Medication Policy (Organisational)

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Part One: Governance

1. Policy Statement

The Lioncare Group is committed to ensuring that all medicines are managed safely, effectively, and in accordance with current legislation, recognised professional guidance, and best practice. We recognise that many of the children in our care rely upon medication to support their physical health, mental health, emotional wellbeing, and educational participation. As such, the safe management of medicines forms an essential part of our duty of care and our commitment to providing high-quality, child-centred services.

The Lioncare Group is dedicated to creating environments in which children receive their prescribed medication safely, consistently, and with dignity, whilst promoting independence, developing understanding of their own healthcare needs, and encouraging age-appropriate responsibility wherever it is safe and appropriate to do so.

We believe that effective medicines management is founded upon robust governance, competent and well-trained staff, clear procedures, accurate record keeping, and a culture of openness, accountability, and continuous improvement. Every member of staff involved in the receipt, storage, administration, recording, transportation, or disposal of medication is expected to understand their responsibilities and work within the scope of their training and competence.

The Lioncare Group is committed to ensuring that medication is administered only where appropriate consent has been obtained, legal authority exists, and administration is undertaken by suitably trained and competent staff. Wherever possible, children will be encouraged to participate in decisions about their healthcare, in accordance with their age, understanding, capacity, and individual circumstances.

The Lioncare Group recognises that medicines management extends beyond the administration of medication alone. It includes effective communication with parents, carers, healthcare professionals, placing authorities, pharmacies, and other relevant agencies to ensure continuity of care, accurate information sharing, and prompt responses to changes in medical needs.

We are committed to maintaining secure systems for the procurement, storage, administration, recording, auditing, and disposal of medicines, ensuring that risks are identified, assessed, and managed effectively. Any medication errors, omissions, near misses, or concerns relating to medicines management will be reported promptly, investigated thoroughly, and used as opportunities for organisational learning and service improvement.

Within our residential children's homes, medication management will support the health, wellbeing, development, and everyday living needs of children in accordance with the Children's Homes (England) Regulations 2015 and the Guide to the Children's Homes Regulations, including the Quality Standards.

Within our independent special school, medication will be managed in a manner that enables pupils with medical conditions to access education safely, participate fully in school life, and receive appropriate support throughout the school day, in accordance with statutory guidance relating to supporting pupils with medical conditions.

The Lioncare Group is committed to ensuring that all medication practices are subject to regular monitoring, audit, supervision, and review to promote excellence, maintain compliance with regulatory requirements, and safeguard the welfare of every child and young person entrusted to our care.

The safety, dignity, wellbeing, and individual healthcare needs of every child will remain at the centre of all decisions relating to medicines management throughout The Lioncare Group.

2. Purpose and Aims of This Policy

The purpose of this Medication Policy is to establish a clear, consistent and robust framework for the safe management of medicines across all services operated by The Lioncare Group, including its residential children's homes and independent special school. The policy sets out the standards, procedures and responsibilities that must be followed to ensure that medicines are managed safely, lawfully and effectively, protecting the health, wellbeing and rights of every child entrusted to our care.

The Lioncare Group recognises that effective medicines management is fundamental to safeguarding children, promoting positive health outcomes, enabling participation in education and daily living, and supporting each individual to achieve their full potential. This policy is therefore designed to ensure that medication is managed as part of a holistic approach to care, education and therapeutic support, rather than as an isolated clinical task.

The aims of this policy are to:

- Ensure that all medication is obtained, stored, administered, recorded, transported and disposed of safely, securely and in accordance with current legislation, statutory guidance and recognised best practice.
- Safeguard children by minimising the risks associated with medicines management through effective governance, robust procedures and competent practice.
- Promote the health, wellbeing and individual healthcare needs of every child and young person by ensuring timely access to prescribed medication and appropriate medical support.
- Provide staff with clear guidance regarding their roles, responsibilities and professional accountability when undertaking any aspect of medicines management.
- Ensure that only staff who have received appropriate training, assessment and authorisation undertake medication-related responsibilities, and that competency is regularly reviewed and maintained.
- Promote partnership working with children, parents, carers, placing authorities, healthcare professionals, pharmacies and other relevant agencies to support safe, effective and person-centred healthcare.
- Encourage children, where appropriate, to develop an understanding of their own healthcare needs and to promote independence in the management of their medication in line with their age, maturity, assessed capacity and individual risk assessments.
- Ensure that appropriate consent, legal authority and information sharing arrangements are in place before medication is administered or healthcare decisions are made.
- Establish effective systems for recording, monitoring, auditing and reviewing medicines management practices, ensuring accuracy, accountability and continuous service improvement.
- Ensure that medication errors, omissions, adverse events, near misses and concerns are reported promptly, investigated appropriately, and used to strengthen learning, improve practice and reduce the likelihood of recurrence.
- Support compliance with the Children's Homes (England) Regulations 2015, the Guide to the Children's Homes Regulations including the Quality Standards, statutory guidance relating to supporting pupils with medical conditions, and all other relevant legislative and regulatory requirements.
- Foster a culture in which safe medicines management is recognised as a shared responsibility, underpinned by professionalism, openness, accountability, respect and continuous improvement.

Through the implementation of this policy, **The Lioncare Group** seeks to ensure that every child receives the highest standard of care in relation to medicines management. By maintaining effective governance arrangements, promoting competent and confident practice, and placing the needs of children at the centre of decision-making, The Lioncare Group aims to provide a safe, responsive and supportive environment in which health needs are met with dignity, compassion and professionalism.

This policy should be read in conjunction with The Lioncare Group's wider governance framework, including its policies relating to safeguarding, health and safety, first aid, infection prevention and control, record keeping, confidentiality, educational visits, risk assessment, and supporting children with medical conditions, ensuring a coordinated and consistent approach to the delivery of safe and effective care.

3. Scope

This policy applies to all services operated by **The Lioncare Group** where medication is received, stored, administered, recorded, transported or disposed of as part of the care, education or support provided to children.

The policy is applicable across all of The Lioncare Group's residential children's homes and its independent special school and must be read, understood and implemented by all individuals whose roles involve any aspect of medicines management.

This policy applies to:

- All permanent, temporary, fixed-term, bank and agency employees.
- The Responsible Individual, Directors, Registered Managers, Headteacher and senior leadership teams.

- Deputy Managers, Team Leaders, Residential Childcare Workers, Teachers, Teaching Assistants and all other education and care staff.
- Volunteers, students, apprentices and work experience placements, where their role includes or may involve supporting children in relation to medication.
- Contractors, visiting professionals and other individuals working on behalf of The Lioncare Group, where their responsibilities include the handling or administration of medication.

The policy applies to all medication used within The Lioncare Group's services, including but not limited to:

- Prescription-only medicines.
- Pharmacy medicines.
- General Sales List medicines.
- Controlled Drugs.
- Emergency medication.
- 'When Required' (PRN) medication.
- Short-term and long-term medication.
- Medication administered by oral, topical, inhaled, injectable, buccal, nasal, rectal, transdermal or other prescribed routes.
- Medication required to support both physical and mental health needs.

This policy applies throughout the entire medicines management process, including:

- Obtaining and receiving medication.
- Verification and recording of medication.
- Safe storage and security of medicines.
- Administration of medication.
- Self-administration, where this has been appropriately assessed and authorised.
- Monitoring the effectiveness of medication and identifying any concerns.
- Recording administration and maintaining accurate medication records.
- Responding to medication refusals, omissions, errors and adverse reactions.
- Transportation of medication during educational visits, appointments, activities and residential trips.
- Disposal and return of unwanted or expired medication.
- Audit, monitoring and governance arrangements relating to medicines management.

The principles set out within this policy apply at all times when The Lioncare Group is responsible for the care or education of a child, whether within one of its residential children's homes, at its independent special school, during educational activities, appointments, community-based activities, residential holidays, or any other activity organised or authorised by The Lioncare Group.

Whilst aspects of medicines management may differ between residential childcare and educational settings, all services are expected to operate in accordance with the same overarching principles of safety, legality, accountability, dignity, accuracy and child-centred practice. Where additional procedures apply to a specific service, these are clearly identified within this policy.

Every individual to whom this policy applies is responsible for working within the limits of their competence, complying with the procedures set out in this policy, and contributing to a culture in which medicines are managed safely, professionally and in the best interests of every child.

4. Definitions

For the purposes of this policy, the following definitions apply:

Administration of Medication	The process of safely giving or assisting a child to take medication that has been prescribed or authorised, in accordance with written instructions, this policy, and any individual healthcare plan or risk assessment.
Adverse Drug Reaction (ADR)	An unintended, harmful or unexpected reaction experienced following the administration of a medication at the prescribed dose.
Authorised Staff Member	A member of staff who has successfully completed The Lioncare Group's required medication training, has been assessed as competent, and has been formally authorised to undertake medicines management duties within the scope of their role.
Controlled Drug (CD)	A medication subject to additional legal controls under the Misuse of Drugs legislation due to its potential for misuse or dependence. Controlled Drugs require enhanced storage, recording, administration and disposal procedures.
Covert Administration	The administration of medication in a disguised form without the child's knowledge. This practice is only permitted in exceptional circumstances where it is lawful, clinically justified, in the child's best interests, and supported by appropriate legal authority, healthcare advice and documented decision-making.
Delegated Healthcare Task	A healthcare activity that has been delegated by an appropriately qualified healthcare professional to a suitably trained and competent member of staff, who has agreed to undertake the task within clearly defined parameters.
Emergency Medication	Medication prescribed for use in response to an emergency or life-threatening situation, including but not limited to emergency inhalers, adrenaline auto-injectors and emergency seizure medication.
General Sales List (GSL) Medicine	A medicine that may be purchased without a prescription from supermarkets, pharmacies and other authorised retailers.
Healthcare Professional	A suitably qualified and registered practitioner responsible for providing clinical advice or treatment, including doctors, nurses, pharmacists, dentists and other regulated healthcare professionals.
Individual Healthcare Plan (IHP)	A written document detailing a child's medical condition, prescribed medication, healthcare needs, emergency procedures and any reasonable adjustments required to ensure their health, safety and wellbeing.
MAR Chart (Medication Administration Record)	The official record used to document the administration, refusal, omission or other outcome of every prescribed dose of medication.
Medication	Any substance intended to prevent, diagnose, manage or treat illness or medical conditions. This includes prescription medicines, pharmacy medicines, General Sales List medicines, controlled drugs, emergency medication and other medicinal products authorised for use.
Medication Error	Any preventable incident that may result in inappropriate medication use or potential harm, including incorrect administration, omitted doses, incorrect dosage, administration to the wrong child, incorrect timing, or inaccurate recording.
Near Miss	An event that could have resulted in a medication error or harm but was identified and corrected before reaching the child.

