

Labyrinth Education LTD

Administration of Medication Policy

1. Policy Statement

This policy sets out the procedures for the safe administration of medication within our SEND education setting.

We recognise that many of our learners may have complex medical needs requiring regular, emergency, or short-term medication. We are committed to ensuring that medication is administered safely, respectfully and in line with statutory requirements.

This policy operates in conjunction with our **First Aid Policy** and complies with:

- The Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE)
- The Health and Safety at Work Act 1974
- The Misuse of Drugs Regulations 2001
- Ofsted safeguarding and welfare requirements

We ensure that arrangements are clear, safe, well-documented and inclusive, meeting the needs of SEND learners.

2. Aims

- To ensure medication is administered safely and accurately
- To support pupils with medical conditions to access education fully
- To provide clear guidance for staff, parents and carers
- To safeguard pupils and staff through robust systems
- To promote independence where appropriate

3. Roles and Responsibilities

3.1 The Headteacher

- Ensures this policy is implemented effectively
- Ensures sufficient trained staff are available
- Ensures appropriate insurance coverage
- Monitors compliance and record-keeping

3.2 Designated Medical Lead

- Oversees medication systems
- Maintains medication records
- Ensures safe storage procedures
- Coordinates staff training

3.3 Staff

- Administer medication only if authorised and trained
- Follow Individual Healthcare Plans (IHPs)
- Record all administration accurately
- Report errors or concerns immediately

3.4 Parents/Carers

- Provide written consent
- Supply medication in original packaging
- Ensure medication is in date
- Provide clear dosage instructions

Medication that is not in the original packaging, with clear instructions provided will not be administered by staff.

4. Principles for SEND Settings

As a SEND provision, we recognise that:

- Pupils may have communication differences
- Some learners require visual or sensory adjustments
- Anxiety may affect cooperation with medication
- Some pupils may be developing independence in managing their own medication

We promote independence wherever appropriate by:

- Supporting pupils to understand their medication
- Encouraging self-administration when safe and developmentally appropriate
- Teaching safe medication routines

Self-administration will always be risk assessed and supervised.

5. Consent Procedures

Medication will only be administered when:

- A signed parental consent form is received
- Clear written instructions are provided
- The medication is in its original container with pharmacy label

Consent forms must include:

- Pupil name and date of birth
- Medication name
- Dosage and frequency
- Method of administration
- Duration of treatment
- Any known side effects

6. Types of Medication

6.1 Short-Term Medication

For example: antibiotics, prescribed short-term treatment.

- Administered only where essential during school hours.

6.2 Long-Term Medication

For ongoing medical conditions.

- Detailed within an Individual Healthcare Plan.

6.3 Emergency Medication

Examples include:

- Adrenaline auto-injectors (EpiPen)
- Asthma inhalers
- Buccal midazolam (epilepsy)
- Insulin

Emergency medication:

- Is stored in an accessible but secure location
- Is clearly labelled

- Staff are trained in its use
- Is taken on off-site visits

7. Storage of Medication

- Stored in a locked cabinet unless required for immediate access
- Refrigerated medication stored in a medical fridge (where required)
- Emergency medication readily accessible
- Controlled drugs stored in a locked container with restricted access
- Expiry dates are checked regularly.

8. Administration Procedures

Before administering medication, staff must:

1. Check pupil identity
2. Check medication name
3. Check dosage
4. Check time and frequency
5. Check expiry date

Medication must be recorded immediately after administration in the Medication Record Log.

Where a pupil refuses medication:

- Staff will not force administration (unless emergency medication)
- Incident will be recorded, with date and time of refusal
- Parents/carers informed
- Senior leader notified if appropriate

9. Record Keeping

A Medication Administration Record (MAR) will include:

- Date
- Time
- Dosage
- Method

- Name and signature of staff member
- Any observations or side effects

Records are stored securely in line with data protection requirements. Only staff who have the appropriate qualifications may record data in the MAR.

10. Errors and Incidents

If a medication error occurs:

- Medical advice sought immediately if required
- Senior leadership informed
- Parents/carers informed promptly
- Incident recorded, including the date, time and dosage of medication given
- Review conducted to prevent recurrence

Where appropriate, safeguarding procedures will be followed.

11. Off-Site Visits

For educational visits:

- Medication and healthcare plans travel with the pupil
- A trained member of staff is responsible for the carrying, recording and administration of any medication for all learners
- Risk assessments include medical considerations and needs of the learners

Emergency procedures are clearly identified prior to departure.

12. Staff Training

Staff administering medication will receive training in:

- Safe administration procedures
- Condition-specific training (e.g., epilepsy, diabetes, allergies)
- Use of emergency medication
- Record-keeping requirements

Training is refreshed regularly.

13. Confidentiality and Dignity

We ensure:

- Medication is administered respectfully

- Privacy is maintained
- Information is shared only with relevant staff
- Pupils are involved in decisions where appropriate

14. Monitoring and Review

The Designated Medical Lead will:

- Audit medication logs termly
- Review storage systems
- Identify training needs
- Ensure compliance with statutory guidance

This policy will be reviewed annually or following legislative change.

15. Linked Policies

- First Aid Policy
- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Risk Assessment Policy

This policy ensures that medication administration within our SEND setting is safe, inclusive, compliant and supportive of pupils' independence and wellbeing.