

Issue Date: August 2026

Review Date: July 2027

Lead Officer: Roxy Durran (Quality and Compliance Manager)

TOAST Medication and Medical Needs Policy

1. Purpose of this Policy

Cornwall Neighbourhoods for Change (CN4C) is committed to safeguarding and promoting the health, wellbeing and safety of all learners attending the TOAST Young People's Provision.

This policy sets out the arrangements for supporting learners with medical needs and the safe management, storage, administration and recording of medication. It aims to ensure that learners with medical conditions are able to participate fully in education and enrichment activities whilst receiving appropriate support to meet their individual health needs.

The aims of this policy are to:

- Ensure learners with medical needs receive appropriate and safe support.
- Promote the health, wellbeing and inclusion of all learners.
- Provide clear guidance for staff responsible for supporting learners with medication.
- Ensure medication is managed safely and securely.
- Clarify the roles and responsibilities of staff, learners, parents/carers and healthcare professionals.
- Meet statutory safeguarding and health and safety requirements.
- Minimise risks associated with medication administration.

2. Links to Other Policies

This policy should be read alongside:

- Safeguarding Children and Young People Policy
- Health and Safety Policy
- Learner Support Policy
- Personal Care Policy
- Educational Visits Policy
- First Aid Policy
- Risk Assessment Policy
- Attendance and Engagement Policy

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- Intimate Care Policy
- Data Protection and Confidentiality Policy
- Emergency Procedures



Statutory Guidance

This policy reflects the principles contained within:

- Supporting Pupils at School with Medical Conditions (Department for Education)
- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Medicines Act 1968
- Human Medicines Regulations 2012
- UK GDPR
- Data Protection Act 2018

3. Associated Procedures

This policy is supported by:

- Medication Administration Procedure
- Medication Consent Procedure
- Individual Healthcare Plan (IHP) Procedure
- Emergency Medication Procedure
- Educational Visits Procedure
- Medication Audit Procedure
- Incident Reporting Procedure

4. Principles

TOAST believes that:

- Learners with medical conditions should receive the support they need to access education safely.
- Medical conditions should not unnecessarily prevent participation in learning or activities.
- Medication should only be administered where appropriate and in accordance with this policy.

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- Learners should be encouraged to develop independence where appropriate.
- Medication management should always prioritise learner safety and dignity.
- Staff should receive appropriate information and training before supporting learners with medical needs.

5. Roles and Responsibilities

Leadership Team

The Leadership Team will:

- Ensure appropriate procedures are in place.
- Allocate sufficient resources.
- Ensure staff receive appropriate training.
- Monitor compliance with this policy.

Designated Safeguarding Lead (DSL)

The DSL will:

- Support staff where safeguarding concerns arise in relation to medical needs.
- Ensure information is shared appropriately where necessary to safeguard learners.

Coordinators

Coordinators will:

- Ensure Individual Healthcare Plans (IHPs) are in place where required.
- Ensure medication records are maintained.
- Monitor staff competence where medication is administered.
- Ensure medication incidents are reported appropriately.

Staff

Staff will:

- Follow this policy and associated procedures.
- Only administer medication when authorised and appropriately trained.
- Record all medication administered.

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- Report concerns immediately.
- Respect learner dignity and confidentiality.



Parents and Carers

Parents and carers are responsible for:

- Providing accurate medical information.
- Informing TOAST of any changes to medical conditions.
- Providing medication in its original packaging.
- Ensuring medication is in date.
- Completing consent documentation where required.

Learners

Learners will be encouraged, where appropriate, to:

- Understand their own medical needs.
- Take increasing responsibility for managing their medication.
- Inform staff if they feel unwell or require support.

6. Individual Healthcare Plans (IHPs)

Where a learner has a significant or long-term medical condition, an Individual Healthcare Plan (IHP) will normally be developed in partnership with:

- Parents or carers.
- Healthcare professionals.
- The learner, where appropriate.
- Relevant TOAST staff.

The IHP may include:

- Medical diagnosis.
- Medication requirements.
- Signs and symptoms.
- Emergency procedures.
- Required adjustments.
- Contact details.
- Review arrangements.

Healthcare Plans will be reviewed regularly and whenever circumstances change.

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7. Medication

Medication should only be brought into TOAST where it is necessary for the learner's health or wellbeing.

Where possible:

- Medication should be prescribed in doses that can be taken outside educational hours.
- Medication should remain in its original pharmacy labelled container.
- Medication must be clearly labelled with the learner's name and dosage instructions.
- Expiry dates will be checked before medication is accepted.

Staff reserve the right to refuse medication that is incorrectly labelled, damaged or expired.

8. Administration of Medication

Medication will only be administered:

- With appropriate written consent from a parent, carer or learner where appropriate.
- In accordance with prescription instructions.
- By authorised members of staff.
- Following appropriate training where required.

Before administering medication staff will confirm:

- Correct learner.
- Correct medication.
- Correct dose.
- Correct time.
- Correct route.
- Expiry date.

Following administration, staff will complete the medication administration record immediately.

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9. Self-Administration

Where appropriate, learners may self-administer medication following an individual risk assessment and agreement with parents/carers and relevant professionals where applicable.

TOAST will encourage independence whilst ensuring appropriate supervision and support.

10. Emergency Medication

Emergency medication may include:

- Adrenaline Auto-Injectors (AAIs).
- Asthma inhalers.
- Buccal Midazolam.
- Emergency epilepsy medication.
- Glucose treatments.

Staff responsible for administering emergency medication will receive appropriate training.

Emergency procedures will be detailed within Individual Healthcare Plans.

Emergency services will be contacted whenever required.

