



LCE TUITION

Administration of Medications Policy

2025/2026

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September 2025

REVIEW DATE
August 2026

Procedures Parents/carers are to inform a member of Life Changing Education Tuition (LCET) staff immediately if a child develops a medical condition/allergy during their placement at LCET. No member of staff is obliged to administer medicine or drugs to a pupil and any member of staff willing to do so works under the controlled guidelines outlined below:

- Prescribed medicines will only be administered after parents of the pupil

concerned have completed the relevant consent form.

- LCET generally advocates the self-administration (e.g. inhalers) of prescribed

medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. By prior agreement, a small quantity of prescription drugs/emergency medication will be securely stored. A quantity will also be kept onsite if a child requires self-administering medication on a daily basis and parents have requested storage facilities for such medication.

- Parents/carers are responsible for the provision of medication and notification of

change of dosage. Guidelines for the Administration of Medicines

- The parents of the pupil with special medical needs must inform a member of

LCET staff of the condition, giving all the necessary details of the condition. The relevant consent form should also be completed by the parent/carer.

- A written record of the date and time of administration must be kept by the

person administering it.

- Parents/Carers are responsible for ensuring that medication is supplied to LCET

and replenished when necessary.

- Emergency medication must have exact written instructions of how it is to be

administered.

- Non-prescribed medicines will neither be stored nor administered to pupils in

school. Pupils are not permitted to carry non-prescription medication at LCET. If found, such medications will be confiscated and parents/guardians will be made aware of this.

- LCET staff will only administer prescribed medication when arrangements have

been put in place as outlined above.

- No member of staff may administer any medication without the specific

completed consent form.

- The prescribed medicine must be self-administered if possible, under the supervision of a member of staff
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents/carers contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of LCET hours

Emergencies:

- In the event of an emergency, members of LCET staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity. Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents/carers will be contacted simultaneously.
- LCET maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated as necessary. It is parental responsibility to advise LCET of any changes to contact details.

Review:

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than September 2026. Implementation: The policy has been implemented since September 2025.