

Reference Number: P88



ADMINISTERING MEDICATION POLICY

Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Derrick Goddard	Foundation Learning CAM	 SLT: Donna Short VP QofE	23/10/25	Annually	Y

Document Control – Revision History (Policies only)					
Author/Owner	Summary of Changes	Date		Version	
Derrick Goddard/Scott Austin	New Document	7/6/24		v1	
Derrick Goddard	Minor additions – 2.1.1 Parent/Carer consent, 2.1.9 i Disposal of unused and expired medication and added a related legislation document.	8/10/25		V2	

Initial Equality Impact Screening					
Has anyone else been consulted on this policy and/or procedure?					
What evidence has been used for this impact screening (e.g. related policies, publications)?					
Declaration (please tick one statement and indicate any negative impacts)					
☒	I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.				
☐	I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:				
	☐	Age			
	☐	Disability			
	☐	Gender Reassignment			
	☐	Race			
	☐	Religion or belief			
	☐	Sex			
	☐	Sexual orientation			
	☐	Marriage & civil partnership			
	☐	Pregnancy & maternity			
Completed by:	Scott Austin	Position:	Assistant Principal	Date:	27.09.24
Reviewed by Equality & Diversity Group: YES/NO If Yes: Date:					
I confirm that any recommended amendments have been made					
Summary of Comments including Recommendations from Equality & Diversity Group Review:					
Amended by Author:		Position:		Date:	

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1. INTRODUCTION

- 1.1 Yeovil College wishes to ensure that learners with medical needs receive proper care and support at College. It is expected that in the majority of cases learners requiring medication during college hours will be able to self-medicate and no staff intervention will be required.

2. POLICY STATEMENT

- 2.1 Where learners are unable to self-medicate the College will accept responsibility, in principle, for members of staff supervising learners taking prescribed medication during the college day, where those members of staff have been nominated, appointed and trained to do so.
- 2.1.1 The College requires annual written parental or carer consent for the administration of prescribed and non-prescribed medication to students under 18 or those with additional needs, to ensure safe, informed, and authorised healthcare support throughout the academic year.
- 2.1.2 Any parent/carers or learner requesting the administration of medication should be given a copy of the college's policy. A risk assessment will be carried out by the College with the learner and/or parents/carers/health care professionals.
- 2.1.3 A detailed care plan will be agreed with a health care professional in each case.
- 2.1.4 Any individual administering medication will have undergone documented training and will work under the direction or control of a health care practitioner.
- 2.1.5 Medication will only be accepted in college if it has been prescribed by a medical practitioner.
- 2.1.6 Medication will not be accepted anywhere in college without complete written and signed instructions from the learner and/or parent/carers.

2.1.7 Only reasonable quantities of medication should be supplied to the college by a responsible person (no more than one week's supply) and recorded in the learner's medication file.

2.1.8 Each item of medication must be delivered in its original container and handed directly to a nominated person authorised by the medication agreement who will maintain appropriate records.

a. Each item of medication must be clearly labelled with the following information:

- i. Learner's name
- ii. Name of medication
- iii. Dosage
- iv. Frequency of dosage
- v. Date of dispensing
- vi. Storage requirements (if important)
- vii. Expiry date (if available)

2.1.9 Unless otherwise indicated all medication to be administered in college will be kept in a designated clearly identified locked area.

a. Acceptable Treatments will be limited to:

- I. Ear/nose drop application.
- II. Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask.
- III. Injections limited to the administration of pre-packed doses (intramuscular or subcutaneous only) required in a pre-planned emergency.
- IV. Medipens (Epipens or anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinephrine or adrenaline/epinephrine.

- V. Oral medication administered as prescribed by a health Care Professional subject to appropriate consent forms being obtained.
 - VI. Topical medication and application of patches using pre-prescribed medication creams and lotions only.
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- b. The college may provide parents/carers with details of when medication has or has not been administered to the learner.
 - c. Where it is appropriate to do so, learners will be encouraged to administer their own medication under staff supervision.
 - d. It is the responsibility of the learner/parents/carers to notify the college if there is a change in medication, a change in dosage requirements, or the discontinuation of the learner's need for medication.
 - e. Staff who assist in the administration of medication will receive appropriate training/guidance through the learner/parent/carers or their health care professional. The College reserves the right to request advice and/or training from a health care professional.
 - f. The College will make every effort to continue the administration of medication to a learner whilst on trips away from the College premises, even if additional arrangements might be required.
 - g. Each learner, where assistance with medication is necessary, will have a personal medication plan.
 - h. Learners who are wheelchair users will have a plan agreed with themselves concerning actions to be taken if there is a need for resuscitation.
 - i. Expired or unused medication must be safely disposed of in accordance with healthcare guidelines, ensuring it is removed from college premises promptly and securely to prevent misuse or harm.

3. RELATED LEGISLATION, POLICIES & PROCEDURES

Human Medicines Regulations 2012

Misuse of Drugs Act 1971