Parental Responsibility	The legal rights, duties, powers and responsibilities held by an individual in relation to a child, as defined by applicable legislation.
Pharmacy Medicine (P Medicine)	A medicine that may be supplied without a prescription but only under the supervision of a registered pharmacist.
Prescribed Medication	Medication that has been prescribed by an authorised prescriber for an individual child and is labelled in accordance with legal requirements.
PRN (Pro Re Nata) Medication	Medication prescribed to be administered 'when required' rather than at fixed times. PRN medication must only be administered in accordance with the prescribing instructions, any associated protocol, and the assessed needs of the child.
Prescription Only Medicine (POM)	A medicine that may only be supplied following a valid prescription issued by an appropriately authorised prescriber.
Self-Administration	The process by which a child takes responsibility for administering their own medication following an assessment confirming that it is safe, appropriate and supported by suitable arrangements for supervision where required.
Side Effect	A known or recognised secondary effect of a medication, which may occur in addition to its intended therapeutic effect.
Storage of Medication	The secure retention of medication in conditions that maintain its safety, effectiveness and integrity, including compliance with manufacturer recommendations and legal requirements.
The Lioncare Group	The collective term used throughout this policy to refer to all residential children's homes, the independent special school and any associated services operated under the governance of The Lioncare Group.

5. Legislative and Regulatory Framework

The Lioncare Group is committed to ensuring that the management of medication is undertaken in accordance with all applicable legislation, statutory guidance, regulatory requirements and recognised professional standards. This policy has been developed to promote safe, lawful and effective medicines management across all of The Lioncare Group's residential children's homes and independent special school, ensuring that the health, wellbeing and safety of every child remains paramount.

Medication practices within The Lioncare Group are underpinned by the principles of safeguarding, accountability, clinical safety, dignity, proportionality and child-centred care. All staff are expected to work within the limits of their competence and in accordance with current legal and professional requirements.

This policy should be read alongside, and implemented in accordance with, the following legislation and statutory guidance, together with any subsequent amendments or replacement legislation.

Primary Legislation

The policy is informed by, but not limited to, the following legislation:

- The Children Act 1989.
- The Children Act 2004.
- The Children's Homes (England) Regulations 2015.
- The Health and Safety at Work etc. Act 1974.
- The Medicines Act 1968.
- The Misuse of Drugs Act 1971.

- The Misuse of Drugs Regulations 2001 (as amended).
- The Human Medicines Regulations 2012 (as amended).
- The Health and Social Care Act 2008, where applicable.
- The Equality Act 2010.
- The Data Protection Act 2018.
- The UK General Data Protection Regulation (UK GDPR).
- The Mental Capacity Act 2005, where applicable.
- The Health and Care Act 2022, where relevant to healthcare delivery and medicines governance.

Statutory Guidance

The Lioncare Group also has regard to relevant statutory guidance, including but not limited to:

- *Guide to the Children's Homes Regulations, including the Quality Standards.*
- *Working Together to Safeguard Children.*
- *Keeping Children Safe in Education.*
- Department for Education guidance: *Supporting Pupils at School with Medical Conditions.*
- Department for Education guidance relating to the use of emergency salbutamol inhalers.
- Department for Education guidance relating to the use of adrenaline auto-injectors in schools.
- Relevant safeguarding guidance issued by the Department for Education and other government departments.

Professional Guidance and Best Practice

In addition to statutory requirements, The Lioncare Group seeks to follow recognised professional guidance and evidence-based best practice relating to medicines management, including guidance published by:

- The National Institute for Health and Care Excellence (NICE).
- The Royal Pharmaceutical Society (RPS).
- The General Pharmaceutical Council (GPhC).
- NHS England.
- The Care Quality Commission (where applicable).
- Ofsted.
- The Health and Safety Executive (HSE).
- Local Safeguarding Children Partnerships.
- Local NHS Trusts, Integrated Care Boards (ICBs) and other relevant healthcare providers.

Regulatory Compliance

The Lioncare Group recognises that medicines management is an integral component of safe care, safeguarding and organisational governance. Compliance with this policy supports our responsibilities under the Children's Homes (England) Regulations 2015, including the Quality Standards, particularly those relating to the protection of children, leadership and management, health and wellbeing, and the delivery of high-quality care.

Within our independent special school, compliance with this policy supports our statutory duty to make appropriate arrangements for supporting children with medical conditions, enabling them to access education safely and participate fully in school life.

The Lioncare Group further recognises that medicines management contributes directly to safeguarding children from avoidable harm. Robust systems for obtaining, storing, administering, recording and auditing medication form an essential part of effective safeguarding practice and organisational risk management.

Where legislation, statutory guidance or recognised professional standards are revised or updated, The Lioncare Group will review this policy to ensure that its procedures remain compliant with current legal requirements and continue to reflect recognised best practice.

6. Roles and Responsibilities

The Lioncare Group recognises that the safe management of medication is a shared responsibility requiring effective leadership, competent practice, clear accountability and collaborative working. Every individual involved in any aspect of medicines management has a responsibility to ensure that medication is handled safely, lawfully and in the best interests of the children entrusted to our care.

Whilst individual responsibilities vary according to role, all staff are expected to act professionally, work within the limits of their competence and contribute to a culture that promotes the safe and effective management of medicines.

The Board of Directors

The Board of Directors has overall accountability for ensuring that The Lioncare Group maintains effective governance arrangements for the safe management of medication across all services.

The Board is responsible for:

- Ensuring appropriate organisational policies, procedures and governance arrangements are established and maintained.
- Promoting a culture in which the health, safety and wellbeing of children is prioritised.
- Ensuring sufficient resources are available to support safe medicines management.
- Monitoring organisational compliance through governance, audit and quality assurance processes.
- Supporting continuous improvement in medicines management across The Lioncare Group.

The Director Responsible for The Lioncare School (Acting on Behalf of the Proprietor and named 'Chair of The Lioncare School)

The Lioncare Group, as the Proprietor of The Lioncare School, has delegated strategic oversight of the school's governance to a designated Company Director and Board Member. Acting on behalf of the Proprietor, the Director (known as 'The Chair of The Lioncare School') provides independent strategic oversight and assurance that effective arrangements are in place for the safe management of medication within the school.

Working collaboratively with the Board of Directors, the Headteacher and the Senior Leadership Team, the Chair is responsible for providing appropriate challenge, support and oversight to ensure that medicines management is conducted safely, lawfully and in accordance with statutory requirements, recognised best practice and The Lioncare Group's governance framework.

The Chair will:

- Provide strategic oversight of medicines management within The Lioncare School on behalf of the Proprietor.
- Seek assurance that appropriate policies, procedures and governance arrangements are established, implemented and regularly reviewed.
- Monitor compliance with relevant legislation, statutory guidance and this Medication Policy through reports, audits, inspections and other quality assurance activities.
- Receive assurance that effective systems are in place to safeguard children requiring medication and to support those with medical conditions in accessing education safely.
- Monitor significant medication incidents, emerging risks, trends and lessons learned, ensuring that appropriate action is taken to strengthen practice and reduce future risk.
- Support the promotion of a positive culture of accountability, continuous improvement and child-centred practice across the school.
- Provide constructive challenge to the Headteacher and senior leaders to ensure that medicines management arrangements remain effective, proportionate and responsive to the needs of children.

- Report, where appropriate, to the Board of Directors regarding the effectiveness of medicines governance within The Lioncare School.

Whilst the Chair provides strategic oversight on behalf of the Proprietor, responsibility for the day-to-day implementation of this policy remains with the Headteacher and those members of staff who have been delegated operational responsibility for medicines management within the school.

The Responsible Individual

The Responsible Individual has strategic oversight of medicines management within The Lioncare Group's residential children's homes and is responsible for ensuring that Registered Managers are appropriately supported in meeting their statutory responsibilities.

The Responsible Individual will:

- Monitor compliance with this policy and relevant legislation.
- Promote effective governance and quality assurance.
- Review organisational learning arising from medication incidents, audits and inspections.
- Ensure medicines management remains an integral part of safeguarding and organisational risk management.

Registered Managers and the Headteacher

Registered Managers and the Headteacher are responsible for the day-to-day implementation of this policy within their respective services.

They will ensure that:

- This policy is implemented consistently and effectively.
- Safe systems are in place for the receipt, storage, administration, recording, transportation and disposal of medication.
- Appropriate risk assessments and Individual Healthcare Plans are developed and regularly reviewed where required.
- Only appropriately trained and competent staff undertake medication-related responsibilities.
- Staff receive appropriate induction, supervision, refresher training and competency assessments.
- Medication records are accurate, complete and securely maintained.
- Medication incidents, errors, omissions and near misses are reported, investigated and addressed promptly.
- Regular medication audits and stock checks are undertaken.
- Appropriate action is taken where practice falls below expected standards.
- Children receive appropriate support to meet their healthcare needs.

Deputy Managers, The School Operations Manager and Senior Staff

Deputy Managers, the School Operations Manager, and other designated senior staff are responsible for supporting the effective implementation of this policy through day-to-day leadership and oversight.

Their responsibilities include:

- Providing guidance and support to staff responsible for medicines management.
- Monitoring medication practices during shifts.
- Verifying that medication records are completed accurately.
- Escalating concerns, discrepancies or incidents without delay.
- Supporting medication audits and quality assurance activities.
- Promoting safe working practices and compliance with organisational procedures.

Authorised Staff

Only staff who have successfully completed The Lioncare Group's required medication training, been assessed as competent and authorised to undertake medicines management duties may administer or supervise the administration of medication.

Authorised staff are responsible for:

- Working within the limits of their competence and training.
- Following this policy and all associated procedures.
- Administering medication safely, accurately and respectfully.
- Confirming the identity of the child before administering medication.
- Ensuring medication is administered in accordance with prescribing instructions.
- Completing all medication records accurately and contemporaneously.
- Reporting medication refusals, omissions, errors, adverse reactions and concerns immediately.
- Maintaining the security and confidentiality of medication and medication records.
- Seeking advice whenever they are uncertain or where concerns arise.

