



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

Medication Policy

Last Review Date: September 2025

Next Review Data: September 2026

Signed: 

Mr S King

Education Director

Section 1: Statement

This policy outlines the procedures for students bringing medication to provision, ensuring the safe storage and administration of medicines in compliance with safeguarding and health regulations.

Section 2: Responsibilities

Parents/guardians are responsible for providing accurate information about their child's medical needs and medication. The provision will ensure safe storage and appropriate administration of medication. Staff involved in handling medication will receive necessary training.

Section 3: General Guidelines

Medication should only be brought to the provision if it is essential for the student's health during provision hours. All medication must be in its original packaging, clearly labelled with the student's name, dosage instructions, expiry date, and prescribing doctor's details. A completed Medication Consent Form must be submitted by a parent/guardian before any medication can be administered.

Section 4: Storage of Medication

All medication will be stored securely in a locked cabinet in the provision office or a designated medical space. Students must not carry medication on their person unless it is an emergency medication such as an inhaler, epipen, or insulin (subject to prior agreement with the provision).

Section 5: Administration of Medication

Medication will only be administered by designated trained staff members. A record of each administration, including date, time, dosage, and staff signature, will be maintained. Self-administration of medication is only permitted under parental and provision agreement. If a student refuses to take their medication, parents will be informed immediately.

Section 6: Emergency Medication

Emergency medication (e.g., epipens, inhalers) must be easily accessible but stored safely. Staff will be trained on administering emergency medication where necessary. In case of a medical emergency, emergency services will be contacted, and parents/guardians will be notified immediately.

Section 7: Disposal of Medication

Expired or unused medication must be collected by parents or safely disposed of by the provision in accordance with pharmacy guidelines. No medication will be kept on provision premises beyond its expiry date.

Section 8: Review and Monitoring

This policy will be reviewed annually or as necessary to ensure compliance with health and safety regulations. Any incidents or concerns regarding medication management will be documented and reviewed to improve procedures.

This policy is designed to ensure the safety and wellbeing of all students while in provision. Parents and guardians are encouraged to communicate openly with the provision regarding their child's medical needs.