

FIRST AID & MEDICATIONS POLICY



September 2025

Approved by committee
Adopted by Full Governing Body

Date: 1st October 2025
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FIRST AID & MEDICATIONS POLICY

Our Christian Vision

'To be the best we can in the sight of God'

Inspired by St Paul's teaching 'You are all one in Christ' (Galations 3:28)

We aspire for everyone in our school family to be accepted and be accepting, welcoming all. To be a community that treats others equally, with respect and kindness. To be aspirational, having hope and celebrating the value and purpose of our unique abilities. To love learning and to embrace new experiences and challenges with courage and creativity, as we become the best version of ourselves. We want to promote peace. To love and serve our diverse local and global community, making a difference for others.

AIMS

This policy encompasses the aims of the School Development Plan and Every Child Matters legislation.

1. (Standards) To ensure that each child achieves their highest standard and makes good progress in all areas of school life.
2. (Teaching and Learning) To provide pupils with high quality teaching in order to meet each child's learning needs by means of a broad, balanced curriculum.
3. (Environment) To provide a secure, well resourced, high quality learning environment.
4. (Management) To support the work of the school by effective management of finance, curriculum, administration and personnel.
5. (Ethos) To create a happy, inclusive school culture in which to promote our children's spiritual, moral and cultural development and in which all children feel valued.
6. (Partnership) To promote a mutually supportive learning partnership with governors/parents and to extend children's skills and interests to the wider community.

FIRST AID - RATIONALE & OBJECTIVES

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

FIRST AID - PROVISION

Roles & Responsibilities;

- The Head Teacher is responsible for :
 - Ensuring that there is an adequate number of qualified First Aiders
 - Ensuring that serious injury form ACCIDENT / NEAR MISS / VIOLENCE AT WORK REPORTING FORM (1.08)
 - Accident/Incident/Violence at work report form is completed by the First Aider. The Head will then sign off and then submit to the LA
 - Ensuring at the beginning of every school year, parents complete medical information on the contact form and this is kept on individual records. (Class teachers are to be responsible for checking forms for any medical conditions and take necessary steps.)
- The Three Nominated First Aid co-ordinators are responsible for:
 - The day-to-day practices in first aid
 - Liaising with office staff to ensure that children's medical information is kept up to date.
 - The maintenance of the contents of the first aid boxes and other supplies including ordering supplies when needed.
 - To ensure all non-teaching staff (teaching assistants, mid-day supervisors & caretaker) are trained in any aspects of First Aid deemed necessary e.g., asthma, epilepsy, the use of an EpiPen.
 - Annual meetings to ensure all first aiders are up to date with all first aid practices and procedures.
 - Liaise with the Health & Safety Co-ordinator to ensure all guidelines are being followed and are up to date.
 - To ensure the portable First Aid kits are stocked and up-to date in all classrooms.
 - To ensure a full list of all first aiders is displayed prominently on notice boards throughout school.
 - To ensure that all staff have read the First Aid Policy (accessible on teams – incorporated in the annual H&S training at the beginning of each academic year)
 - Ensuring the Early Years' First Aider has paediatric first aid training whilst on the school premises and on school visits.
 - Ensuring copies of the Serious Injury forms (reporting form – version 1.08 on TEAMS
 - Accident/Incident/Violence at work report form) are kept in the First Aid/Health & file and are easily accessible.
 - Trained for adult first aid.
- Health & Safety Co-ordinator is responsible for:
 - Liaising with the Nominated First Aid co-ordinators to ensure all guidelines are being followed and are up-to-date.
 - Auditing the accident book to look for any anomalies or patterns of injuries.
 - Ensuring that training is up to date for every First Aider in school.

- First Aiders are responsible for:
 - Taking the portable First Aid kits on all visits and ensuring it contains the medication for pupils with chronic illnesses.
 - Completing the accident book correctly and taking any necessary action needed following an injury.
 - Ensuring the relevant forms are completed in the case of a serious injury. If there is a serious injury the First Aider must complete an AF1 form – version 1.06 2018 on Leesfield teams (Accident/Incident/Violence at work report form) and give it immediately to the head teacher.

