



Administering Medication and Medical Conditions Policy

Policy Owner: Lets Make Change

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Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	20/05/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	May 2027
1.1	07/07/26	Alex Fitzpatrick	Policy expanded to include management of medical conditions, Individual Healthcare Plans (IHPs), allergy management, monitoring and incident review, in line with emerging DfE guidance on Supporting Children and Young People with Medical Conditions and Allergies and Council commissioning requirements.	Joseph Fitzpatrick	July 2027

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Let's Make Change (LMC)

Administration of Medication and Medical Conditions Policy

Policy Statement

Let's Make Change (LMC) is committed to ensuring the health, safety and wellbeing of all learners participating in our programmes and activities. This policy provides clear procedures for the safe administration, storage, recording and management of medication within LMC settings.

The policy is designed to:

- Protect learners and staff;
- Ensure medication is administered safely and appropriately;
- Clarify the responsibilities of staff, volunteers, parents/carers and learners;
- Support compliance with safeguarding, health and safety, and data protection requirements.

1. Purpose

This policy provides clear guidance for the safe administration of medication and the effective support and management of learners with medical conditions whilst participating in Lets Make Change (LMC) activities. It aims to protect the health, safety and wellbeing of learners, ensure staff understand their responsibilities and comply with safeguarding, health and safety and Department for Education guidance relating to supporting children and young people with medical conditions and allergies.

2. Scope

This policy applies to:

- All LMC staff and volunteers;
- One-to-one tutoring sessions;
- Group activities and workshops;
- Off-site visits and external activities;
- Any LMC programme where learners may require medication.

This policy covers:

- Prescription medication;
- Non-prescription medication;
- Emergency medication, including inhalers and adrenaline auto-injectors (EpiPens).

3. Key Principles

LMC is guided by the following principles:

- The safety and wellbeing of learners is paramount.
- Medication will only be administered where necessary and authorised by a parent/carer or legal guardian.
- Staff will only administer medication where they are appropriately trained and authorised to do so.
- Learners will be treated with dignity, respect and confidentiality at all times.
- No member of staff is required to administer medication if they do not feel competent or willing to do so.
- Accurate record-keeping is essential for all medication-related activity.

4. Roles and Responsibilities

4.1 Parents/Carers and Guardians

Parents/carers are responsible for:

- Providing written consent for medication administration;
- Supplying medication in its original container with a clear pharmacy label where applicable;
- Ensuring medication is in date and suitable for use;
- Informing LMC of any medical conditions, allergies or changes to medication;
- Providing clear instructions regarding dosage and administration.

4.2 Staff and Volunteers

Staff and volunteers responsible for administering or supervising medication must:

- Check written consent before administering medication;
- Verify the correct learner, medication, dosage, method and expiry date;
- Follow instructions exactly as provided;
- Record all medication administered or refused;
- Report concerns, incidents or side effects immediately;
- Maintain learner confidentiality.

4.3 Learners

Where appropriate, learners may:

- Carry and self-administer medication (e.g., inhalers);
- Inform staff if they feel unwell or require medication;
- Follow agreed procedures for safe self-administration.

5. Parental/Guardian Consent

Medication may only be administered when written consent has been received from a parent, carer or legal guardian using the LMC Medication Consent Form.

Consent forms must include:

- Learner's full name and date of birth;
- Name of medication;
- Dosage and method of administration;
- Frequency and timing requirements;
- Known allergies or medical conditions;
- Emergency contact details;
- Any special instructions or side effects.

Consent forms should be reviewed regularly and updated where necessary.

6. Storage of Medication

LMC will ensure medication is stored safely and securely.

- Medication must be kept out of reach of learners unless authorised for self-administration.
- Medication should be stored in a locked cabinet, container or secure bag during off-site sessions.
- Emergency medication (e.g., inhalers or EpiPens) must remain easily accessible where required.
- Temperature-sensitive medication must be stored according to manufacturer instructions.
- Expired medication must not be administered and should be returned to the parent/carers.

7. Administration Procedures

Before administering medication, staff must:

1. Confirm the learner's identity;

2. Check the consent form;
3. Verify:
 - Correct learner;
 - Correct medication;
 - Correct dosage;
 - Correct time;
 - Expiry date.

During administration, staff must:

- Wash or sanitise hands;
- Provide medication in a clean and appropriate environment;
- Follow all instructions carefully;
- Observe the learner for any adverse reaction.

After administration, staff must:

- Record the administration immediately on the Medication Record Log;
- Note any side effects, concerns or incidents;
- Inform parents/carers where necessary.

Staff must never:

- Alter the prescribed dosage;
- Use medication belonging to another learner;
- Force a learner to take medication.

8. Self-Administration

Where appropriate and agreed with parents/carers:

- Learners may self-administer medication under staff supervision;
- Staff must assess whether the learner can safely manage their medication;
- Supervision and any support provided must be documented.

