



1 Alternative Provision Administering Medication & Medical Conditions Policy – Approved May 2025 by Director Darren Foster and Kerry Cassidy

2 Alternative Provision Administering Medication & Medical Conditions Policy – Review May 2026

Alternative Provision Administration of Medication Policy 1. Purpose The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils at Alternative Provision . This policy outlines the procedures for managing medication in school, ensuring compliance with statutory requirements as stipulated by the DfE Supporting pupils with medical conditions at school - GOV.UK Supporting pupils at school with medical conditions Supporting pupils with medical conditions: links to other useful resources - GOV.UK 2. Scope This policy applies to all staff, pupils, and parents/guardians at Alternative Provision . 3. Roles and Responsibilities 3.1 Principal • Ensure the implementation and regular review of the medication policy. • Appoint a designated staff member responsible for medication administration. 3.2 Designated Staff Member • Administer medication in accordance with this policy. • Maintain accurate records of all medication administered. • Ensure secure storage of medications. 3.3 Staff • Be aware of and comply with the procedures outlined in this policy. 3.4 Parents/Guardians • Provide the school with written consent for medication administration. • Supply medication in its original packaging with clear labelling. 3.5 Pupils • Where appropriate, understand their medication needs and cooperate with staff. 4. Procedures 4.1 Consent and Documentation M.A.D

3 Alternative Provision Administering Medication & Medical Conditions Policy – Review May 2026 • Obtain written consent from parents/guardians for all medications administered at school. • Use the school's medication administration record forms to document each instance of medication given. 4.2 Storage of Medication • Store medication securely in a locked cabinet. • Ensure medication is clearly labelled with the pupil's name, dosage, and administration instructions. 4.3 Administration of Medication • Administer medication only with written parental consent and as per the instructions provided. • Double-check the pupil's identity and the medication details before administration. 4.4 Record Keeping • Maintain a record of all medication administered using the appropriate template. • Retain records for the duration of the pupil's enrolment at our provision. 5. Training • Provide staff training on the administration of medication and record-keeping procedures. • Ensure staff are aware of emergency procedures related to medication. 6. Emergency Procedures • Follow emergency procedures for any adverse reactions to medication. (call 999) • Contact emergency services if necessary and inform parents/guardians immediately. 7. Review • This policy will be reviewed annually or as needed to ensure compliance with statutory requirements and best practices. M.A.D