



“Learning, achieving and thriving as a school family through God’s love.”

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” (Jeremiah 29 v11)

Ilam C of E (VA) Primary School

First Aid and Administration of Medicines Policy

Guidelines

- The school’s Paediatric First aiders are: Mrs Sarah Redfern, Miss Emily Goldstraw, Miss Carol Compton and Mrs Vera Nottage.
- Qualified first aiders will attend first aid update courses as and when necessary.
- First aid equipment is kept in the staffroom and first aid boxes can be found in all classrooms
- A grab bag of first aid resources is taken on school trips
- All first aid boxes and bags are stocked and checked half-termly by Mrs Vera Nottage (TA)
- First aid boxes must not contain medications or aspirin/paracetamol
- Plastic gloves must be worn when treating patients who are contaminated with body fluids such as blood/vomit. The disposable material should be placed and double sealed inside two plastic bags.
- Basic personal hygiene must be maintained thoroughly
- If a child has an accident, bumped head etc. an accident/injury/illness report slip is completed by the first aider a duplicate kept on file and the slip is sent home informing parents
- The accident/injury/illness slip will be kept in the staffroom

- All accidents to employees must be recorded by the injured person, if able, in the Statutory Accident Book B1 510 retained in the school office
- All accidents (post-accident risk assessment) by Mrs Rachel Linton to determine any improvements required. Accidents must be recorded on My Health and Safety
- Where a pupil has sustained an injury that requires them to be taken to hospital initially every effort will be made to contact the parent/persons on their emergency contact form after the ambulance has been called
- Where a parent is unable to accompany a pupil in an ambulance to hospital then a member of staff will do this
- All accidents to pupils and employees that result in them being taken to hospital from the scene of the accident, must be recorded on My Health and Safety
- Staff are made aware of all care plans
- All pupils with significant allergies have their photograph and diagnosed allergy displayed in the staffroom and, if, food related the school kitchen
- All staff have access to the asthma policy
- When pupils are taken out of school, e.g. swimming, school trips, inhalers/epi pens should be taken.
- Assessment of first aid provision is undertaken by Mrs Rachel Linton and Mrs Nottage annually.

Procedures for a child to be sent home in the event of an injury/illness and the administration of medication

Step 1

If a child complains of sickness/headache/stomach ache/cough etc. the class teacher/other adult should check:

1. Has the child eaten their breakfast/lunch?
2. Have they been to the toilet recently?
3. Do they require a drink of water?
4. Is the complaint out of character for the child?

Step 2

1. Treat the child (if appropriate) and the child returns to class
2. Seek authority from the headteacher to contact parents to come in and collect the child

3. Log the phone call in the Parent Phone Call Book (located in the school office)

Procedures for a child who is injured

In Class:

Minor graze/injury

A minor injury (i.e. a graze/small injury) may be treated by any member of staff who is first aid trained. An accident/injury /illness slip must be completed, the top slip goes home with the child; the duplicate remains in school.

Serious Injury

A serious injury must be referred to a fully qualified first aider.

The first aider must complete and sign/date the accident form B1 510 and a copy must remain in school, a copy should be given to the parent.

In the Playground:

Minor graze/injury

A minor injury may be treated by any member of staff by sending the child to first wash minor cuts, grazes etc. Then it can be assessed as to whether it needs to be referred to a first aider.

Serious Injury

A serious injury or one assessed as needing some treatment should be referred to a first aider. After treatment the first aider must complete and sign/date the accident form in book B1 510 which should be sent home; a copy should remain in school.

Serious Injury on School Premises:

- An ambulance will be called as directed by the first aider or a member of staff
- Parents should be informed immediately and a member of staff should accompany the child if the parents are not available
- A copy of the child's contact sheet should be taken to show if the child has any allergies etc
- An accident form B1 510 should be completed and statements written by witnesses.

