



EDVENTURES | POLICY SUITE

Medical Needs and Medication Procedure

Document reference	EDV-POL-015
Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
Approval date	16 October 2026
Effective date	16 October 2026
Next scheduled review	16 October 2027
Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Purpose

Edventures is committed to providing safe, inclusive and accessible activities for children, young people and adults, including individuals with medical conditions, allergies, disabilities and additional support needs.

This procedure establishes the arrangements for obtaining relevant medical information, assessing individual support requirements, managing medication, responding to medical emergencies and maintaining appropriate records.

Edventures will consider reasonable adjustments in accordance with the Equality Act 2010 and will not automatically exclude an individual from participation because of a medical condition or disability.

Where a participant requires additional support, arrangements will be discussed and agreed before participation wherever reasonably practicable.

The safety, dignity, confidentiality and wellbeing of all participants will be maintained throughout.

2. Scope

This procedure applies to all activities independently organised or delivered by Edventures, including:

- Children's and young people's climbing clubs.

- Adult wellbeing experiences and guided walks.
- Outdoor activities and adventurous learning.
- Activities operated in hired school premises, climbing centres and other venues.
- Associated preparation, supervision and emergency response arrangements.

It applies to Edventures management, employees, freelance instructors, contractors, volunteers and any other individuals undertaking responsibilities on behalf of Edventures.

Edventures is responsible for implementing the medical arrangements it has expressly agreed to provide during its activities.

The use of hired facilities does not automatically transfer medical responsibilities to the host organisation.

Edventures must not assume that school staff, first aiders, medication, medical rooms or emergency supplies will be available outside normal operating hours.

3. Responsibilities

3.1 Edventures Management

Edventures Management is responsible for:

- Ensuring suitable arrangements exist for collecting and reviewing relevant medical information.
- Assessing whether individual medical and emergency support plans are required.
- Considering reasonable adjustments and activity-specific risks.
- Confirming that medication assistance or administration is appropriately authorised.
- Verifying relevant external qualifications, specialist instruction and competence.
- Ensuring agreed medication arrangements are consistent with insurance requirements.
- Providing appropriate first aid and emergency arrangements.
- Maintaining secure medical records and reviewing incidents.
- Confirming site-specific emergency arrangements with venue operators.

3.2 Session Leaders and Instructors

Session leaders and instructors must:

- Review relevant medical information before an activity.
- Understand any individual support plans applicable to their participants.
- Confirm that required medication and emergency arrangements are available.
- Provide agreed support only within their competence and authority.
- Monitor participant welfare and respond to emerging concerns.
- Contact emergency services when required.
- Report and record medication administration, incidents and concerns.

3.3 Participants, Parents and Carers

Participants, and parents or carers where applicable, are responsible for:

- Providing accurate and relevant medical information.
- Informing Edventures of changes that may affect safe participation.
- Supplying required personal medication in suitable condition.
- Explaining relevant medication instructions and emergency requirements.
- Participating in the development of individual support arrangements where necessary.

Edventures will explain its responsibilities and any limitations on support before arrangements are agreed.

4. Medical Information and Disclosure

Edventures will request relevant medical, allergy, disability, medication, accessibility and emergency contact information before participation.

Information will normally be collected using the Edventures Participant Information and Medical Disclosure Form.

Only information reasonably necessary for safe activity delivery, appropriate support and legitimate administration will be requested.

The information collected may include:

- Relevant medical conditions and allergies.
- Medication required during the activity.
- Known triggers, warning signs and emergency procedures.
- Mobility, sensory, communication or accessibility requirements.
- Relevant activity restrictions or adjustments.
- Emergency contact information.

Where a medical condition may require specific support, Edventures will discuss the requirements with the participant or parent or carer before participation.

Information will be shared only with authorised individuals who reasonably require it to fulfil their responsibilities.

Medical information will be handled in accordance with the Edventures Privacy Policy and Data Retention Schedule.

Processing of health information must have an identified UK GDPR Article 6 lawful basis and a valid Article 9 condition, with any additional Data Protection Act 2018 requirements satisfied.