EQUIPMENT

First Aid Boxes

- Must be suitably equipped. Refer Appendix A for contents of boxes.
- The first aid boxes are located in easily accessible places:
 - Box 1 Fixed to the wall in the children's toilet area (code to access)
 - Box 2 Top Hall - a portable First Aid Box
 - Box 3 Annexe – Rainbow Room – (Key on hook above box) – fixed to the wall.
 - Box 4 School kitchen.(Blue Box)

Accident Books

- Accident Books are located:
 - Main building -inside the first aid box
 - Annexe – above First Aid Box – Rainbow Room.

FIRST AID PROCEDURES

Assessing the injury:

- In the event of injury or accident direct the child/adult or another person to contact a first aider.
- In the event of serious injury where hospital treatment is required but it is not an emergency e.g., broken arm.
 - Contact a first aider.
 - Call the parent/guardian. If they are not contactable or not able to get to school immediately, school may decide to transport the child to hospital under HSE guidelines. The first aider would accompany the child and stay with the child until the parent is available to take over responsibility.
- In the event of a medical emergency e.g. broken leg, unconscious/head injury:
 - Call an ambulance immediately
 - Contact a first aider
 - Call the parent/guardian. If they are not contactable or not able to get to school immediately, the first aider would accompany the child in the

ambulance and stay with the child until the parent is available to take over responsibility.

- Once the first aider is on the scene assess the injury and then treat appropriately.

Administering First Aid:

- Put on disposable gloves before treating any injury
- All items used must be disposable and disposed of using sealed bags. Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Wash the affected area with warm water and detergent and dry. Use yellow bio box located in first aid station.
- Open wounds/cuts/grazes should be washed with water, sterile wash or antiseptic wash. Then treat appropriately.
- Bumps/Bruises should be treated with a cold compress, preferable cold packs which are stored in the fridge. All minor head injuries will be communicated to parents via text message during lunchtime. This ensures that parents are kept informed without unnecessary disruption during the school day.
- In the case of a serious head injury, a member of staff will contact parents directly by phone as soon as possible. All minor head injuries will be communicated to parents via a text message, using School Comms, during lunchtime. This ensures that parents are kept informed without unnecessary disruption during the school day.
- If the injury is serious do not move the child/adult and call for a first aider.
- Vomiting/Diarrhoea would be treated appropriately:
 - using a sick bag (vomiting)
 - If the child needs help cleaning up the First Aider should take the child to the First Aid room/Disabled toilets with another adult.
 - If there is vomit on the floor this should be cleaned up using the appropriate coloured cleaning equipment and sick bags and disposed in the medical waste bins.
 - To prevent the risk of spreading infection the child should wash their hands following treatment.
 - Parents would be contacted in order for the child to be collected.
- The First Aider must wash and dry hands after removal of protective gloves.
- All first aiders are trained to use defibrillator if needed. The school has use of the local community defibrillator at the Lees library.

Accident Book

- The First Aider would complete a form in the accident book appropriately ensuring a copy of the accident slip goes home with the child that day; generally, these are stapled into a child's planner.
- One of the Health & Safety Co-ordinators audits the accident book to look for any anomalies or patterns of injuries. Headteacher is informed of the findings and also analyse them taking appropriate action as necessary.

ADMINISTERING MEDICINES

- **Short Term Acute Conditions:**

- If children require regular prescribed medication, e.g. antibiotics, then a nominated adult signed for and agreed by the child's parent/guardian may come to school at lunchtime to administer medicine as part of a prescribed course (see Appendix C).

Staff do not administer medicine unless it is a life-threatening issue eg diabetes, epilepsy etc.

- Cough sweets will not be allowed; water is always available.

- **Long Term Chronic Conditions which require administering medications:**

All medications must be clearly labelled and stored in a locked storage area. Two members of staff need to record and administrate controlled drugs, Counting the medication in and out of storage and clearly recording the dosage. Appropriate staff training takes place to ensure staff receive the relevant specialist training in order to treat the conditions below. **However, it should be noted that there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. It is a voluntary role.**

- **Asthma:** Inhalers for asthma should always be clearly labelled and easily available for the child to use in school. The child would self-medicate with the supervision of a First Aider. For more information, refer to Asthma Policy.
- **Diabetes:** When a diabetic child first comes to our school a meeting would take place between a Diabetic Nurse and all staff in that specific class. A home/school agreement would be signed by the nurse, staff and parents for the parent to agree that the staff can administer insulin and then the staff to sign that they agree to administering the insulin, which will be stored in a central place known to all staff. Sharps boxes should always be used for the disposal of needles.
- **EpiPens:** EpiPens are stored in a bum back/ plastic boxes and are clearly labeled. Each EpiPen must be carried with each child and must be accessible to all staff who will administer it to the child. Each child must have two EpiPens in school.
- **Eczema:** Depending on the severity of the condition the child will apply cream supervised by 2 first aiders except where the child is considered too young to apply it or is unable to reach the area, in which case it will be applied by a first aider, ensuring another adult is present.

