TAO First Aid & Medication Policy

TAO Independent School approach to first aid and medication is to ensure the health, safety and welfare of all pupils, staff and visitors. This policy should be read alongside the Safeguarding & Child Protection Policy, Health & Safety Policy, Allergy & Anaphylaxis Policy and relevant Standard Operating Procedures (SOPs).

First Aid

Provision

TAO ensures that sufficient appropriately trained first aiders are available to meet the needs of pupils, staff and visitors. First aid provision is determined through assessment of the School's activities, premises, pupil needs and off-site provision. Staff leading outdoor and adventurous activities hold first aid qualifications appropriate to the activity, environment and relevant national governing body or licensing requirements.

- Suitable first aid equipment is readily accessible within the School and is carried or made available during off-site and outdoor activities according to the activity risk assessment and SOPs.

  First aid kits are checked and replenished regularly, with additional or specialist equipment provided where identified through risk assessment or individual pupil need.

- A record of first aid incidents is maintained using the School's accident/incident recording arrangements. Records are reviewed as appropriate to identify significant incidents, patterns, safeguarding concerns or required changes to provision..

Medical Action Plans

Where a pupil has an ongoing medical condition, allergy or other health need requiring management during the school day, appropriate medical information and an Individual Healthcare Plan or Medical Action Plan will be obtained or developed as appropriate in consultation with parents/carers and relevant healthcare professionals..

- Relevant staff will be made aware of individual healthcare or medical action plans and will receive any information or training necessary to support the pupil safely.

Emergency Situations

All emergency response procedures are set out in TAO's Standard Operating Procedures (SOPs), which staff are required to follow.

Administration of Medication

Prescribed Medication

- Medication will only be administered where there is a clear identified need and appropriate authorisation. Prescribed medication should normally be supplied in the original container with the dispensing label and instructions. Non-prescription or emergency medication may be administered where authorised under this policy, an individual healthcare or allergy plan, parental consent arrangements or emergency procedures..

  Medication will normally be administered by staff who are appropriately authorised and have received any training required for the medication or pupil's individual needs. In an emergency, staff must act in accordance with their training, the pupil's emergency plan and emergency-service instructions.

All administration must be:

- All medication administered must be recorded accurately on the appropriate Medication Administration Record Sheet (MARS) or equivalent school record.

- Medication is stored securely, in line with manufacturer's guidance (locked cabinet or fridge if required).

- Controlled drugs will be stored, administered and recorded securely in accordance with applicable requirements and the pupil's individual healthcare arrangements. Access will be restricted to authorised staff.

Non-Prescription and Emergency Medication

Non-prescription medication will only be administered where the School has appropriate parental consent and is satisfied that administration is safe and appropriate. Emergency medication, including medication required for asthma or anaphylaxis, will be administered in accordance with the pupil's healthcare or allergy plan, staff training and applicable emergency procedures. Nothing in this policy prevents staff from taking reasonable emergency action to protect life or prevent serious harm.

Parental Consent

Appropriate parental/carer consent and medical information will be obtained for medication administered routinely by the School, subject to any lawful emergency exception.

- Parents/carers are responsible for providing up-to-date medical information and notifying the school of any changes.

Monitoring & Review

First aid and medication arrangements are monitored by the Headteacher or nominated staff and reviewed where incidents, emerging needs or changes in guidance indicate that action may be required.

- This policy is reviewed annually, or sooner if legislation or guidance changes.

TAO Independent School – Medication & Intimate Care Statement

TAO Independent School is not routinely configured to provide planned or ongoing intimate care as part of its standard provision. A pupil's care and accessibility needs are considered during admission and through ongoing review, including consideration of reasonable adjustments and whether the School can safely meet the pupil's needs.

Intimate Care

- Pupils are ordinarily expected to manage their own toileting, dressing and personal hygiene within the level of independence identified through the admissions process and individual planning
- Where an unexpected personal-care incident occurs, staff will protect the pupil's dignity, privacy, safety and welfare, provide reasonable assistance where immediately necessary, and contact parents/carers or relevant professionals as appropriate. Any safeguarding considerations will be managed under the Safeguarding & Child Protection Policy.

Appendix 1 MARS sheet, also found on the OneDrive system resources

Legal & Statutory Framework

• Health and Safety at Work etc. Act 1974

• Health and Safety (First-Aid) Regulations 1981

• Management of Health and Safety at Work Regulations 1999

• Education (Independent School Standards) Regulations 2014 (as amended)

• Equality Act 2010

• Keeping Children Safe in Education 2026

• DfE First Aid in Schools, Early Years and Further Education guidance

• DfE Supporting Pupils at School with Medical Conditions guidance, where relevant

• DfE Allergy Safety in Schools guidance 2026

Version Updates

Version	Date	Author	Review / Changes	Approved By
1.2	08/09/26	Daniel Giblin	Published	Headteacher / Proprietor

Medication Administration Record Sheet (MARS)

Controlled Medication:

Name:												
Medication & Dose:				**Notes:**								
Medication Supplied / Obtained				**Medication Given / Disposed**								
Date	**Supplier / Person from whom Obtained**	**Quantity Supplied**	**Current Balance in Stock**	**Date**	**Time**	**Medication Recipient / Young Person**	**Quantity Given**	**Quantity Wasted (not given)**	**Quantity Disposed by (signature)**	**Staff Administer**	**Staff Witness**	**Balance in Stock**