



Medication Policy

Version Number	Prepared By	Trustee Approval Date
1	N Rees, Head of Health Care (August 2019)	-
2	A Towers, Medication Lead (December 2022)	-
3	A Towers, Medication Lead and S Wood, Mental Health Care Practitioner (March 2023)	-
4	A Towers, FCRT Health and Wellbeing Practitioner and Medication Lead and Jane Pritchard-Williams, Registered Manager	November 2023 January 2024
5	S Barnett, Assistant Principal (October 2024) - closure of LanFranco House	November 2024 (E&C)
6	J Delves, Principal (March 2025) - planned review	-
7	Next review planned March 2025	

Introduction

This policy applies to all Further Education Through Horsemastership (FETH) Course students at Fortune College (part of the Fortune Centre of Riding Therapy (FCRT)), unless otherwise stated and should be read in conjunction with:

- Department for Education: Supporting pupils at school with medical conditions December 2015
- The FCRT Medication Procedures Handbook
- Any FCRT Individual Risk Assessments, Care Plans where appropriate, and Individual Medication Risk Assessments
- Medication Administration Records (MARS)

This Policy and related guidelines are intended as a set of practice standards relating to the supply, storage, administration, recording and disposal of medication for all those concerned with the delivery of quality support and care services to students using the residential and day educational provision.

It is to ensure that students are supported to take medication which has been prescribed for them, as well as homely remedies, and to protect students and staff from harm arising from mistakes with medications.

Underpinning the guidelines are the principles of promoting independence, choice, control, dignity and rights.

It is FCRT policy to encourage students to take responsibility for their own medication wherever possible. Where this is not possible, FCRT will ensure that the student receives a suitable level of support and assistance.

Administration of medication will be delivered in a way which respects the choices, dignity, privacy, cultural and religious beliefs, and lifestyle of the student.

The policy is particularly addressed to all those working for FCRT who administer medication, and to the management staff who supervise the procedures set out. FCRT will ensure staff understand the principles behind safe handling of medication and follow the procedures laid down for the control, administration, recording, safekeeping, handling and disposal of medicines.

The FCRT acknowledges that staff who administer medication must receive appropriate training.

Staff are deemed competent after having completed a medication training course, (and having passed the course assessment) to carry out medication dispensing procedures in a safe and professional manner according to their job requirements, and in line with official guidance. Newly trained staff will have a period of mentoring for 4 to 6 weeks, by the FCRT Health Care Practitioners.

Competence assessments should be carried out by staff who have completed the medication assessors training or an approved external training provider.

Principles of Good Practice

All students have individual care plans which cover all medication requirements. The parents and/or guardians of students are kept informed and involved in all aspects of medication, with the consent of the student concerned. **If a student is over 18, and does not give consent, then a Capacity Assessment will be carried out.**

The Medication Policy will be reviewed annually by the Registered Manager and both Health Care Practitioners to ensure it reflects current working practice. Staff will be made aware of any changes.

Medication must be administered only to the individual whose name appears on the pharmacy label, according to the prescriber's instructions.

The person administering medication should not be disturbed to reduce the risk of medication errors.

Administration of medicines should be delivered in a person-centred way, respecting confidentiality.

If there is any query concerning medication, the Health Care Practitioners should be contacted.

Medication must be recorded and signed for by an appropriately trained staff member immediately after administration.

All staff who dispense are required to read this Medication Policy and the Handbook of Medication Procedures.

Prompting, Supporting and Administering of Medication

Staff may be required to prompt or administer medicines. Staff should be clear of the difference between these roles.

The FCRT Registered Manager will ensure that required staff are trained in medicines administration before they commence dispensing.

Staff will be reassessed as competent annually.

The level of support a student requires may vary, with the individual taking more, or less, responsibility over time depending on their health and capability and depending on the medicine itself. For example, a student may self-administer an inhaler but require staff to give tablets.

1. Prompting

The dictionary definition of prompting is '*the action of saying something to persuade, encourage or remind someone to do or say something*'.

Prompting of medication is reminding a student of the time and asking if they have or are going to take their medicines. The person is still in control of their medicines and may decide not to take them or to take them later. Prompting can be useful when a person knows what medicines to take and how to take them, but, for example, may not be able to remember the time.

If carers are expected to prompt a person to take medicines, they need to know what time(s) of the day to do this. The Care Inspectorate is aware of examples where people were prompted to take all their medicines irrespective of whether they were due. This resulted in one case of a person taking Warfarin three times a day, instead of once a day, with serious consequences.

2. Supporting

A student may be able to retain control of his or her medicines but need support with:

- **opening bottles or packaging**
- **reading labels and checking the time *at the request of the person who is going to take the medicine***

As with prompting above, the student is assessed as being able to self-medicate and is in control of their medicines. This independence should be supported.

3. Administering

If a student cannot take responsibility for managing their medication, staff may be needed to ensure that the person gets offered or is given the correct medication, at the right time, in the right way. This must be considered medicines administration.

Administration of medicines is one, all, or a combination of the staff member doing the following:

- **reading and following the MARS reference**
 - **which medicine(s) must be taken or applied and when this should be done**

- being responsible for selecting the medicines
- giving a student medicines to swallow, apply or inhale, where the person receiving them does not have the capacity to know what the medicine is or to be able to identify it
- giving medicines (even *at the request of the student*) where a degree of skill is required to be exercised by the staff member to ensure it is given in the correct way.

Staff trained to support students with their medication should consult the individual Medication Risk Assessment to establish the level of support the individual requires.

4. Responsible Persons

Trustees

Registered Manager

Medication Lead

Health Care Practitioners

Medication, and medication assessment trained staff

Students who have been assessed as competent to self-medicate

Parents/Guardians

Pharmacy

General Practitioner

Associated Policies and Procedures

- FCRT Safeguarding Adults and Children Policy 2025
- FCRT Handbook of Medication Procedures 2023