



ANIMALS IN MIND

MANAGEMENT AND ADMINISTRATION OF MEDICINES POLICY

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Version 3.0

Lynn Hart Director / Founder



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DOCUMENT CONTROL

Policy Title	Management and administration of medicines policy
Policy Purpose	To set out how Animals in Mind will support the inclusion of children with medical conditions and ensure the safe management and administration of medicines.
Author	Lynn Hart – Company Owner
Scope	This policy applies to all activities under the control of Animals in Mind regardless of where these take place. This applies to staff, clients, learners, contractors, and visitors.
Responsibility	The Company Director / Owner is responsible for this policy
Legal Context	<p>The legislation and national guidance on the provision of medicines to children in schools including for England, the Children and Families Act 2014, section 100 and the Department of Education documents, 'Supporting Pupils at School with Medical Conditions' and the 'Statutory Framework for the Early Years Foundation Stage' and any applicable local authority or school policies and procedures.</p> <p>The Medicines Act 1968 and Misuse of Drugs Act 1971 provide guidance on the prescription, administration and storage of medications including controlled drugs. The Health and Safety at Work Act 1974 states that it is the duty of an employer (schools) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.</p> <p>Other legislation to which this policy relates include:</p> <p>SEND Code of Practice</p> <p>The Equality Act 2010</p>
Review / evaluation	Annual review (or earlier) or where there are substantial government policy changes. Next review due: September 2026, or sooner should legislation require an update. The person making alterations must indicate every change between the previous document version and the altered document version.
Approval	Animals in Mind owners and trustees (when in place) will approve and monitor Policies and procedures as part of Health and Safety, Safeguarding, Admissions Policies and any changes in legislation or First Aid requirements.
Change History	Version1: 13/9/25 New Document created by Lynn Hart



CONTEXT/ BACKGROUND

The administration of medicines in education settings can be complex, with confusion sometimes arising between schools, parents, and healthcare providers. Staff may be asked to give medication to children, but they cannot be required to do so unless it is specifically written into their job description. There is no legal duty for staff to administer medicines.

However, some children with medical conditions may fall under the definition of disability in the **Equality Act 2010**, which requires that they are not placed at a disadvantage compared with their peers. In practice, many staff do voluntarily administer medicines, provided they have appropriate information, training, support, and indemnity.

Schools and education providers are legally required to have clear arrangements and policies to support pupils with medical conditions. A medical condition is defined as a physical or mental health condition diagnosed by a healthcare professional that requires adjustments during the school day. This duty does not normally cover common childhood illnesses or self-limiting minor ailments.

At **Animals in Mind (AiM)**, we are committed to supporting full attendance and will make voluntary arrangements to administer medicines, where requested by parents, to avoid excluding children due to medical needs. We recognise that requiring parents to attend solely to give medication is not always practical, and so this policy outlines how AiM will safely manage and support the administration of medicines.

The **Medicines Act 1968**, the **Misuse of Drugs Act 1971**, and the **Health and Safety at Work Act 1974** provide the framework for the prescription, storage, administration, and control of medicines, as well as the duty of employers to protect staff and learners from health and safety risks.

POLICY STATEMENT

Our mission is to help people learn, grow, and heal through the benefits of the human–animal bond, delivered through positive, educational, and therapeutic interactions with animals.

Some learners may have short- or long-term medical conditions that require medication during their time with us. Under the **Equality Act 2010**, some of these conditions may also be classed as disabilities.

Animals in Mind (AiM) believes that no child should be excluded from education because of a medical condition or the treatment it requires. Our policy is designed to ensure that learners are supported, parents feel reassured, and staff are confident in their role.



POLICY AIMS

Animals in Mind (AiM) is committed to accommodating learners with medical needs and ensuring their safety and inclusion. The policy aims to ensure that all learners with medical conditions are properly supported so they can participate fully in activities, remain healthy, and achieve their potential.

This policy ensures that:

- Children with medical needs receive medication safely and on time.
- Staff receive appropriate support and training in the management and administration of medicines.
- Permissions and consents, including Individual Health Care Plans (IHCPs) where appropriate, are in place.
- Robust systems for reporting and record-keeping are maintained.

