Administration of Medication Policy and Procedures

Policy Information

Responsible Person	**Wayne Stewart**
Date	**03/09/2026**
Review Date	**03/09/2027**
Review frequency	**Annually**
Version No.	**1.3**

1.0 Introduction

Staff and students may require medication throughout the day or in case of an emergency. New Roots Workshop will **accept** and administer medication as prescribed by medical experts (medication will be held on the setting in a secure medication locked box). Confirmation of medication consent will be made to parents or carers of the Young Person and supported. Any changes to this must be informed to NRW immediately.

2.0 Procedure for Administering Medication

- Upon applying for a student place at New Roots Workshop, 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.
- The young person's doctor's surgery contact information should also be provided.
- After the enrolment form has been received, a medication details form will be sent by New Roots Workshop 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.
- Medication will be stored at NRW medication locked box and accessed / administered by NRW staff only.

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- 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 New Roots Workshop Safeguarding Lead – Mr Wayne Stewart, 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.

3.0 Staff Responsibilities

- Staff will be informed if the student they are paired with requires medication.
- A reminder is also entered into the central calendar to ensure that the student is reminded reference their medication on their days of attendance. The NRW Staff will support the Young Person in taking their medication at the right timings / dosage.
- Staff are not permitted to give injections. Staff with EpiPen training **only** are permitted to administer EpiPens in an emergency.

4.0 Student Responsibilities

- Students should be aware of their need to take medication whilst at New Roots Workshop. Should students refuse their medication, New Roots Workshop will inform parents/guardians and their registered school/provider immediately.
- If the student's behaviour drastically changes because of not taking medication, then New Roots Workshop reserves the right for the student to be collected by a parent/guardian when requested.
- Should the medication be vital, New Roots Workshop 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.

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

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