



Policy written:	July 2023
Policy review date:	July 2026
Signed by Director:	<i>E. Barnett</i>

The policy will be reviewed annually as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by directors	Date implemented
July 2024	Eloise Barnett	Minor changes to wording, addition of administering paracetamol advice.	10/07/2024	11/07/2024
July 2025	Eloise Barnett	Changes to details regarding storage and location of medicines and keys. Inclusion of parental agreement form for medication. Appendices updated to reflect policy.	17/08/2025	17/08/2025

Medicines, Medical and Emergency First Aid Policy

Our Aims

Phoenix ND Education Ltd aims to support all pupils with medical conditions. Many of our pupils have underlying health issues which may not be medically diagnosed. However, we will work with parents and carers, and may, with agreement, introduce an Individual Healthcare Plan to support the pupil even without any underlying diagnosis. Examples may be where a pupil has bowel function issues or similar undiagnosed regular medical issues.

Introduction

Parents have the prime responsibility for ensuring their child's health and for deciding whether they are fit to attend provision. Parents should also provide all necessary information about their child's medical needs to the referrer and Phoenix ND Education Ltd staff where appropriate. It is the parent/carer's responsibility to ensure that emergency contact details are current and operational. The emergency contact details will always be available to relevant tutors.

Staff Duties

Phoenix ND Education Ltd staff have no legal obligation to administer medicine to learners nor supervise them while they take medicine unless specific permission has been obtained from parents/carers (see permission form) and the referrer is fully informed and aware.

Process for the Administration of Medicines -

Short term medical needs

Medicines should normally be administered at home and only taken to tuition sessions when absolutely necessary (where it would be detrimental to the child's health if the medicine were not taken during the session).

In the vast majority of cases, doses of medicine can be arranged around the tutoring sessions, thus avoiding the need for medicine during educational tuition.

If Phoenix ND Education Ltd staff are requested to administer medicine, the parent/carer must supply the medicine in the original pharmacist's container to the tutor and must complete the appropriate paperwork.

Phoenix ND Education Ltd will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day and it is not possible for the parent/carer to administer the medicine.
- Medicines in their original container with clear labelling, identifying the child by name and with original instructions for administration.

- Staff must keep a written record of the date/time the medicine was administered. If a child refuses to take their medication, parents/carers will be informed immediately.

Where possible, learners will administer their own medication, under the supervision of a tutor assigned by a member of the senior leadership team. A second member of staff will also be present to observe the administration.

The tutor will complete the administration log (appendix B) filling in the following information:

1. Date
2. Medication to be administered
3. Name of medication and date check of medication taken
4. Amount of medication left afterwards
5. Name of member of staff administering medication
6. Time administered
7. Dose
8. Any visible side effect
9. Signed by both members of staff

- The administration log will be kept with the medication and this will be monitored by the senior member of staff on site each day.
- Any tutor who has administered the medication or observed the learner self-administering, will monitor the learner afterwards and check for any side effects. If any side-effects are seen, they will report these to a senior member of staff and record in the administration log. If the side effects are serious, the school's emergency plan will be put into action and a first aider sent for until medical professionals arrive. Any side effects serious or not serious, will be reported to parents/carers so that they can inform their GP / Paediatrician if necessary.
- For each child with long-term or complex medication needs, a member of the Senior Leadership Team, with appropriate responsibility, will ensure that an IHCP is drawn up, in conjunction with the appropriate health professionals. For these learners, only specially trained staff will be able to administer medication. The care plan will be referred to in the learner risk assessment.
- Where learners are not able to administer their own medication, designated staff will be given the training required from a medical specialist to be able to administer it safely.
- Training given to staff will be given according to guidelines given in the IHCP for each learner. This will be different for each learner and the amount of training given will depend on the medication being administered.
- If a learner refuses to take their medication, parents/carers will be informed. If the medication is vital, parents/carers will be asked to come onto site and administer it. If this

means the child may become ill whilst waiting for parents/carers to get on site, the school's emergency plan will be put into place and the appropriate medical professionals contacted. If the medication is not vital, parents/carers will be informed of the refusal and a meeting arranged to discuss this with the learner.

Storage and Access to Medication

Medication needed in emergency circumstances, such as asthma inhalers, Buccolam and EpiPens, will be stored in a clear bag in a cupboard in the staff room. The medicine will be in its original packaging and clearly labelled. It will be accompanied by a Parental Agreement for Provision to Administer Medicine form (Appendix A), a record of medication administered form (Appendix C) and a duplicate of the Health Care Plan (Appendix B). Medicines that need to be locked up will be stored in the locked first aid cupboard in the staff room. All medications must be kept in their original packaging. The key to the first aid cupboard is kept in the key locj in the Staff Room with a keyring labelled First Aid. Medicines that need to be kept cool will be kept in the refrigerator in an airtight container. All medicines, wherever stored, must be clearly labelled. The Health Care records will be kept in the locked Filing cabinet, and the key is also kept in the Key cupboard in the staff room with a red key ring marked Care Plans.

