



Nash Mills CofE Primary School

First Aid and Medication Policy

**(including Supporting Pupils
with Medical Conditions)**

Reviewed: June 2025

Ratified: June 2025

Next Review: June 2027

Introduction

This policy applies to:

- The whole school, including EYFS, staff and visitors.
- All activities provided by the school including those outside the normal school hours
- All staff (teaching and non-teaching) and volunteers working within the school

The Policy has regard for the DfE First Aid in Schools Guidance (2022) and the DfE 'Supporting Pupils with Medical Conditions at School' (2017), 'Guidance on the use of emergency salbutamol inhalers in schools' (2015) and 'Guidance on the use of adrenaline auto-injectors in schools' (2017). Reference should also be made to the school's Health and Safety Policy and Child Protection Policy.

The Policy also references the school's work to be allergy aware. This draws together guidance from Anaphylaxis UK and Allergy UK, who have worked with the British Society for Allergy and Clinical Immunology (BSACI) and the Medical Conditions in Schools Alliance.

The Headteacher maintains responsibility for this policy and in ensuring that it is carried out.

Statement

The school takes seriously its responsibilities to care for the children, staff, parents and visitors at all times. In addition, the school expects children to have regular school attendance and will work to support this. Our work will extend to consider those with specific medical needs, including allergies.

First Aid in School

Qualified First Aiders

Details of trained First Aiders can be found throughout the school, together with renewal dates for training (see appendix A). Those trained in First Aid at Work also take the role of the Appointed Persons; those responsible for the day-to-day running of this policy.

First Aid is always available while children, staff, parents or members of the public are on the school premises. It is also available during off-site visits or other activities away from the school. There will always be a member of staff available qualified in paediatric First Aid when EYFS children are present, whether in school or during off-site activities.

- The main duties of a qualified First Aider are to give immediate help to casualties and to call an ambulance or other professional help.
- First Aiders are trained in accordance with HSE requirements and a record of first aiders and their certification dates is held.
- Trained First Aiders should be called upon when an accident requires treatment beyond basic first aid.
- All members of staff are able to administer basic first aid and can deal with routine first aid requirements. This may include applying plasters, cleaning a minor wound, dealing with poorly/sick children, giving comfort and reassurance.

- Within school, staff have received a mixture of training including First Aid at Work, Paediatric First Aid and School's First Aid. This enables us to meet the needs of all users of the school site.

Location of Supplies

- The main First Aid store within school is at the end of the Key Stage 2 corridor where there is also a defibrillator.
- Individual First Aid kits are also kept in each classroom and are ready to be taken off site for trips and visits.
- Pupil medication is kept as accessible to the pupil as is safe. Inhalers and auto-injectors, are kept in the Rainbow Bags held in each classroom. These should be taken to PE lessons and on trips with the children. For other medication, this may be kept in the office depending on the perceived risk when it is bought into school.
- There is an emergency epi-pen and emergency inhalers also kept in the school office.
- Supplies are checked regularly by those trained in First Aid at Work.

First Aid Procedure while on school premises

A Minor injuries	All staff may deal with these This may include applying plasters, cleaning a minor wound, dealing with poorly/sick children, giving comfort and reassurance. Administer general first aid. If there is any doubt as to the correct treatment or if the injury is beyond the level of training of the member of staff, seek the advice of a qualified First Aider. Minor Injuries are recorded in the Minor Accident Book (see appendix B), which is kept in the First Aid room. Parents will be informed by a message being sent from the School Office and a 'Pupil Injury Form' (see appendix C) being provided to the child to take home.
B Head Injuries	These will always be dealt with by a qualified First Aider Administer First Aid. If a person receives a bang to the head, ensure that they are carefully monitored for the remainder of the day, Parents will be informed by a message being sent from the School Office and a 'Head Injury Form' (see appendix D) being provided to the child to take home.
C	These will always be dealt with by a qualified First Aider

More serious accidents/injuries The child needs treatment from a Healthcare professional or the emergency services are necessary.	Administer First Aid. Where possible, the First Aider will consult with a member of SLT as to how appropriate care can be provided. If needed, the Office will call parents and ask them to attend and take their child to a Healthcare Professional for further help. A 'Pupil Injury Form' will be completed and sent with the child. Where there is need for an ambulance, the call will be made from the nearest accessible phone by the First Aider or a member of SLT where possible. Parents will be called by the Office simultaneously. Where a child needs transporting to hospital, this will be done by their parent or the emergency services. Pupils will not be transported in staff vehicles unless express permission has been given by the Headteacher. A 'Detailed Accident Form' (see appendix E) will be completed by the First Aider and a copy kept in the Medical Folder in the School Office. If support has been needed from a Healthcare Professional, the First Aider will need to enter details of the incident onto SOLERO (the Hertfordshire County Council online system). Once entered, the report will be investigated by the Headteacher.
D Staff, parents/carers, or visitors	The same procedure should be followed as for a child Contact should be to their nominated emergency contact. A 'Detailed Accident Form' will be completed by the First Aider and a copy kept in the Medical Folder in the School Office. If support has been needed from a Healthcare Professional, the First Aider will need to enter details of the incident onto SOLERO (the Hertfordshire County Council online system). Once entered, the report will be investigated by the Headteacher.

Qualified 1st Aiders may, on occasions, give advice to parents regarding an injury that has occurred in school or an illness that has become apparent in school. If a parent /guardian does not take this advice the 1st Aider should inform the Headteacher.

Supporting Medical Conditions in School

It is the responsibility of parents to ensure that the school is aware of any medical conditions of pupils. Annually, during the Autumn term, the school will ensure that any medical information held for pupils is updated by parents to maintain accuracy.

Pupils' medical conditions, including allergies, that may impact on their ability to access the school curriculum will be displayed on a Medical Details List (see appendix F), displayed

in the Rainbow Bag, held in each classroom. Where there is a more significant need, or significant medication may be required (for example with an anaphylactic reaction requiring an adrenaline auto injector), a more detailed Health Care Plan will be created (see appendix G). Again, this will be displayed in the Rainbow Bag. This information will also be available to view in the staff room.

Pupils will be allowed to take (or be given) medication in school for a short period of time, (e.g. to finish a course of antibiotics). This will minimise the time a child needs to be away from school. The school will provide medication to children to support their attendance at school, where the medication has been prescribed by a doctor and is provided in original packaging with the pharmacy label attached. Medication should only be brought into school where absolutely necessary.

Non-prescribed medication, herbal remedies and analgesics may only be administered after consultation with and the permission of the Headteacher.

For all medication provided in school, a 'Medication Consent Form' (see appendix H) will be completed by parents before anything can be administered by school staff. This will be held on file alongside other Medical Forms.

Any medication that needs to be refrigerated will be kept in the Staff Room, which is only accessible to staff. Most other medication will be kept in the School Office. A few medicines, such as asthma inhalers, must be readily available at all times and will be kept in classrooms.

All medication (short and long term), held in school will have the child's name and the dosage clearly labelled. Permission to administer long or short-term medication is sought from parents/carers.

Every time medication is provided, this will be recorded on the Medication Record Form (see appendix I), which will be signed by the member of staff providing the medication and countersigned by another adult who will check the dosage. These forms will be kept in the Medical Folder in the Office.

Medication kept in school will be checked at least termly to ensure that it is in date by the Appointed First Aiders. Where medication is out of date, it will be provided back to parents to take home.

Being Allergy Aware

Around 2-5% of children in the UK live with a food allergy, and young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of serious allergic reactions to food happen whilst a child is at school and these can happen in someone with no prior history of food allergy.

In supporting pupils who have allergies, we ensure that medication is kept as close as it is practicable and safe. Inhalers and epi-pens are kept in each classroom, within a rainbow-coloured bag. When the class move to other areas, for example to the field for PE, the bag will be taken with them. Where appropriate, pupils will have some independence in administering this medication, under the close supervision of an adult who will then record it using the medication form.

The Office Team will ensure that the medication held in school and the care plan are up to date. This will be checked regularly (at least half termly) and parents notified if new medication is needed. Annual update training will be conducted by all staff to ensure that they are aware and informed.

For pupils who have food-related allergies, the catering company (Herts Catering) have a clear system of control for the preparation and serving of school lunches. Parents should register any dietary needs with the company directly.

School Outings and Trips

All pupils are expected to take part in all activities and the school will make the necessary adjustments for children with special medical needs.