PRINCIPALS OF PRACTICE

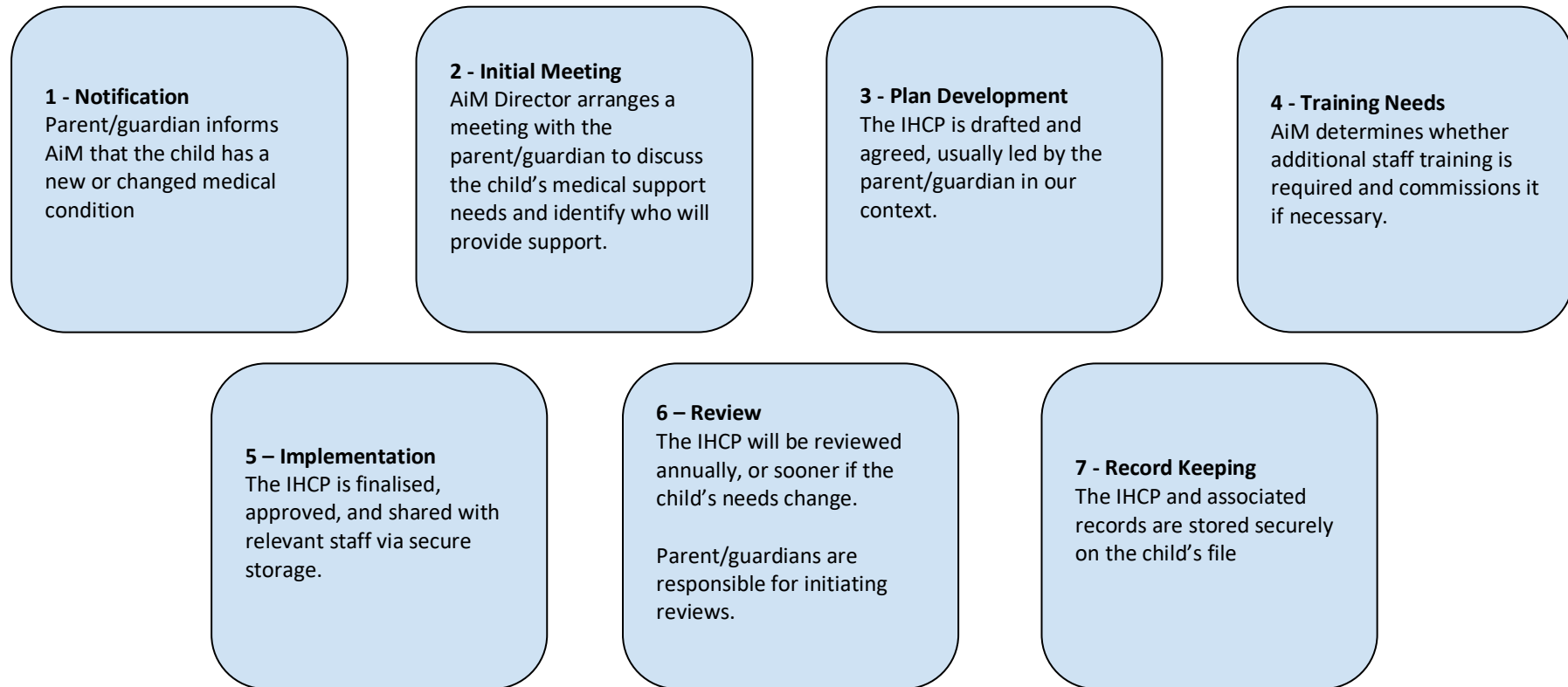
- Wherever possible, children should receive their medication before arriving for their session.
- Children must not attend AiM on the same day, or the day immediately following, the start of a new medicine, a change in dosage, or the commencement of antibiotics. This ensures that any side effects or adverse reactions can be monitored safely by parents/guardians in the home setting.
- Any learner requiring support with the administration of medicines must have an **Individual Health Care Plan (IHCP)** in place. This plan must be renewed annually, or sooner if the child's needs change, and developed in partnership with parents/guardians.

INDIVIDUAL HEALTH CARE PLANS

An example IHCP template is included in **Appendix 1**. Each IHCP should set out:

- The medical condition, including signs, symptoms, and treatments.
- The child's resulting needs, including any medication requirements.
- Details of any special educational needs (SEN). Where no Education, Health and Care Plan (EHCP) exists, SEN needs should still be recorded in the IHCP.
- The level of support required to take medication. If the learner self-manages, this must be clearly stated, with arrangements for appropriate monitoring.
- Who will provide support, along with their training needs. AiM will arrange or commission training as required.
- The arrangements for written parental permissions, including approval from the Director of AiM, for medicines to be administered by staff or self-administered by the learner.
- The arrangements for off-site visits and activities.
- Emergency procedures, including what constitutes an emergency, who should be contacted, and any contingency plans.