No member of staff should administer medication if they are unsure of the correct procedure, have not received appropriate training or believe that doing so may place a child at risk.

All Employees

Every employee, regardless of role, shares responsibility for promoting the health, safety and wellbeing of children.

All employees are expected to:

- Be familiar with this policy where it relates to their role.
- Report concerns regarding medicines management promptly.
- Maintain confidentiality regarding children's medical information.
- Cooperate with investigations, audits and quality assurance activities.
- Contribute to a positive culture of learning, openness and continuous improvement.

Children

Where appropriate, children will be encouraged and supported to develop an understanding of their own healthcare needs and medication.

The Lioncare Group will ensure that children are:

- Listened to and involved in decisions affecting their healthcare, where appropriate.
- Treated with dignity, respect and compassion during medication administration.
- Supported to develop independence in managing their medication where it is safe, appropriate and supported by assessment.
- Provided with information appropriate to their age and level of understanding regarding their medication and healthcare needs.

Parents, Carers and Others with Parental Responsibility

Parents, carers and others with parental responsibility play an important role in supporting the safe management of medication.

Where appropriate, they are expected to:

- Provide accurate and up-to-date information regarding their child's medical conditions and prescribed medication.
- Ensure medication supplied to The Lioncare Group is correctly labelled and provided in its original pharmacy packaging where applicable.
- Inform The Lioncare Group promptly of any changes to prescribed medication or healthcare needs.

- Provide appropriate consent where required.
- Work collaboratively with staff and healthcare professionals to promote the child's health and wellbeing.

Healthcare Professionals

Healthcare professionals provide specialist advice and clinical support to The Lioncare Group in relation to medicines management.

This may include:

- Prescribing medication.
- Providing clinical advice and guidance.
- Supporting Individual Healthcare Plans.
- Delivering training or competency assessments where appropriate.
- Advising following medication errors or adverse reactions.
- Reviewing medication regimes as clinical needs change.

Collective Responsibility

Safe medicines management relies upon effective communication, professional curiosity, shared accountability and collaborative working across all levels of The Lioncare Group.

Every individual involved in medicines management is expected to recognise that safeguarding children and promoting their health and wellbeing are inseparable. Where concerns arise regarding medication practice, children's health needs or the safe implementation of this policy, these must be reported immediately through The Lioncare Group's reporting procedures and acted upon without delay.

Through effective leadership, competent practice and a culture of continuous improvement, The Lioncare Group is committed to maintaining the highest standards of medicines management across all of its services, ensuring that every child receives safe, effective and person-centred care.

7. Principles of Safe Medicines Management

The Lioncare Group is committed to maintaining the highest standards of medicines management across all of its residential children's homes and its independent special school. Safe medicines management is fundamental to safeguarding children, promoting positive health outcomes, supporting educational participation, and ensuring that every child receives appropriate care in a safe, respectful and child-centred manner.

All aspects of medicines management within The Lioncare Group will be underpinned by the following principles:

Child-Centred Practice

The welfare, health, safety and individual needs of each child will always be the primary consideration when decisions are made regarding medication. Medicines will only be administered where there is a clear clinical need, appropriate consent or legal authority, and it is in the best interests of the child.

Children will be treated with dignity, respect and compassion throughout every aspect of medicines management. Wherever appropriate, they will be encouraged to understand their healthcare needs and to participate in decisions relating to their medication in accordance with their age, understanding and individual circumstances.

Safety

The Lioncare Group will maintain robust systems to ensure that medication is obtained, received, stored, administered, recorded, transported and disposed of safely. Appropriate safeguards will be in place to minimise the risk of medication errors, protect children from avoidable harm and ensure that medicines remain secure at all times.

Staff will follow established procedures, undertake appropriate checks before administering medication and immediately report any concerns, discrepancies, incidents or near misses.

Legality and Compliance

All medicines management practices will comply with current legislation, statutory guidance, regulatory requirements and recognised professional standards. The Lioncare Group will ensure that medication is managed only by those who have the necessary authority, competence and training to undertake their responsibilities safely.

Medication will only be administered in accordance with valid prescribing instructions or other lawful authority.

Competence

Medication-related duties will only be undertaken by members of staff who have successfully completed appropriate training, demonstrated their competence and been authorised by The Lioncare Group to undertake medicines management responsibilities.

Competency will be maintained through regular refresher training, supervision, observation of practice and ongoing assessment to ensure that standards remain consistently high.

Accuracy

Accurate medicines management is essential to protecting children from harm. All medication records must be completed clearly, contemporaneously and in accordance with organisational procedures.

Staff must ensure that medication administration, stock levels, receipts, returns and disposals are recorded accurately and that any discrepancies are reported and investigated without delay.

Accountability

Every member of staff is personally accountable for their own practice and must work within the limits of their competence, training and professional responsibilities.

The Lioncare Group promotes a culture in which staff take responsibility for maintaining high standards of medicines management, seek advice whenever uncertainty exists and report concerns promptly.

Partnership Working

Safe medicines management relies upon effective communication and collaboration between children, parents and those with parental responsibility, healthcare professionals, placing authorities and members of staff.

The Lioncare Group will work collaboratively with all relevant agencies to ensure that medication arrangements are clearly understood, appropriately documented and regularly reviewed in order to meet each child's individual healthcare needs.

Confidentiality

Information relating to a child's health, medication and medical history will be treated as confidential and handled in accordance with applicable data protection legislation and The Lioncare Group's Confidentiality and Data Protection Policies.

Information will only be shared where there is a lawful basis to do so and where it is necessary to safeguard the child, support their healthcare needs or fulfil statutory responsibilities.

Risk Management

The Lioncare Group recognises that effective medicines management requires ongoing assessment and management of risk. Appropriate risk assessments will be undertaken where necessary to support safe medication administration, self-administration, the management of complex medical needs and the transportation of medication.

Risk assessments will be proportionate, regularly reviewed and amended whenever a child's healthcare needs change.

Learning and Continuous Improvement

The Lioncare Group is committed to fostering a culture of openness, transparency and continuous improvement. Medication errors, omissions, adverse reactions, near misses and concerns will be reported promptly, investigated thoroughly and reviewed to identify learning opportunities and strengthen future practice.

Auditing, supervision, competency assessments and quality assurance processes will be used to monitor compliance with this policy, identify areas for improvement and promote consistently high standards of medicines management across all services.

Equality, Inclusion and Respect

Medicines management arrangements will be implemented fairly and without discrimination. The Lioncare Group will ensure that children with medical conditions, disabilities or additional healthcare needs are supported appropriately to access care, education and everyday activities on an equal basis with their peers.

Reasonable adjustments will be made wherever necessary to meet individual healthcare needs, promote inclusion and enable children to participate safely in all aspects of life within The Lioncare Group.

Governance and Assurance

The Lioncare Group will maintain effective governance arrangements to ensure that medicines management remains safe, compliant and responsive to the needs of children. This will include regular policy review, audit, monitoring, incident analysis, staff training and quality assurance activities.

Senior leaders will seek assurance that medicines management systems are operating effectively and will take timely action where improvements are identified as necessary.

Through adherence to these principles, The Lioncare Group aims to ensure that medicines management is consistently safe, effective, accountable and child-centred, providing children with the highest standard of care while supporting their health, wellbeing and ability to thrive within our residential and educational services.

Part Two: Medicines Management

8. Consent and Individual Healthcare Planning

The Lioncare Group recognises that safe and effective medicines management is founded upon appropriate consent, clear legal authority and thorough planning. Before medication is administered or healthcare support is provided, appropriate arrangements must be in place to ensure that decisions are lawful, informed and centred upon the individual needs of the child.

The Lioncare Group is committed to working collaboratively with children, parents and those with parental responsibility, placing authorities, healthcare professionals and other relevant agencies to ensure that medication is managed safely, consistently and in accordance with each child's assessed healthcare needs.

Consent

Medication will only be administered where appropriate consent or other lawful authority has been established.

Where a child is prescribed medication, The Lioncare Group will obtain written consent from a person with parental responsibility before medication is administered, unless an alternative legal basis applies or emergency treatment is required to preserve life or prevent serious deterioration in the child's health.

Consent arrangements will be clearly documented and retained within the child's records. Where changes are made to prescribed medication, dosage, frequency or method of administration, consent arrangements will be reviewed to ensure they remain accurate and appropriate.

Where children are assessed as having sufficient understanding and maturity, they will be encouraged to participate in discussions regarding their medication and healthcare needs. Their wishes, views and feelings will be listened to and taken into account wherever appropriate, whilst recognising that legal decision-making responsibilities may remain with those who hold parental responsibility or other lawful authority.

Where consent is refused, withdrawn or disputed, medication will not normally be administered unless there is an overriding legal basis or clinical justification to do so. In such circumstances, advice will be sought from the relevant healthcare professional, placing authority and, where appropriate, legal advisers before any further action is taken.

Emergency medication required to preserve life or respond to an acute medical emergency may be administered without prior consent where this is permitted by law and is necessary to protect the child

from serious harm. Such incidents will be recorded and reported in accordance with The Lioncare Group's reporting procedures.

Parental Responsibility

The Lioncare Group recognises that decisions relating to medication must be made in accordance with the legal rights and responsibilities of those who hold parental responsibility, together with any court orders, care orders, delegated authority arrangements or other legal frameworks applicable to the child.

Before medication is accepted into any service operated by The Lioncare Group, staff will establish:

- Who holds parental responsibility for the child.
- Any limitations placed upon decision-making authority.
- Whether delegated authority arrangements are in place.
- Any specific instructions provided by the placing authority or relevant healthcare professionals.
- Any restrictions arising from court orders or other legal proceedings.

Where children are accommodated under statutory arrangements, The Lioncare Group will work closely with the placing authority to ensure that medication decisions are made in accordance with delegated authority arrangements and the child's Care Plan.

The Lioncare Group will maintain effective communication with parents, those with parental responsibility, placing authorities and healthcare professionals to ensure that medication information remains accurate, current and reflects the child's changing healthcare needs.

Any uncertainty regarding consent, delegated authority or parental responsibility will be referred immediately to the Registered Manager or Headteacher, who will seek clarification before medication is administered unless emergency circumstances require immediate action to safeguard the child.