Where it is not possible to fully administer the medication usually given at the school premises the child's parents will be informed.

The school, where possible, will take the child's medication with them and find a suitable place to administer such medication.

The Hertfordshire Off-Site Visit Emergency Card should be carried by the lead member of staff during a visit.

For residential visits, paracetamol-based pain relief will be carried by a member of staff, which may be administered if needed. Reasonable endeavour will be made to gain parental consent for this if needed.

Hygiene and infection control

Staff must take precautions to avoid infection and must follow basic hygiene procedures.

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect everyone from the risk of cross infection.

In order to minimize the risk of transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages:

Procedure for Blood and Other Body fluid 'Spillage':

- Get some disposable gloves from the First Aid kit. Where needed, face masks, plastic aprons and visors are also available.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and place in tie-up plastic bag.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- A badly affected area then needs to be cordoned off until cleaned.
- A staff member to mop affected area, cleaning with disinfectant, and ensure area is cordoned off until dry.

- Any soiled wipes, tissues, plasters, dressings etc will be disposed of by placing them in a bag, sealing the bag and then placing it into the general waste.

Fatal and Major Injuries

Fatal and major injuries must be reported to the HSE immediately by phone and followed up by a written report (Form 2508) within 10 days. Other reportable accidents must be reported on Form 2508 within 10 days. Phone number: HSE 0845 300 9923 The Head Teacher has responsibility for reporting accidents to the HSE/RIDDOR and Ofsted.(0300 123 1231).

Infectious Diseases

Infectious diseases must also be reported to HSE/RIDDOR and Hertfordshire County Council.

In the case of an imminent pandemic (most likely to be human 'flu) we will be informed by and take advice from the local health Authority. HSE – Dept of Health pandemic guidance will give further information

Control of Substances Hazardous to Health Regulations 1994

Some medicines may be harmful to anyone for whom they are not prescribed. Where the school has agreed to administer this type of medicines, the medicines must be properly controlled and kept out of reach of the children. Such medicines must be administered by a member of staff.

Confidentiality

All members of staff should treat medical information confidentially. Medical information can be displayed within classrooms and shared amongst staff due to it being a GDPR 'Special Category'. Data displayed will be kept a minimum.



Nash Mills CofE Primary School

First Aid and Medical Information

If someone hurts themselves and needs First Aid, or has a medical condition that requires some support, there are things in place in school to help.

Who should I speak to?

If you have hurt yourself or need help, you can talk to **any adult** in school. The people who hold overall responsibility are:



Mr Maher



Mrs Jakeman



Mrs Cambridge

Location of Equipment

First Aid equipment is kept in each class within the Rainbow Bags, along with any standard medication (such as inhalers). In addition, there is a central store at the end of the Key Stage 2 corridor.



- A Defibrillator is available at the end of the Key Stage 2 corridor.
- Emergency Inhalers and an Emergency Epi-pen are available in the School Office.
- Other medication is kept in the School Office.

What to do if medical assistance is required

A Minor injuries	B Head Injuries	C More serious accidents/injuries	D Staff, parents, carers, or visitors
All staff	First Aider	First Aider	See other areas
(Plasters, cleaning a minor wound, dealing with poorly/sick children, giving reassurance) • Administer first aid. • Seek advice of a qualified First Aider if needed. • Record in the Minor Accident Book • Complete Pupil Injury Form if needed • Ask School Office to send a message home if needed	• Administer First Aid. • Ensure that they are carefully monitored for the remainder of the day. • Complete Head Injury Form. • Ask School Office to send a message home.	• Administer First Aid. • Consult with a member of SLT • If needed, the Office will call parents and ask them to attend • Complete Pupil Injury Form • Complete Detailed Accident Form and put in the Medical Folder in the School Office.	• As per other categories • Complete Detailed Accident Form and put in the Medical Folder in the School Office.

[illegible]

Appendix C – Pupil Injury Form

Dear Parent/Carer,

Name of Child: _____ Date: _____

This letter is to inform you that your child was involved in an accident today at school which led to them being injured.