FIGURE 1: FLOW CHART OF IHCP STAGES



CONSENTS AND PERMISSIONS

ADMINISTRATION OF MEDICATIONS

- Following a risk assessment, children should be encouraged and supported to self-manage their medication wherever possible. This must be recorded in their IHCP.
- AiM will only accept prescribed medicines that are in-date, clearly labelled, and provided in their original packaging with instructions for administration, dosage, and storage.
- Insulin must be in-date but may be supplied in pens or pumps. These must also be appropriately labelled.
- Learners under 16 will not be given medicines containing aspirin unless prescribed by a doctor.
- Pain relief or other medicines will not be administered without first checking maximum dosages and the timing of the previous dose. When medicines are administered at AiM, the date, time, dosage, and staff member's details will be recorded and reported back to parents/guardians.
- Parents/guardians are responsible for supplying the correct amount of medication and replacing any that has expired.
- Staff will be aware of children who require support and what this support entails, as outlined in their IHCP.
- If a learner refuses to take their medication or carry out a necessary procedure, they will not be forced. Parents/guardians will be notified immediately.
- Parental consent is not required for learners aged 16 and over, though parents/guardians may still be involved in the IHCP where appropriate.
- Injections, suppositories, or pessaries are considered *intrusive medical care* and cannot currently be provided by AiM staff.

PLANNING FOR OFF-SITE ACTIVITIES

AiM will make reasonable adjustments to ensure that children with medical needs can participate fully and safely in visits. Risk assessments will be carried out to identify and address any specific requirements, including the safe storage of refrigerated medicines, secure handling of controlled drugs, and procedures for the transfer and administration of medication.

EMERGENCY MEDICATIONS

- Where emergency medication (such as Adrenaline Auto-Injectors or inhalers) may be required, the learner's IHCP must clearly define what constitutes an emergency. The plan must be signed by the prescribing doctor or another healthcare professional.
- AiM will ensure staff working with the learner are made aware of the emergency signs, symptoms, and procedures. Where necessary, AiM will arrange or commission training to ensure staff are competent to respond.
- In the event of a medical emergency where the child cannot give consent, emergency services will be contacted immediately. *Implied consent* to provide first aid or emergency treatment will be assumed.
- Parents/guardians will be informed as soon as possible, but treatment will not be delayed while seeking parental consent.



DEFIBRILLATORS

AiM does not have a defibrillator on site. However, one is available in the village, and all staff are aware of its location. For off-site visits, the location of defibrillators is identified during the risk-assessment process, using **What3Words** for accuracy.

STORAGE OF MEDICINES

- Medicines will be stored appropriately, either in a secure cupboard, fridge, or in the learner's own labelled bag kept in a lockable room.
- Children and staff must always know where medication is stored so it can be accessed without delay.
- Emergency medicines, such as Adrenaline Auto-Injectors and inhalers, should remain with the child at all times where appropriate.
- Where medicines are kept in locked containers, all relevant staff will know how to access them.
- Parents/guardians are responsible for providing the correct quantity of medication, ensuring it is in date, and replacing expired supplies.
- Parents/guardians are also responsible for the safe disposal of their child's medication.
- Where specialist storage is required (e.g. fridge or freezer), parents/guardians must provide a lockable container. AiM will ensure the temperature is monitored and recorded using a thermometer.

CONTROLLED DRUGS/ITEMS

- Children's medicines are not stored on site outside of normal attendance, as parents usually manage drop-off and collection.
- Controlled Drugs (CDs) are not held at AiM outside of session times.
- When supporting a learner with a CD, staff will always check the expiry date, record the dose, and note the administration.
- Parents/guardians are responsible for the safe disposal of controlled drugs.
- Parents/guardians or healthcare providers must supply sharps bins where required. Full bins will be returned to parents for safe disposal.
- Prescription-only medicines (POMs) may only be administered if prescribed for a learner by an *Appropriate Practitioner*. Non-prescription over-the-counter (OTC) medicines do not require a prescription or authorisation for AiM to administer.

DISPOSAL

Wherever possible, unused or expired medicines will be returned to parents/guardians for safe disposal. Controlled Drugs must always be disposed of via a pharmacy. Sharps will be placed in a suitable sharps bin, which parents/guardians may be required to provide. Full sharps bins will be returned to parents for safe disposal.



RECORD KEEPING

Written parental consent is required before any medication can be administered. Consent forms must include the child's name and date of birth, parent/guardian and GP contact details, relevant medical information (such as allergies), clear instructions for administration, and signatures from the parent/guardian and, where applicable, a healthcare professional.

Parents/guardians are responsible for informing AiM of any changes to their child's medication and must complete a new consent form when changes occur. AiM maintains accurate records of all medicines administered, noting what was given, how much, when, and by whom. Parents/guardians will be informed of this record, and any side effects observed will also be documented and reported.

AiM does not hold emergency medication on site. All medicines must be provided by parents/guardians at the start of each session and collected at the end.

TRAINING REQUIREMENTS

AiM will ensure staff are appropriately trained to administer medication and provide emergency first aid. Basic first aid alone is not considered sufficient for administering prescribed medicines.