Individual Healthcare Plans

Where a child has an ongoing medical condition, complex healthcare need, allergy, disability or requires regular medication, an Individual Healthcare Plan (IHP) will be developed where appropriate.

The purpose of the Individual Healthcare Plan is to ensure that everyone involved in the child's care or education clearly understands the child's healthcare needs, prescribed medication, required support arrangements and emergency procedures.

Individual Healthcare Plans will be developed in partnership with the child, parents or those with parental responsibility, healthcare professionals, placing authorities and relevant members of staff, ensuring that plans accurately reflect the child's individual circumstances.

Where appropriate, an Individual Healthcare Plan will include:

- Details of the child's diagnosed medical condition or healthcare needs.
- Prescribed medication, dosage, frequency and method of administration.
- Known allergies, sensitivities or adverse reactions.
- Signs and symptoms requiring intervention or emergency action.
- Arrangements for the storage, administration and recording of medication.
- Guidance relating to PRN ("when required") medication, where prescribed.
- Emergency procedures, including when emergency services should be contacted.
- Any restrictions relating to education, physical activity or participation in routine activities.
- Arrangements supporting self-administration, where appropriate.

- Contact details for parents, those with parental responsibility and relevant healthcare professionals.
- Review arrangements and dates for updating the plan.

Individual Healthcare Plans will be reviewed regularly and whenever:

- A child's medical condition changes.
- Medication is prescribed, discontinued or amended.
- Advice is received from a healthcare professional.
- Following a significant medical event or medication incident.
- There is any other material change affecting the child's healthcare needs.

All staff responsible for supporting a child with an Individual Healthcare Plan will be made aware of its contents and any training, competency assessment or additional support required before undertaking healthcare responsibilities.

The Lioncare Group recognises that Individual Healthcare Plans are living documents that must remain accurate, current and responsive to each child's changing needs. Regular review and effective partnership working are essential to ensuring that healthcare arrangements continue to safeguard the child and support their health, wellbeing and participation in daily life.

9. Obtaining, Receiving and Storing Medication

The Lioncare Group is committed to ensuring that all medication is obtained, received, stored and managed safely throughout its lifecycle. Effective medicines management begins before medication is administered and relies upon robust procedures that protect children from avoidable harm, maintain the integrity of medicines and ensure that accurate records are maintained at all times.

Medication will only be accepted, stored and administered where appropriate arrangements are in place to ensure its authenticity, security, traceability and suitability for use. All members of staff involved in any aspect of medicines management must follow the requirements of this policy and work within the limits of their competence and training.

Obtaining Medication

The Lioncare Group expects that, wherever possible, medication will be prescribed specifically for the individual child by an appropriately authorised healthcare professional and dispensed by a registered pharmacy.

Medication supplied to The Lioncare Group should:

- Be prescribed specifically for the named child.
- Be supplied in the original pharmacy or manufacturer's packaging.
- Be clearly labelled with the child's name, medication name, strength, dosage instructions, method of administration and dispensing date.
- Include any patient information leaflet supplied by the dispensing pharmacy.

The Lioncare Group will not normally administer medication that:

- Has been transferred into alternative containers.
- Is incorrectly labelled or unlabelled.
- Has passed its expiry date.
- Appears damaged, contaminated or has deteriorated in quality.

- Has unclear or altered prescribing instructions.

Where concerns exist regarding the suitability or authenticity of medication, administration will not proceed until clarification has been obtained from the prescribing clinician or dispensing pharmacy.

Where medication is prescribed following changes to a child's treatment, staff must ensure that all previous medication is appropriately discontinued, returned or disposed of in accordance with this policy, and that records are updated accordingly.

Receipt of Medication

Whenever medication is received by The Lioncare Group, appropriate checks must be completed before it is accepted into service.

Medication should only be received by an authorised member of staff who has been trained in medicines management.

Upon receipt, the member of staff will verify, wherever reasonably practicable, that:

- The medication has been prescribed for the correct child.
- The pharmacy label is accurate and legible.
- The medication corresponds with the accompanying prescription or written instructions.
- The quantity received is correct.
- The medication has not expired.
- The packaging is intact and shows no evidence of tampering or damage.
- Any specific storage requirements are clearly identified.

The receipt of medication will be recorded in accordance with The Lioncare Group's medicines management procedures, ensuring that an accurate audit trail exists from receipt through to administration, return or disposal.

Any discrepancies identified upon receipt must be reported immediately to the Registered Manager, Headteacher or other designated senior member of staff and investigated before the medication is used.

Medication Storage

The Lioncare Group will ensure that all medication is stored securely, safely and in accordance with the manufacturer's instructions, legal requirements and recognised professional guidance.

Medication must be stored in a manner that:

- Prevents unauthorised access.
- Protects medicines from loss, theft, misuse or accidental damage.
- Maintains the effectiveness and integrity of the medication.
- Enables prompt access when medication is required.
- Supports accurate stock control and audit arrangements.

Medication will normally be stored within designated locked medication cabinets or other secure storage facilities appropriate to the type of medication being held.

Keys, access codes or other security arrangements must be controlled and accessible only to authorised members of staff.

Medication must be stored separately from food, cleaning products and other potentially hazardous substances.

Where children have been assessed as suitable to self-administer medication, separate storage arrangements may be agreed following an appropriate risk assessment and in accordance with the child's Individual Healthcare Plan.

Regular checks of medication storage areas will be undertaken to ensure they remain secure, clean, appropriately organised and compliant with this policy.

Refrigerated Medication

Some medication requires storage within a controlled temperature range to maintain its safety and effectiveness.

Where refrigerated storage is required, medication must be stored within a designated medication refrigerator that is used solely for medicines and is not shared with food or drink.

The Lioncare Group will ensure that:

- Refrigerators are secure and accessible only to authorised staff.
- Temperatures are monitored and recorded regularly in accordance with organisational procedures.
- Appropriate action is taken where temperatures fall outside the recommended range.
- Medication is stored in accordance with manufacturer recommendations.
- Stock is organised to minimise the risk of deterioration or expiry.

Where there is any concern that refrigerated medication may have been exposed to unsuitable storage conditions, advice must be sought from the dispensing pharmacy or prescribing healthcare professional before the medication is administered.

Controlled Drugs

Controlled Drugs are subject to additional legal controls due to their potential for misuse, abuse or diversion.

The Lioncare Group will ensure that all Controlled Drugs are managed in accordance with current legislation and recognised professional guidance.

Controlled Drugs will be:

- Stored within an approved locked Controlled Drugs cabinet or other legally compliant secure storage.
- Accessible only to authorised members of staff.
- Recorded in a Controlled Drugs Register or other approved recording system.
- Subject to regular stock reconciliation and audit.
- Administered only by appropriately trained and authorised staff.
- Returned or destroyed using approved procedures when no longer required.

The receipt, administration, return and disposal of Controlled Drugs will be accurately documented to provide a complete audit trail.

Any discrepancy involving Controlled Drugs, regardless of quantity, will be treated as a serious incident. The matter must be reported immediately to the Registered Manager or Headteacher, who will ensure that appropriate investigations are undertaken and that relevant authorities are notified where required.

Governance and Assurance

The Lioncare Group recognises that the safe obtaining, receipt and storage of medication provides the foundation for effective medicines management. Robust governance arrangements, accurate record

keeping and secure storage systems reduce the risk of medication errors and support the safe delivery of care across all services.

Compliance with this section of the policy will be monitored through routine supervision, medication audits, stock checks, quality assurance activities and periodic review. Any concerns identified will be addressed promptly to ensure that standards continue to reflect current legislation, recognised professional guidance and The Lioncare Group's commitment to safeguarding children and promoting their health and wellbeing.

10. Administration of Medication

The Lioncare Group is committed to ensuring that medication is administered safely, lawfully and consistently, with the health, welfare and dignity of every child at the centre of decision-making. Medication administration is a significant responsibility that contributes directly to safeguarding children and promoting positive health outcomes.

Medication will only be administered where there is an identified clinical need, appropriate consent or other lawful authority has been established, and administration is undertaken by an authorised member of staff who has received appropriate training and demonstrated competence.

Every member of staff responsible for administering medication must exercise professional judgement, work within the limits of their competence and seek advice whenever uncertainty exists. No member of staff should administer medication if they believe doing so may place a child at risk.

General Principles of Medication Administration

Medication will be administered in accordance with the prescribing instructions issued by the authorised prescriber, the dispensing pharmacy label and any relevant Individual Healthcare Plan.

Before administering any medication, authorised staff must satisfy themselves that:

- The medication has been prescribed or authorised for the individual child.
- Appropriate consent or legal authority has been established.
- The medication is within its expiry date and has been stored correctly.
- The child's identity has been confirmed using approved procedures.
- The medication can be administered safely at that time.
- There are no known contraindications or changes in the child's condition that would require medical advice before administration.

Medication must never be administered on the basis of assumption or uncertainty. Where any discrepancy or concern exists, administration must be delayed where it is safe to do so until clarification has been obtained from an appropriate healthcare professional or senior manager.

Children should be treated with dignity, sensitivity and respect throughout the administration process. Wherever appropriate, staff should explain the purpose of the medication in an age-appropriate manner and encourage children to participate positively in their own healthcare.

Routine Prescribed Medication

Routine prescribed medication will be administered strictly in accordance with the instructions provided by the prescriber.

Medication must not be altered, crushed, split, mixed with food or drink, or administered by an alternative route unless this has been authorised by the prescribing clinician or dispensing pharmacist and documented appropriately.

Following administration, staff must ensure that medication records are completed accurately and contemporaneously in accordance with The Lioncare Group's recording procedures.

Where a child experiences an unexpected reaction or deterioration following medication administration, appropriate medical advice must be sought immediately, and the incident managed in accordance with this policy.

PRN ("When Required") Medication

PRN medication presents additional responsibilities because decisions regarding administration require professional judgement within clearly defined parameters.

PRN medication will only be administered where:

- It has been prescribed or otherwise authorised for the individual child.
- There is a clearly identified clinical need at the time of administration.
- Administration is consistent with the prescribing instructions and any accompanying protocol.
- Appropriate intervals between doses have been observed.
- Maximum dosage limits will not be exceeded.

