

Bury Tuition Centre – Medical & First Aid Policy

1. Introduction

At **Bury Tuition Centre**, the health, safety, and wellbeing of every student is a priority.

We recognise the trust placed in us by families and are committed to ensuring that all students are cared for in a safe and supportive environment. This includes responding appropriately to illness, injury, and medical needs.

2. Our Approach

We aim to:

- Provide prompt and appropriate first aid when required
 - Ensure trained staff are available during operating hours
 - Maintain a safe and secure environment for all students
 - Work in partnership with parents to support students' medical needs
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3. If a Student Becomes Unwell or Injured

If your child becomes unwell or has an accident while at the Centre:

- A trained member of staff will provide appropriate first aid
 - Your child will be made comfortable in a safe space if needed
 - The incident will be recorded
 - Parents/guardians will be informed as soon as possible
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4. Medical Emergencies

In the event of a serious illness or injury:

- Emergency services (**999**) will be contacted immediately
 - Parents/guardians will be notified without delay
 - Staff will continue to support the student until help arrives
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5. Medication

- Medication will only be administered with **written parental consent**

- All medication must be:
 - Provided in its **original packaging**
 - Clearly labelled with the child's name and dosage instructions
 - **All medication is stored securely in a lockable cabinet/safe when not in use**
 - **Medication will only be accessed and administered by authorised members of staff**
 - Emergency medication (e.g. inhalers, EpiPens) will be:
 - Kept **accessible to staff where required**
 - Stored safely while ensuring it can be accessed quickly in an emergency
 - A record will be kept of any medication administered
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6. Supporting Students with Medical Needs

We are committed to supporting students with medical conditions wherever possible.

Parents/Guardians Must:

- Provide full and accurate medical information during registration
 - Inform us of any changes to your child's health or medical needs
 - Provide any required medication and care plans where appropriate
 - Ensure emergency contact details are always up to date
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7. Communication with Parents

We will:

- Inform you of any injury, illness, or first aid provided
 - Contact you immediately in the case of a serious concern
 - Work with you to ensure your child's needs are understood and supported
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8. Safeguarding

Medical and welfare concerns may sometimes be linked to safeguarding.

- Any concerns about a child's wellbeing will be managed in line with our safeguarding procedures
- In some cases, concerns may be referred to external agencies where a child is at risk of harm

9. Key Contacts

Designated First Aider / Health & Safety Lead

- **Name:** Nazia Younis
- **Email:** info@northwesteducationhub.co.uk
- **Phone:** 07485 184081

Designated Safeguarding Lead (DSL)

- **Name:** Shazia Tahir
- **Email:** safeguarding@northwesteducationhub.co.uk
- **Phone:** 07527 675842

10. Monitoring & Review

- This policy is reviewed regularly to ensure it remains effective
- Updates will be made in line with guidance and best practice

11. Legal Entity

Bury Tuition Centre is a trading name of North West Education Hub Ltd.

Policy Information

- **Policy Owner:** Nazia Younis (Director / Deputy DSL)
- **Policy Reviewed:** April 2026
- **Next Review Due:** April 2027
- **Version:** 1.1