FIRST AID AND MEDICATION ADMINISTRATION POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 FIRST AID PROVISION

- Maintain a first-aid needs assessment for each site and activity, suitable kits, trained staff cover, replenishment and clear emergency communications.
- List trained first aiders and qualification expiry dates locally. A named first aider must be available for each activity according to risk.

2 IMMEDIATE RESPONSE AND EMERGENCY SERVICES

- Assess scene safety; call 999 for life-threatening events; follow relevant resuscitation, AED and emergency plans within current training.
- Contact parents/carers and commissioner as appropriate and record actions and handover.

3 MEDICAL INFORMATION AND CARE PLANS

- Collect relevant allergies, conditions, emergency contacts and prescribed support instructions before placement; consult parents and health professionals as required.
- Agree individual healthcare and emergency plans for conditions needing support; brief only authorised staff.

4 MEDICATION AUTHORISATION

- Written parental/carer authorisation and clinical instructions where appropriate are required before routine administration.
- Record medication name, dose, route, time, expiry, storage, person giving, second check where risk warrants, refusal, error and escalation.

5 STORAGE AND ACCESS

- Store medicines securely, at correct temperature, with controlled access and timely checks. Emergency medicines such as adrenaline auto-injectors must be readily accessible under each learner plan.
- Check arrangements on off-site activities and transport and maintain disposal/returns log.

6 CONSENT, CONFIDENTIALITY AND ERRORS

- Respect dignity, learner competence and consent while acting under safeguarding and emergency duties.
- Report missed/incorrect doses, reactions and near misses immediately; seek medical advice when appropriate and document follow-up.

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7 ALLERGY AND ANAPHYLAXIS PREPAREDNESS

- Identify severe allergies at referral, avoid known triggers where reasonably possible and ensure staff understand individual response, use of prescribed auto-injectors and calling 999.
- Exercise drills and review access to prescribed medicine across sites and visits.

8 QUALITY ASSURANCE

- Audit staff training, stock, medicine records, incident trends and learner plans regularly; involve health professionals when changes occur.
- Maintain signed medicine authorisations, current healthcare plans and the appropriate insurance and competence records, with oversight by the Principal.

9 INFECTION, CONTAMINATION AND HYGIENE

- Ensure adequate handwashing, bodily fluid spill and infection-control arrangements, PPE when indicated and safe disposal of sharps/clinical waste where applicable.
- Staff keep a record of contamination exposure and seek professional advice when a serious health incident occurs.

10 REFUSAL, SELF-ADMINISTRATION AND COMPETENCE

- Assume no learner is automatically able or willing to manage medicine without assessment; agree safe self-administration and access according to plan.
- Where a learner refuses a dose, do not force it; record and promptly apply clinician/carer escalation instructions.

11 EMERGENCY TREATMENT ON TRANSPORT AND VISITS

- Before leaving site verify known emergency medicine, staff trained to use it, ambulance call access, accessible location details and parent/commissioner contacts.
- An external venue must not dilute learner health protection; rearrange activities until support can be delivered safely.

12 ACCIDENT REVIEW AND RECORD RETENTION

- Record first-aid treatment factually including student identity, time, injury, treatment, person and parent notification; secure records from general learner access.
- Review repeated incidents, stock gaps and training expiry dates to prevent recurrence.

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13 LINKED STATUTORY AND DFE GUIDANCE

- Health and Safety at Work etc. Act 1974; Keeping Children Safe in Education 2026 (in force 1 September 2026) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

14 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.