



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD MEDICAL (MEDICATION ADMINISTRATION-STORAGE) POLICY 2025

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Aims

- To protect the interests of the learner at all times.
- To give all staff clear and unambiguous guidance on their responsibilities
- To ensure procedures are clear to all learners, parents/carers and staff.
- To follow any school procedures/guidelines where necessary in relation to the young person.
- To use the Care and Support Plans to incorporate the Medication procedures

Some learners using our provision will have medical conditions which may require medication to be taken regularly throughout the day. We need to ensure that we are aware of learners' needs in terms of medication so that we can support them in taking them when appropriate and to make sure we are aware of what medication a learner may require. Medication is important to allow those individuals to fully participate and gain maximum benefit from their learning programmes.

Currently we do not have any students in roles that require Medication Administration.

Objectives

To obtain relevant information about the learner's medication needs.
To remind learners of the importance of taking their medication on time

To ensure all staff, learners and parents/carers are aware of the organisation's procedures and to work with those in relation to medication collection and communication.

To ensure if students are within the provision that staff have the appropriate training to administer Medications, we advise only that students are to administer themselves at home or after school hours.

A bespoke conversation will be done to ensure the administration and storage of the medication is done accurately.

To ensure all FAST FORWARD staff have medication understanding and training.

To reassure learners; that we are acting in their best interests.

To ensure that in the event of unauthorised medication being discovered, appropriate action is taken.

Any safeguarding concerns in relation to Medication; staff should notify the Designated Safeguarding lead.

Guidelines

Details of medication required by learners will be obtained during the learner's registration process through parent/carer consent forms.

All medical information about a child is kept in a safe and secure place in the main office and can only be accessed by staff.

FAST FORWARD Managers/tutors are made aware of medications needs of the learners.

FAST FORWARD Managers/tutors are responsible for ensuring medication is not left in areas where other learners could access them.

FAST FORWARD Staff are responsible for the prompting of medication, and then signed by that staff member for any learner within their group, this is done on a Medication Administration Record (MARS) adapted for FAST FORWARD provision.

A new MAR sheet will be created for each half term and medication carried over onto the next term's sheets.

A Medication book will be used to enter the young person's medication once handed over by staff, to support the MAR sheet.

Medication will have the box/correct labels with the tablets that arrive to ensure the correct dosage and medication type.

If medication is refused by the young person, parents/carers/schools will be notified of this.

Any unauthorised prescription medication will be confiscated, and parents/carers/relevant agencies contacted immediately to ascertain whether or not the medication is for the learner.

FAST FORWARD Staff will obtain new medication from parent/carer directly and schools if and when required unless arrangements made specifically to the school/parent. No young person should be delivering medication to the provision, this is unlawful and can create potential dangers.

No non-prescription medication (paracetamol etc.) will **not** be given to learners by staff at any time.

Epi pens will be administered by self and legislation depicts

The organisation aims to support learners in taking their medication whilst protecting them from access to taking non-prescribed substances.

Storage of medication will be kept in a safe labelled correctly. Signing sheets of x2 members of staff will be evidenced.

FAST FORWARD Medication Policy

Written, Amended and reviewed by Adele Meek (Medication Trained)

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th August 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.