EQUAL OPPORTUNITIES

All teaching is in accordance with the school policy for equality. We aim to provide equal access across the curriculum, irrespective of gender, ethnicity or ability. Support for learning is provided where necessary.

LINKS WITH OTHER POLICIES

This policy links with:

- Health & Safety Policy
- Asthma Policy

APPENDICES

Appendix A: Contents of First Aid Box

Appendix B: Sun Safety Guidance/Procedures

MONITORING & REVIEW

The Head teacher monitor procedures in school and the policy is reviewed regularly by Governors – 1 years unless earlier is deemed necessary.

First Aid Co-ordinators Emma Douglas (Teaching assistant), Mark spiller (Caretaker) and Kelly-Anne Stoneman (Teaching Assistant)

Head teacher..... James Whittaker

Chair of Governors Mrs Rebecca Ashton

Date approved (committee): 1st October 2025

Date adopted (full governors): 1st October 2025

APPENDIX A

Contents of a First Aid Box

There is no mandatory list of items that should be included in a first-aid container. Each box is clearly labelled so it is easily accessible.

- a leaflet giving general guidance on first aid (for example HSE leaflet *Basic advice on first aid at work*);
- wrapped sterile adhesive dressings,
- sterile eye pads,
- individually wrapped triangular bandages,
- safety pins,
- sterile wipes
- sterile eye wash
- assorted plasters
- disposable gloves
- assorted plasters
- individually wrapped wound dressings
- disposable bags
- finger stalls
- scissors
- tweezers
- tape
- Burns gel.

Also available if needed:

- Disposable aprons
- Sick bags in each class/first aid box
- Yellow Biohazard disposable bags
- Tied Bags to dispose of all first aid waste.

The above information has been taken directly from the Health and Safety (First Aid) Regulations

APPENDIX B

SUN SAFETY GUIDANCE/PROCEDURES

- Our aim is to provide parents and children on how to enjoy the sun safely. To protect our children from harmful UV rays we will use adequate protection from sun exposure.

Always be prepared in the summer months to protect your child. We ask parents to.

- Apply sun cream to you child before school.
- Provide a sun hat which also cover the neck, these can be used in P.E, school trips and sports day.
- Parents need to opt out by writing note in diary.

RECEPTION & KS1

- Sun cream will be provided and applied to each child by a member of staff. The sun cream provided will be factor 30-50 and for sensitive skin (with permission). This will be used at playtimes, dinnertimes P.E and school trips when needed.
- Water is always available in each class.
- Shaded areas will be used but in extreme hot weather indoor play may be offered.

KS2

- Sun cream will be provided in each class and staff will give each child enough sun cream to apply to themselves. The sun cream provide will be factor 50 and for sensitive skin (with permission). This will be used at playtimes, dinnertimes P.E and school trips when needed.
- Water is always available in each class.
- In extreme hot weather indoor play may be offered.

Any child feeling unwell will be given the necessary first aid.

APPENDIX C

Administering Medicines to a child in school- short term

I..... (print Name of parent/guardian)

give authority to(print name of nominated responsible adult)

to administer medicine to my child.....(print child's name)

Date of birth of childat lunch time from(date)

until(date).

Name of medicine and date prescribed.

I understand that I take full responsibility for the administering of medication to my child.

Signed.....(parent/guardian)

Date.....

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For FIRST AID POLICY					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Regulations for first aid	Name Contact details including address and telephone numbers Details of medical information individual for every child Equipment list Sun policy First aid books	To keep children and adults safe	All Staff (as necessary)	Data (medical information/contact details are kept in the school office which are accessible for key members of staff – first aiders Accident books are kept as detailed in the above policy. Old books are kept in a secure location in the school office	Contact information is updated annually to ensure the safety of children in our care Accident books to be kept for 25 years in a secure location.

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

This policy will be reviewed every year or sooner if legislation / school assessment systems change.