

Arka Learning Medication Storage, Handling and Administration Policy

Policy last updated: July 2025

Next update: July 2026

Introduction, Government Guidance and Aims

Arka Learning is committed to the welfare of children who attend its tuition centres. This includes children with health conditions and medical requirements, including those with allergies. The aim of this policy is to ensure staff and franchisees are aware of the specific medical needs of children attending their centres, and understand what to do in the event of medical intervention being needed.

This policy has been developed with reference to the following HM Government guidance:

- Supporting Pupils at School with Medical Conditions (2015)
- After-school clubs, community activities and tuition: safeguarding guidance for providers (2023)

And the following Ofsted guidance:

- Childminders: reporting children's accidents and injuries

Arka Learning's policy is that medication should be given to the child before or after attendance at the centre. Adults booking tuition sessions should be made aware of this policy and book times accordingly. Staff and franchisees should only give medication in the event of an emergency. There is always a First Aid trained member of staff or franchisee on site who will give medical attention in this situation.

Staff and franchisees must not dispense non-prescription medication (e.g. paracetamol or cough syrup) to children. Staff and franchisees are not trained to dispense controlled drugs.

Records of medication

On registration, the adult completing the form will give details of any regular medication the child takes, and any medical requirements, allergies or health conditions of which staff and franchisees need to be aware. If a child who attends an Arka Learning centre has an Individual Health Care Plan (IHP) from their current school it is the parent's decision whether or not to share this information with the centre and a note should be kept on the child's registration document to establish whether this has been shared or whether consent has been refused. Any information shared will be treated confidentially and the Centre Director will ensure it is communicated on a need-to-know basis only.

A medication record for a child attending Arka Learning centres should contain the following information and must be easily accessible to staff and franchisees in the event of an emergency:

- The medical condition, triggers, signs and symptoms
- The level of support needed (can the child manage their own medication or does an adult need to dispense it?)
- What to do in an emergency

Emergency medication which is brought to the centre

In the event of emergency medication (for example, Epipen) requiring to be held by the centre whilst the child is on site, parents must make this clear on the registration form for staff and franchisees to be fully prepared. This must include:

- Signed and dated parental consent form for the First Aid trained member of staff or franchisees to dispense the medication in an emergency (this must be reviewed at least every three months)
- A detailed description of the medication or treatment, the child's medical history, and the contact details for their GP (this must be reviewed at least every three months)

Emergency medication which is brought to the centre must be stored out of reach of children (in a fridge if required) and in a zip lock bag (plastic bags not acceptable) provided by the parent and clearly labelled with the child's full name. This must be signed in and out of the centre by the adult dropping off and picking up. If children over 16 attend the centre they may take responsibility for their own medication. This should be noted on the registration form and agreed with the parent.

Staff and franchisee training and qualifications

At least one member of staff or franchisee is qualified in Paediatric First Aid. If specific training is required for staff to be able to manage the health conditions of children attending the centre, the Centre Manager will conduct a training needs analysis and ensure staff have completed a recognised online or video-based training course. Informal training by a parent is not acceptable.

Severe allergy and life-threatening illnesses

Details of children who have severe allergies or life-threatening conditions, easily accessible in the event of an emergency. This will be updated on a regular basis by the Centre Manager and included in new staff induction. Updates will be communicated to all staff at the start of their shift.

In the event of a medical emergency

In the event of a medical emergency the following process should be followed:

- Centre Manager or Assistant Centre Manager (who will be qualified in first aid) to be informed immediately.

- Assess the child's needs and treat as appropriate. The child's membership details should be checked for any medical details.
- If required immediately call 999 to request an ambulance. Within shopping centres also call the emergency contact number so they can assist with managing the emergency, including ensuring paramedics can reach the centre as quickly as possible.
- Contact the parent or guardian to inform them of the situation, including whether the emergency services have been called or if they need to collect the child.
- Where possible parents should be contacted before any medication is given unless written permission has already been given.
- When the child is collected fully inform the parent of the symptoms, action taken and any treatment given.
- If the child has been given medicine (including if the child has self-administered medication) the Centre Manager or Assistant Centre Manager must complete a Medicine Administration form with a copy given to the parent or guardian.
- If an ambulance has been called, a report must be written and submitted to Head Office as soon as possible and certainly within 24 hours of the incident occurring in line with the procedure below.

Following the incident, when the child has left the centre, and within 2 hours of the incident concluding, the Centre Director should ensure a full report is provided to Head Office. For Ofsted registered settings Ofsted will be notified by Head Office in the following situations:

- anything that requires resuscitation
- when a child is admitted to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness