



Medication administration and handling policy and Procedure

Date: December 2025

Review Date: December
2026

Scope

Unless expressly stated to the contrary any reference to Little Gate, Little Gate Farm or the Charity should be treated as including Little Gate College, and any reference to client/participant/work trainees/young people should be treated as including a Student of Little Gate College.

This policy applies to all, students, young people and trainees who require medication during their participation in programs at Little Gate, as well as to staff and volunteers responsible for administering medication.

Introduction

Little Gate is committed to ensuring the health and safety of all students, young people and trainees. This policy outlines the procedures for the safe administration of medication to participants.

Little Gate Farm is a registered charity in England and Wales (1153584).

Aim

The purpose of this policy is to:

- Ensure the safe administration of medication.
- Provide clear guidelines for staff, volunteers, students, young people, trainees, and their parents/guardians/carers.
- Ensure compliance with relevant health and safety regulations.

Definitions

- Trainees: Individuals aged 19+ that attend Little Gate Farm as 'trainees' and engage in our supported employment program
- Students: Individuals aged 16 – 24 with a current EHC plan who are enrolled on a Little Gate College education study programme.
- Little Gate College: A specialist further education post 16 provider for students with an EHCP that are aspiring to move into paid employment
- Medication: Any prescribed or over-the-counter drug administered to manage a health condition.
- Classes of Medication:
 - ❖ Prescription Medications: Drugs prescribed by a licensed healthcare provider.
 - ❖ Over-the-Counter (OTC) Medications: Medications available without a prescription, used for common ailments.
 - ❖ Controlled Substances: Medications regulated by law due to potential for abuse (e.g., certain painkillers, ADHD medications).
 - ❖ Emergency Medications: Drugs used in urgent health situations, such as Buccal Midazolam to control Epilepsy seizures, Epi – Pen for severe allergic reactions and inhalers for asthma attacks.

Medication Administration Procedures

- Authorisation: Written consent from a parent/guardian/carer, be obtained before any medication is administered.
- Storage: Medications must be stored securely in a locked cabinet, accessible only to authorised staff. Medications requiring refrigeration will be stored in a dedicated fridge/ dedicated locked container in fridge.

- Labelling: All medications must be in their original containers, labelled with the participant's name, and administration instructions (as per the label or prescription)
- Record-Keeping: A log will be maintained for all medications administered, noting the date, time, dosage, and the person administering the medication.
- Self-Administration: With written consent from a parent/guardian/carer, participants may self-administer medication under supervision or with some support.
- Emergency Medication: Medications required for emergency situations must be readily accessible. Staff will be trained in administering these medications and in recognising the signs of a medical emergency.

- Routine Medication Administration
 - Routine oral medications, topical treatments, and other non-invasive forms of medication do not require a witness for administration.
 - Staff responsible for administering these medications must follow proper procedures, including:
 1. Verifying the individual's identity.
 2. Checking the medication label for correct dosage and timing.
 3. Documenting the medication administration in the individual's medication log immediately after giving the medication.

- Invasive or High-Risk Medication Administration
 - Invasive procedures or high-risk medications, such as insulin injections or medications requiring precise dosage calculations, must be witnessed by a second authorised staff member.
 - The witness must observe the full administration process, ensuring the correct medication, dosage, and route of administration.
 - Both the administering staff member and the witness must sign off on the medication log to confirm proper administration.

- Insulin Administration Requirements
 - For insulin administration, staff members must undergo specific training and sign-off by a qualified nurse prior to being authorised to administer insulin independently.
 - The initial training will cover:
 - Safe insulin handling, dosage, and injection techniques.
 - Signs of hypo - or hyperglycemia and emergency procedures.
 - Staff must be retrained and signed off by a trained external nurse every 6 months to ensure ongoing competency.
 - Insulin administration must be recorded immediately

- Documentation
 - All medication administrations, whether witnessed or not, must be documented accurately, including:
 - The name of the medication.
 - The dosage administered.
 - The time and date of administration.
 - The name of the staff member administering the medication and, where applicable, the witness.
 - Any errors or discrepancies in medication administration must be reported immediately to the Senior lead and /or Head of area, and documented in accordance with incident reporting procedures.

- Training and Competency

- All staff involved in medication administration must receive training in safe medication practices
- Staff administering invasive or high-risk medications, such as insulin, must demonstrate competency in these tasks before being authorized to do so without direct supervision.

Handling of Medication

- Receiving Medication: All medications brought to Little Gate Farm/College must be handed over to authorised staff upon arrival.
- Administering Medication: Only authorised and trained staff are permitted to administer medication. The "five rights" of medication administration (right patient, right medication, right dose, right route, right time) will always be followed.
- Disposal of Medication: Expired or unused medication will be disposed of according to legal and safety guidelines. Parents/guardians/carers will be informed prior to disposal.