Parents/carers will be informed as soon as reasonably practicable following any emergency medication administration where appropriate.

11. Storage of Medication

Medication will be stored:

- Securely.
- In accordance with manufacturer's instructions.
- In locked storage where appropriate.
- Refrigerated where required.
- In an accessible location for emergency medication.

Access will be restricted to authorised staff.

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Controlled drugs will be stored and recorded in accordance with legal requirements.

12. Educational Visits

Learners with medical needs will be supported to participate in educational visits wherever reasonably practicable.

Staff planning visits will ensure:

- Medication accompanies the learner.
- Staff understand medical requirements.
- Emergency procedures are available.
- Risk assessments are completed.
- Appropriate staffing arrangements are in place.

13. Record Keeping

TOAST will maintain accurate records relating to:

- Medication administration.
- Consent forms.
- Individual Healthcare Plans.
- Medication errors.
- Medical incidents.
- Training records.
- Medication audits.

Records will be stored securely in accordance with UK GDPR and the Data Protection Act 2018.

14. Medication Errors

If a medication error occurs, staff will:

- Prioritise the learner's immediate safety.
- Seek medical advice where necessary.
- Inform the relevant manager immediately.
- Inform parents/carers as soon as possible.

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- Record the incident.
- Complete an incident report on ZOHO Young Peoples Hub
- Inform DSL, and complete a safeguarding report on ZOHO Young Peoples Hub.
- Review procedures to reduce the likelihood of recurrence.

Where appropriate, safeguarding procedures may also be followed.



15. Equality, Diversity and Inclusion

Cornwall Neighbourhoods for Change (CN4C) is committed to promoting equality, diversity and inclusion and to ensuring that no learner is disadvantaged because of a medical condition, disability or additional health need.

In accordance with the **Equality Act 2010**, TOAST will make reasonable adjustments, where appropriate, to enable learners to access education, enrichment activities, educational visits and all aspects of college life safely and on an equal basis with their peers.

Support will be planned in partnership with learners, parents/carers and relevant healthcare professionals where appropriate, ensuring that individual needs are met while promoting dignity, independence, inclusion and respect.

All staff are expected to foster an inclusive environment in which learners with medical needs feel supported, valued and able to participate fully in their education and wider college experience.

16. Quality Assurance

Compliance with this policy will be monitored through:

- Medication audits.
- Incident reviews.
- Individual Healthcare Plan reviews.
- Staff supervision.
- Internal audits.
- Safeguarding monitoring.
- Learner and parent/carer feedback.

Findings will inform continuous improvement.

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17. Monitoring and Review

This policy will be reviewed annually or sooner following:

- Changes in legislation or statutory guidance.
- Lessons learned from incidents.
- Changes in organisational practice.
- Recommendations arising from audits or inspections.

The Leadership Team is responsible for ensuring this policy remains current, effective and reflective of best practice.

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APPENDIX 1

MEDICATION ADMINISTRATION CHECKLIST

A step-by-step checklist to ensure safe and appropriate administration of medication.



ADMINISTRATION CHECK		COMPLETE
 1 Written consent obtained		☐
 2 Medication in original container		☐
 3 Learner identity confirmed		☐
 4 Correct medication		☐
 5 Correct dose		☐
 6 Correct time		☐
 7 Correct route		☐
 8 Expiry date checked		☐
 9 Administration recorded		☐
 10 Parent/carers informed if required		☐



Safe medication administration protects the health and wellbeing of our learners.

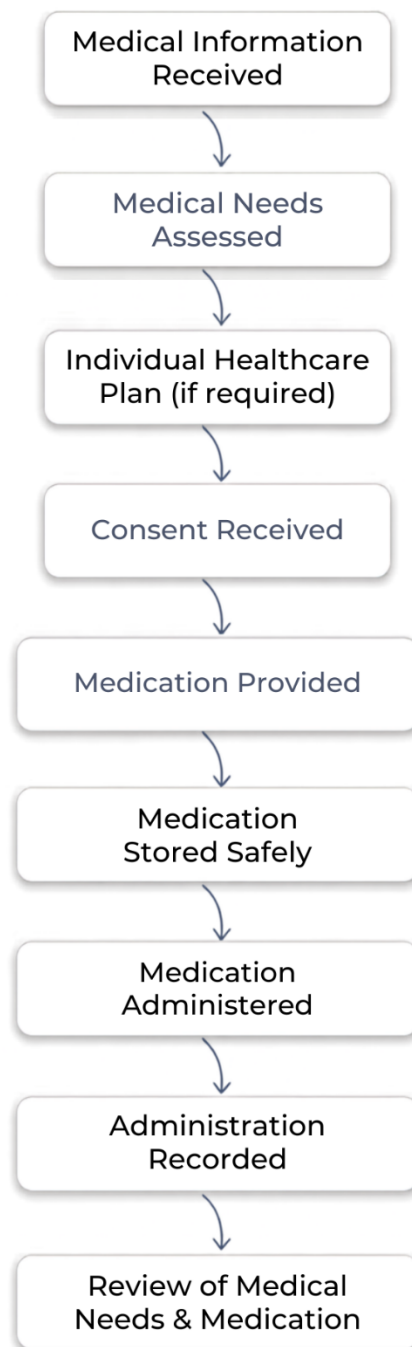


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Appendix 2 – Medication Management Process



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Appendix 3 – Medication Storage Audit



Audit Item	Complete
Medication stored securely	☐
Emergency medication accessible	☐
Expiry dates checked	☐
Medication clearly labelled	☐
Controlled drugs recorded	☐
Refrigerator temperatures monitored (if applicable)	☐
Medication records up to date	☐
Outstanding actions completed	☐