

Daily Medication Administration Record (MAR)

Student Name:

Date of Birth:

Date:

Time	Medication Name	Strength & Form	Dose	Route	Reason	Administered By	Signature	Outcome/Notes

Refused / Omitted Medication Log

Date	Time	Medication	Reason for Refusal / Omission	Action Taken	Reported To	Signature

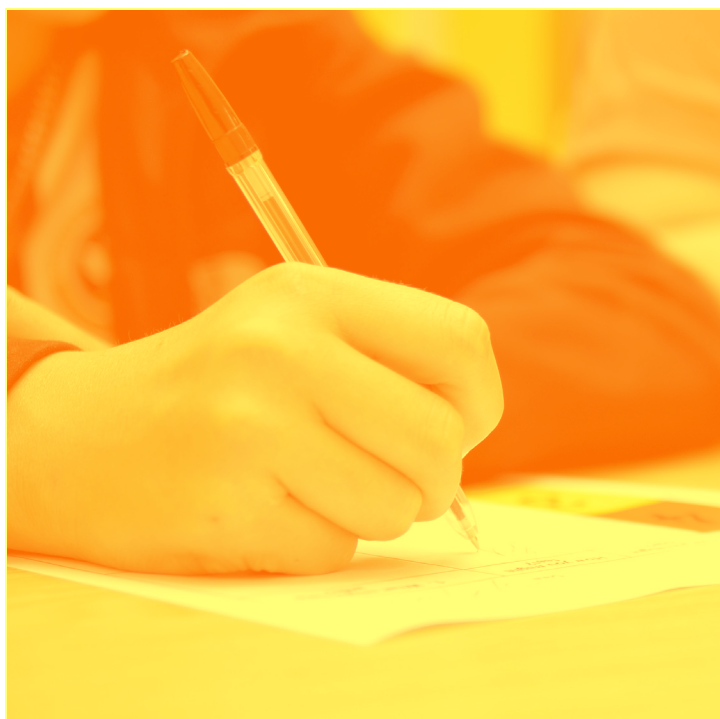
Key: Ensure all medications are administered according to prescriber instructions. Document refusals/omissions clearly.



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Mentoring & Inclusion Services

**Daily Medication Administration
Record (MAR)**



Medication Administration Policy for Alternative Provision

Approved: *A.M. Keenan*

Reviewed: June 2025

Reviewed: September 2025

Next review date: September 2026

1. Purpose

To ensure the safe administration, storage, and monitoring of medication for students in our AP setting, in line with health and safeguarding responsibilities.

2. Scope

Applies to all staff, students, parents/carers, and healthcare professionals involved in managing medical needs in the AP setting.

3. Legal Framework

- Children and Families Act 2014
- DfE statutory guidance: Supporting Pupils at School with Medical Conditions (2015)
- Equality Act 2010
- Health and Safety at Work Act 1974

4. Responsibilities

- Head of Provision: Ensures policy implementation, risk assessments, and training.
- Staff: Only designated, trained staff administer medication.
- Parents/Carers: Must provide written consent and updated medical information.
- Pupils: Encouraged to self-administer when appropriate, with oversight.

5. Procedures

- *a. Medication Storage*
 - All medication stored in a locked cabinet or fridge (where required).
 - Emergency medication (e.g. EpiPens) is accessible but secure.
- *b. Administration*
 - Written parental consent required.
 - Medication logged on a Medication Administration Record (MAR) sheet.
 - Two staff members present for administration where possible.
- *c. Emergency Situations*
 - Emergency protocol in place (e.g., asthma attacks, allergic reactions).
 - Staff trained in emergency response and First Aid.
- *d. Record Keeping*
 - Daily MAR sheets maintained.
 - Incidents, refusals, or errors recorded and reported immediately.

6. Training

Annual training for all staff on:

- Common conditions (e.g. epilepsy, diabetes)
- Safe medication handling
- Emergency procedures

7. Confidentiality

Medical information is kept confidential and shared on a need-to-know basis.

8. Reviewing the Policy

Reviewed annually or after a major incident/change in statutory guidance.