Prescribed Medication

- Only prescribed medications that are provided with a doctor's instructions will be administered.
- Parents/guardians/carers must supply the prescribed medication in its original packaging with clear instructions.

Non-Prescribed Medication

- Non-prescribed (over-the-counter) medications may be administered with written consent from a parent/guardian/carer of the trainee.
- Staff will follow the dosage instructions provided on the medication packaging

Controlled Drugs

- Controlled drugs will be handled in accordance with legal requirements.
- These drugs will be stored in a locked container and only administered by authorised staff members.
- A separate record will be kept for the administration of controlled drugs.

Rescue/Emergency Medicines

- Emergency medications, such as inhalers, must be readily accessible at all times.
- Responsible staff will be trained in the administration of these medications and in recognising the signs of a medical emergency.

Emergency Procedures

- In the event of a medical emergency, staff will follow established emergency procedures.
- Emergency services will be contacted immediately if necessary, and parents/guardians/carers will be informed as soon as possible.

Receipt and Storage of Medicines

- Medications must be handed to authorised staff upon arrival at the farm.
- All medications will be stored securely, with controlled drugs stored in a locked container and refrigerated medications kept in a dedicated fridge/dedicated locked container in fridge.

Medicine Refusal

- If a young ranger, student, young person or trainee refuses to take their medication, staff will not force them.
- The incident will be documented, and the parent/guardian/carer will be informed immediately.

Medicine Disposal

- Expired or unused medications will be disposed of safely in accordance with legal guidelines.
- Parents/guardians/carers will be informed prior to the disposal of any medications.

Self-Administration of Medicines

- With written consent from a parent/guardian and approval from staff, trainees may self-administer medication under supervision.

Administration of Medicines by Staff

- Only authorised and trained staff members are permitted to administer medication.
 - Where there is additional risk or skill required to administer the medication, additional external training may be given, for example, a district nurse will assess the administration of insulin and subsequent sign off (and witnesses)
- Staff will only administer or support the administration of medications prescribed by a GP. We will not administer herbal remedies or any non-prescribed medications unless they are over the counter drugs, provided in their original packaging, clearly labelled with the required dosage and instructions.

Medication Packaging Regulations:

- **Original Packaging Requirement:** Medications should remain in their original packaging, the patient's name, the correct dosage, expiry date, and storage conditions. This helps prevent medication errors.
- **Blister Packs or Dosette Boxes:** In some cases, medications may be transferred into blister packs or dosette boxes by a **pharmacist**. These are pre-packed by professionals to support individuals with difficulties managing their medications.
- **Transferring Medications by Unqualified Personnel:** Little Gate will not accept medication that has been transferred into alternative containers or support the administration of medications that have been transferred outside of the original packaging, as this can increase the risk of error.

Medicine Errors

- Any errors in medication administration or adverse reactions will be reported immediately to the Senior Lead/ Head of Area and documented.
- Parents/guardians/carers will be notified as soon as possible.

Record Keeping

- A log will be maintained for all medications administered, noting the date, time, dosage, and the person administering the medication.
- Records will be kept confidential and secure.

Staff Training

- Staff responsible for administering medication will receive regular training on proper procedures, potential side effects, and emergency response protocols.

Related Policies

- This policy should be read in conjunction with other relevant policies, such as the Health and Safety Policy and the Child and Adult Protection Policy.

Monitoring and Evaluation

- The implementation of this policy will be monitored regularly to ensure compliance and effectiveness.
- Feedback from staff, trainees, and parents/guardians will be considered for improvements.

Policy Review

- This policy will be reviewed annually to ensure it remains current with best practices and regulatory requirements.
- Any updates will be communicated to all staff, volunteers, students, young people, trainees, and their parents/guardians/carers.

Related Legislation & Guidance

- This policy complies with relevant legislation and guidance, including The Medicines Act 1968

Related Internal Documentation

- Refer to internal documents that support this policy, such as consent forms, training manuals, and emergency procedures.

Policy Review and Updates

This policy is subject to regular review to ensure that it remains accurate, effective, and aligned with legal and regulatory changes.

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Signed by trustee	<i>Maxine Leigh</i>	MAXINE LEIGH	21.10.24
Signed by CEO	<i>AR</i>	ANDREA RANDALL-SMITH	21.10.24

Reviewed by	Date	Changes made	Next review date
<i>AR</i>	<i>11/12/25</i>		<i>11/12/26</i>