Where PRN medication forms part of a child's ongoing healthcare needs, an individual protocol should normally be available, setting out:

- The circumstances in which the medication may be administered.
- Signs and symptoms indicating that administration is appropriate.
- The expected therapeutic outcome.
- When further medical advice should be sought.

Each administration of PRN medication must be supported by an appropriate clinical rationale and recorded accurately.

Emergency Medication

The Lioncare Group recognises that some children may require immediate access to emergency medication to manage potentially life-threatening medical conditions.

Emergency medication may include, but is not limited to:

- Salbutamol inhalers.
- Adrenaline auto-injectors.
- Emergency seizure medication.
- Other emergency medicines prescribed for specific medical conditions.

Staff responsible for children requiring emergency medication must receive appropriate training relevant to the child's needs and understand the procedures to be followed during a medical emergency.

Emergency medication should be readily accessible whilst remaining secure, and arrangements must ensure that it can be obtained without delay whenever required.

Following any use of emergency medication, appropriate medical advice or emergency services must be sought in accordance with the child's Individual Healthcare Plan and established emergency procedures.

Medication Within The Lioncare School

The Lioncare Group is committed to ensuring that children attending The Lioncare School are able to participate fully in education whilst receiving appropriate support for their medical needs.

Medication required during the school day will be administered in accordance with this policy, the child's Individual Healthcare Plan and any arrangements agreed with parents, healthcare professionals and the placing authority.

Reasonable adjustments will be made where necessary to support children with medical conditions, ensuring that healthcare needs do not present unnecessary barriers to learning, participation or inclusion.

School staff responsible for administering medication will receive appropriate training and support commensurate with their responsibilities.

Homely Remedies (Residential Children's Homes)

Where appropriate, The Lioncare Group may make available a limited range of homely remedies for the short-term treatment of minor ailments within its residential children's homes.

The use of homely remedies will always be:

- Consistent with recognised professional guidance.
- Subject to appropriate parental consent or delegated authority arrangements.
- Administered only by authorised members of staff.
- Recorded appropriately.
- Used for minor, self-limiting conditions only.

Homely remedies will never be used as a substitute for appropriate medical assessment where symptoms are persistent, severe or unexplained.

Self-Administration of Medication

The Lioncare Group recognises that, where appropriate, supporting children to develop independence in managing their own medication may contribute positively to their confidence, wellbeing and preparation for adulthood.

Self-administration will only be supported where:

- The child has been assessed as capable of managing their medication safely.
- Appropriate risk assessments have been completed.
- The arrangements are documented within the Individual Healthcare Plan.
- Suitable supervision and storage arrangements have been agreed.

The decision to permit self-administration will be reviewed regularly and withdrawn where concerns arise regarding safety or competence.

Delegated Clinical Tasks

Some children may require healthcare interventions that extend beyond the routine administration of medication.

Where clinical tasks have been delegated by an appropriately qualified healthcare professional, The Lioncare Group will ensure that:

- Delegation is clearly documented.
- Staff have received appropriate task-specific training.
- Competence has been formally assessed.
- Appropriate supervision and support arrangements are in place.
- Staff understand the limits of their competence and delegated authority.

No member of staff will be expected to undertake delegated clinical tasks unless they have agreed to do so and have been assessed as competent.

Governance and Assurance

The Lioncare Group recognises that the safe administration of medication relies upon competent staff, effective leadership, robust governance and a culture of accountability. Medication administration must never become a routine task undertaken without due care and professional judgement. Every administration presents an opportunity to safeguard a child's health and wellbeing and must therefore be approached with diligence, accuracy and compassion.

Compliance with this section of the policy will be monitored through supervision, competency assessments, medication audits, incident reviews and quality assurance activities. Lessons learned from medication incidents, near misses and audit findings will be used to strengthen practice, promote continuous improvement and ensure that the highest standards of medicines management are maintained across all services operated by The Lioncare Group.

11. Recording and Managing Medication

The Lioncare Group recognises that accurate recording and effective management of medication are fundamental to safeguarding children, promoting positive health outcomes and maintaining safe, accountable medicines management practices.

Comprehensive medication records provide an essential audit trail, support continuity of care, demonstrate professional accountability and enable timely identification of concerns, trends or areas requiring improvement. All medication records must be completed accurately, contemporaneously and in accordance with this policy and The Lioncare Group's medicines management procedures.

Where concerns arise regarding the administration, recording or management of medication, prompt action must be taken to protect the child, investigate the circumstances and identify any learning opportunities.

Medication Administration Records (MAR Charts)

A Medication Administration Record (MAR) provides the formal record of all medication administered, refused, omitted or otherwise managed whilst a child is receiving care or education within The Lioncare Group.

Authorised members of staff are responsible for ensuring that MAR Charts are completed accurately, legibly and immediately following each administration of medication.

Medication records should clearly identify:

- The child's name and relevant identifying information.
- The name and strength of the medication.
- Prescribed dosage.
- Date and time of administration.
- Route of administration.
- The outcome of administration.
- The identity of the authorised member of staff administering the medication.
- Any additional observations or comments where appropriate.

Corrections or amendments to medication records must be made in accordance with The Lioncare Group's record keeping procedures. Records must remain clear, accurate and capable of withstanding external scrutiny.

Medication records form part of the child's care record and must be retained securely in accordance with legal requirements and The Lioncare Group's Record Keeping and Data Protection Policies.

Refusal of Medication

The Lioncare Group recognises that children may occasionally refuse medication for a variety of reasons.

Where a child refuses medication, staff should respond calmly, respectfully and in a manner that promotes the child's dignity whilst seeking to understand the reasons for the refusal.

Staff should not use force, coercion, intimidation or inappropriate persuasion to administer medication.

Where medication is refused:

- The refusal must be recorded accurately.
- The child should be offered appropriate information and reassurance where suitable.
- The potential risks associated with refusing the medication should be considered.
- Advice should be sought from the prescribing clinician, healthcare professional or senior manager where necessary.
- Parents, those with parental responsibility or the placing authority should be informed where appropriate.

Repeated refusals or refusals involving critical medication must be escalated promptly and managed in accordance with the child's Individual Healthcare Plan and medical advice.

Omitted Medication

An omitted dose is any prescribed medication that has not been administered as intended.

Where a dose is omitted, the reason must be clearly documented and appropriate action taken without delay.

Staff must never administer a missed dose retrospectively unless this has been specifically authorised by an appropriate healthcare professional.

Where an omission may affect the child's health or wellbeing, immediate advice should be sought from the prescribing clinician, dispensing pharmacist or NHS services, as appropriate.

Medication Errors

The Lioncare Group recognises that, despite robust systems, medication errors may occasionally occur. A medication error includes any preventable incident that results in, or has the potential to result in, inappropriate medication use or harm to a child.

Examples include, but are not limited to:

- Administration to the wrong child.
- Administration of the wrong medication.
- Incorrect dosage.
- Incorrect time of administration.
- Incorrect route of administration.
- Failure to administer medication.
- Inaccurate recording.
- Any other deviation from prescribed instructions.

Where a medication error occurs, the immediate priority is always the safety and wellbeing of the child.

Staff must:

- Ensure the child receives any necessary medical attention.
- Inform the Registered Manager or Headteacher immediately.
- Seek appropriate clinical advice without delay.
- Record the incident accurately.
- Complete all required organisational reporting processes.
- Cooperate fully with any subsequent investigation.

The Lioncare Group promotes a culture of openness and learning. Staff who report genuine errors promptly and honestly will be supported to contribute to organisational learning, recognising that effective reporting strengthens safeguarding arrangements and reduces the likelihood of future incidents.

Medication Incidents and Near Misses

Medication incidents include any event involving medication that has resulted in, or could have resulted in, harm to a child.

A near miss is an event that had the potential to result in harm but was identified before medication reached the child.

The Lioncare Group expects all medication incidents and near misses to be reported promptly, regardless of perceived seriousness.

All reports will be reviewed to:

- Identify contributory factors.
- Determine whether additional safeguarding concerns exist.
- Review existing risk controls.
- Identify lessons learned.
- Implement improvements where required.
- Share organisational learning appropriately.

Learning from near misses is recognised as an important component of effective risk management and continuous improvement.

Monitoring the Effectiveness of Medication

Authorised members of staff should remain observant to any significant changes in a child's presentation following the administration of medication.

Where concerns arise regarding:

- Unexpected side effects.
- Adverse reactions.
- Lack of therapeutic effect.
- Changes in behaviour.
- Deterioration in physical health.
- Concerns regarding ongoing effectiveness.

appropriate advice should be sought from a healthcare professional without delay.

Observations that may influence future medication decisions should be documented appropriately and communicated to relevant professionals in accordance with the child's Individual Healthcare Plan.

Record Keeping and Information Sharing

Accurate medication records support continuity of care and effective partnership working.

The Lioncare Group will ensure that medication information is shared appropriately with parents, those with parental responsibility, placing authorities, healthcare professionals and other authorised agencies where there is a lawful basis to do so and where sharing is necessary to support the child's health, wellbeing or safeguarding.

All medication records will be handled confidentially and stored securely in accordance with applicable data protection legislation and organisational policies.

Governance and Assurance

The Lioncare Group recognises that accurate recording and effective management of medication are fundamental components of safe care, safeguarding and organisational governance. Robust recording systems enable transparency, accountability and effective oversight, ensuring that children receive safe, consistent and high-quality support across all services.

Medication records, incident reports and associated documentation will be subject to regular audit, management oversight and quality assurance activities to ensure compliance with this policy and identify opportunities for improvement. Trends, themes and lessons learned will be reviewed by senior leaders and reported through The Lioncare Group's governance arrangements where appropriate.

Through maintaining high standards of recording, reporting and professional accountability, The Lioncare Group is committed to continually strengthening medicines management practices and safeguarding the health, wellbeing and safety of every child entrusted to our care.

12. Medication During Off-Site Activities and Educational Visits

The Lioncare Group is committed to ensuring that children are able to participate safely in educational visits, community activities, residential trips, holidays and healthcare appointments without unnecessary restriction arising from their medical needs. Wherever reasonably practicable, children should be enabled to take part in the full range of activities offered by The Lioncare Group, supported by appropriate planning, risk assessment and medicines management arrangements.

The standards of medicines management expected within The Lioncare Group's residential children's homes and independent special school apply equally whenever children are away from their usual setting. Appropriate planning, effective communication and clear accountability are essential to ensuring that medication remains safe, secure and readily available whenever required.

