

**May Blossom Farm CIC**

**Alternative Provision**

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# Medication Procedure Policy

<b>Approved by:</b>	Gill Press
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<b>Head of Alternative Provision</b>	Gill Press
<b>Deputy Head of Alternative Provision</b>	Hannah Priest
<b>Designated Safeguarding Lead (DSL)</b>	Gill Press
<b>Deputy DSL (DDSL)</b>	Hannah Priest
<b>Designated Safeguarding Trustee</b>	Russel Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

## **1. Introduction**

At MBF we are committed to ensuring that all young people with medical conditions are supported so they can participate fully in education, visits and activities.

This policy sets out clear procedures for the safe storage, handling and administration of medicines within our alternative provision setting.

## **2. Aims**

MBF will:

- Support learners with medical conditions so that health needs are not a barrier to inclusion or achievement.
- Work in partnership with parents, carers and health professionals.
- Ensure staff are appropriately trained and confident to administer medicines.
- Act in line with statutory duties under the Children and Families Act 2014 and Equality Act 2010.

## **3. Roles and Responsibilities**

- Parents/Carers: Provide up-to-date medical information, supply prescribed medication in original packaging, ensure medication is in-date, and complete a medication consent form.
- MBF Staff: Follow this policy and training provided; administer medication safely; keep accurate records; respond to emergencies.
- Head of Provision: Overall responsibility for implementation of this policy.
- Learners: Encouraged to manage their own medication where appropriate (e.g. inhalers, epi-pens).

#### **4. Acceptable and Unacceptable Practice**

It is acceptable for MBF staff to:

- Administer prescribed medicines where consent is given and training provided.
- Support self-administration by learners where agreed in their health plan.

It is not acceptable to:

- Prevent learners from accessing medication when needed.
- Ignore medical advice or the views of the young person/parent.
- Penalise attendance linked to a medical condition.
- Expect parents to attend MBF daily to administer routine medication.

#### **5. Procedures**

##### **Consent**

- No medication will be administered without written consent from a parent/carer (except in life-threatening emergencies).

##### **Storage**

- Medicines are kept in a locked cupboard in the MBF office.
- Controlled drugs are stored in a separate locked container.
- Medicines requiring refrigeration are kept in a dedicated fridge.
- Learners may carry emergency medication (e.g. inhalers, epi-pens) if agreed in their plan.

##### **Administration**

- Only named and trained staff may administer medicines.
- Staff must check: correct child, medicine, dosage, time, and written consent.
- Administration is recorded in the MBF Medicines Log.
- Learners may refuse medication – parents will be informed.

## **6. Emergency Procedures**

- In an emergency, staff will act without delay, following the learner's healthcare plan where available.
- 999 will be called if necessary.
- A staff member will remain with the learner until a parent/carer arrives.

## **7. Record Keeping**

- Parents must complete a Parental Agreement for Administration of Medicines form.
- MBF will maintain accurate records of all medicines received, administered or returned.

## **8. Complaints**

Concerns about medication procedures should be raised with the Head of Provision in the first instance. If unresolved, the MBF Complaints Policy should be followed.

## **9. Monitoring and Review**

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

## **Related Policies**

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Positive Relationships Policy
- Complaints Policy

# APPENDIX 1: Medication Consent & Record Form

## Parent/Carer Consent

This must be completed by the parent/carers before any medication can be administered at MBF.

Learner Name	
Date of Birth	
Parent/Carer Name	
Contact Number	
Medical Condition	
Medication Name	
Dosage & Method	
Timing/Frequency	
Special Instructions	
Consent (signature)	
Date	
Any other comments to help meet needs?	

## APPENDIX 2: Staff Record of Administration

Each administration of medicine must be recorded and signed by the staff member.

Date	Time	Medication	Dose Given	Staff Signature	Notes/Refusal

### Important Notes:

- Only medication prescribed by a doctor and supplied in original packaging will be accepted.
- Parents/carers must ensure medication is in-date and clearly labelled.
- All administration must be recorded immediately.