This commonly applies to:

- Asthma inhalers;
- Diabetes medication;
- Other prescribed emergency medication.

9. Supporting Learners with Medical Conditions

LMC is committed to ensuring that learners with medical conditions are fully supported to access education and participate safely in all activities.

Where a learner has a medical condition that requires ongoing support, LMC will work collaboratively with parents/carers, schools, healthcare professionals and commissioners to ensure appropriate arrangements are in place.

Support may include:

- Appropriate staff awareness and training.
- Individual risk assessments where required.
- Safe administration of medication.
- Emergency response procedures.
- Reasonable adjustments to enable participation.
- Appropriate communication between all professionals involved.

Learners will not be excluded from activities solely because they have a medical condition unless a risk assessment identifies that participation would present an unacceptable level of risk.

10. Individual Healthcare Plans (IHPs)

Where a learner has a long-term medical condition, complex health need or significant allergy, an Individual Healthcare Plan (IHP) will normally be developed in partnership with:

- Parents or carers;
- The learner (where appropriate);
- The referring school or commissioner;
- Relevant healthcare professionals.

The Individual Healthcare Plan should include:

- Details of the medical condition or allergy;
- Daily management requirements;
- Medication and dosage;
- Emergency procedures;
- Use of medical devices;
- Participation in off-site activities;
- Staff responsibilities;
- Emergency contact details;
- Consent arrangements;
- Information sharing arrangements.

Individual Healthcare Plans will be reviewed at least termly or sooner where there is a significant change in the learner's medical needs.

11. Allergy Management

LMC recognises that allergies can present significant risks to learners and is committed to reducing those risks through effective planning and management.

Where appropriate, LMC will:

- Maintain awareness of learners with allergies.
- Ensure staff receive appropriate allergy awareness training.
- Implement suitable controls to minimise exposure to known allergens.
- Ensure emergency medication, including prescribed Adrenaline Auto Injectors (AAIs), is readily available where required.
- Consider allergy risks when planning educational visits, community-based sessions and enrichment activities.
- Follow Individual Healthcare Plans relating to allergies at all times.

All allergy-related incidents or near misses will be recorded, reviewed and used to improve future practice.

12. Emergency Medication and Medical Emergencies

Staff must be aware of learners who require emergency medication.

Emergency procedures must include:

- Immediate access to emergency medication where required;
- Contacting emergency services (999) where necessary;
- Contacting parents/carers as soon as possible;
- Following individual healthcare or risk management plans where applicable.

Staff working with learners requiring emergency medication should receive appropriate training in:

- Use of inhalers and spacers;
- Adrenaline auto-injectors (EpiPens);
- Recognising signs of allergic reactions, asthma attacks, seizures or other medical emergencies.

13. Refusal of Medication

If a learner refuses medication:

- Staff must remain calm and not force administration;

- The refusal must be recorded on the Medication Record Log;
- Parents/carers must be informed as soon as possible;
- Emergency or safeguarding procedures must be followed if the refusal places the learner at risk.

14. Training and Competency

LMC will ensure relevant staff receive appropriate training in:

- Safe medication administration;
- Reading medication labels and instructions;
- Record-keeping and documentation;
- Emergency response procedures;
- Confidentiality and safeguarding;
- Supporting learners with medical conditions;
- Allergy awareness and emergency response;
- Use of emergency medication where appropriate;
- Individual Healthcare Plans.

Training should:

- Be refreshed annually or sooner if required;
- Be appropriate to the needs of learners attending programmes.

15. Record Keeping and Confidentiality

All medication administered, supervised, or refused must be accurately recorded.

Records must include:

- Learner's name;
- Date and time of administration;
- Medication name and dosage;
- Name/signature or initials of staff member;
- Details of any reactions, incidents or concerns.

Medication records:

- Must be stored securely;
- Must remain confidential;
- Will be handled in accordance with data protection legislation.

Where Individual Healthcare Plans are in place, copies will be stored securely and reviewed regularly. Records relating to medical conditions, allergies, emergency medication, incidents and near misses will be maintained in accordance with the Data Protection, Privacy and Information Security Policy.

16. Incidents and Errors

Any medication error, adverse reaction, or related incident must be:

- Reported immediately to a manager;
- Recorded in accordance with LMC incident reporting procedures;
- Communicated to parents/carers as appropriate.

Where necessary, medical advice or emergency services should be sought immediately.

14. Monitoring, Review and Learning

LMC is committed to continually improving its management of medication and medical conditions.

The organisation will:

- Monitor compliance with this policy.
- Review Individual Healthcare Plans regularly.
- Record and investigate medication incidents and near misses.
- Review allergy-related incidents.
- Update procedures following lessons learned.
- Ensure staff training remains current.
- Review this policy following significant incidents or updates to Department for Education guidance.