



ABLE Education Policy Document

First Aid & Medical Policy

Last reviewed: March 2026

Next review due: March 2027

Table of Contents

1. Introduction	4
2. Access to First Aid.....	4
3. Accident reporting	4
4. Managing Medical Conditions	4
5. Storing and Administration of Medicines.....	4
6. Process for the Administration of Prescribed Medication.....	5
7. Non-prescription Medicines	5
8. Self-administered medication.....	5
9. Hygiene/Infection Control.....	6
10. Emergency Procedures.....	6

1. Introduction

Parents and carers hold overall responsibility for maintaining their child's health and for deciding whether they are well enough to attend their sessions. Parents/carers are also responsible for providing all relevant information about their child's medical needs to the commissioning body and ABLÉ Education as required. They must also ensure that emergency contact details are current and operational. Relevant tutors will be informed of the medical needs and emergency contact details.

2. Access to First Aid

Nottingham city libraries have a qualified first aider each day that is up-to-date with their certification. The designated first aider for the day should be approached if required and can be identified by speaking to one of the staff members to find the relevant aider on duty for that day.

First aid kits are accessible by members of staff and can be accessed upon request.

3. Accident reporting

All accidents, injuries, or near-misses are to be reported the Head of Provision at the earliest opportunity, within 24 hours and recorded in the digital incident logbook. Reported accidents will be investigated to prevent reoccurrence.

4. Managing Medical Conditions

ABLE Education 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 Request for Medication Assistance form) and the referrer is fully informed and aware.

Parents/carers must inform the provision of any pre-existing medical conditions.

An individual healthcare plan (IHP) will be developed for students with specific medical needs.

Medications required by students should be stored securely and administered in line with this Medical Policy.

5. Storing and Administration of Medicines

- All medicines must be stored securely in accordance with medication instructions.
- Medication must be clearly labelled with the student's name, dosage instructions, and expiry date.
- A log of all administered medications will be maintained, including the date, time, and name of the administering staff member.
- Parents/carers must provide written consent for the administration of any medication.
- Emergency medications such as EpiPens and inhalers should be easily accessible but stored safely.
- Any unused or expired medications will be returned to the parent/carer for disposal.

Medicines should normally be administered at home and only brought 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).

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

Any medicines brought to tuition must be stored in a secure bag, clearly labelled with the contents. The bag will be kept on the desk where tuition is taking place. If any medicines need to be kept at a certain temperature, parents/carers should provide a cool bag that will maintain the required temperature for the duration it will be located within the bag.

6. Process for the Administration of Prescribed Medication

It is expected that for the vast majority of cases, doses of medicine can be arranged around tuition, avoiding the need for medicine to be taken during a session. Where this is not possible, the session will be paused whilst the medicine is administered.

Parents/carers must demonstrate to tutors how exactly the medicine is to be administered before the first time a tutor assists with this. Similarly, if the medicine is self-administered, parents/carers must clarify with the tutor what exactly the child is expected to do and that they happy for them to manage their medication independently. This must be recorded in written form, but can also be explained orally and demonstrated in person.

If a child refuses to take their medication, parents/carers will be informed immediately.

7. Non-prescription Medicines

Non-prescription medicines including paracetamol, ibuprofen, aspirin or other painkillers are not administered by ABLE Education staff and pupils must not bring them to sessions for self-administration.

Lozenges and any other form of medicated item are not permitted if they are unsubscribed by a medical professional and written permission has not been obtained by the parents/carers and commissioning body for them to be taken.

8. Self-administered 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 all conditions, appropriate arrangements for medication should be agreed and documented in the pupil's IHP.

9. Hygiene/Infection Control

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

10. Emergency Procedures

For any medical emergency, the emergency services should be contacted first on **999**.

The procedures outlined in ABLE Education's Medical Emergency Policy should then be followed.