5. Individual Medical and Emergency Support Plans

An Individual Medical and Emergency Support Plan will be prepared where a participant's medical needs cannot adequately be managed through ordinary activity arrangements.

A written plan will normally be required where a participant may need emergency medication, specialist assistance, specific adjustments or an individual emergency response.

The plan will be developed in consultation with the participant and, where appropriate, their parent or carer.

Relevant healthcare professionals may be consulted where necessary and appropriately authorised.

Plans will identify:

- The medical condition and relevant support requirements.
- Known triggers and symptoms.
- Any activity modifications or restrictions.
- Medication details and storage arrangements.
- Who is authorised to assist with or administer medication.
- Required competence and external qualifications or specialist instruction.
- Actions to take if symptoms develop.
- Circumstances requiring emergency services.
- Emergency contact arrangements.
- Review dates and responsibilities.

The plan will be recorded using **EDV-FRM-MED-02 — Individual Medical and Emergency Support Plan**.

Plans must be accessible to authorised staff who need them during the activity.

Plans will be reviewed at least annually while active and sooner following a relevant change, incident or concern.

6. Medication Management

Edventures will encourage participants who are able to manage their own medication safely to do so.

For children and young people, self-administration arrangements must be agreed with the parent or carer and documented where necessary.

Where medication assistance or administration is required, arrangements must be assessed and agreed before the activity.

Medication brought to an activity must:

- Be clearly identifiable as belonging to the intended participant.

- Be within its expiry date.
- Have appropriate instructions for use.
- Be stored and transported in accordance with relevant requirements.
- Remain accessible when needed.
- Not be shared between participants.

Where prescribed medication is supplied for staff administration, it should normally be in its original labelled packaging with appropriate dispensing instructions. Any exception must be separately assessed and documented.

Edventures will not routinely provide prescription medication or maintain stocks of participant emergency medication.

Any proposal to hold organisation-owned emergency medication must be separately assessed for legal eligibility, professional requirements, competence, insurance and storage arrangements.

7. Medication Consent and Administration

Medication will only be administered or assisted with by an Edventures worker where appropriate arrangements have been agreed and authorised.

Before planned medication administration, Edventures must establish that:

1. The medication and required support have been identified.
2. Appropriate written consent or documented authority has been obtained.
3. The worker has the necessary competence and authorisation.
4. Any required specialist course or formal qualification has been completed externally.
5. The arrangement is supported by the relevant instructions, risk assessment and insurance.
6. Suitable recording and emergency arrangements are available.

Consent must be recorded using **EDV-FRM-MED-01 — Medical and Medication Consent Form**.

Management authorisation is required before an Edventures worker undertakes planned medication administration.

No worker will be required to perform a task beyond their qualifications, competence or agreed responsibilities.

Consent does not, by itself, establish competence or authorisation.

Where appropriate support cannot safely be provided, management will discuss reasonable alternatives with the participant or parent or carer.

This may include independent self-administration, support from an appropriately qualified person or adjustments to the proposed activity.

These planned arrangements do not prevent a worker from giving lawful emergency first aid within their competence or following emergency-service instructions.

8. Training, Qualifications and Competence

Edventures only authorises workers to undertake medication-related tasks for which they have appropriate competence and authority.

Where a recognised qualification, formal specialist course or individual-specific medical instruction is required, this must be obtained through an appropriate external provider.

Edventures does not provide in-house instructor training or formal medication-administration training courses.

Specialist requirements will be assessed according to the task, the medication and the participant's needs.

These may include:

- Adrenaline auto-injector use and anaphylaxis response.
- Asthma inhaler assistance.
- Epilepsy rescue medication.
- Diabetes management and medication support.
- Other specialist or invasive medical procedures.

A general first aid qualification does not automatically authorise a worker to undertake every medication-administration task.

Management will verify relevant evidence of external instruction, qualifications and competence before authorising planned specialist support.

Worker authorisations will be maintained in **EDV-REG-MED-05 — Medication Competence and Authorisation Register**.

Authorisations must specify the task permitted, any restrictions and applicable review or expiry requirements.

9. Emergency Medication

Emergency medication must remain immediately accessible in accordance with the participant's individual support plan.

This may include prescribed adrenaline auto-injectors, asthma reliever inhalers, epilepsy rescue medication or other individually required emergency treatment.

Medication must not be stored in a manner that would cause an unsafe delay in an emergency.

For outdoor activities, arrangements must ensure medication remains accessible throughout the route, taking account of group separation, weather, terrain and evacuation.

Before an activity begins, the session leader must confirm that all essential emergency medication and agreed support arrangements are available.

Where essential medication, personnel or other critical controls are unavailable, the activity must not proceed for the affected participant until a safe alternative has been established.

Emergency treatment must follow the individual support plan, the worker's competence and applicable emergency-service instructions.

10. Medication Storage

Medication storage requirements must be agreed before participation.

Storage arrangements must account for:

- Accessibility in an emergency.
- Protection from unauthorised access.
- Appropriate temperature and environmental conditions.
- Safe transport during outdoor activities.
- The participant's age and ability to self-manage.
- Relevant manufacturer or pharmacy instructions.

Medication requiring refrigeration or specialist storage will only be accepted where suitable arrangements have been confirmed.

Edventures must not assume access to school medical rooms, refrigerators, cupboards or equipment during hired sessions.

Where appropriate storage cannot be provided, the participant or parent or carer will be informed in advance and alternative arrangements considered.

If no safe arrangement is available, medication support cannot be accepted until the issue is resolved.

11. Recording Medication Administration

Every instance of medication administered or assisted with by an Edventures worker must be documented as soon as reasonably practicable.

Records must include:

- Participant's name.
- Date and time.
- Medication name and dose.
- Route of administration, where applicable.
- Reason for administration.
- Name of the person administering or assisting.
- Witness, where applicable.
- Observed response or adverse reaction.
- Parent or carer notification, where required.

Records must be completed using **EDV-FRM-MED-03 — Medication Administration Record**.

Significant omissions, refusals, administration errors and adverse reactions must be escalated to management and recorded under the Incident and Accident Reporting Procedure where applicable.

Routine independent self-administration need not be recorded each time unless required by the individual support plan.

All records will be securely retained in accordance with the Edventures Data Retention Schedule.

12. Medical Emergencies

In a medical emergency, the session leader or another competent worker must:

1. Stop the activity and make the immediate area safe.
2. Assess the situation within their competence.
3. Call 999 immediately where symptoms are serious, life-threatening or potentially deteriorating rapidly.
4. Follow the participant's individual emergency support plan where available.
5. Provide appropriate first aid or authorised medication assistance within their competence.
6. Arrange safe supervision of other participants.
7. Contact the parent, carer or emergency contact as appropriate without delaying emergency assistance.
8. Notify the venue where emergency access or site arrangements require its involvement.
9. Record the incident and notify Edventures Management.
10. Review the circumstances and any required corrective actions.

Emergency incidents must be managed in accordance with **EDV-POL-003 — First Aid and Emergency Procedures** and the Edventures Incident and Accident Reporting Procedure.

Any associated safeguarding concern must also be managed under the Edventures Safeguarding Policy.

Staff must not delay emergency treatment or contacting emergency services while attempting to reach management or a parent or carer.

13. Allergies, Dietary Requirements and Catering

Where Edventures supplies food or refreshments, relevant allergy and dietary information will be collected before the activity.

Information will be shared with authorised staff and food providers where necessary for safe provision.

Edventures will take reasonable precautions to minimise allergen exposure, including checking ingredient information, managing food handling and addressing cross-contact risks.

An allergen-free environment will not be guaranteed unless this can be reliably substantiated.

Where a participant has a severe allergy, appropriate emergency arrangements must be identified and documented.

All catering and refreshment arrangements must comply with EDV-POL-019 — Conditional Food and Transport Arrangements.

14. Hired Venue Arrangements

Before delivering an activity at a hired venue, Edventures will identify and record the medical and emergency arrangements relevant to the site.

These will include:

- Full venue address and emergency access information.
- Ambulance access and handover arrangements.
- Available first aid facilities and equipment.
- Communication arrangements.
- Any agreed medication storage facilities.
- Venue emergency contact details.
- Responsibilities for contacting emergency services.
- Arrangements for supervising other participants during an emergency.
- Any restrictions arising from out-of-hours use.

These checks will be recorded using **EDV-FRM-MED-04 — Venue Medical and Emergency Arrangements Checklist**, or incorporated into the relevant Premises Hire Schedule.

Any support or facilities offered by the venue must be explicitly confirmed.

Edventures remains responsible for managing the support it has agreed to provide during its own sessions.

School staff, medication stocks and emergency resources must not be assumed to be available unless their provision has been expressly agreed.

15. Confidentiality and Data Protection

Medical information is confidential and must be handled in accordance with the Edventures Privacy Policy, applicable UK data protection legislation and the Data Retention Schedule.

Medical and support records must be maintained in an approved secure system, with access limited to authorised individuals according to operational need.

Information must not be disclosed to venue personnel or unrelated parties without an appropriate lawful basis and identified necessity.

Relevant information may be shared with emergency services and other appropriate professionals where lawful and necessary to protect an individual.

Where personal information is accessed temporarily during an activity, it must remain appropriately protected against loss, theft and unauthorised disclosure.

Records must be retained only for the periods established in the approved Data Retention Schedule, subject to any justified legal hold or other applicable requirement.

16. Incident Reporting and Review

Medical incidents, significant medication concerns, administration errors, adverse reactions and relevant near misses must be reported through the Edventures Incident and Accident Reporting Procedure.

Management will consider:

- Whether immediate safeguarding or medical action is required.
- Whether an individual support plan needs revision.
- Whether staff competence or authorisation requires reassessment.
- Whether the activity risk assessment remains suitable.
- Whether insurer, regulator or other notification requirements apply.
- Whether additional preventive measures are necessary.

Corrective actions must be allocated, documented and reviewed for completion.

17. Monitoring and Policy Review

Edventures Management will monitor implementation of this procedure and review it at least annually.

An earlier review will take place following:

- A significant medical incident or near miss.
- A relevant change in legislation or authoritative guidance.
- A material change in activities or delivery arrangements.
- Identification of inadequate medical support arrangements.
- Significant changes to equipment, medication support or staffing requirements.

Updates will be communicated to relevant workers and reflected in associated forms and procedures.

18. Supporting Documents

The following controlled documents support this procedure:

Reference	Supporting document
EDV-FRM-MED-01	Medical and Medication Consent Form
EDV-FRM-MED-02	Individual Medical and Emergency Support Plan
EDV-FRM-MED-03	Medication Administration Record

EDV-FRM-MED-04	Venue Medical and Emergency Arrangements Checklist
EDV-REG-MED-05	Medication Competence and Authorisation Register

This procedure must also be read alongside:

- EDV-POL-003 — First Aid and Emergency Procedures.
- Edventures Incident and Accident Reporting Procedure.
- Edventures Safeguarding Policy.
- Edventures Privacy Policy.
- Edventures Data Retention Schedule.
- EDV-POL-019 — Conditional Food and Transport Arrangements.
- Edventures School and Venue Hire Provider Arrangements Policy.
- Relevant activity risk assessments and Premises Hire Schedules.

19. Approval and Sign-Off

Approved by: Edward Fairnington

Role: Edventures Management

Signature: *Original signed*

Date approved: 16 October 2026

Next review date: 16 October 2027

Version: 1.0

This procedure takes effect following formal approval and must be implemented alongside the supporting documents and agreed operational arrangements.

Controlled supporting-document cross-reference (2026 consolidation)

Individual Medical and Emergency Support Plan: EDV-FRM-MED-02.

This note identifies the current supporting document without altering the substantive policy duties or replacing required operational approvals.