The Director of AiM undertakes annual training in the administration of medicines to support learners with medical conditions and to meet the requirements of Individual Health Care Plans (IHCPs).

Additional training will be provided where needed to ensure staff understand specific medical conditions, their implications, and preventative measures.

The level of training will be proportionate to the learner's needs and attendance. For example, full training may be appropriate for a child who attends independently for a full day each week, whereas if a child attends for a short session (e.g. 60 minutes per week), it may be reasonable for parents/guardians to remain on site to administer medication.



APPENDIX 1 MEDICINES-ASSESSMENT

Date of Assessment: 01/09/25

Date Implemented: 13/09/25

Step 1	Step 2a	Step 2b	Step 3a	Step 3b	Step 4 – Action		
Substance	Harm	Affecting	Current Action	Improvements	Who	When	Action
Dust from Animal bedding/Hay	Inhalation of particles causing respiratory irritation or infections	All Involved Parties	We only purchase high quality dust extracted bedding. Induction for staff PPE provided – face masks	Reinforce the need for the masks	Staff	March 24	Review compliance with staff
Dander from Chickens / Animal	Respiratory irritation, zoonosis, and human ill health	All Involved Parties	See Zoonosis / Infection control Policy re APHA notifications. Mask wearing and PPE, limit exposure	Reinforce mask wearing, enforce compliance	Staff	March 24	Review compliance with staff
Skin contacts with hand sanitisation gels	Skin irritation, damage, and dermatitis and / skin infections	Staff, volunteers, and clients	Medical grade hand gels in use. All clients screened for reactions to hand gels and ask instead for the client to wash hands between animals. Soap provided is purse hemp, castile baby soap. Latex free medical gloves available if clients wish to wear these to meet animals rather than bare hands. - We provide post gel medical grade hand creams. We have signage for public events about hand gels and handwashing and always carry the labelled product for advice, if ingested, or reaction takes place, such as contact with eyes.	Provide alcohol free hand-gel choices. Provide some smaller gloves	Company owner	Feb 23	Purchase alcohol free gels Acquired May 23 Purchase a range of sizes of gloves Acquired May 23



Eye irritation from splash from Hand-Sanitiser, disinfectants	Eye scald / burn	Clients, staff, visitors	Used as per instructions. Observe for signs of touching faces after using gels. Ask for responsible adult support for those with limited / reduced capacity. Wear PPE as noted is COSHH inventory and induct all users	Increase communication re risks of hand gels	LH with staff / volunteers	April 23	Cover the safe use of hand gels in staff induction
Skin contact cleaning products and animal disinfectants	Skin irritation, damage, and dermatitis and / skin.	Staff, work-experience volunteers	Induction for staff on correct use, dilution (too concentrated increases risk). We provide latex free medical gloves if clients wish to wear these to meet animals rather than bare hands. We provide post washing medical grade hand creams. Provision and reinforcement of use of gloves as PPE. Use of mops, long handled scourers to prevent skin splash. We do not allow volunteers or under 16's to use cleaning disinfectants and have moved to ready to use (RTU) disinfectants	Use staff performance review process where non-compliance is seen and add compliance to COSHH to standard performance reviews	Company owner with all staff		
Inhalation of different animal medications (e.g., Mite Powder)	Respiratory irritation. Ocular irritation	Owner, staff, and volunteers	Masks are worn when administering mite powders. Only the company owner treats chickens with mite powder and does so in calm, non-windy conditions outside. Masks are worn as is eye protection				



Ingestion or injection of animal medications	Poisoning / stick Injuries	Company owner, staff, work-experience	<p>Animal medications are not stored in publicly accessible areas (stored in company owners' private home), and / or in locked ammo container in a locked shed</p> <p>Work-experience students and staff are not permitted to handle or administer veterinary medications</p>	<p>Provide training to staff about safe storage.</p> <p>Understanding of safety around vet med</p>	Staff	June 2024	<p>AH to take 'LANTRA Safe use of Vet Med course.</p> <p>June 2024 target</p>
Animal Waste / Faeces	Infection, zoonosis, gastroenteritis, vomiting, sickness, and diarrhoea	Clients, visitors, volunteers, staff	<p>Animal waste at visiting clients is promptly cleaned up, double bagged, and taken away from site and disposed of safely.</p> <p>Children and volunteers under 16, or those with compromised immune systems are not allowed to handle carnivorous animal waste.</p> <p>Medical grade wipes are used to disinfect any surface where actual or suspected faecal matter has come into contact with surface.</p> <p>Responsible adults handling waste must wear PPE (minimum of gloves).</p> <p>See also Zoonosis and Preventing Ill Health from Contact with Animals Policy / Procedures.</p>				