

TK Inclusive Support Ltd – Medication Policy

Purpose

This policy outlines the position of TK Inclusive Support Ltd regarding medication and the responsibilities of staff when supporting young people who may require medication during activities.

Scope

This policy applies to all staff supporting young people during community activities, educational support, transport, and wellbeing sessions.

Medication Administration

TK Inclusive Support Ltd does not routinely administer medication as part of its services. Medication responsibility remains with parents, guardians, or healthcare professionals.

Medication Assistance

- Staff may remind a young person to take medication where agreed in advance.
- Medication must be in the original labelled container.
- Written parental consent must be provided.
- Staff must follow provided instructions exactly.

Emergency Medication

Where young people carry emergency medication such as inhalers or EpiPens, this must be discussed during the initial consultation and risk assessment. Parents must provide clear instructions and emergency contacts.

Storage and Handling

- Medication must remain in its original packaging.
- It should be clearly labelled.
- It must be stored safely but accessible if needed.

Record Keeping

Where staff assist with medication reminders, brief notes may be kept and shared with parents or guardians as part of activity summaries.

Refusal to Take Medication

If a young person refuses medication, staff will not force administration and will inform parents or guardians.