be aware of the University's policy on emergency procedures, including the identity and role of the member of staff responsible for carrying them out.
 8. In case of a medical emergency, an appropriate member of staff (not a student ambassador) should be available to accompany a student to hospital or medical appointments, and to remain with them until the legal guardian arrives if the student is under 18.
 9. In the event that a student is taken to hospital:
 - a. If the student is under 18, the member of staff will inform the Legal Guardian immediately.
 - b. If the student is over 18, the emergency contact will be contacted if requested by the student or if the student is unable to make this decision for medical reasons (e.g. the student is unconscious).
 10. The University cannot make any medical decisions on behalf of the student – emergency services should not ask for the opinion of University staff, but in case this happens members of staff will refrain from giving their opinion. The University will share the Medical Consent Form and the Record of Medicine with the emergency services, and the emergency services are entitled to make copies if required. For students who are under 18, in the event that the Legal Guardian is unable to pick up the student from the hospital once discharged and University staff are told by the Legal Guardian to allow the student to travel by bus and/or independently, the University member of staff should satisfy themselves that:

- i. The student has been assessed as medically fit
 - ii. The student is of sufficient maturity and emotionally capable of travelling alone
 - iii. If the University member of staff has any concerns about the points above they should inform the Legal Guardian of them and be permitted to offer a taxi to the student.
 - iv. In the unlikely event that the student has to remain overnight in the hospital, the University member of staff does not have to remain with the student. It is the Legal Guardian's responsibility to ensure that necessary arrangements are made to attend to the student and pick them up from hospital.
11. In case of a minor accident, first aid should be provided by a trained member of staff only. No student ambassadors should administer first aid even if trained to do so.
12. A risk assessment, including a section covering medical issues/concerns, will be in place (and adhered to) for each summer school/residential.

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