



Administration of Medication Policy

Updated December 2023

Muslim Education Centre

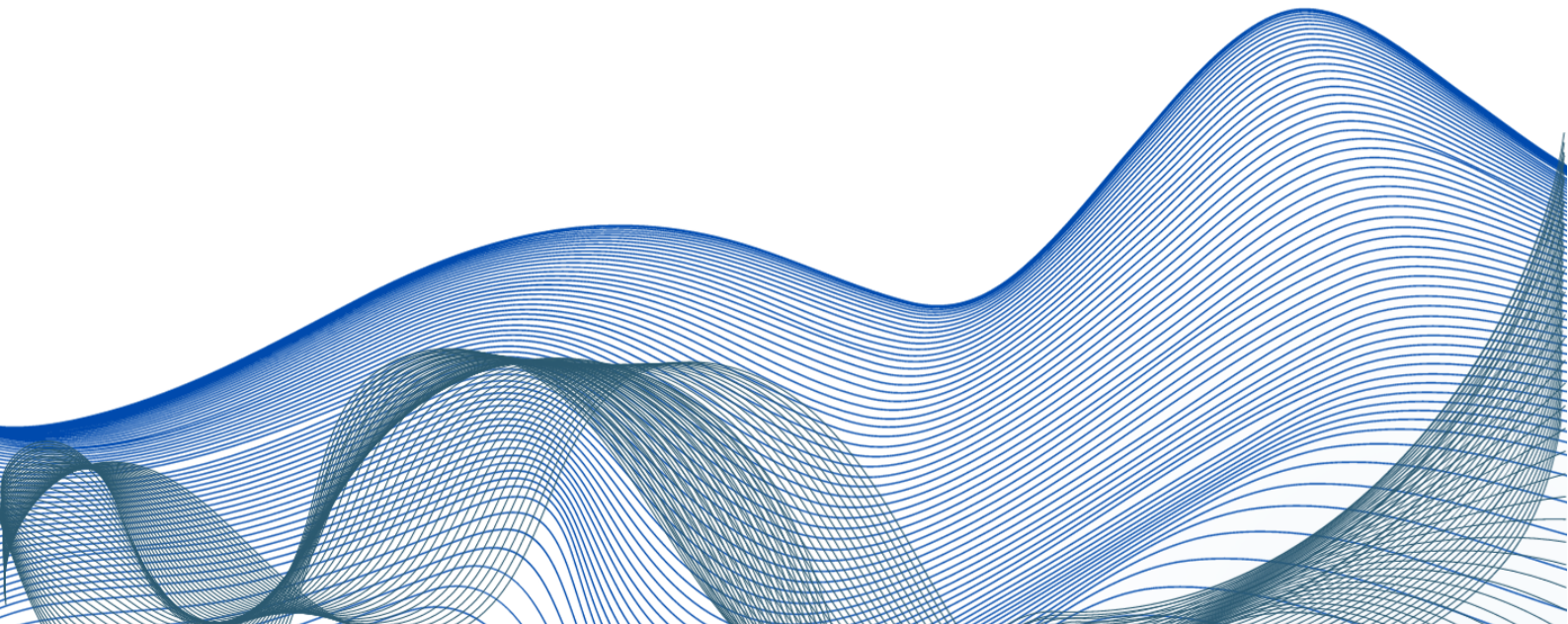


Table of Contents

1. Overview.....	3
2. Health and Illness Management.....	3
3. Medication Procedures.....	4
4. Emergency Care and First Aid	4
5. Staff Training and Development	5
6. Data Protection and Confidentiality	5
7. Regular Policy Review and Updates	5
8. Closing Statement	5

Medical Officer: Fayez Rahman

First Aid Kit Locations: Office, Flat 5 & 6 Kitchen

Spil-Pak Locations: Office, Flat 5 & 6 Kitchen

1. Overview

Muslim Education Centre is committed to the highest standards of health and safety for all our pupils. This policy is an integral part of that commitment. It provides comprehensive guidelines for the management of health and medication issues within our Centre, ensuring a consistent and professional approach to pupil welfare. The policy is designed to safeguard the well-being of pupils, staff, and visitors, and to ensure that all health-related matters are managed effectively and in accordance with the latest best practices and legal requirements.

2. Health and Illness Management

- **Attending Madrasah:** It is important that pupils with symptoms indicative of an infectious illness are not admitted on the premises. Should a pupil display symptoms such as discharge from the eyes, vomiting, diarrhoea, or any other contagious or infectious ailment, it is essential that they remain at home until a qualified medical professional certifies their full recovery in written form. Alternatively, they may return to Madrasah if they demonstrate visible wellness before the expiration of a 48-hour period following their last outbreak.
- **Handling Contagious Infections in Pupils:** If a pupil is discovered to have, or is suspected of having, a contagious infection, disease, or virus, immediate action will be taken. The Headteacher will be promptly informed, and a decision regarding the pupil's course of action will be made based on factors such as the severity of the condition and the potential risk to the pupil's health. This may entail keeping the pupil under the Headteacher's supervision, referring them for examination by first aid-trained personnel, arranging for them to be sent home, or in more severe cases, facilitating their visit to a GP or hospital.