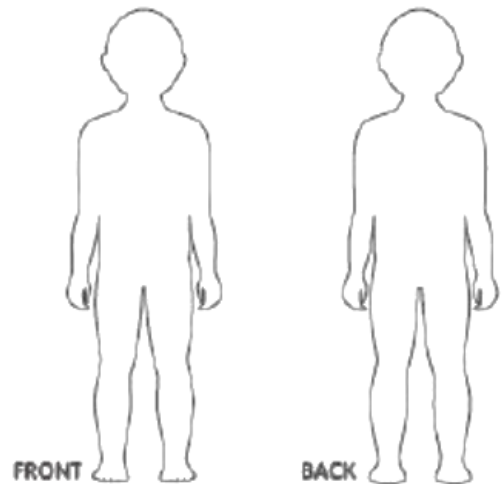
The injury occurred at _____am/pm

The area that they injured was _____

_____.

The staff member who dealt with this was

_____.



We have dealt with the injury and considered your child to be able to stay at school. If you require more information about this, please contact the school office. You may wish to keep an eye on your child and consider seeking further medical assistance if necessary.

Yours sincerely,

Mr Maher
Head teacher

Appendix D – Head Injury Form

Dear Parent/Carer,

Name of Child: _____

Date: _____

This letter is to inform you that your child bumped their head at school today.

The injury occurred at _____am/pm

The staff member who dealt with this was _____.

We have dealt with the injury and considered your child to be able to stay at school. If you require more information about this, please contact the school office.

Staff Observations

The approximate area of the bump is marked on the diagram.

What happened: _____

_____.

The staff member who dealt with this was _____

_____.

Is there a visible mark? Yes No

Is the child alert? Yes No

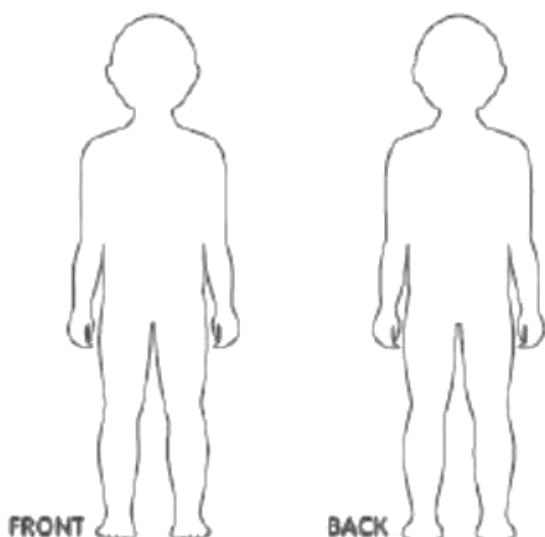
Did the child lose consciousness at any time? Yes No

Has the child said they feel dizzy? Yes No

Has the child said they have a headache? Yes No

Has the child said they feel sick? Yes No

Has the child said their sight is blurry? Yes No



Please keep an eye on your child and considering seeking further medical assistance if their condition deteriorates.

Yours sincerely,

Mr Maher
Head teacher

Appendix E

Nash Mills CofE Primary School Detailed Accident Form



To be completed for all incidents which involve injury to an adult or those involving children where help from a medical professional may be needed.

Name		Year Group	
Address (If not a pupil or adult from our school)			
Date of Accident		Time of Accident	
Date Reported		Time Recorded	
Where did the accident happen?			
Description of Incident (inc injury)			
Action Taken			
How communicated with parents			
First Aider Name and Signature		Date	

Appendix F – Medical Details for Classrooms



Nash Mills CofE Primary School

Medical Information

Class: xxxx



Asthma

XXX

Allergies

XXX

XXXX

Dietary Needs

XXXX

XXXX

Other Medical Needs

XXXX

XXXXX

Appendix G – Health Care Plan



Nash Mills CofE Primary School



Medical Information

Pupil's name; XXXX		Class; XXXX	
Condition; XXXX Details:			
Medication; xxxx			
Key Contacts;			
Mother	xxxx		07
Father	xxxx		07
Medical Team	xxxx		07

Appendix H

Nash Mills CofE Primary School Medication Consent Form



Pupil Name			Year Group	
Medical Condition or Illness				
Name of Medicine				
Expiry Date			Dosage	
Self Administer?	Yes	No	Timing	
Notes on Medicine (precautions/ side effects)				

Parent Details

Parent Name			Contact Number	
Relationship to Child				

NB: Medicines must be in the original container as dispensed by the pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ Date _____

[illegible]