



MEDICINES & FIRST AID POLICY

Reviewed Sept 2025

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 FCTS staff if appropriate. They must also ensure that emergency contact details are current and operational. The emergency contact details will be available to relevant tutors.

Staff Duties

FCTS 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 FCTS 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. FCTS 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.

Non-prescription Medicines

Non-prescription medicines including paracetamol/calpol or other painkillers are not administered by FCTS and pupils must not bring them to sessions for self-administration.

Cough or throat sweets are not permitted due to choking risks.

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.

Hygiene/Infection Control

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

COVID Measures

In the event that a learner is displaying COVID symptoms, the tutoring session will be cancelled and put on hold until clarification is received from the parent/carer/referrer as to the exact nature of the infection/and/or self isolation has occurred for the statutory length of time.

If a learner develops COVID symptoms during a session the session should be halted immediately and the learner isolated until appropriate transportation can be arranged to return them home. This should be followed by COVID testing and isolation.

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. Tutors should ensure that an adult is within shouting distance at all times. In a medical emergency tutors should shout for help and assist the adult by calling for emergency services where necessary. Tutor must inform 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
 5. Give your name
 6. Give name of child and a brief description of child's symptoms
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FIRST AID

Procedures for the administration of First Aid

Notes for all staff

- FCTS staff have no legal obligation to administer First Aid and are advised not to do so.
- If you think a child is not well enough to continue with the tutoring session, you must alert your case manager and parent/carer.
- In the case of a minor injury consult the First Aid app and take appropriate action. 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.
- 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 Case Manager.