Administering Paracetamol in the setting

Phoenix ND Education Ltd will keep its own stock of Paracetamol tablets/ suspension. This prevents the risk of pupils carrying medicines and avoids confusion over what may and may not be administered.

Paracetamol must be stored securely as all other medicines are stored and should not be kept in first aid boxes. Only one member of staff at any one time should be responsible for giving medicines, to avoid the risk of giving a double dose. They must be relieved from other duties while preparing or giving the medicine, to reduce the likelihood of error.

When a pupil is given medicine, a written record of it must be kept. The record must include:

- The name of the medicine
- The dose given, and how (pill etc)
- The name of the child
- The time and date it was given
- Name and signature of the person giving the medicine to the child.

The member of staff responsible for giving medicines must be wary of routinely giving Paracetamol to children. If a child complains of pain as soon as they arrive at the settings and asks for painkillers, it is not advisable to give Paracetamol straight away.

Always check directly with parents/carers whether the child may have been given a dose of Paracetamol before coming to the setting. Many non-prescription remedies contain

Paracetamol; it is recommended that if child has had any pain or cold relief medication in past four hours then Paracetamol is not given. If Paracetamol is taken soon after taking these remedies, it could cause an unintended overdose. There should be at least four hours between any two doses of Paracetamol containing medicines. No more than four doses of any remedy containing Paracetamol should be taken in any 24 hours.

Always ask parent/carers what other medications they take and what has been taken recently before giving anything. If there is any doubt, seek medical advice before administering the medicine.

Before giving the child Paracetamol

1. The child is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down (as appropriate) and Paracetamol is only considered if these actions do not work.
2. There must be existing written parental consent, with verbal consent from the parent or carer on the day.
3. Only standard Paracetamol may be administered. Combination drugs, which contain other drugs besides Paracetamol, must not be administered.

Administering Paracetamol

1. **Children can only be given one dose of Paracetamol during the 'school' day:** If this does not relieve the pain, contact the parent or the emergency contact.
2. The member of staff responsible for giving medicines must witness the child taking the Paracetamol and make a record of it. The setting must write to the parent on the day, stating the time and the amount of the dose.
3. The child should be made aware that Paracetamol should only be taken when absolutely necessary; that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

Staff should ensure that parents have first authorised Phoenix ND Education Ltd in writing to provide Paracetamol occasionally to children.

The name of the child, the date, time, dose and reason should still be recorded in a log. Any frequently recurring need must be reported directly to the parents.

Note:

Paracetamol **must** be kept in a secure place and **not** in first aid boxes.

It must not be given:

Following a head injury

Where a child is already on some other medication

Where a child has taken Paracetamol containing medicine within 4 hours

Aspirin or preparations containing aspirin must never be given

Aspirin should **NOT** be given to children under 16 years old as its use is associated with Reye's syndrome (a severe neurological disorder).

Dosage – please follow manufacturers' guidance on the bottle/packet of Paracetamol

After giving the child Paracetamol

Send the child back to their session and inform all staff working with the child.

If the child improves – send a note home in the home/school diary at home time to inform parents.

If the child does not improve or gets worse – call parents to collect the child.

Paracetamol administration checklist

Child's name/Date of birth	
What are the child's symptoms?	
Does the child have any known illnesses or medical conditions? If yes please state what it is.	
Is the child allergic to anything? What?	
Has the child had any medicines today? If yes what?	
Offer fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down	(Please circle)
Is this a frequently recurring need? (more than 3 times in a term) If so contact parents?	
Written consent from parent?	Yes/No
Verbal consent from parent today?	Yes/No
Note sent home informing parents?	Yes/No
Administration recorded in log	Yes/No
Child improved/same/worse?	(please circle)
Child back to class/sent home?	(please circle)

Staff Name (print).....

Date.....

Staff signature.....

Learners taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan.

Storage of medication: off-site learners

- Parents/carers of off-site learners will be provided with a lockable tin. Parents/carers will put enough medication for the day in this tin (No more than enough for 1 day). They will also put in the learner's signed medication administration form (Appendix A), and the log of administration (Appendix B).
- Parents/carers will pass the tin to the tutor, who will lock the tin safely in the boot of the car. Tutors will check that the correct medication has been placed in the tin before leaving. The tutor will administer the medication according to the information on the form.
- If the child attends a different activity with a different tutor during the day, the morning tutor will pass the tin to the afternoon tutor, who will also store it in the boot of their car.
- The afternoon tutor will return the tin to parents at the end of the day.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the misuse of drugs act and its associated regulations. Some may be prescribed for use by children. Misuse of a controlled drug such as passing it to another child for use is an offence. Controlled drugs are kept in a double locked non-portable cupboard and only named staff should have access and have to sign for the keys. Unused controlled medication must be sent home and a record kept. These records must allow full reconciliation of supplies received, administered and returned home. Records must be kept in a recognised controlled drug book as well as the schools normal recording methods.

