



First Aid & Administration of Medication Policy

Tree of Life Educational and Therapeutic Input Ltd

Date of Issue: 09/09/2025

Review Date: 09/09/2026

1. Purpose

The purpose of this policy is to ensure the health, safety, and wellbeing of all students, staff, and visitors by:

- Providing prompt, safe, and effective first aid.
- Ensuring appropriate procedures for the administration of medication.
- Supporting students with SEMH needs in a safe, consistent, and trauma-informed way.

2. Scope

This policy applies to all staff, students, visitors, contractors, and volunteers at Tree of Life Educational and Therapeutic Input Ltd.

3. Responsibilities

- Headteacher / Senior Leader: Overall responsibility for implementation, monitoring, and review of this policy.
- Designated First Aiders: Responsible for providing first aid and maintaining records.
- All Staff: Expected to be aware of first aid procedures and support students calmly and appropriately.
- Parents/Carers: Must provide up-to-date medical information and consent for medication administration.
- Students: Encouraged to communicate health needs and engage in agreed medical care plans.

4. First Aid Arrangements

- A list of trained first aiders is displayed in reception and staff areas.
- First aid kits are available in key areas: reception, classrooms, kitchen, minibus, portacabins.

- First aiders will assess incidents and determine whether further medical help is required.
- Parents/carers will be informed of all first aid treatment given to a student.
- In an emergency, an ambulance will be called and a staff member will accompany the student until a parent/carer arrives.
- All staff are pediatric and adult first aid trained and defib trained. Tree of life staff are: Catherine Widdrington, Laura Frain, Sian Hughes, Chloe Hayes, Tracy Chapman-Ward, Sarah Cryer, Heather Kliszc, Daniel Frain, Michelle Belcher.

5. Recording & Reporting

- All first aid incidents are recorded in the Accident/Incident Book.
- Head injuries, significant injuries, or incidents requiring external medical attention will be reported immediately to parents/carers/ school.
- RIDDOR procedures will be followed where necessary.

6. Medication in School

6.1 General Principles

- Medication will only be administered when prescribed by a doctor or agreed in an individual healthcare plan.
- Written consent from parents/carers is required, TOL medical form to be completed.
- All TOL staff are qualified first aiders and can administer medication.
- All medication must be supplied in its original container with pharmacy labels intact.

6.2 Storage of Medication

- Medication is stored securely in a locked, safe cupboard or fridge.
- Controlled drugs are stored in a secure combination safe, in a locked cupboard, with access limited to authorised staff.
- Epi pens to be stored in adult accessible zones, nearest the relevant child's key stage.
- Inhalers stored in accessible areas, relevant to the child's key stage.

6.3 Administration Procedures

- Two staff members must be present when medication is administered.
- The student's identity will be confirmed before administering medication.
- Each administration is recorded in the Medication Log, including date, time, dose, and staff signatures.
- Refusal to take medication will be respected and reported to parents/carers immediately.

6.4 Self-Administration

- Some students, if agreed, may carry and administer their own medication (e.g., inhalers, EpiPens).
- A risk assessment will be completed and recorded.

6.5 Emergency Medication

- Students with conditions such as asthma, epilepsy, or severe allergies must have an Individual Healthcare Plan (IHP).
- Emergency medication (e.g., inhalers, EpiPens) must be readily accessible and staff trained in its use.

7. Supporting SEMH Needs in Medical Situations

- First aid and medication procedures will be delivered in a calm, reassuring, and non-confrontational manner.
- Staff will use trauma-informed approaches to avoid escalation of distress.
- Where possible, the student will be given choice and agency (e.g., whether they prefer treatment in a quiet space).
- Emotional regulation strategies may be used before, during, and after medical intervention.

8. Training

- Staff will receive first aid training appropriate to their role.
- Staff administering medication will receive specific training.
- Refresher training will be provided every [Insert period, e.g., 3 years].

9. Monitoring & Review

- The policy will be reviewed annually or following any significant incident.
- Feedback from staff, students, and parents will be considered.

10. Related Policies

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Behaviour & SEMH Support Policy
- Educational Visits Policy