



Head of the Class Ltd

Administration of Medicine/Treatment Policy

Head of the Class Ltd is committed to bringing educational opportunities and benefits to as many children as possible including those with disabilities, special additional needs, special educational needs, and medical needs.

Whilst Head of the Class has a general policy of not administering any medication to children whilst they are in any Head of the Class Centre, Head of the Class recognises that certain children, in certain circumstances, might require the administration of a specific medication or treatment in a life-threatening situation. This includes children with life threatening allergies.

In such situations with the following information and written permission from the child's parent(s) or guardian(s), a First Aid trained person will administer the necessary medication or treatment.

In order to administer the necessary medication or treatment to a child in an emergency or life-threatening situation the parent/guardian are required to provide:

- A full written description of the medication/treatment needed on the 'Emergency Medication/Treatment Permission Form': type, name and strength of medication, how the medication should be stored, what dose is required, the time that medication should be administered and any other relevant information.
- Signed parental consent on the 'Emergency Medication/Treatment Permission Form' giving permission to administer the named medication or treatment should the need arise to be stored in the First Aid & Medicine Folder for easy access. A copy may be kept in the child's file.
- A relevant medical history for the child in question with the following information: the name of the child's GP with the address and telephone number of their GP's Surgery.
- Any medication required as per the child's medical needs. The parent is responsible for providing in date medication and the disposal of out of date medication.

In addition, should the administration of the named medication/treatment require specific training:

- The parent(s) or guardian(s) should either give the Centre Director and Assistant Directors the necessary training or arrange for the necessary training to be given.
- A record of these training events will be kept. It is the parent or guardian's responsibility to ensure that the centre manager and administration staff are kept up to date with the relevant training for administering their child's medication or treatment in a life-threatening situation.



Head of the Class

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- When any new manager or administrative staff joins the centre team the Centre Director will notify the relevant parent(s) and guardian(s) and arrange for the new member(s) of staff to be appropriately trained.

Head of the Class will:

- Keep an up-to-date list of children with severe allergies or life-threatening medical conditions (on the wall in the office) so all staff know which children are at risk.
- Ensure the safe storage of such medicines or life-saving equipment in a clean hygienic storage box in the office out of reach of children. A small fridge can be supplied if medicine requires refrigeration.
- Each medicine is clearly labelled with the child's name and dosage requirements.
- Details describing the administration of medication will be kept in the First Aid & Medicine Folder for easy access. A copy may be kept in the child's file, and will be referred to before any medication is given.
- Contact the parent(s) or guardian(s) of the child should any life-threatening situation arise.
- Ensure that any medication administered is recorded with the following information:
 1. The full name of the child being given the medication.
 2. The full name of the staff member administering the medication.
 3. A description of what happened.
 4. The medication administered: name, strength, dose and time.
 5. In addition, a second member of staff should sign the Medication Record as a named witness.
 6. The parent(s) or guardian(s) should also sign the record on collecting the child.

Head of the Class will give the parent a record of any medication administered to reduce the risk of overdose.

Serious incidents must be written up in an Incident Report and reported centrally to the Head of Ofsted, Safeguarding & Compliance. Records should always be made in pen so they cannot be edited or erased.