

## Administration of Medication and Medical Needs Policy

### 1. Purpose

This policy sets out how the organisation:

- Safely supports learners with medical needs
- Administers medication where required
- Ensures staff understand their roles and responsibilities
- Promotes inclusion, dignity and welfare
- Minimises risk and ensures appropriate record keeping

The organisation recognises that learners with medical needs are entitled to full access to education and to be supported in a manner that meets both their healthcare and safeguarding needs.

### 2. Scope

This policy applies to:

- All learners with short-term or long-term medical needs
- All staff, volunteers, agency staff and contractors
- Prescription and non-prescription medication administered during the setting day
- On-site activities, off-site visits and emergency situations

### 3. Legal Framework and Statutory Guidance

This policy is informed by:

- **Children and Families Act 2014** – duty to support pupils with medical conditions
- **Health and Safety at Work etc. Act 1974** – employer duty of care
- **Education Act 2002** – duty to safeguard and promote learner welfare
- **Equality Act 2010** – protection against discrimination arising from disability
- **Medicines Act 1968** – regulation of medication supply and use
- **Misuse of Drugs Act 1971** – control of controlled drugs
- **Data Protection Act 2018 / UK GDPR** – handling of medical information
- **Supporting Learners with Medical Conditions (DfE)** – statutory guidance

### 4. Principles

- No learner is denied access to education because of their medical needs
- Medication is administered only when absolutely necessary
- Learners are supported to be as independent as possible
- Medication is administered safely, respectfully and confidentially
- Clear records are maintained
- Staff act within their competence and training

## **5. Roles and Responsibilities**

### **5.1 Governing Body / Proprietor**

- Ensures this policy is in place and reviewed regularly
- Ensures appropriate training and insurance arrangements are in place

### **5.2 Senior Leadership Team**

- Ensures procedures are followed consistently
- Ensures sufficient staff are trained
- Supports safe staffing and risk assessments

### **5.3 Designated Medical Needs Lead (may be DSL or SENCo)**

Responsible for:

- Coordinating care plans
- Liaising with parents/carers and healthcare professionals
- Ensuring medication records and storage are compliant
- Monitoring administration and incidents

### **5.4 Staff**

Staff are responsible for:

- Following agreed procedures
- Administering medication only when authorised and trained
- Maintaining accurate records
- Respecting confidentiality

Staff are not legally obliged to administer medication but those who do must do so in accordance with this policy.

## **6. Individual Healthcare Plans (IHPs)**

Where a learner has ongoing or complex medical needs, an Individual Healthcare Plan (IHP) will be developed.

The IHP will include:

- Medical condition and triggers
- Medication details (dose, timing, method)
- Emergency procedures
- Level of independence
- Storage and access arrangements
- Review date

IHPs are:

- Developed with parents/carers and healthcare professionals
- Reviewed at least annually or following changes
- Shared on a need-to-know basis

## **7. Consent and Information Sharing**

- Written parental consent is required to administer medication
- Consent forms must be signed and dated
- Medical information is treated as confidential and stored securely
- Information is shared only where necessary to support the learner

## **8. Medication Administration Procedures**

### **8.1 General Principles**

Medication will only be administered when:

- It is essential during the setting day
- It cannot reasonably be taken outside setting hours
- A completed medication consent form has been provided
- Medication has been supplied by the parent/carer

### **8.2 Types of Medication**

The organisation may administer:

- Prescribed medication
- In limited circumstances, over-the-counter medication (with written consent)

No medication containing aspirin will be given unless prescribed.

### **8.3 Medication Requirements**

Medication must:

- Be provided in original packaging
- Clearly display the learner's name
- Be in date
- Include dosage and administration instructions

Medication without these requirements will not be administered.

### **8.4 Administration Procedure**

When administering medication, staff must:

1. Check consent and instructions
2. Confirm learner identity
3. Check dosage, timing and expiry
4. Administer medication discreetly
5. Record administration immediately
6. Monitor for side effects

Two trained staff may be required where risk assessments indicate.

## **9. Record Keeping**

A medication administration record must include:

- Learner name
- Medication name
- Date and time
- Dosage
- Name and signature of staff member
- Any observed reactions or refusal

Records are retained in line with data protection and safeguarding requirements.

## **10. Storage of Medication**

- Medication is stored securely and appropriately
- Emergency medication is readily accessible
- Controlled drugs are stored in a locked container
- Refrigerated medication is stored in a designated medication fridge

Learners who are assessed as competent may carry their own medication (e.g. inhalers), subject to risk assessment.

## **11. Emergency Medication and Procedures**

Examples include:

- Epinephrine auto-injectors (EpiPens)
- Inhalers
- Buccal midazolam

Emergency procedures will:

- Be clearly stated in IHPs
- Be accessible to relevant staff
- Include calling emergency services where required
- Ensure incidents are recorded and reviewed

## **12. Refusal of Medication**

If a learner refuses medication:

- Staff will not force administration
- The refusal is recorded
- Parents/carers are informed
- Medical advice is sought if required

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

For trips and visits:

- Medical needs are included in risk assessments
- Medication and care plans accompany the learner
- Trained staff are designated
- Emergency contact arrangements are confirmed

## **14. Training and Support**

- Staff administering medication receive appropriate training
- Training is refreshed regularly
- Temporary staff receive guidance where relevant
- Records of training are maintained

## **15. Insurance and Indemnity**

The organisation's insurance covers staff administering medication in accordance with this policy and training.

## **16. Errors, Incidents and Complaints**

In the event of:

- Medication errors
- Adverse reactions
- Near misses

The organisation will:

- Ensure learner safety immediately
- Inform parents/carers
- Seek medical advice where necessary
- Record and review the incident
- Implement corrective actions

## **17. Monitoring and Review**

- This policy is reviewed annually
- Reviewed sooner if legislation changes or following significant incidents
- Practice is monitored to ensure compliance

### 18. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Equality and Inclusion Policy
- SEND Policy
- First Aid Policy
- Educational Visits Policy
- Data Protection Policy

Policy Version	V2
Policy owner	June Fisher -Principal
Approved by	Terry Burke (General Manager) Robert Edwards MD
Date	27/04/2026
Review date	27/04/2027
Location	British Creative Institute, Dyas Road, B44 8SF