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First Aid and Medication Policy

Approval Date: Oct 2025
Review Date: Oct 2026

Dovecotes Primary School

Legal Framework

The Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Dovecotes Primary School acknowledges the importance of providing first aid for staff, pupils and visitors within the school, has risk assessed its requirements for first aid and ensures that there is adequate provision to meet those requirements.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

Key Principles

The school's arrangements for carrying out the policy include the following key principles:

- governing body's duty to approve, implement and review this policy
- individual responsibility on all employees
- duty to report, record and, where appropriate, investigate all accidents
- recording of all occasions where first aid is administered to employees, pupils and visitors
- provision of equipment and materials to carry out first aid treatment
arrangements to provide training for employees and to maintain a record of first aid training
establishment of a procedure for managing accidents in school which require first aid
treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school.

Aims

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency

services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

Risk Assessments

Risk assessments are completed in all areas that offer risk to the safety of pupils, staff and visitors. The school's risk assessments (for all activities, teaching and non-teaching and premises) will be coordinated by Elite Safety in Education, the headteacher and the site manager. The risk assessments are held electronically in a shared work area on the school's Cloud. Risk assessments will be reviewed on an annual basis as part of Elite Health and Safety Inspections or when the work activity changes or incidents occur, whichever is sooner. Staff are then made aware of any changes to risk assessments relating to their work.

First Aid Trained Staff

The number of current first aid appointed persons include a combination of Paediatric First Aid, Emergency First Aid and First Aid at Work.

The main duties of a First Aider will include:

- taking charge and giving immediate first aid when someone becomes injured or ill;
- ensuring that an ambulance or other further professional medical help is summoned when appropriate.

All First Aiders within Dovecotes Primary School are to ensure that their first aid certificates are kept up-to-date through liaison with the CPD Co-Ordinator.

The EYFS Framework requires at least one person among EYFS staff to have a current paediatric first aid certificate and at least one of these to be available at all times when children are present in school; this person must also accompany children on outings.

Our Paediatric First Aiders are Hayley Mears, Anita Kumar, Delma Woolley, Lesley Hehir, Dave Tuckley, Julianne Turner, Jade Rudd, Emma Pritchard and Lisa Walker.

A list of all other First Aiders are displayed in areas around the school, on classroom walls and in the main school office.

The following staff in each phase will:

- look after the first aid equipment, include restocking when required;
- check all first aid materials are within their 'use by' date.

They are: Alison Ashley, Maggie Butler and Sara Walker.

During lunchtimes there are designated first aiders available on both playgrounds and in both dining halls.

Breakfast Club and Dove Club also have a qualified first aider present at all times and there is a qualified first aider present in school whenever there are after school clubs.

During morning break there are always designated first aiders available.

First Aid Training

Our CPD Co-Ordinator is Mrs. L Jones. She will:

- keep a record of all First Aid Qualifications to ensure that all First Aid Training is up to date and will organise refresher training as appropriate.
- ensure that within each Key Stage unit, including Early Years, a number of staff are trained in First Aid.

Practical First Aid Arrangements

First aid boxes are clearly labelled as to their location and are located in the following areas:

- Early Years Shared Kitchen Area
- KS1 Shared Area
- LKS2 Shared Area
- UKS2 Shared Area

Additional first aid supplies and boxes are kept in the KS1 shared area.

First aid boxes are always taken out with lunchtime supervisors onto the playground.

The designated person on playground duty, a teacher, will send pupils to the nearest First Aider for treatment or send a pupil to request that the first aider comes to the scene of the accident if they require assistance.

In addition, there are first aid kits available for trips and sports events. These are put together for trips by the visit staff and first aid stocks are returned to the store in the KS1 shared area on their return.

A defibrillator is present in the main reception area and all first aiders are trained to use it.

Reporting to Parents

All accidents are reported in the relevant accident books, dependent upon whether the injured person is an adult or child. The accident books are located in the Early Years shared area, KS1 shared area, LKS2 shared area and UKS2 shared area.

Injuries to children are notified to parents at the end of the day. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. Accident/Incident/Illness Report slips will also be given to the parents.

Bumps to the head suffered by any pupil must always be reported **immediately** to parents who should be given the choice whether or not to collect the child from school. If the member of staff is unsure as to whether to contact parents or not, they should speak to a member of the SLT.

Pupils who begin to feel unwell during the school day and are unable to participate in class activities should be sent to sit quietly in the phase's shared area and a phone call made home by the school office staff or the child's teaching assistant.

Emergency Procedure in the Event of an Accident, Illness or Injury

- If an accident, illness or injury occurs, a first aider will be called who will assess the situation and take charge of first aid administration.
- In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Head teacher
 - The parents/carers of the injured victim

Transport to Hospital

If the First Aider considers it necessary for the injured person to be sent directly to hospital, the ambulance will be called by the School Office. Parents/ carers will also be informed by the School Office.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Where hospital treatment is required but not in an emergency, the School Office will contact the parents in order for them to take over responsibility for the pupil.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document: [Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/622222/Supporting_pupils_at_school_with_medical_conditions.pdf)

The only medications kept and administered within school are those prescribed, and on occasions unprescribed, specifically for a pupil that would require administering 4 x a day or to treat long term

health needs only at the request of the parent/carer.

