

Path4

Administration of Medicines Policy and Procedures

1. Purpose

This policy outlines the procedures for administering medicines to students in line with the current Department for Education (DfE) guidelines. It ensures that students who require medication can receive it safely during Path4 AP day and that staff have clear procedures to follow to protect both the student and Path4 AP.

2. Policy Statement

Path4 AP is committed to ensuring that students with medical conditions, both short-term and long-term, are supported and have access to education. Medicines will only be administered when necessary and in accordance with Path4 AP's duty of care and the Department for Education's statutory guidance on supporting pupils with medical conditions.

3. Legal Framework

This policy is underpinned by:

- The Children and Families Act 2014 – Section 100
- The DfE statutory guidance "*Supporting pupils at school with medical conditions*"
- The Health and Safety at Work Act 1974
- The Equality Act 2010

4. Roles and Responsibilities

4.1. Management Committee/SLT

- Ensure this policy complies with DfE requirements and is reviewed annually.
- Monitor the implementation of this policy to ensure appropriate support is provided to pupils with medical needs.

4.2. The Head of Centre

- Ensure all staff are aware of this policy and that appropriate training is provided.
- Ensure Individual Healthcare Plans (IHPs) are in place for students with long-term or complex medical conditions.

4.3. Parents/Carers

- Provide Path4 AP with up-to-date information regarding their child's medical needs.
- Provide any necessary medication in its original container, clearly labelled with the student's name, dosage instructions, and expiry date.
- Complete the relevant consent forms for medication administration.

4.4. Staff

- Administer medicines as per the prescribed instructions.
- Keep accurate records of medicines administered.
- Attend relevant training as required for administering certain medications.

4.5. Students

- Where appropriate, be encouraged to self-administer their medication under supervision, following agreement with parents and staff.

5. Medication Procedures

5.1. Prescription Medicines

- Prescription medicines will only be administered at school when it is essential (e.g., if the medication cannot be given outside school hours).
- Written consent from parents/carers is required before any medication can be administered.

5.2. Non-Prescription Medicines

- Non-prescription medicines (e.g., paracetamol) will not be administered unless a written request and authorisation have been provided by parents/carers. Such medications must also be in the original packaging, labelled with the child's name, and dosage instructions.

5.3. Controlled Drugs

- Controlled drugs will be stored securely in a locked non-portable container.
- Only named staff may administer controlled drugs, and a witness must be present for each administration. A written record must be kept.

6. Storage and Disposal of Medicines

- Medicines must be in their original packaging with the pharmacy label attached.
- Medicines will be stored securely in the designated medicine cabinet or refrigerator, as required.
- Parents are responsible for collecting unused or expired medicines. If not collected, Path4 AP will dispose of them safely (e.g., by returning them to a pharmacy).

7. Record Keeping

- A record will be kept of all medicines administered to pupils, including the date, time, dose, and the name of the staff member administering the medication.
- Parents will be informed if their child has been administered medicine during Path4 AP day.

8. Individual Healthcare Plans (IHPs)

- IHPs will be created for students with long-term medical needs in consultation with parents, healthcare professionals, and relevant school staff.
- The IHP will detail the student's medical condition, medication requirements, triggers, and emergency protocols.
- IHPs will be reviewed annually or when there is a significant change in the student's condition or medication.

9. Emergency Procedures

- In the event of a medical emergency, staff will follow Path4 AP's emergency procedures.
- If a child requires emergency medication (e.g., an EpiPen for severe allergies), trained staff will administer it as per the child's IHP or instructions provided by parents.
- Parents and emergency services will be contacted immediately in the case of a medical emergency.

10. Staff Training

- Staff will receive appropriate training on the administration of specific medicines (e.g., EpiPen, insulin) from a qualified healthcare professional when required.
- A register of trained staff will be maintained, and refresher training will be provided as necessary.

11. Confidentiality

- Medical information regarding a student will be treated as confidential and shared only with relevant staff members, in line with data protection laws.
- Staff must respect the privacy and dignity of students when administering medicines.

12. Off-Site Visits and Residential Trips

- Medication required during off-site visits or residential trips will be managed in line with the principles of this policy.
- Staff supervising the trip will be aware of any student's medical needs and will ensure that medications are appropriately stored and administered during the trip.

13. Self-Management of Medication

- Where appropriate, students may be encouraged to self-manage their medication (e.g., inhalers).
- The decision for self-management will be made in consultation with parents, the student, and the relevant healthcare professionals.

14. Complaints

- Any complaints regarding the administration of medicines will be addressed in accordance with Path4 AP's complaints policy.

15. Monitoring and Review

- This policy will be reviewed annually by Management Committee/SLT or earlier if there is a change in DfE regulations or other significant developments.

This policy ensures that the administration of medicines in school is carried out safely, respecting the legal and ethical requirements set by the Department for Education. It aims to protect the well-being of students while providing appropriate support for their medical needs during Path4 AP day.

16. Approval and Sign-Off

This policy is approved by the SLT of Path4 AP.

Date agreed	10 th August 2026
Review Date	09 th August 2027
Approved by	Moinul Islam MBE (Head of Centre)
	Alaur Rahman (Head of Operations)