




Name of policy	Reviewed by	Signed by	Date reviewed	Date review
Medication	Jade Sloan		2/5/26	May 2027

## Medication Policy for Blackbird Creative Arts Ltd

### 1. Purpose

The purpose of this policy is to ensure that students attending *Blackbird Creative Arts Ltd* are supported appropriately regarding their medication needs during their participation in performing arts classes, workshops, and other activities. The policy provides guidelines for the safe administration of medication, records, and the responsibilities of both the students and staff.

### 2. Scope

This policy applies to all students attending *Blackbird Creative Arts Ltd* performing arts provision, including those with long-term medical conditions, temporary medical needs, or those who require medication while attending classes and performances.

### 3. Responsibility for Medication Administration

Prescription Medication: Blackbird Creative Arts Ltd staff do not hold formal medical administration training and therefore will not administer any prescription medication. Students who require prescription medication during the day must be capable of carrying and self-administering it safely. If a student is not capable of self-administration, a parent or carer must visit the provision to administer it.

Over-the-Counter Medication: The only exception to the above is standard over-the-counter (OTC) medication (e.g., paracetamol). Staff may provide OTC medication to a student only if explicit written consent has been granted.

Referring School: Prior to a student starting, we will request any relevant Individual Healthcare Plans (IHCPs) or medical profiles directly from the referring school to ensure we are aware of what conditions the student is self-managing.

#### **4. Over-the-Counter (OTC) Medication**

Staff are permitted to administer standard over-the-counter medication to relieve minor ailments (such as headaches) only if prior written consent has been provided by the parent/carer. Before providing any OTC medication, staff will attempt to contact the parent/carer to confirm when the student last took any pain relief to prevent accidental overdosing. A strict log of any OTC medication provided by staff will be recorded.

#### **5. Storage of Medication**

Self-Administered Medication: Because staff do not administer prescription medication, Blackbird Creative Arts does not routinely store or lock away prescription drugs. Students who self-administer (e.g., asthma inhalers, EpiPens, or daily tablets) are responsible for keeping their medication securely on their person or safely in their own bags.

Complex/Controlled Drugs: If a student requires a medication that is unsafe for them to carry independently, a parent/carer must attend the provision to administer it, as we do not provide locked storage for controlled drugs.

Provision Supply: A small supply of provision-owned OTC medication (such as paracetamol) and first aid supplies will be stored securely in a staff-only area, out of reach of students.

## **6. Student's Responsibility**

■ **Communication:** Students should communicate with staff if they feel unwell or require medication during the day. Students should notify a staff member if they need to take their medication at any time.

■ **Self-Administration:** If a student is capable of self-administering their medication, they must do so in a safe and responsible manner, following the instructions provided by their parents/guardians and the staff guidelines.

## **7. Medical Emergencies**

If a student experiences a medical emergency related to their medication (such as an allergic reaction or asthma attack), staff will:

1. Call a first aider
2. Contact emergency services immediately if the situation does not improve or if further intervention is required.
3. Inform the student's parents/guardians as soon as possible.
4. Record the incident, including any actions taken, in the student's health and safety log.
5. the Designated Safeguarding Lead (DSL) will inform the student's referring school on the same day that a medical emergency occurs.

## **8. Confidentiality**

All medical information provided by students and their parents/guardians will be treated with strict confidentiality. Only staff members who are directly responsible for the student's health and well-being will have access to this information. Medical records will be securely stored and only accessed by authorised personnel.

## **9. Policy Review**

This policy will be reviewed annually or whenever changes are made to the procedures, regulatory requirements, or any other relevant circumstances.

Any updates or changes will be communicated to staff, parents, and guardians.

## **10. Contact Details**

If you have any questions or require further information about the medication policy, please contact:

### **Blackbird Creative Arts Ltd**

Stanhope House, 113-117 Stanhope Road South, Darlington, DL3 7SF

Email: [blackbirdcreativearts@gmail.com](mailto:blackbirdcreativearts@gmail.com)

Phone: 07739013819

## **Consent Form for Medication**

Parents or guardians must complete and sign the **Medication Consent Form** below to organise the administration of medication.

Student's name:

Date of birth:

Medical condition(s):

Medication details (name, dosage, time, special instructions):

I confirm my child is safe to take and look after their own  
medication: YES / NO

Emergency contact information:

Signature of the parent/guardian and date: