



Bale's Farm Outdoor Learning Ltd

Administration of Medication Policy

(Reviewed October 2025)

1. Policy Statement

Bale's Farm Outdoor Learning Ltd is committed to ensuring that all pupils, including those with special educational needs (SEN) and/or medical conditions, are properly supported so they can fully participate in outdoor learning, educational visits, and daily provision.

This policy sets out how Bale's Farm Outdoor Learning will manage the administration of medication to pupils, in line with:

- Supporting Pupils with Medical Conditions at School (DfE, 2025)
- Health and Safety (First-Aid) Regulations 1981
- The Misuse of Drugs Regulations 2001 (and amendments)
- Children and Families Act 2014 (Section 100)
- UK GDPR & Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE 2025)

2. Aims

- To ensure medication is administered safely and effectively to pupils who need it.
- To ensure staff understand their roles and responsibilities.
- To promote inclusion and equal access for pupils with medical needs.
- To comply with statutory duties and maintain good safeguarding practice.

3. Responsibilities

The Directors / Management of Bale's Farm will:

- Ensure appropriate policies, training and risk assessments are in place.
- Ensure sufficient staff are trained and competent to administer medication.
- Maintain secure storage for medicines in line with regulations.
- Review this policy annually or after any incident.

Parents / Carers must:

- Provide written consent using the Parental Permission to Administer Medication Form.
- Supply medication in the original, clearly labelled container with the pupil's name, dosage, and expiry date.
- Collect unused or expired medication promptly.
- Inform Bale's Farm of any changes to medical needs or medication.



Staff will:

- Administer medication only when a signed parental consent form is in place.
- Follow the written instructions supplied by the parent/carer or prescriber.
- Keep accurate records using the Medication Administration Log.
- Report any errors, refusals, or adverse reactions immediately to the DSL/manager and the parent/carer.

Pupils (where appropriate) will:

- Be encouraged to take responsibility for their own medication, where it is age-appropriate and safe to do so.
- Never share medication with another pupil.

4. Procedures

4.1 Parental Consent

Medication will only be administered when a fully completed and signed Parental Permission to Administer Medication Form has been received. Separate forms are required for each medicine.

4.2 Prescription Medicines

Only medicines prescribed by a UK-registered medical practitioner, dentist, or nurse prescriber will be accepted. Medicines must be provided in the original packaging as dispensed by a pharmacist, with a clear pharmacy label.

4.3 Non-prescription / Over-the-counter Medicines

Non-prescription medication (e.g. paracetamol, antihistamines) may only be administered if authorised in writing by a parent/carer and approved by management, and must meet the same labelling and safety standards.

4.4 Controlled Drugs

Controlled drugs (as defined under the Misuse of Drugs Regulations 2001) will be stored in a locked, non-portable cabinet accessible only to authorised staff. Administration must be recorded in both the controlled drugs register and the Medication Administration log, and witnessed by a second trained adult.



4.5 Storage of Medication

Medicines requiring refrigeration will be stored in a locked refrigerator or sealed container within a fridge.

All other medicines will be stored in a secure, labelled cupboard.

Staff must check expiry dates regularly and dispose of out-of-date medicines appropriately.

4.6 Record Keeping

Every administration must be recorded immediately in the Medication Administration Log, including:

- Date and time
- Medicine name and dosage
- Staff initials/signature
- Any pupil refusal or adverse reaction

4.7 Training

Staff administering medication will have completed suitable training to administer medication.

Bale's Farm will not be able to administer invasive or complex medical procedures (For example: use of an adrenaline auto-injector, rectal diazepam, or gastrostomy feeds).

4.8 Emergencies

In medical emergencies, Bale's Farm staff will:

- Administer emergency medication as prescribed (e.g., EpiPen, asthma inhaler).
- Inform parents/carers immediately and call emergency services (999) if required.
- Record the event and review procedures afterwards.

4.9 Refusal or Error

If a pupil refuses medication or an error occurs, staff will:

- Never force administration.
- Record the incident and inform parents/carers as soon as possible.
- Seek medical advice if required.



5. Individual Healthcare Plans (IHPs)

Pupils with significant or ongoing medical needs (including those with an EHCP) will have an Individual Healthcare Plan agreed with parents/carers and the relevant healthcare professionals.

The IHP will detail:

- Specific medical needs and symptoms
- Medication and dosage
- Triggers and emergency procedures
- Contact details and responsibilities
- Review date

6. Data Protection & Confidentiality

Medical information will be handled in accordance with UK GDPR and Bale's Farm's Data Protection Policy.

Only staff with a legitimate need will have access to personal health information.

Parents may request to see any records held relating to their child's medication.

7. Off-Site and Outdoor Activities

Bale's Farm Outdoor Learning Ltd will ensure:

- Appropriate staff training and risk assessment for trips and outdoor sessions.
- Medicines and emergency plans travel with the pupil (in sealed, labelled containers).
- Consent and records are maintained for on-site sessions.

8. Monitoring and Review

The DSL/Manager will audit medication records each term. Any incident involving medication will trigger a review.

This policy will be reviewed annually, or sooner if legislation or DfE guidance changes.

Approved by: Jessica Macdonald, Operations Manager

Date: 17th October 2025

Review Date: October 2026