No medication will be allowed into school unless it is clearly labelled with:

- the child's name
- the child's date of birth
- the name and strength of the medication
- the dosage and when the medication should be given
- the expiry date

All medication must come into school in the original child-proof container and be accompanied by the original guidance literature. For unprescribed medication the parents and school must agree to administer only to maintain the child's attendance. **No child under 16 to be given aspirin containing medicine unless prescribed.**

When medication is to be administered either short or long term it will need to be recorded using the appropriate form. Wherever possible, it is good practice to have the dosage and administration witnessed by another responsible adult. No member of staff should administer any medicines unless a request form has been completed by the parent/carer.

All medications are kept and securely stored in the fridge in the staff kitchen with access strictly controlled. No medicines are to be stored in first aid kits.

In Dovecotes Primary School, the following staff have agreed to take responsibility for administering medicine and supervising pupils taking medication, whenever requested to do so by the parents - the named contact (s) are:

Alison Ashley, Haley Mears, Delma Woolley and Anita Kumar.

Certain medicines, e.g. salbutamol, adrenaline etc., will need to be readily available to pupils. Children suffering from conditions such as asthma may have to receive medication, in the form of an inhaler, during the school day. Written details of the treatment must be provided by the parent and the medication should be administered by the child under the direct supervision of an adult.

Asthma Inhalers are kept in the pupil's classroom with their name clearly displayed. For younger pupils, in Early Years, the class teacher's keep the inhalers in the Early Years kitchen areas (Little Doves and Nursery/Reception).

An emergency inhaler is also kept in each of the shared areas:

Early Years – the Little Doves and Nursery/Reception kitchen area.

KS1 – the First Aid Cupboard

LKS2 – the First Aid Shared Area Box

UKS2 – the Y6 filing cabinet.

If a child is given the emergency inhaler, a text is sent home and a notification added to CPOMS to alert staff.

Emergency medication **such as an adrenaline autoinjector e.g. EPIPEN, must be readily available.** For pupils who require an adrenaline pen, one is kept in the child's classroom, one is kept in the main school office and the other is kept in the school kitchen. All staff will receive annual training from the school nurse on the administration of inhalers and adrenaline pens.

Visit Procedures

Pupils' medical needs are catered for on educational visits and school trips. It is the responsibility of the group leader to ensure that there is sufficient first aid provision for that visit and to undertake a suitable and sufficient risk assessment of the event and persons involved.

This will be reviewed by the Head teacher before the event is organised.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Duties of Staff

The Head Teacher will ensure that health and safety accidents and incidents are reported and monitored in line with the most up-to-date guidance and procedures.

All minor accidents are reported in the relevant accident books. For pupils, the accident logbooks are located in the relevant shared areas (Early Years, KS1, LKS2 and UKS2) and, for staff, the accident logbooks are located in the office.

Wolverhampton City Council policy requires that all accidents to pupils, staff and the public, which includes visitors, where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable) This can be done by emailing the completed IR1 form to healthandsafety@wolverhampton.gov.uk

Reporting to the HSE is undertaken by the LA.

Hygiene Procedures for Cleaning and Disposal of Blood and Body Fluids

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

Disposable gloves, face coverings and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy changing) by all staff. Such Personal Protective Equipment (P.P.E) is worn by staff when cleaning spillages of blood, faeces, saliva, vomit, nasal and eye discharges.

When spillages occur, they are cleaned up immediately using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

Information on First Aid Arrangements

The Health and Safety Team will consist of the Headteacher, Deputy Headteacher, Site Manager and Office Manager. They will inform all staff of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid

They will also ensure that signs are displayed throughout the School providing information of those employees with first aid qualifications.

Mental Health First Aiders

A Mental Health First Aider is a point of contact if a member of staff or parent/carer is concerned about a child experiencing emotional distress. They are not therapist or counsellors but they can give initial support and signpost to appropriate help if required.

Dovecotes Primary School has 5 Mental Health First Aiders. They are: Miss T. Challenor, Mrs. L. Hehir, Ms. S Walker, Ms. D. Woolley, Mrs. M. Butler and Miss A Mills.

Mental Health First Aiders have completed a two day course which qualifies them to:

- Understand the important factors affecting mental ill health
- Identify the signs and symptoms for a range of mental health conditions
- Use ALGEE to provide Mental Health First Aid to someone experiencing a mental health issue or crisis
- Listen non judgmentally and hold supportive conversations using the Mental Health First Aid action plan
- Signpost people to professional help, recognising that Mental Health First Aiders do not replace the need for ongoing professional medical support

References:

- Health and Safety (First Aid) Regulations 1981.
- Department of Health Guidance on Infection Control in Schools and Nurseries
- The Education (School Premises) Regulations 1996
- The Controlled Waste Regulations 1992
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979
- Health and Safety at Work Act 1974
- Social Security Administration Act 1992
- Data Protection Act 1998
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities.
- DfE and PHE (2020) 'COVID-19: guidance for educational settings. ·
- DfE document (2015): DfE document: Supporting Pupils at School with Medical Conditions

Links to other School Policies:

- Health and Safety policy
- Supporting Children and Young People with their Medical Condition