Disposal of medication

Phoenix ND Educations staff will not dispose of medicines. Medicines, which are in use and in date, will be returned to the parent/carer at the end of each term/year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. Medication should show bottle expiry date. Once opened, the date should be written on the bottle and expiry date written as per pharmacy guidelines. The "Record of Medicine Brought in and Out of Provision" form will be completed, which is kept with students Health Care Plans. (See Appendix D)

Loss of medication

In the unlikely event of the loss of medication, for example dropping on the floor etc, this will be recorded, and a senior member of staff informed. This member of staff will do

everything they can to retrieve the medication. The Health and Safety Officer will be informed.

Parents will be informed of the loss so that they can replace the medication.

Hygiene/Infection Control

When a child says they have been sick, the parent/carer and referrer should be informed immediately.

Emergency Procedures

Alternative venue:

In a medical emergency, first aid is given as per the guidance on the St John's Ambulance app, an ambulance is called and parents/carers/referrers/case manager are notified.

The tutor should accompany a child in the ambulance and remain with the child until the parent/carer arrives.

Taking children to the doctors/hospital in staff cars is not advisable but in the case of an emergency this may be necessary, it is important to inform all stakeholders.

Home:

It is the responsibility of parents/carers to deliver First Aid and support their child during illness. Tutors should calmly and appropriately alert parents/carers to the issue. Tutors should offer reassurance to the child whilst informing parents and assessing the situation. They may be asked to help by gathering equipment such as a bucket or tissues.

Tutors should ensure that an adult is within shouting distance at all times when working with students under 18. With students over 18, an appropriate and named adult should always be within 10 minutes distance so that they can be called in an emergency.

In a medical emergency tutors should shout for help and assist the adult by calling for emergency services where necessary.

Tutor must inform the referrer and case manager as soon as it is appropriate to do so.

Contacting Emergency Services

Request for an Ambulance Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number
2. Give your location
3. State the postcode
4. Give exact location of the venue - if easily available use 'What 3 Words'
5. Give your name
6. Give name of child and a brief description of child's symptoms

FIRST AID Procedures for the administration of First Aid

Notes for all staff

- Phoenix ND Education Ltd staff have no legal obligation to administer First Aid.
- If you think a child is not well enough to continue with the tutoring session, you must alert your case manager and the parent/carer.
- In the case of a minor injury consult the First Aid app and take appropriate action. Staff will be provided with a First Aid Kit for their car if transporting children.
 - If in a public venue consult the nominated First Aider.

Initial assessment

- Make a mental note of the time
- Ask the child where they are hurt and make additional diagnostic observations. For children with limited language, use the appropriate communication board to indicate type of pain and where.
- Ask the child if they are hurt anywhere else (under clothing etc)
- History - Ask the child what happened – be clear in your mind as to the cause of the injury. If in any doubt share the information with your Line Manager.

In all cases, please complete the incident form so managers are aware of what happened, how and when the child took ill and what action was taken.

Supporting Students with Medical Conditions in Provision

Appendix A: Parental Agreement for Provision to Administer Medicine.

****The Provision will not give your child medicine unless you complete this form.**

Name of Provision	
Name of child	
Date of birth	
Year	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and Method	
Timing	
Special precautions/ other instructions	
Are there any side effects the provision needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

****NB: Medicines must be in the original container as dispensed by the pharmacy**

Contact Details

Name	
Daytime telephone no.	
Relationship to Child	
Address	

To the best of my knowledge, the above information is accurate at the time of writing, and I give consent to Phoenix ND Education staff administering medicine according to the provision policy. I will inform Phoenix ND Education Ltd immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s):

Date:

Appendix B - Blank Individual Health Care plan

Individual Health Care Plan

Name of setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review Date

Family Contact Information

Name

Relationship to child

Phone no (work)

home

mobile

Clinic/Hospital contact name

Job role

Contact number

G.P Name

Contact number

Provision named key worker

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Signed (Phoenix ND Education Ltd) _____ Date _____ Signed
(Parent/Carer) _____ Date _____ Signed (Health
Professional) _____ Date _____

Appendix C

Record of medication administered to a student

Date	Name of medication to be administered	Name and date check of medication completed	Amount of medication left after administration	Name of staff members administering medication	Time administered	Dose	Any visible side effects	Signed by staff members administering and witnessing

Appendix D

Supporting Students with Medical Conditions in Provision

RECORD OF MEDICATION BROUGHT IN AND OUT OF PROVISION

Child's Name.....

Date of Birth.....

Date of receipt	Name and strength of medicine	Quantity received	Suitable for use? E.g. in date, labelled for the right person, the right medicine?	Expiry date	Signature of staff receiving medication	Date expired or used up	Date returned to child/ carer	Quantity returned	Signature and date of return/ expiry /used up