- If the child does not return the next day a phone call will be made to the family if they have not informed us of the child's absence

On Educational Visits:

- Risk assessments for the trip will be completed and forwarded to the Headteacher at least 5 working days in advance. They should contain details of mobile phone numbers etc. A first aid kit must be carried on all visits. Any medicines, inhalers etc. must also be taken
- All school trips must be accompanied by a first aider
- If first aid is administered on a school trip the first aider must complete the accident form or accident/injury/illness slip on return to school

Drugs and Medications in School – Prescribed Medicines

On the rare occasions that children need medication during the school day a written parental consent form (see Appendix A) needs to be completed which is available from the school office.

As a general rule:

- The school will only administer prescribed medicines that cannot be given outside the school day. For antibiotics that need to be given 3 times a day – these can be given before school, after school and at bedtime so there would be no need for staff to administer the medicine in school
- The school will not accept third party administering medicines to a child e.g. a friend of the parent
- The school will consider each pupil's individual medical needs to determine how the school can best accommodate the child within existing resources or whether specialist training is required. Where required an individual care plan in conjunction with parents and appropriate health professionals will be put in place
- Prescribed medicines are stored safely in the staffroom locked cabinet on the wall or in the staffroom fridge and accessed when required. The medicine must be clearly labelled with the child's name. Asthma inhalers can stay with the child if they are mature enough to use them on their own; for younger children inhalers will be kept by the teacher
- Only staff who have received first aid training can administer medicines

- The school maintains a log of all medications administered to pupils in school (see Appendix A)
- Parents are required to collect the medication at the end of the school day. The parent must sign the 'Record of medicine administered to an individual child form (see Appendix A0 to confirm this.
- In the case of long-term care plans, the school will review annually and written agreements between parents to ensure that they are valid. Care plans will be in agreement with the school nurse.

Storage/Disposal of Epipens

- Epipens will be stored in the child's classroom in the green first aid box to ensure that immediate action can be taken if necessary if a child suffers from anaphylaxis following exposure to an allergen.
- All teachers and TAs are trained to use the epipens in the case of emergencies.
- It is the responsibility of the parents to collect unused epipens from the school and dispose of them accordingly.

Sun Cream

Children will be encouraged to cover up and wear a hat that covers their head and neck on sunny days. If a child has particularly sensitive skin and needs to apply sun cream an adult in school will supervise the child applying cream prior to going out at lunchtime. Sun cream is provided in all classrooms and children can bring in their own, clearly labelled with their name.

Policy Adopted November 2021

Policy reviewed June 2024

Headteacher's signature: E Johnson

Chair of Governor's signature: J Cushing

This policy will be reviewed in June 2025

Appendix A

Parental agreement for school to administer medicine. The school will not give your child medicine unless you complete and sign this form.

Ilam C of E (VA) PRIMARY SCHOOL

PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES IN SCHOOL

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD REQUESTING DRUGS BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF OR WHERE THE CHILD IS BRINGING MEDICINE INTO SCHOOL WHICH THEY WILL SELF ADMINISTER.

Name of Child:	
Date of Birth:	
Address:	
Doctor's Name:	

PRESCRIBED MEDICINES

The doctor has prescribed (as follows) for my child:

Name of Drug or Medicine to be given and any special storage instructions	When? (e.g. lunchtime, after food, when wheezy, before exercise ?)	How much? (5ml, 1 tablet, 2 drops?)	Route, e.g. by mouth or in each ear	Storage instructions ego in the fridge
1				
2.				
3.				

_____ (child's name)
can administer his/her own medication*/requires supervision to administer his/her own medicine*/ requires assistance in administering his/her medicine*. (Delete as appropriate)
I request that the treatment be given in accordance with the above information by a member of the school staff.
I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.
I undertake to supply the school with drugs and medicines in the original labelled containers, provided by the Dispensing Chemist.
I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.
I can be contacted at the following address/telephone during school hours.
Name: _____
Signed: _____
Contact Address: _____

Contact Tel No:

Date: