



Medications Guidance

sportscotland recognises that many employees and visitors will, at some time, have medical needs, for example persons with severe allergies who may need to self-inject due to severe allergy reactions or medical conditions such as diabetes. In most cases persons on **sportscotland** premises will be fully responsible for their own medication, including its safe storage and administration. Where a person does need to store medication, the following guidance must be followed.

This guidance only considers the processes associated with the physical handling and storage of medicines, as **sportscotland** does not have employees whose role is to administer medicines.

The term 'medicines' embraces all products that are administered by mouth, applied to the body, or introduced into the body for the purpose of treating or preventing disease.

If a person requires assistance with the storage of medication, wherever possible, and where it is reasonable to do so, **sportscotland** will assist in order that they can access our premises. The person must inform **sportscotland** of the requirement for taking medication at their earliest convenience and are required to complete the agreement for storing medicines form. One form needs to be issued for each medication the person is bringing on the premises.

Specific local procedures will exist for each activity and should include:

- Detailed operational procedures to cover all facets of the activity;
- Defined responsibilities, competencies and training of employees involved in the activity;
- Control of all materials, including equipment, containers, devices and packaging, used in the processes;
- Provision and use of suitable devices and clothing to protect employees engaged in processes from avoidable hazards; and
- Reference to other legislative requirements, where necessary, such as Control of Substances Hazardous to Health (COSHH).

A Designated Person should control access to the medicines for each department or premises. That Designated Person should have responsibility for ensuring that the local procedure is followed and that the security of medicines is maintained. The Designated Person may decide to delegate some of the duties but the responsibility always remains with that Designated Person.

From the time of receipt for storage until use or removal from the **sportscotland** premises/area, all medicines should be kept secure, with access only by authorised

employees. At each stage where a medicine changes hands, there should be clear policies explaining where the responsibility lies and what should be recorded.

- Local procedures should be consistent with the general security arrangements within the premises and relevant employees available;
- Arrangements should be in place to protect employees working in areas where medicines are stored;
- Medicines should be stored at a level of security appropriate to their proposed use and at a level appropriate to the employees present at any time. The level may be different in locations that are staffed continuously compared with those which are staffed intermittently even when the use of the medicine is the same in each case;
- Records of medicine holding in any location should be made. Records should be consistent, accessible and reliable and also be stored securely;
- Procedures should cover the action to be taken and the records to be made when medicines are stolen; and
- Procedures should cover actions to be taken in the event of unplanned incidents such as spillages.

All medication must be kept in a secured lockable cupboard, with a double lock system where applicable. Keys to medicine cabinets should be kept (when not in use) in a locked key cupboard. However, this must be balanced against the need for some medicines to be immediately available in the vicinity, for example epi-pens and asthma medication need administering without delay.

A separate, lockable refrigerator should be available to store medicines which require cold storage. For items that require refrigeration, there will be monitoring of the temperature of the refrigerator on each working day using a calibrated maximum-minimum thermometer or other approved monitoring device, which is recorded and signed by the person monitoring the temperature and a written procedure should be in place indicating the action to be taken if the temperature is outside the normal range. It is important to note that all of the temperatures need to be within range. i.e., the current temperature has to be between 2-8°C, with the maximum temperature not exceeding 8°C and the minimum temperature cannot be below 2°C.

Medicines will not be stored in a fridge that also contains food.

All medication must be stored in a hygienic and clean environment, and not prone to extreme temperature changes. Medication cabinets must be cleaned regularly.

sportscotland employees will not dispose of medicines on site. Persons bringing medicines 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.