



Medication Administration Coding:

R – Refused

T –



If a student refuses to take their medication, this must be noted on the MAR form and advice sought from their GP or 111. If the student refuses on a regular basis to administer their medication then a referral to Safeguarding will be completed with further liaison with parent/carer for students over the age of 18, permission to share information will be sought and relevant medical professionals to establish a way forward.

5.6. Administration and storage of controlled drugs

A controlled drug means any drug which is subject to control under the Misuse of Drugs Legislation (Home Office 1998). All controlled drugs must be signed onto the premises using the Controlled Drug Record Book. Controlled Drug (CD) must have a CD cabinet complying with the requirements laid out below:

1. Drugs requiring safe custody should be stored under lock and key in a cabinet/safe
2. The locked cabinet/safe should be made of metal, with suitable hinges, fixed to a wall or the floor with rag bolts (these bolts should not be accessible from outside the cabinet)
3. The walls of the room should be constructed to a suitable thickness using suitable materials

Policy Review

5.7. This Policy will be maintained and updated regularly by the Health & Safety Manager alongside the Head of Additional Learning Support and the Strategic Lead for Independence Training Facilities. This will be in line with wider requirements and considering links to other CoBC policies.

Linked Policies and Procedures

- Safeguarding Policy and Procedure

