

CLEARSPACE LEARNING LTD

MEDICINES MANAGEMENT POLICY

Company Registration	15950890
Policy Owner	Stuart Knox (Director)
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Approved by	Stuart Knox, Director

1. OUR APPROACH

Clearspace Learning does not administer medicines. Young people take their medicines at home, or look after and take their own, and we plan sessions around them. Stuart Knox has completed medicines administration training, but we choose not to give medicines in order to keep everyone safe. This policy explains what we do instead.

The only exception is a life-threatening emergency (Section 5).

2. BEFORE A PLACEMENT STARTS

- At intake, parents and carers tell us about any medical condition, allergy, medicine, and emergency medicine the young person needs, and anything we should watch for.
- Where a young person has significant medical needs, we ask for their healthcare plan or the guidance their doctor or nurse has given, and we work with the family, school and health professionals so that we know what to do in an emergency.
- Medical information is special category data. It is kept and shared in line with the Data Protection Policy, including its Appendix A (Appropriate Policy Document).
- We agree with the family at the start where, and when, the young person will take any medicine during the day (for example, before or after sessions).

3. MEDICINES IN SESSIONS

- Clearspace staff do not hold, give, or help to measure a young person's medicines.
- A young person who is able to manage their own medicine, such as an inhaler, may keep it with them and take it themselves, with their parent's or carer's agreement. We may remind them if the family has asked us to.
- We do not store a young person's medicines, and we never hold controlled drugs, such as some ADHD medicines. These stay with the young person or their parent or carer.
- Emergency medicines, such as an adrenaline auto-injector or an inhaler, travel with the young person, and we always know where they are before a session starts.
- We do not give non-prescription medicines, such as painkillers or cough and allergy remedies. If a young person is unwell, we contact their parent or carer.
- We never make or pressure a young person to take medicine, or to refuse it.

4. WHEN A YOUNG PERSON NEEDS MEDICINE DURING A SESSION

- Pause or end the session and contact the parent or carer so that they can arrange it, or help the young person take their own medicine as in Section 3.
- If they cannot take it safely themselves and the family cannot help, end the session and arrange for the young person to go home or to a responsible adult.
- Record what happened and tell the parent or carer the same day.

5. THE ONE EXCEPTION: A LIFE-THREATENING EMERGENCY

If a young person has a life-threatening emergency (for example, anaphylaxis, a severe asthma attack, or a seizure that is not stopping):

- Call 999 first, put the phone on speaker, and follow the call handler's instructions.
- If the young person has a prescribed emergency medicine with a plan for using it, help them use their own medicine as the plan and the call handler direct, using the training Stuart Knox has completed.
- Stay with the young person until the ambulance arrives, note the times, and tell the paramedics what was given.
- Contact the parent or carer straight away, and record the incident on the Accident/Incident Report Form (Health and Safety Policy).

Saving life takes priority over everything else in this policy.

6. IF SOMETHING GOES WRONG

- A medicine given in error, or a missed medicine, is reported to the parent or carer straight away and recorded as an incident.
- Seek medical advice (111, the young person's doctor or 999) if there is any risk.

7. STAFF AND ASSOCIATES

Associates follow this policy too. Anyone who takes prescribed medicine that could affect their ability to work safely must tell Stuart Knox (Staff Code of Conduct). Personal medicines are kept securely and out of reach of young people.

RELATED POLICIES

This policy should be read alongside:

- Health and Safety Policy (Medical Conditions; First Aid)
- SEND Policy
- Data Protection Policy
- Safeguarding Policy
- Staff Code of Conduct

POLICY APPROVAL

This Medicines Management Policy has been reviewed and approved by:

Stuart Knox

Director and Designated Safeguarding Lead, Clearspace Learning Ltd

Date: October 2026

Next Review Date: October 2027

Company Registration: 15950890

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