Medication arrangements for off-site activities must always be proportionate to; the needs of the individual child, the nature of the activity being undertaken and any identified risks.

Educational Visits

Prior to any educational visit, staff must consider whether any child attending requires medication during the course of the activity.

Where medication is required, appropriate arrangements must be made to ensure that:

- Medication accompanies the child where necessary.
- Medication is transported safely and securely.
- Authorised members of staff are available to administer medication where required.
- Relevant information from the child's Individual Healthcare Plan is accessible to those responsible for supporting the child.
- Appropriate emergency arrangements are in place.

- Medication can be administered at the required times without unnecessarily restricting the child's participation in the activity.

Planning for educational visits should form part of the wider visit risk assessment process and should consider the location, duration of the visit, availability of medical assistance, environmental conditions and any foreseeable risks relating to the child's healthcare needs.

Where appropriate, parents, those with parental responsibility, healthcare professionals and the placing authority should be consulted to ensure that suitable arrangements have been made.

Residential Trips and Holidays

Children living within The Lioncare Group's residential children's homes should be supported to participate in holidays, overnight stays and other residential activities wherever it is safe and appropriate to do so.

Medication arrangements for residential trips should be planned in advance and should ensure that:

- Sufficient quantities of medication are available for the duration of the trip, together with an appropriate contingency.
- Medication remains secure throughout transport and accommodation.
- Storage arrangements are suitable for the type of medication being carried, including any temperature-controlled medicines.
- Medication administration records remain available throughout the trip.
- Appropriate emergency medication accompanies the child where required.
- Staff responsible for administering medication understand the child's healthcare needs and any associated risk assessments.

The Lioncare Group recognises that unfamiliar environments may increase the risk of medication errors. Additional planning, communication and supervision should therefore be considered where appropriate.

Medical and Healthcare Appointments

Children frequently attend appointments with GPs, hospitals, specialist clinics, therapists and other healthcare professionals.

Where medication is required before, during or following an appointment, appropriate arrangements must be made to ensure continuity of care and the safe administration of medication.

Staff accompanying children to appointments should:

- Carry relevant healthcare information where appropriate.
- Communicate significant medication information to healthcare professionals.
- Record any changes to prescribed medication or treatment promptly.
- Ensure that any new medication or amended prescribing instructions are communicated to relevant staff without delay.
- Update the child's records and Individual Healthcare Plan where necessary.

Where medication is prescribed, amended or discontinued during an appointment, The Lioncare Group will ensure that appropriate consent, documentation and medicines management arrangements are reviewed before implementation.

Transportation of Medication

Whenever medication is transported outside The Lioncare Group's premises, appropriate precautions must be taken to protect its security, integrity and effectiveness.

Medication should be transported in a manner that:

- Prevents unauthorised access.
- Protects medication from damage, contamination or loss.
- Maintains any required storage conditions.
- Ensures medication remains readily accessible when required.
- Supports accurate recording and accountability.

Emergency medication must always accompany the child, where identified within the Individual Healthcare Plan or risk assessment.

Controlled Drugs transported outside the service must continue to be managed in accordance with relevant legislation and The Lioncare Group's procedures for Controlled Drugs.

Staff responsible for transporting medication remain accountable for its security until responsibility has been appropriately transferred or the medication has been returned.

Emergency Planning During Off-Site Activities

The Lioncare Group recognises that access to healthcare services may vary depending upon the location and nature of an activity.

Where children have known medical conditions or require emergency medication, suitable contingency arrangements must be established before departure.

These arrangements should include consideration of:

- Access to emergency services.
- Availability of local healthcare facilities.
- Communication arrangements.
- Contact details for parents, those with parental responsibility and relevant healthcare professionals.
- Emergency medication requirements.
- Staff competence in responding to foreseeable medical emergencies.

Where an emergency occurs, the immediate welfare of the child will take priority. Appropriate emergency services should be contacted without delay whenever there is concern regarding a child's health or where emergency medication has been administered in accordance with the child's Individual Healthcare Plan.

Governance and Assurance

The Lioncare Group recognises that children should not be excluded from educational opportunities, community participation or enriching life experiences solely because they require medication or have medical conditions. Through effective planning, proportionate risk management and competent medicines management, children can participate safely in activities both within and beyond The Lioncare Group's services.

Compliance with this section of the policy will be monitored through planning processes, supervision, risk assessment, medication audits, incident reviews and quality assurance activities. Learning arising from off-site activities, educational visits and medication-related incidents will be used to strengthen organisational practice and ensure that children continue to receive safe, consistent and child-centred support wherever activities take place.

13. Medication Stock Management and Disposal

The Lioncare Group is committed to maintaining effective systems for the management, control and disposal of medication throughout its residential children's homes and independent special school. Robust

stock management arrangements help to ensure that medicines remain safe, secure, readily available when required and protected from loss, misuse, deterioration or unauthorised access.

Effective stock control also provides assurance that medication is administered appropriately, records remain accurate and any discrepancies are identified and addressed promptly. All members of staff responsible for medicines management are expected to maintain accurate records and contribute to effective stock control as part of their wider safeguarding responsibilities.

Medication Stock Control

The Lioncare Group will maintain accurate systems for monitoring medication stocks to ensure that medicines are available when required and that a complete audit trail exists throughout the lifecycle of each medication.

Medication stock records should reflect:

- Medication received into the service.
- Medication administered.
- Medication returned to a pharmacy or parent.
- Medication disposed of.
- Current stock balances, where appropriate.
- Any discrepancies identified during routine checks.

Regular stock checks will be undertaken by authorised members of staff to verify that physical stock corresponds with recorded balances.

Where discrepancies are identified, they must be reported immediately to the Registered Manager or Headteacher and investigated without delay. Any concerns suggesting loss, theft, misuse or unauthorised access to medication will be managed in accordance with The Lioncare Group's safeguarding, incident reporting and disciplinary procedures.

Medication stock must be organised to support safe administration, minimise the risk of selection errors and facilitate effective auditing.

Medication Returns

There may be occasions when medication is no longer required because treatment has ended, medication has been changed, a child has left the service or medication has been supplied in error.

Where medication is to be returned, The Lioncare Group will ensure that:

- Medication remains securely stored until collection or return.
- Returns are recorded accurately.
- Appropriate records are maintained identifying the medication returned, the reason for return and the date of transfer.
- Responsibility for the medication is clearly transferred to the receiving individual or organisation.

Where medication is returned to a parent, those with parental responsibility, the placing authority or another authorised person, an appropriate record should be maintained confirming the transfer wherever practicable.

Disposal of Medication

Medication must never be disposed of in a manner that places children, staff, the public or the environment at risk.

The Lioncare Group will ensure that unwanted medication is disposed of safely, lawfully and in accordance with recognised professional guidance.

Medication requiring disposal should normally be returned to the dispensing pharmacy or another authorised provider for safe destruction.

Members of staff must not dispose of medication by placing it in general waste, drainage systems or other inappropriate disposal routes unless specifically authorised by recognised guidance.

The disposal of medication should be documented to ensure that an appropriate audit trail is maintained.

Expired, Unwanted and Discontinued Medication

Medication that has expired, has been discontinued or is no longer required must be removed from active stock promptly to minimise the risk of accidental administration.

Such medication should:

- Be clearly identified.
- Be stored separately from medication currently in use where practicable.
- Remain securely stored pending return or disposal.
- Be recorded appropriately.
- Be disposed of without unnecessary delay.

Staff must never administer medication that has passed its expiry date or medication that has been discontinued by the prescribing clinician.

Routine checks should be undertaken to identify medication approaching its expiry date so that appropriate arrangements can be made for replacement where ongoing treatment is required.

Controlled Drugs

Controlled Drugs require enhanced governance arrangements due to their legal status and increased risk of misuse, diversion or theft.

In addition to the storage and recording arrangements described elsewhere within this policy, The Lioncare Group will ensure that Controlled Drugs remain subject to ongoing stock reconciliation throughout the period they are held.

Regular stock checks should be undertaken by authorised members of staff to verify recorded balances and identify any discrepancies promptly.

Where Controlled Drugs are no longer required, they must be returned or destroyed using legally compliant procedures and appropriate records maintained.

Any unexplained discrepancy involving Controlled Drugs will be treated as a serious incident and investigated immediately. Where necessary, relevant regulatory bodies, healthcare professionals, the police or other appropriate agencies will be informed in accordance with legal requirements and organisational procedures.

Governance and Assurance

The Lioncare Group recognises that effective medication stock management and disposal are essential components of safe medicines management, organisational governance and safeguarding practice. Maintaining accurate stock records, undertaking regular reconciliation and ensuring the lawful disposal of medication reduces the risk of error, misuse, diversion and avoidable harm.

Compliance with this section of the policy will be monitored through routine stock checks, medication audits, management oversight and quality assurance activities. Any discrepancies, trends or recurring issues identified through these processes will be investigated promptly and used to inform organisational learning and continuous improvement.

The Lioncare Group is committed to maintaining robust governance arrangements that provide assurance that medication remains secure, accurately accounted for and managed responsibly throughout its lifecycle, thereby supporting the health, safety and wellbeing of every child entrusted to our care.

Part Three: Governance and Quality Assurance

14. Staff Competency and Training

The Lioncare Group recognises that the safe management of medication depends upon a competent, confident and well-supported workforce. Staff who undertake medicines management responsibilities must possess the knowledge, skills and experience necessary to perform their duties safely, lawfully and in accordance with recognised professional standards.

The Lioncare Group is committed to ensuring that all staff involved in medicines management receive appropriate training, competency assessment and ongoing professional development. No member of staff will be expected or permitted to undertake medicines management duties unless they have been authorised to do so and have demonstrated the required level of competence.

Training and competency arrangements form an integral part of The Lioncare Group's wider governance framework and contribute directly to safeguarding children, reducing the risk of medication errors and maintaining high standards of care across all services.

Induction and Initial Training

All newly appointed members of staff whose role may involve medicines management will receive appropriate training as part of their induction programme before undertaking any medication-related responsibilities.

Induction training will provide staff with an understanding of:

- The Lioncare Group's Medication Policy and associated procedures.
- Their individual roles and responsibilities in relation to medicines management.
- Safe medication handling and administration practices.
- Record keeping and Medication Administration Records (MAR Charts).
- The reporting of medication errors, incidents and near misses.
- Safeguarding considerations relating to medicines management.
- The importance of confidentiality and information governance.

Completion of training alone does not authorise a member of staff to administer medication independently.

Competency Assessment

Following training, staff must demonstrate that they are competent to undertake medicines management duties before being authorised to administer medication.

Competency assessments should be proportionate to the responsibilities being undertaken and may include:

- Observation of medication administration.
- Practical assessment of medicines management procedures.
- Knowledge assessment.
- Discussion of medication-related scenarios.

- Demonstration of accurate record keeping.
- Understanding of emergency procedures and escalation processes.

The assessment process should provide assurance that staff can apply their knowledge safely in practice rather than relying solely upon theoretical understanding.

Only staff who have successfully demonstrated the required level of competence may undertake medicines management responsibilities independently.

Refresher Training and Continuing Professional Development

The Lioncare Group recognises that maintaining competence requires regular review and ongoing learning.

Staff responsible for medicines management will undertake refresher training at intervals determined by organisational requirements, changes in legislation, recognised best practice or identified learning needs.

Additional training may be required where:

- New medication procedures are introduced.
- A child has complex or specialist healthcare needs.
- Delegated clinical tasks are undertaken.
- Practice concerns have been identified.
- Medication incidents or audit findings indicate a need for further development.

Staff are expected to take personal responsibility for maintaining their competence and should seek advice or additional support whenever they feel uncertain about any aspect of medicines management.

Specialist Training

Some children may require medication or healthcare interventions that involve additional knowledge or practical skills beyond routine medicines management.

Where specialist healthcare tasks are required, The Lioncare Group will ensure that relevant staff receive appropriate task-specific training from a suitably qualified healthcare professional or other appropriately competent individual.

Examples may include:

- Administration of emergency seizure medication.
- Use of adrenaline auto-injectors.
- Administration of emergency asthma medication.
- Blood glucose monitoring.
- Insulin administration.
- Enteral feeding or other delegated healthcare tasks.
- Other specialist interventions identified within a child's Individual Healthcare Plan.

Staff will not undertake specialist healthcare tasks unless appropriate training, competency assessment and authorisation have been completed.

Supervision and Professional Support

The Lioncare Group recognises that supervision plays an important role in maintaining safe medicines management practice.

Managers will provide regular supervision and professional support to staff responsible for medication, enabling them to:

- Reflect upon their practice.
- Discuss concerns or uncertainties.
- Identify further training needs.
- Review medication incidents or learning opportunities.
- Maintain confidence and competence in their role.

Where concerns arise regarding a member of staff's competence, appropriate support, supervision and, where necessary, additional assessment or retraining will be provided before medicines management responsibilities continue.

Authorisation to Administer Medication

Responsibility for authorising members of staff to undertake medicines management duties rests with the Registered Manager, Headteacher or another appropriately designated senior leader.

Before authorisation is granted, managers must be satisfied that the individual has:

- Successfully completed the required training.
- Demonstrated competence through assessment.
- Read and understood this Medication Policy and associated procedures.
- Received any additional specialist training relevant to their role.
- Demonstrated the ability to work safely within the limits of their competence.

Authorisation may be withdrawn where concerns arise regarding competence, professional conduct, compliance with this policy or the safe management of medication.

Learning from Practice

The Lioncare Group promotes a culture of continuous learning, openness and professional development.

Medication audits, supervision, competency reviews, incident investigations and feedback from healthcare professionals will be used to identify opportunities to strengthen practice and improve the quality of medicines management across all services.

Staff are encouraged to report concerns, seek advice and share learning in order to contribute to a positive safety culture that prioritises the welfare of children and supports continuous improvement.

Governance and Assurance

The Lioncare Group recognises that staff training and competency are fundamental to the safe management of medication and the effective safeguarding of children. Ensuring that staff are appropriately trained, assessed and supported reduces the likelihood of medication errors, promotes professional confidence and contributes to the delivery of safe, consistent and child-centred care.

Compliance with this section of the policy will be monitored through training records, competency assessments, supervision, annual appraisals, medication audits and quality assurance activities. Senior leaders will review training compliance, identify organisational learning needs and ensure that medicines management competencies remain current and responsive to legislative, regulatory and professional developments.

Through maintaining high standards of training, competency and professional accountability, The Lioncare Group is committed to ensuring that every member of staff responsible for medicines management has the knowledge, skills and confidence required to safeguard children and deliver the highest standards of care.

15. Supporting Principles

The Lioncare Group recognises that the safe management of medication extends beyond the administration of medicines. It requires a culture of professionalism, accountability and good governance, underpinned by effective information management, robust infection prevention practices and proportionate risk management.

These supporting principles are integral to safeguarding children, protecting their health and wellbeing, and ensuring that medicines management is delivered safely, consistently and in accordance with legal, regulatory and professional standards.

All members of staff are expected to understand and apply these principles whenever they undertake medicines management responsibilities.

Confidentiality

The Lioncare Group is committed to respecting the privacy and dignity of every child by ensuring that information relating to their health, medication and medical history is handled confidentially and with the utmost care.

Medication records and personal health information will be managed in accordance with applicable data protection legislation, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the common law duty of confidentiality and The Lioncare Group's Confidentiality and Data Protection Policies.

Access to medication records will be restricted to those members of staff and professionals who require the information in order to fulfil their duties or to safeguard the child.

Information regarding a child's medication or healthcare needs will only be shared where there is a lawful basis to do so and where sharing is necessary to:

- Protect the health, safety or wellbeing of the child.
- Support the child's healthcare needs.
- Enable the safe administration of medication.
- Meet statutory, regulatory or safeguarding responsibilities.
- Facilitate effective partnership working with healthcare professionals, placing authorities and those with parental responsibility.

Where information is shared, The Lioncare Group will ensure that it is accurate, relevant, proportionate and shared securely.

Children will be treated with dignity and respect throughout all aspects of medicines management, and every reasonable effort will be made to preserve their privacy when medication is administered or healthcare needs are discussed.

Infection Prevention and Control

The Lioncare Group is committed to maintaining high standards of infection prevention and control during all aspects of medicines management in order to protect children, staff and visitors from avoidable harm.

Medication will be handled, prepared and administered using safe working practices that minimise the risk of contamination or the transmission of infection.

Members of staff responsible for medicines management are expected to:

- Follow The Lioncare Group's Infection Prevention and Control Policy and associated procedures.
- Maintain effective hand hygiene before and after handling medication.
- Use appropriate personal protective equipment (PPE) where required.
- Maintain clean medication preparation and storage areas.
- Dispose of clinical waste safely and appropriately.
- Report any concerns relating to infection prevention, contamination or hygiene standards promptly.

Where medication administration involves contact with bodily fluids, invasive procedures or specialist clinical interventions, staff must ensure that appropriate infection prevention measures are followed in accordance with current guidance and any task-specific training received.

The Lioncare Group will ensure that appropriate facilities, equipment and resources are available to support effective infection prevention practices across all services.

Risk Management

The Lioncare Group recognises that medicines management involves varying degrees of risk depending upon the child's individual healthcare needs, the medication prescribed and the circumstances in which medication is administered.

The organisation is committed to identifying, assessing and managing these risks in a proportionate manner that safeguards children whilst promoting their health, independence and participation in everyday activities.

Risk assessments will be undertaken where appropriate, including but not limited to situations involving:

- Complex or long-term medical conditions.
- Emergency medication.
- PRN ("when required") medication.
- Self-administration of medication.
- Delegated clinical tasks.
- Off-site activities and educational visits.
- Storage or transportation of medication.
- Children with known allergies or a history of adverse reactions.
- Any other circumstance where additional controls are required to maintain safety.

Risk assessments will:

- Be proportionate to the level of identified risk.
- Be informed by relevant healthcare advice where appropriate.
- Consider the individual needs, strengths and circumstances of the child.
- Identify appropriate control measures.
- Be reviewed regularly and whenever circumstances change.

The Lioncare Group recognises that effective risk management is not intended to prevent children from participating in education, recreation or everyday experiences. Rather, it seeks to enable children to participate safely by ensuring that appropriate planning, support and safeguards are in place.

Where significant concerns arise regarding medicines management or a child's healthcare needs, managers will ensure that appropriate action is taken promptly, including seeking advice from healthcare professionals, reviewing risk assessments and implementing any necessary safeguarding measures.

Governance and Assurance

The Lioncare Group recognises that confidentiality, infection prevention and effective risk management are essential components of safe medicines management and organisational governance. These principles support the consistent delivery of safe, lawful and child-centred care while reducing the risk of avoidable harm and promoting public confidence in the services provided.

Compliance with this section of the policy will be monitored through supervision, management oversight, audit, quality assurance activities and the review of medication incidents, safeguarding concerns and organisational learning. Where improvements are identified, The Lioncare Group will take timely and proportionate action to strengthen practice, support staff and enhance the quality of medicines management across all services.

Through embedding these supporting principles into everyday practice, The Lioncare Group is committed to fostering a culture of professionalism, openness and continuous improvement, ensuring that every child receives safe, respectful and effective support in relation to their medication and healthcare needs.

16. Monitoring, Audit and Quality Assurance

The Lioncare Group is committed to maintaining effective governance arrangements that provide assurance that medicines are managed safely, lawfully and consistently across all residential children's homes and The Lioncare School. Monitoring, audit and quality assurance are essential components of the organisation's governance framework and enable senior leaders to evaluate compliance, identify risks, promote learning and drive continuous improvement.

Medicines management will be subject to ongoing oversight at operational, managerial and strategic levels. Information obtained through audits, supervision, incident reporting, feedback and inspection activity will be used to evaluate the effectiveness of medicines management arrangements and to ensure that high standards of practice are maintained across all services.

The Lioncare Group promotes a culture of openness, accountability and continuous improvement, recognising that effective governance is achieved not only through compliance monitoring but through learning from experience and responding proactively to emerging risks.

Operational Monitoring

Registered Managers, the Headteacher and other designated senior leaders are responsible for monitoring the day-to-day implementation of this policy within their respective services.

Operational monitoring will include, where appropriate:

- Routine observation of medicines management practice.
- Review of Medication Administration Records (MAR Charts).
- Monitoring compliance with Individual Healthcare Plans.
- Verification of medication storage arrangements.
- Monitoring of medication stock records.
- Review of staff training and competency.
- Oversight of medication incidents, omissions and near misses.
- Verification that actions arising from previous audits or reviews have been completed.

Managers will take timely action where concerns are identified and will ensure that any risks to children are addressed promptly.

Medication Audits

The Lioncare Group will undertake regular medication audits to provide assurance that medicines management arrangements remain safe, effective and compliant with organisational expectations.

Medication audits may include examination of:

- Medication Administration Records.
- Medication stock levels and reconciliation.
- Controlled Drugs records.
- Storage facilities and security arrangements.
- Refrigeration temperature monitoring records.
- Individual Healthcare Plans.
- Consent documentation.
- Staff training and competency records.

- Medication incident reports.
- Compliance with this Medication Policy and associated procedures.

Audit findings will be documented, reviewed by appropriate managers and used to inform service improvement plans where necessary.

Where audits identify non-compliance or areas requiring improvement, clear actions, responsibilities and timescales will be established and monitored to completion.

Incident Review and Organisational Learning

The Lioncare Group recognises that medication incidents, errors and near misses provide valuable opportunities to strengthen organisational practice and reduce future risk.

Medication-related incidents will be reviewed proportionately to determine:

- The immediate impact upon the child.
- Contributory factors.
- Whether safeguarding concerns are present.
- Whether existing procedures remain effective.
- Whether additional training or support is required.
- Whether wider organisational learning should be shared.

The focus of incident review is to improve systems and practice whilst maintaining individual accountability where appropriate.

Lessons learned will be communicated across relevant services to promote consistency, strengthen governance and support continuous improvement throughout The Lioncare Group.

Quality Assurance

Quality assurance arrangements enable The Lioncare Group to evaluate the effectiveness of medicines management across the organisation and ensure that services continue to meet legal, regulatory and professional expectations.

Quality assurance activities may include:

- Internal audits.
- Management reviews.
- Service inspections.
- Governance reporting.
- Review of complaints, compliments and feedback.
- Analysis of medication incidents and trends.
- Review of training compliance.
- Consultation with children, parents, healthcare professionals and placing authorities where appropriate.

Quality assurance findings will be used to identify good practice, monitor emerging risks and inform organisational development.

Governance Reporting

The Lioncare Group will ensure that appropriate information relating to medicines management is reported through its governance arrangements to provide assurance to senior leaders and the Board of Directors.

Governance reporting may include information relating to:

- Medication incidents and trends.
- Audit outcomes.
- Compliance with mandatory training.

- Significant risks.
- Controlled Drug governance.
- Regulatory inspection findings.
- Progress against improvement actions.
- Emerging legislative or regulatory developments affecting medicines management.

Where appropriate, significant matters relating to The Lioncare School will also be reported to the designated Company Director acting on behalf of the Proprietor to support effective oversight of the school's medicines management arrangements.

Governance reporting enables senior leaders to identify organisational risks, allocate resources appropriately and ensure that effective medicines management remains a strategic priority across The Lioncare Group.

Continuous Improvement

The Lioncare Group is committed to fostering a culture in which medicines management is continually reviewed and strengthened.

Continuous improvement will be supported through:

- Regular review of organisational policies and procedures.
- Learning from medication incidents and near misses.
- Sharing examples of good practice across services.
- Responding to changes in legislation, statutory guidance and recognised professional standards.
- Investing in staff training and professional development.
- Encouraging open communication and constructive challenge.
- Seeking feedback from children, parents, healthcare professionals and partner agencies where appropriate.

The Lioncare Group recognises that maintaining excellence in medicines management requires ongoing reflection, professional curiosity and a willingness to learn from both positive practice and identified shortcomings.

Governance and Assurance

The Board of Directors retains overall accountability for ensuring that effective governance arrangements are in place for medicines management across The Lioncare Group. Through a structured programme of monitoring, audit and quality assurance, the Board seeks assurance that this policy is being implemented consistently, that children are receiving safe and effective support and that statutory and regulatory responsibilities are being fulfilled.

Senior leaders are responsible for ensuring that governance arrangements operate effectively within their respective services and that identified risks are managed promptly and proportionately. Where monitoring activities identify non-compliance, recurring themes or emerging risks, appropriate corrective action will be taken, progress will be monitored and organisational learning will be shared.

Through effective leadership, robust governance and a commitment to continuous improvement, The Lioncare Group aims to maintain the highest standards of medicines management, safeguarding the health, wellbeing and safety of every child whilst promoting a culture of accountability, learning and excellence across all of its services.

17. Policy Review

The Lioncare Group recognises that effective medicines management requires policies and procedures that remain current, relevant and responsive to changes in legislation, statutory guidance, professional standards and the needs of the children receiving support across its services.

This Medication Policy will be reviewed regularly to ensure that it continues to provide a clear and effective framework for the safe management of medication within The Lioncare Group's residential children's homes and independent special school.

Policy review forms part of The Lioncare Group's wider governance and quality assurance arrangements and supports continuous improvement, organisational learning and the ongoing safeguarding of children.

Review Arrangements

This policy will be reviewed at least annually, or sooner where there is a recognised need for review.

The review process will consider:

- Changes to legislation, statutory guidance or regulatory expectations.
- Learning arising from medication incidents, errors or near misses.
- Findings from medication audits, inspections and quality assurance activity.
- Feedback from children, parents, those with parental responsibility, healthcare professionals and staff.
- Changes to The Lioncare Group's services, organisational structure or governance arrangements.
- Developments in recognised professional practice relating to medicines management.

The review process will ensure that the policy remains appropriate, proportionate and effective in supporting safe medicines management across all services.

Responsibility for Review

Responsibility for coordinating the review of this policy rests with the designated senior leader responsible for medicines governance within The Lioncare Group.

The review will involve appropriate consultation with relevant stakeholders, which may include:

- The Board of Directors.
- The Director responsible for The Lioncare School, acting on behalf of the Proprietor.
- Registered Managers.
- The Headteacher.
- Senior leaders and staff responsible for medicines management.
- Healthcare professionals and other specialist advisors where appropriate.

The Board of Directors retains overall accountability for ensuring that appropriate governance arrangements are in place and that this policy remains fit for purpose.

Review Outcomes

Following each review, any identified amendments, improvements or actions will be documented and implemented within an appropriate timescale.

Where significant changes are made, The Lioncare Group will ensure that:

- Relevant staff are informed of the changes.
- Additional guidance or training is provided where required.
- Associated procedures, forms or documentation are updated.
- Implementation is monitored to ensure effectiveness.

Where no substantive changes are required, the policy will remain subject to continued monitoring through The Lioncare Group's governance arrangements.

Policy Accessibility and Awareness

The Lioncare Group will ensure that this policy is accessible to relevant members of staff and that those with responsibilities relating to medicines management understand its requirements.

Staff will be expected to familiarise themselves with the policy and any associated procedures relevant to their role. Managers will support staff to maintain awareness of changes and ensure that practice remains consistent with organisational expectations.

Governance and Assurance

The Lioncare Group recognises that regular policy review is an essential element of effective governance and demonstrates a commitment to maintaining high standards of care, safeguarding practice and continuous improvement.

Through regular review, consultation and evaluation, The Lioncare Group will ensure that its Medication Policy continues to reflect current legislation, regulatory expectations and best practice, whilst remaining responsive to the individual healthcare needs of children across its residential children's homes and independent special school.

The ongoing review of this policy provides assurance that medicines management arrangements remain safe, effective and aligned with The Lioncare Group's commitment to protecting and promoting the health, wellbeing and dignity of every child entrusted to its care.

18. Related Policies

The Lioncare Group recognises that the safe and effective management of medication is closely connected to wider safeguarding, health, safety, wellbeing and governance responsibilities.

This Medication Policy should be read alongside the following policies, procedures and guidance documents, which collectively support the delivery of safe, consistent and child-centred care across The Lioncare Group's residential children's homes and independent special school:

- **Safeguarding Children Policy**
  This policy provides the overarching framework for protecting children from harm and ensuring that concerns relating to health, welfare, neglect, abuse or unsafe practice are identified, reported and responded to appropriately.
- **Health & Safety Policy**
  This policy sets out The Lioncare Group's approach to maintaining safe environments, managing risks and protecting children, staff and visitors from avoidable harm.
- **Health & Safety Statement**
  This document sets out The Lioncare Group's commitment to maintaining high standards of health and safety and fulfilling its legal responsibilities.
- **First Aid Policy**
  This policy outlines arrangements for responding to illness, injury and medical emergencies, including the provision of first aid support.
- **Infection Prevention and Control Policy**
  This policy supports safe practice in relation to hygiene, infection prevention, the management of contamination risks and the protection of children and staff.
- **Data Protection and Confidentiality Policy**
  This policy provides the framework for the lawful handling, storage and sharing of personal and health information.
- **Records Management Policy**
  This policy sets out expectations regarding the creation, maintenance, storage and retention of accurate records, including medication-related documentation.
- **Risk Assessment Policy**
  This policy provides the framework for identifying, assessing and managing risks associated with children's individual needs, activities and care arrangements.
- **Emergency Procedures Policy**
  This policy outlines arrangements for responding to emergencies and ensuring that appropriate actions are taken to safeguard children.
- **Educational Visits Policy**
  This policy supports safe planning and management of educational visits, trips and activities involving children from The Lioncare School.
- **Behaviour Support Policy**

This policy supports a consistent approach to understanding and responding to children's individual needs, including where health or medication needs may influence behaviour or emotional wellbeing.

- **Equality, Diversity and Inclusion Policy**
  This policy ensures that children with medical conditions, disabilities or additional healthcare needs are supported fairly and inclusively.
- **Staff Training and Development Policy**
  This policy outlines The Lioncare Group's approach to ensuring that staff receive appropriate training, supervision and professional development.
- **Complaints Policy**
  This policy provides the framework for responding to concerns, complaints or feedback relating to the quality or safety of services.
- **Whistleblowing Policy**
  This policy supports staff to raise concerns about unsafe practice, poor standards or risks to children without fear of inappropriate repercussions.

The Lioncare Group will ensure that all related policies remain aligned and are reviewed as part of its wider governance and quality assurance arrangements. Where changes to legislation, statutory guidance, professional expectations or organisational practice occur, relevant policies will be reviewed collectively to maintain consistency and effectiveness.