

Storage of Student Medications Policy





Title:	Storage of Student Medications Policy
Policy Owner:	Head of Education with coordination from the Head of Operations.
Policy Approval and Review:	This policy was agreed by the Board of Governors in June 2026 and will be reviewed at the end of each academic year or more often as required.
Date Created:	March 2025
Effective From:	Academic Year 2025-26
Date of Last Review:	March 2026

Storage of Student Medicines Policy

Summary

Belfast School of Theology recognizes that many students will, at some time, have medical needs, for example students with severe allergies who may need to self- inject due to severe allergy reactions or medical conditions such as diabetes.

Students are encouraged to take responsibility for their own health needs and medicines and wherever possible should take their medication before or after coming onsite.

A small number of students may need to store medication whilst onsite. The number of students likely to be affected will be very small.

BST has a duty to provide reasonable adjustments for students with medical needs to access and also to store medication.

This policy has been written with regard to medicine related legislation in Northern Ireland and aims to give clear guidance on the administration of medicines to students when assistance is needed.

In most cases students will be fully responsible for their own medication, including its safe storage and administration. Where a student does need to store medication whilst onsite, the following guidance must be followed.

Statement of Principles

If a student requires assistance with the storage of medication, wherever possible, and where it is reasonable to do so, BST will assist students in order that they can access its services.

The student must inform BST of the requirement for taking medication at their earliest convenience.

BST provides multiple opportunities for students to provide this information through the application, interview, enrolment, induction and tutorial process. Information can be shared throughout the year with various members of the staff team.

Students will be encouraged to take responsibility for their own medication wherever possible and encouraged to ensure that medication is taken wherever possible outside of school hours.

There is no legal duty on staff to administer medicines or supervise a student taking it. BST access to a team of qualified First Aid personnel who will be available to assist in accordance with their training.

Personnel identified in the role of storing medication must have appropriate information and training about the specific needs of the individual. In an emergency, BST has a team of First Aid qualified personnel who will normally be available to take the lead.



Storage of Student Medicines Guidance

All medicines held by BST must be held securely to prevent misuse. Storage must be secure, locked when not in use and keys held by designated people only. However, this must be balanced against the need for some medicines to be immediately available in the vicinity of the learner, (for example epi-pens and asthma medication need administering without delay). These arrangements must be covered in a risk assessment. Medicines should be stored in accordance with product instruction, paying attention to temperature requirements. When medicines are stored, they must be supplied in a container that is clearly marked with:

- The name of the user
- Amount of medicine received
- The name of the drug and the dose
- Expiry date
- Instructions for use

If there are any doubts about the medication, this must be checked with the student before taking any further action.

Medicines Fridge

- A dedicated medicine fridge will be provided and will be of a suitable standard to keep medicines at the correct temperature.
- The medicine fridge will be kept in a secure location and accessible only to authorised staff.
- The fridge will not be used to store food or any other items.
- To avoid accidentally interrupting the electricity supply, the plug will be clearly labelled with a cautionary notice, for example: “Do not unplug/switch off”.
- Large amounts of medicines will not be stored and the dates of the contents of the fridge will be checked regularly.
- The fridge will be maintained in accordance with manufacturer’s instructions with maintenance records updated accordingly.
- The temperature of the fridge will be monitored regularly.
- Staff will directed by the Head of Operations as to what to do when the fridge is outside the recommended temperature range and will keep records of any actions taken. This includes seeking advice on whether the medicines are still safe to use.
- Where the school is not required to regularly keep medicines that need refrigeration, it will consider using a separate locked container in a food fridge. Only trained and competent staff will have access. Staff will keep records of temperature monitoring.
- This is a proportionate approach to making sure medicines are safe to use and will be fully risk assessed.

Disposal of Medicines

- Medicines will not be disposed of onsite.
- Students will be asked to dispose of expired medications. If they fail to do this, the medication will be taken to a pharmacy to be disposed of.
- Students are responsible for providing and disposing of sharps boxes.
- Sharps boxes will always be used for the disposal of needles.
- If a student is able, they will remove the needle and dispose in a sharps box.
- If a needle stick injury occurs, immediately bleed the wound, then hold under cold running tap water for 5 mins and seek medical advice.



Self-Administration of Medicines

In most cases students will be fully responsible for their own medication, including safe storage and administration. Where BST personnel have concerns about an individual's use of medicines on BST premises, they should discuss this with the School Business Manager.

Hygiene and Infection Control

Any staff involved in supporting students with medication will be agreed with each member of staff. Such staff will be made familiar with normal precautions for avoiding infection and follow basic hygiene procedures, which will be included in the training delivered. The training will include the use of Personal Protective Equipment (PPE), hand washing, safe disposal of clinical waste and spill management. Personnel will have access to protective disposable gloves from the School Business Manager.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs legislation.

- A student who has been prescribed a controlled drug may legally have it in their possession.
- BST personnel may look after controlled drugs on behalf of students. Controlled drugs must be kept in a locked, non-portable container and only named personnel should have access. A record should be kept for safety and audit.
- Controlled drugs should be returned to the student when it is no longer required. If this is not possible, it should be returned to a pharmacy for safe disposal.
- Passing a controlled drug to another person for use is an offence.

Student Agreement

If a student needs to take prescribed medication whilst onsite, and they require BST to hold their prescribed medication, they are required to complete the Student Agreement Form for storing medicine form (Appendix A). One form needs to be issued for each medication the student is taking. Blank Forms are available from the Disability Support Officer.

Once completed, the form must be reverted back to the Disability Support Officer who will then:

- Check that the student is the same person that is listed on the form and on the pharmacists' label (before placing the medicine in storage).
- Keep a copy of the form.
- Send a copy of the Form to the Registrar.
- Accompany the student to have their medication stored.
- The student will then be able to request medication via a member of the Academic Registry Office in the event of this being required, including in a medical emergency.

Visits, Trips and Placements

- Students should not be excluded from trips/visits and placements purely because they are taking prescribed medication. Reasonable steps should be taken to encourage students to participate in trips, visits and placements wherever safety permits.
- They may need to take medication, a copy of their emergency action plan and any other medication and equipment as required, they may need to take more supplies than they think will be needed. Consideration should be given on how to store the prescribed medication for example 'does it need to be kept cool?'
- Plan for delays and emergencies including emergency contact details for next of kin.



- Ensure student is carrying a mobile phone.
- Risk assessment should be undertaken.

Risk Assessment

A Risk Assessment will be completed for a student who requires BST assistance with the storage of medication. The Risk Assessment should be approved by the Head of Operations.

Record Keeping

Personnel involved must keep a record each time they accept medicines for storage. This should be on a Record of medicine held for student (Appendix B). Personnel involved must keep a record each time they issue medicines from storage. This should be on a Record of medicine issued to student (Appendix C). All records should be reviewed annually or more often as required and will be considered valid if no updates or changes are deemed necessary.

Emergency Procedures

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

APPENDIX A – Student Agreement to Store and Issue Medication

BST will not store medicine unless you complete and sign this form.

Date:	
Name of student:	
Date of birth:	
Contact details:	
Medical condition or illness:	
Name/type of medicine (as described on the container)	
Expiry date:	
Dosage and method:	
Special precautions / other instructions:	
Are there any side effects that BST needs to know about?	
Self-administration:	Y/N
If no, please provide details:	
Procedures to be taken in an emergency:	



Emergency contact details:	Name	
	Contact number	
	Relationship to the student	
	Are your emergency contact details the same as what you provided during Student Registration?	Y/N

I understand that I must deliver the medicine personally to the designated member of staff at BST and medicines must be in the original container as dispensed by the pharmacy.
I also understand that:

1. Any kits and medication must be correctly labelled.
2. All medication is within expiry dates.
3. Any used medication is replaced.
4. Any changes in medication, regimen or contact details are notified promptly.
5. It is my responsibility to provide and dispose of sharps boxes and dispose of expired medications.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to BST storing and issuing medicine in accordance with BST procedures. I will inform BST immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Name: _____ Signature: _____ Date: _____

With signed agreement from:

Disability Support Officer : _____ Date: _____
Head of Operations: _____ Date: _____

Note: Further agreement may be sought by the Head of Operations or from the School Principal and / or Board as required.

APPENDIX B – Record of medicine held for student

Date received	Student's name	Medicine Name	Expiry Date	Print Name	Signature of student	Signature of Staff	Print Name



APPENDIX C – Record of medicine issued to student

Date issued	Student's name	Time	Name of Medicine	Self-Administered Y/N	Dose given	Any reactions	Signature of Staff	Print Name