



PONY PARTNERSHIPS



Medication & Medical Needs Policy – 2025–2026

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2025

Date of Next Review: 31 August 2026

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1. Introduction

Pony Partnerships CIC recognises its duty of care to safeguard the health, safety, and wellbeing of all clients, staff, and visitors. Many clients will, at some time, require medication or ongoing management of a medical condition. This policy sets out clear arrangements for the safe administration of medicines and management of medical needs, in line with:

- *Health and Safety at Work Act 1974*
- *Children and Families Act 2014*
- *DfE Supporting Pupils with Medical Conditions in Schools (2015)*
- *Equality Act 2010*
- *Data Protection Act 2018 & UK GDPR*
- *Non-School Alternative Provision Voluntary National Standards (2025)*

2. Aims

- To ensure clients with medical needs are fully supported to access learning and activities safely.
- To provide clear procedures for the safe receipt, storage, administration, and disposal of medicines.
- To protect staff by ensuring clear training, guidance, and record-keeping procedures.
- To work in partnership with parents/carers, schools, healthcare professionals, and clients.

3. Roles & Responsibilities

Directors/Managers will:

- Ensure policies and procedures comply with legislation and standards.
- Arrange suitable staff training.
- Maintain oversight of the Medication Log and risk assessments.

Staff will:

- Follow training and procedures when administering medication.
- Keep accurate records of all medication administered.
- Report concerns immediately to the Clinical Lead or Designated Safeguarding Lead (DSL).

Parents/Carers will:

- Provide up-to-date medical information and signed consent forms.
- Supply prescribed medicines in their original packaging, labelled with name, dosage, and expiry date.

- Replace expired or out-of-date medication promptly.

Clients (where appropriate) will:

- Be encouraged to take responsibility for their medical needs where safe and agreed (e.g., self-carrying inhalers).
- Communicate with staff if they feel unwell or need support.

4. Medication Procedures

- Medication will only be administered with prior written consent from parents/carers.
- Only prescribed medicines in original containers with clear labels will be accepted.
- Non-prescription medicines (e.g., paracetamol) will not be administered unless prescribed.
- A Medication Log must be completed for every administration, including:
 - Client name, medication, dose, date, time, staff signature, and witness signature.
- Emergency medicines (e.g., inhalers, EpiPens, insulin) must:
 - Be clearly labelled.
 - Be easily accessible at all times.
 - Travel with the learner for off-site activities and trips.
- Controlled drugs must be stored in a locked cabinet and recorded in a separate register.
- Medication no longer required, or expired, must be returned to parents/carers for safe disposal.

5. Medical Conditions & Care Plans

- Individual Healthcare Plans (IHPs) or equivalent will be required for clients with long-term or complex needs, in consultation with parents/carers, schools, and healthcare professionals.
- Plans should outline triggers, symptoms, treatments, emergency actions, and staff responsibilities.
- IHPs should be reviewed at least annually, or sooner if needs change.

6. Staff Training

- Only staff who have received appropriate training may administer medication.
- All staff must hold First Aid at Work or Paediatric First Aid certification.
- Staff administering emergency medication (e.g., for epilepsy, diabetes, anaphylaxis) will receive specialist training and annual refreshers.
- Training records will be maintained by management.

7. Record-Keeping & Data Protection

- Medication consent forms, logs, and IHPs will be stored securely in line with Data Protection Act 2018 and UK GDPR.
- Information will be shared only with those who need it to safeguard the client.
- Records of medication administered will be retained for 7 years.

8. Off-Site Activities & Trips

- Risk assessments will consider medical needs for all trips and activities.
- Medication, including emergency supplies, will accompany clients and be under the supervision of a trained member of staff.
- Parents/carers will be informed in advance and asked to confirm medical arrangements.

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9. Emergencies

- Staff will act promptly in a medical emergency, following IHPs where in place.
- Emergency services will be called if required.
- Parents/carers will be notified immediately.
- Any emergency use of medication (e.g., EpiPen, inhaler) will be recorded and reported to parents and healthcare professionals.

10. Monitoring & Review

- Medical needs and consent forms will be reviewed termly, or sooner if required.
- This policy will be reviewed annually and updated in line with legislation, guidance, or best practice.

11. Complaints

- Parents/carers with concerns about the administration of medicines or medical support should follow the Complaints Policy.
- Safeguarding concerns will follow the Safeguarding & Child Protection Policy.

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