

Transitions Education

Medication Policy

Date policy last reviewed: September 2025

Signed by:

Chris Manton

Hannah Manton

Directors

Date: 01/09/2025

Next review: September 2026

Statement of intent

Transitions Education believes that all students are entitled to equal access to education, regardless of their medical or health needs. We are committed to creating a safe, inclusive, and supportive environment in which every learner, including those with Special Educational Needs and Disabilities (SEND), can thrive academically, socially, and personally.

We recognise that some students may require medication or ongoing medical support during the college day, and we are dedicated to ensuring that robust systems are in place to meet these needs. Through effective partnership with parents/carers, healthcare professionals, and external agencies, we will ensure that all students are supported with dignity, respect, and fairness.

Our aim is to remove barriers to learning by:

- Providing safe and effective arrangements for the administration and management of medicines.
- Ensuring staff are trained and confident to respond to medical needs, including emergencies.
- Promoting student independence and self-management where appropriate, while maintaining safety.
- Protecting the rights of all students under the **Equality Act 2010**, the **Children and Families Act 2014**, and the **SEND Code of Practice (2015)**.

By embedding these principles, Transitions Education ensures that every student has the opportunity to reach their full potential in a supportive and well-prepared learning environment.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- **Supporting Pupils at School with Medical Conditions (DfE, 2015 – statutory guidance)**
- **Equality Act 2010**
- **Children and Families Act 2014**
- **Special Educational Needs and Disability (SEND) Code of Practice (2015)**
- **Health and Safety at Work etc. Act 1974**
- **Medicines Act 1968**
- **Misuse of Drugs Act 1971**
- **Data Protection Act 2018 and UK GDPR**

2. Definitions

Transitions College is committed to ensuring that all students with Special Educational Needs and Disabilities (SEND) are fully supported in relation to their health and medical needs. Many of our students may require the administration of medication during the college day, or may have long-term medical conditions requiring ongoing support, monitoring, or emergency intervention.

We follow the Department for Education's guidance on supporting students with medical needs, the Equality Act 2010, and the SEND Code of Practice to ensure all learners have safe, fair, and inclusive access to education.

3. Aims

This policy aims to:

- Ensure all students who require medication during the college day are supported safely and effectively.
- Safeguard staff and students through clear procedures for the handling, administration, and recording of medications.
- Ensure staff, parents/carers, and health professionals work in partnership to support each student's health and educational outcomes.
- Promote student independence and confidence where appropriate, including safe self-administration for specific conditions.
- Identify and respond to any deterioration in a student's health promptly, minimising impact on learning.

4. Roles and Responsibilities

Director:

- Ensures the policy is implemented and regularly reviewed.
- Ensures that only trained staff administer medication.

- Organises and monitors appropriate training (e.g. EpiPen, inhaler use, Epilepsy training).
- Maintains training and ensures refresher training is undertaken every 2 years or as required.
- Ensures robust communication between staff, parents/carers, and health professionals.

Staff

- Follow all procedures for administering, storing, and recording medication.
- Complete training relevant to students' medical needs.
- Communicate promptly with parents/carers regarding concerns, refusals, or side effects.
- Maintain confidentiality while ensuring relevant staff are informed of students' needs.

Parents/Carers

- Provide up-to-date medical information and written consent for all medications.
- Supply medication in its original packaging, clearly labelled with the student's name, dosage, and expiry date.
- Work in partnership with the college to develop Individual Healthcare Plans (IHPs) or Education, Health and Care Plans (EHCPs).

Students

- Where appropriate, take increasing responsibility for their own health needs, including safe self-administration of medicines (e.g. inhalers, insulin, EpiPens), as outlined in their IHP/EHCP.

5. Training

- All staff responsible for medication will complete designated training, covering storage, administration, recording, and disposal.
- Specialist training will be arranged for conditions such as epilepsy, asthma, diabetes, or allergies.
- First Aid training does not replace specific medication training.

6. Storage of Medication

- All medicines will be stored in a locked cupboard. Keys will be securely stored but accessible to trained staff.
- Medicines requiring refrigeration will be stored in a locked fridge in a secure location.
- Emergency medication (e.g. inhalers, EpiPens, seizure medication) will be carried by the

student where appropriate, with spares stored in the medicines cupboard.

- Expired or no-longer-needed medicines will be returned to parents/carers or disposed of safely.

7. Administration of Medication

- Medication will only be administered when failure to do so would be detrimental to the student's health or learning.

- Only prescribed medication and Paracetamol (with written parental consent) will be administered.

- Staff must check the "six rights" of safe administration:

- 1. Right student**

- 2. Right medication**

- 3. Right dose**

- 4. Right time**

- 5. Right route (oral, inhaler, topical, etc.)**

- 6. Right documentation**

- No medication will be given without written parental/carer consent, except in emergencies.

- Paracetamol will not be given before 4 hours have passed since the start of the college day unless written confirmation is provided that no dose was taken at home.

8. Recording and Reporting

- All medication administered will be logged in the college medication record book.

- Logs will include date, time, student name, dose, method, and the staff member's signature.

- Any refusals, side effects, or errors will be reported immediately to parents/carers, logged, and escalated to the Director.

9. Individual Healthcare Plans (IHPs) and EHCPs

- Students with long-term health conditions will have an IHP or EHCP, agreed with parents/carers, healthcare professionals, and the college.

- IHPs/EHCPs will detail medication requirements, triggers, symptoms, actions, and emergency procedures.

- Plans will be reviewed annually or sooner if the student's needs change.

10. Insurance

- Staff administering medication in line with this policy will be covered by the college's insurance policy.

11. Disposal

- Medication no longer required or expired will be returned to parents/carers or disposed of through a pharmacy.

12. Review

This policy will be reviewed annually or sooner if guidance changes, to ensure it remains current and effective.

13. Appendices

Appendix 1: Parental Consent Form for Medication

Student Name: _____

Date of Birth: _____

Condition/Diagnosis: _____

Medication Name: _____

Dosage: _____

Route (e.g. oral, inhaler, topical): _____

Time(s) to be Administered: _____

I consent to Transitions College staff administering the above medication to my child as per the instructions.

Parent/Carer Name: _____

Signature: _____

Date: _____