Medication & Supporting Students with Medical Conditions Policy

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Head of Operations

Date Approved: October 2026
Review Date: October 2027

Policy Update Summary (2026)

- Full review and rewrite of the legacy Strive IA medication policy.
- Clarified Strive's responsibilities as a commissioned alternative provision provider and the responsibilities of parents/carers, commissioners and health professionals.
- Strengthened arrangements for Individual Healthcare Plans (IHCPs), emergency medication, diabetes, asthma, epilepsy and allergies/anaphylaxis.
- Removed the previous routine stock Calpol/Piriton approach and replaced it with safer, individually authorised arrangements for non-prescription medicines.
- Added controlled-drug, self-management, medication-error, refusal, storage, disposal, off-site and emergency arrangements.
- Aligned with current safeguarding, equality, data-protection and health-and-safety expectations and relevant DfE medical-conditions/allergy guidance.

1. Purpose

Strive Alternative Provision is committed to supporting students with medical conditions so that they can participate safely and as fully as possible in their commissioned programme. This policy sets out arrangements for medication, individual healthcare needs and medical emergencies.

Strive is a commissioned alternative provision provider rather than a maintained school. Statutory responsibilities that sit with a commissioning school, local authority, parent/carer or health body remain with that organisation or person. Strive will work collaboratively with them to put safe and proportionate arrangements in place for the time a student is attending Strive.

2. Legal and Guidance Framework

This policy is informed by relevant legislation and guidance, including:

- Children and Families Act 2014.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974 and relevant regulations.
- Human Medicines Regulations 2012.
- Misuse of Drugs Act 1971 and Misuse of Drugs Regulations 2001, where controlled drugs are involved.
- UK GDPR and Data Protection Act 2018.
- Keeping Children Safe in Education 2026.
- Working Together to Safeguard Children 2026.
- DfE Supporting pupils at school with medical conditions (December 2015), used as relevant good-practice guidance for Strive's setting.

- DfE Allergy guidance for schools (July 2026), considered as relevant good practice for allergy safety.

Where guidance is specifically directed at schools, Strive will apply its principles proportionately where relevant without implying that every school-specific statutory duty applies directly to Strive.

3. Responsibilities

3.1 Head of Operations

- Ensures appropriate organisational arrangements exist for medication and medical needs.
- Ensures suitable storage, records, emergency arrangements and staff training are available where required.
- Ensures significant medication incidents are reviewed and escalated appropriately.

3.2 Staff

- Follow the student's agreed healthcare/medication arrangements and their training.
- Do not administer medication unless authorised and competent to do so.
- Record administration promptly and accurately.
- Report errors, refusals, adverse reactions, missing medication or concerns immediately.
- Know how to summon emergency assistance and where relevant emergency medication is kept.

3.3 Parents/Carers

- Provide accurate and current medical information and written consent where medication is to be administered by Strive.
- Supply medication in the original dispensed packaging with a legible pharmacy label where applicable.
- Notify Strive promptly of changes to medication, dosage, health needs or emergency arrangements.
- Ensure medication supplied is in date and sufficient for the agreed period.

3.4 Commissioners and Health Professionals

Commissioning schools/local authorities should provide relevant medical and risk information needed for safe placement. Appropriate health professionals should provide clinical advice and student-specific training where required. Strive staff will not undertake clinical procedures beyond their competence or training.

4. Individual Healthcare Plans

Students with significant or long-term medical conditions may require an Individual Healthcare Plan (IHCP) or equivalent health plan. Where an existing plan is held by the commissioning setting, Strive should receive the current version before or at the start of placement where it is relevant to safe attendance.

A plan may include:

- The condition, signs, symptoms and triggers.
- Medication, dosage, timing and administration arrangements.
- Emergency action and when to call 999.
- Known allergies and anaphylaxis arrangements.
- Self-management arrangements.
- Adjustments needed for activities, meals, physical activity, trips or transport.
- Named contacts and relevant health professionals.
- Training or competency requirements for staff.

