# Administering Medication

# Policy

## 1. Policy Statement

At Alpha Training, we are committed to supporting the health and well-being of every learner. We recognise that some students may require medication during the school day to manage long-term or short-term medical conditions.

This policy sets out clear procedures to ensure that medication is administered safely, responsibly, and in line with statutory guidance from the Department for Education, including *Supporting Pupils at School with Medical Conditions*(DfE, 2015).

## 2. Aims of this Policy

- To ensure medication is administered safely and appropriately in school.
- To safeguard students and staff through clear roles and procedures.
- To promote full inclusion of students with medical needs.
- To ensure compliance with relevant legislation and good practice guidance.

## 3. Roles and Responsibilities

### 3.1 The Headteacher Will:

- Ensure the policy is implemented and reviewed.
- Ensure staff are suitably trained.
- Oversee individual healthcare plans where applicable.

### 3.2 Designated Medication Coordinator Will:

- Receive, store, and administer medication.
- Maintain records of all medication administered.
- Ensure all medicines are clearly labelled and stored securely.

### 3.3 Staff Will:

- Follow the policy and only administer medication with written authorisation.
- Seek guidance from the Designated Medication Coordinator if unsure.

### 3.4 Parents/Carers Must:

- Provide written consent using the school's Medication Consent Form.
- Supply medication in its original packaging with a pharmacy label.
- Inform the school of any changes to medication or health needs.

## 4. Types of Medication Covered

This policy applies to:

- **Prescribed medication** (e.g., asthma inhalers, ADHD medication).
- **Emergency medication** (e.g., EpiPens).
- **Non-prescribed medication** (only in exceptional circumstances and with written consent from a healthcare professional).

## 5. Procedures for Administering Medication

### 5.1 Consent and Documentation

- A signed **Medication Consent Form** must be completed by a parent/carer before any medication is administered.
- An **Individual Healthcare Plan (IHP)** may be created in collaboration with healthcare professionals for complex needs.

### 5.2 Storage

- Medication is stored securely in a locked cabinet or medical fridge (if required).
- Emergency medication is kept accessible but secure.

**5.3 Administration**

- Only trained and authorised staff will administer medication.
- Two staff members will be present where possible to witness administration.
- A **Medication Log** is completed each time medication is administered.

**5.4 Refusal or Error**

- If a student refuses medication, this is recorded, and parents are informed.
- In the event of an error (e.g., wrong dose), medical advice will be sought immediately, and an incident form will be completed.

**6. Self-Administration**

- Students may carry and self-administer inhalers or EpiPens, subject to risk assessment and parental agreement.
- Staff will still supervise if necessary and support as needed.

**7. Off-Site Visits**

- A risk assessment is completed for all off-site activities.
- Relevant medication is taken with the group, and trained staff accompany students.
- Consent and instructions are reviewed in advance.

**8. Staff Training**

- Staff responsible for administering medication receive regular training.
- This includes emergency procedures such as anaphylaxis or epilepsy care.

**9. Record Keeping**

- All medication administered is logged using the **Medication Administration Record (MAR)**.
- Records are kept securely and reviewed regularly by the Designated Medication Coordinator.

**10. Confidentiality and Safeguarding**

- Medical information is shared only on a need-to-know basis.
- Safeguarding concerns related to medication use are reported to the Designated Safeguarding Lead (DSL) immediately.

**11. Policy Review**

This policy will be reviewed annually or sooner if guidance or legislation changes.

Approved by: Michelle Howdle