



CReATIVE Education Provision

IWYS Alternative Provision Missed Administration of Medication Policy

Approved by:	Charmaine Baines - Proprietor
Last reviewed on:	18/12/2024
Next review due by:	18/12/2025

IWYS Alternative Provision

Missed Administration of Medication Policy

1. Purpose

This policy outlines the procedures to be followed in the event that a medication dose is missed for a pupil at IWYS Alternative Provision. Our aim is to ensure the health and safety of all pupils by managing medication administration effectively.

2. Scope

This policy applies to all staff members involved in the administration of medication to pupils at IWYS Alternative Provision.

3. Roles and Responsibilities

- **Proprietor (Charmaine Baines):** Ensure the policy is implemented and reviewed annually.
- **Staff Members:** Administer medication as per the schedule and report any missed doses immediately.
- **Parents/Carers:** Provide accurate and updated medical information and consent.

4. Procedures for Missed Medication

- **Immediate Actions:**
 1. If a medication dose is missed, the staff member must notify the proprietor or designated staff member immediately.
 2. Check the pupil's individual healthcare plan to determine the urgency of administering the missed dose.
- **Communication:**
 1. Inform the pupil's parents/carers as soon as possible, explaining the situation and any actions taken.
 2. Record the incident in the medication administration log, noting the time, date, and reason for the missed dose.
- **Follow-Up Actions:**
 1. If the medication can still be administered safely, do so as soon as possible.
 2. If the next dose is due soon, consult with a healthcare professional to determine the best course of action.
 3. Monitor the pupil for any adverse reactions or symptoms as a result of the missed medication.

5. Preventative Measures

- Ensure all staff involved in administering medication are trained and familiar with the school's medication policy and procedures.
- Conduct regular checks to ensure all medications are stored correctly and administration schedules are up to date.
- Maintain open communication with parents/carers to ensure any changes in medication or dosage are communicated promptly.

6. Review and Monitoring

- The policy will be reviewed annually by the Proprietor and updated as necessary.
- Staff will receive refresher training on medication administration and policy updates during staff meetings or INSET days.

7. Related Policies

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy

[I.W.Y.S.-Its-What-You-Say-CIC-Administering-Medication-Policy.pdf](#)

[IWYS-Health & Safety Policy](#)

[IWYS - FIRST AID POLICY](#)

8. References

- Department for Education (DfE) guidance on supporting pupils with medical conditions
[Supporting pupils with medical conditions at school - GOV.UK](#)