Plans should be reviewed when needs or medication change, following a significant incident, or in accordance with the responsible body's review arrangements.

5. Consent and Authorisation

Strive will not routinely administer medication without appropriate written parental/carer authorisation, except where emergency action is required to preserve life or prevent serious harm and staff act within their competence and emergency guidance.

Authorisation should clearly identify the medicine, dose, route, timing/frequency and any relevant instructions. Changes to prescribed dosage must be supported by appropriate written evidence from the prescriber/pharmacy or updated health plan; staff must not independently alter doses.

6. Prescription Medication

- Medication should normally be supplied in the original container as dispensed by a pharmacist and labelled for the named student.
- The label must be legible and include appropriate dosage/instructions.
- Staff will check the student's identity, medication, dose, time, route and relevant instructions before administration.
- Medication must not be given to another student.
- Aspirin or medicines containing aspirin will only be administered to a child where prescribed by a doctor.
- Where instructions are unclear, contradictory or appear unsafe, medication will not be administered until clarification is obtained.

7. Non-Prescription Medication

Strive will not routinely keep or administer general stock medicines such as paracetamol or antihistamines for students. Where a non-prescription medicine is required during provision hours, arrangements must be individually agreed and appropriately authorised.

- The medicine should normally be supplied for the named student in its original packaging with instructions.
- Written parental/carer consent must specify the medicine and circumstances in which it may be given.
- Staff must check, as far as reasonably possible, whether a dose has already been given and ensure the manufacturer's dosing interval and maximum dose are not exceeded.
- Non-prescription medication must not be used to mask symptoms where medical assessment is required.
- Parents/carers will be informed of any dose administered.

Emergency treatment for a known allergy should follow the student's prescribed emergency medication and healthcare plan. Any separate emergency adrenaline auto-injector arrangements must comply with applicable law, guidance, training and local procedures.

8. Emergency Medication

Emergency medication must be readily accessible to authorised staff and must not be locked away in a manner that creates unsafe delay. It must nevertheless be stored securely and protected from unauthorised access.

Examples may include adrenaline auto-injectors, asthma reliever inhalers, epilepsy rescue medication and diabetes treatments. Student-specific plans must identify the required response, and relevant staff must receive appropriate instruction or training.

9. Diabetes

Students with diabetes will be supported in accordance with their individual healthcare plan and clinical advice. Arrangements may include access to glucose monitoring equipment, insulin, pumps, continuous glucose monitors, hypo treatments, food and drink, toilets and appropriate private space.

Students who are competent to self-manage should be enabled to do so with the level of supervision agreed in their plan. Staff must understand the student's hypo/hyperglycaemia signs and emergency response relevant to their role.

10. Allergies and Anaphylaxis

Known allergies must be clearly communicated to relevant staff on a need-to-know basis. Where a student is at risk of anaphylaxis, their plan should identify allergens, symptoms, medication and emergency action.

- Adrenaline auto-injectors must be accessible without avoidable delay.

- Staff expected to respond must understand the student's plan and receive appropriate training.
- After use of an adrenaline auto-injector for suspected anaphylaxis, 999 must be called and the student monitored in accordance with emergency guidance.
- Food, activities and trips should be planned with known allergy risks in mind.

11. Controlled Drugs

Where a student requires a controlled drug during Strive hours, individual arrangements will be agreed before administration. Controlled drugs will be stored securely with access limited to authorised staff, while ensuring emergency medication remains accessible where clinically required.

Receipt, administration, quantity and disposal/return will be recorded appropriately. Staff must not dispose of unused controlled drugs themselves unless an authorised process specifically permits this; they should normally be returned to the parent/carer or appropriate pharmacy route.

12. Self-Management

Where appropriate, students should be supported to take increasing responsibility for managing their own medical needs. The decision will consider age, understanding, competence, risk and clinical advice.

A student may carry their own medication, including emergency medication, where this is safe and agreed. A backup arrangement should be considered where loss or inability to access medication would create significant risk.

13. Administration and Recording

Every administration by Strive staff must be recorded as soon as practicable. The record should include the student's name, medicine, dose, date, time, route where relevant, staff member and any refusal, omission or reaction.

A second checker may be used where required by the student's plan, medication type, risk assessment or training. Strive does not require two staff for every routine medication administration unless the individual arrangements make this necessary.

14. Refusal or Omitted Medication

A student will not be forced to take medication. Refusal or an omitted dose will be recorded and the parent/carer informed. Where refusal or omission may create an immediate or significant health risk, staff will follow the student's healthcare plan and seek appropriate clinical or emergency advice.

15. Medication Errors and Adverse Reactions

Any suspected medication error, including wrong dose, wrong medicine, missed essential dose or administration to the wrong person, must be reported immediately to the Head of Operations or senior lead.

- The student's immediate health and safety takes priority.
- Medical advice will be sought promptly from an appropriate source; 999 will be used for a medical emergency.
- Parents/carers will be informed unless doing so would conflict with safeguarding advice.
- The incident and action taken will be recorded.
- Safeguarding, RIDDOR, commissioning, insurance or other reporting requirements will be considered where relevant.
- The incident will be reviewed to reduce the risk of recurrence.

16. Storage and Disposal

- Medication will be stored securely, in accordance with manufacturer/pharmacy instructions and at the required temperature.
- Medication requiring refrigeration will be stored appropriately and separated/protected from general food where necessary.
- Emergency medication will remain quickly accessible to authorised staff.
- Medication must be clearly identifiable for the named student.
- Expiry dates and condition of medication held by Strive will be checked periodically.
- Expired, discontinued or surplus medication will normally be returned to the parent/carer for safe disposal, with the return recorded where appropriate.

17. Off-Site Activities, Trips and Transport

A medical condition should not automatically prevent a student from participating in an off-site activity. Risk assessment and reasonable adjustments should be considered so the student can participate safely where practicable.

Required medication, emergency plans and appropriately trained staff must accompany the student where necessary. Medication must remain secure but accessible according to clinical need.

18. Intimate or Specialist Clinical Procedures

Procedures requiring specialist or student-specific competency, such as certain rescue medicines or clinical interventions, will only be undertaken by staff who have received suitable training and are considered competent for the agreed task.

Strive will work with parents/carers, commissioners and relevant health professionals to determine whether safe arrangements can be put in place. Staff will not be expected to undertake a clinical procedure for which they have not been appropriately trained.

19. Staff Medication

Staff are responsible for ensuring that medication they take does not impair their ability to work safely. Where a medicine or health condition may affect fitness for work, driving, supervision or safe decision-making, the staff member must inform their line manager and seek appropriate medical advice.

Personal medication must be stored securely and inaccessible to students while remaining appropriately accessible to the staff member where needed in an emergency.

20. Confidentiality and Information Sharing

Medical information is personal data and may include special-category data. Information will be shared only where there is a lawful basis and a legitimate need to know. Staff who need information to keep a student safe must have access to the relevant information; confidentiality must not prevent necessary safeguarding or emergency action.

21. Equality and Reasonable Adjustments

Strive will not exclude or disadvantage a student simply because they have a medical condition or disability. Individual needs, reasonable adjustments, risk, staffing, competence and the scope of the commissioned placement will be considered.

Where Strive cannot safely provide the required support within its competence or commissioned arrangements, it will work with the parent/carer and commissioner to identify what additional provision, training or alternative arrangement is required.

22. Related Policies

- Accidents & First Aid Policy.
- Safeguarding & Child Protection Policy.
- SEND Policy.
- Admissions Policy.
- Anti-discrimination, Equality & Inclusion Policy.
- Health & Safety Policy.
- Educational Visits, Trips & Community Activities Policy.
- Transporting Students & Driving at Work Policy.
- GDPR & Data Protection Policy.

23. Monitoring and Review

The Head of Operations will coordinate review of medication arrangements and this policy. The policy will be reviewed annually, or sooner following a significant incident or relevant change to legislation, guidance, clinical advice or Strive's operating arrangements.

END OF POLICY

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