Parental Notification and Consent in Emergency Situations: We understand that it sometimes may not be possible to reach a parent or caregiver in emergency situations. Hence, parents/carers are required to give the madrasah permission to act on their behalf. This permission is received as part of the terms and conditions laid out in the application, which parents are required to accept and agree to prior to their pupil starting at the Madrasah.

- **Sudden Illness:** In the event of a sudden illness affecting a pupil, a designated staff member, preferably the on-duty first aid-trained personnel, will be assigned to attend to the pupil's needs. This staff member will remain with the pupil until the parent or carer arrives to collect the pupil.
- **Severe Illness and Significant Injury:** In cases where a pupil experiences a severe illness or sustains a significant injury during their time at the Madrasah, the Madrasah retains the right to act in the best interests of the pupil and call for emergency

assistance. If deemed necessary, the Madrasah may transport the pupil to a hospital and authorise emergency treatment as required. Should such a situation arise, our utmost efforts will be made to promptly inform parents or guardians, utilising the contact information provided in the application form on our records. Consequently, it is of necessary for parents or guardians to ensure that this information remains current and up-to-date.

3. Medication Procedures

- **Administration Guidelines:** Only trained staff members are authorised to administer medication. Staff members are to follow the instructions on the medication. It is important to emphasise that medication will only be administered with written parental consent, and appropriate training will be provided to all staff members entrusted with the responsibility of administering medication.
- **Prescription Policy:** Medication will only be administered to children who have been given a prescription by a qualified healthcare professional. The Madrasah will not administer medications containing aspirin.
- **Record Keeping:** The Madrasah will maintain a written log for each instance of medication administration to a pupil, promptly notifying the pupil's parents or carer on the same day or as soon as reasonably practicable.
- **Safety Measures:** Prescribed medicines shall be securely stored within a designated medical cabinet, clearly labelled with the pupil's name and class. Medications will not be shared among pupils, even if they are siblings.
- **Handling of Bodily Fluids:** Staff members will employ protective equipment when handling blood or other bodily fluids.

4. Emergency Care and First Aid

Both staff and pupils are encouraged to acquaint themselves with the identities and locations of our designated first aid personnel. This information is prominently displayed within the Madrasah premises.

- **Minor Injuries:** Given the varying degrees of severity of accidents, it is not possible to establish fixed procedures for every scenario. Therefore, it is important to exercise common sense and swift action when responding to accidents. In cases of minor injuries, immediate first aid treatment, such as dressing and washing, should be administered.
- **Serious Injuries:** For more serious incidents, the initial course of action should be to request aid promptly. Only if deemed necessary and safe, should the injured individual be moved away from the cause of the accident to prevent further hazards. When deemed appropriate, it is important to call for an ambulance, ensuring that the injured person is kept as comfortable as possible during the wait.

- **Blood and Bodily Fluid Spillage:** In the event of blood or bodily fluid spillage, the individual responsible for cleaning the affected area must utilise the appropriate *spill-pak*, which contains protective clothing, cleaning materials, and a disposal bag.

5. Staff Training and Development

- **First Aid Certification:** The Madrasah will have at least one member of staff who is a certified first-aider on-site during madrasah hours
- **Specialised Training:** Staff responsible for health and medication management will receive advanced training beyond basic first aid.
- **Ongoing Education:** Regular training sessions will ensure that staff are well-informed about health policies, emergency procedures, and specific medical conditions they may encounter.
- **Medication Management Training:** In addition to first aid training, specific training on medication administration, storage, and management will be provided to relevant staff members.
- **Competency Training:** Staff will receive training appropriate to their roles in supporting pupils with medical conditions, with training needs identified during the development or review of individual pupil needs.
- **Policy Awareness:** Staff induction and annual training will include Madrasah policy awareness, covering support for pupils with medical conditions and the staff's role in implementing this policy, including preventative and emergency measures.

6. Data Protection and Confidentiality

The Madrasah is committed to protecting the confidentiality and privacy of pupils' health information. All personal health data will be handled in compliance with data protection laws, ensuring that such information is accessed only by authorised personnel for legitimate purposes.

7. Regular Policy Review and Updates

This policy will be reviewed annually, to ensure it aligns with current best practices, legal requirements, and the evolving needs of our pupils.

8. Closing Statement

This policy reflects our commitment to managing medical needs and emergencies effectively. Through adherence to best practices, and collaboration with parents and healthcare professionals, we strive to create a safe learning environment where pupils are given all the help to succeed.