



Core Creative Education CIC

CCE025 Administration of Medication Policy and Procedures

Explore - Create - Learn – Grow

1.0 Introduction

Staff and students may require medication throughout the day or in case of an emergency. CoRE will accept, store, and administer medication as outlined in section 2.0 of this policy, when the medication has been prescribed by a doctor and with parental/guardian consent for students.

2.0 Procedure for Administering Medication

- Upon applying for a student place at CoRE, any medication routinely taken by the young person must be recorded on the enrolment form, including the name of the medication, the dosage, when it should be administered.
- *Where a student has a significant or long-term medical condition, CoRE will work with parents/carers, schools and relevant healthcare professionals to develop or follow an Individual Healthcare Plan where appropriate.*
- The young persons doctor's surgery contact information should also be provided.
- After the enrolment form has been received, a medication details form will be sent by CoRE to the parents/guardians of the student. The form must be completed with the student's name, the name of the medication, the dosage required, the time it should be administered and any further details pertinent to the administration of the medication e.g. must be given with food. The parent/guardian must have signed and dated the declaration.
- Attached to the medication details form is a recording form for CoRE's completion. This must be completed with the date, initials of the member of staff who has signed the medication in, the name of the medication, the initials of the member of staff who administered the medication, the time the medication was administered, the dosage administered and if any medication is remaining stored on site. If medication is being stored on-site, then the remaining number of tablets must be recorded in the last column of the recording sheet to allow CoRE to monitor when more medication needs to be requested from the parents/doctor.
- Should a student require medication after enrolment or for a short period of time e.g. antibiotics, a medication details form will be sent to parents/guardians to be completed as above.
- Staff requiring medication during work hours should inform CoRE, especially if there are potential side effects that could influence their performance at work but remain responsible for taking and monitoring their own medication intake.
- All medication is stored in a secure lock box and kept with the medication folder, which contains the medication details sheets. *Controlled drugs prescribed to individual students will be stored securely and records maintained in accordance with current guidance.*
- Medication should be provided to CoRE with the original packaging the medication was prescribed in, with clear personal details and prescription details on the label and with the product safety data sheet included in the packaging.
- *Staff will check that medication is clearly labelled, within its expiry date and suitable for administration before accepting it onto site. Expired medication will not be administered.*
- Should medication be deemed unsuitable for administration by staff at CoRE e.g., injections, then the parents/guardians will be contacted and alternative arrangements for administration will need to be arranged.



Core Creative Education CIC

CCE025 Administration of Medication Policy and Procedures

Explore - Create - Learn – Grow

- *Emergency medication, including prescribed inhalers, adrenaline auto-injectors (EpiPens), emergency epilepsy medication or other prescribed emergency medication, will be readily accessible and not locked away where immediate access is required. Staff will follow the student's Healthcare Plan or medical guidance when administering emergency medication.*

Medication Errors

- *Any medication error, omitted dose, incorrect dose or near miss will be reported immediately to the Education Manager or Director, recorded, parents/carers informed and medical advice sought where appropriate. Procedures will be reviewed to reduce the risk of recurrence.*

3.0 Staff Responsibilities

- Mentoring staff will be informed if the student they are paired with requires medication, including the name of the medication, the dosage and when it is required.
- A reminder is also entered into the central calendar to ensure that the student receives their medication on their days of attendance.
- Staff are to ensure that the recording sheet is completed as the medication arrives on site and when administered to the student.
- ~~Staff should not directly handle any medication but if they do, they must wash their hands after administering any medication.~~ *Staff should minimise direct contact with medication where appropriate and maintain good hand hygiene before and after administering medication.*
- Staff are not permitted to give injections. Staff with EpiPen training are permitted to administer EpiPens in an emergency.
- *Staff required to administer medication will receive appropriate information, instruction or training relevant to the medication they may be required to administer.*

4.0 Student Responsibilities

- Students should be aware of their need to take medication whilst at CoRE. Should students refuse their medication, CoRE will inform parents/guardians and their registered school/provider immediately.
- If the student's behaviour drastically changes as a result of not taking medication, then CoRE reserves the right for the student to be collected by a parent/guardian when requested.
- Should the medication be vital, CoRE will endeavour to encourage them to take their medication and if necessary, seek appropriate medical intervention, whilst informing parents/guardians and the registered school/provider of actions that have been taken.
- *Where appropriate, and following agreement with parents/carers and the student's school, students may self-administer medication under suitable supervision where this is considered safe and appropriate.*

Signed: *A Green* (Education manager)

Name: Alasdair Green

Date: 2/7/26



Core Creative Education CIC

CCE025 Administration of Medication Policy and Procedures

Explore - Create - Learn – Grow

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.