



All Semley School policies apply to year R to 6 inclusively or Semley School Staff	
Name of Policy	First Aid and Administration of Medicines
Agreed by the Governing Body	
Policy published (including on website)	
Latest revision	January 2023
Next review (date)	January 2026

First Aid and Administration of Medicines Policy

Introduction

Children with medical needs have as much right of admission to schools as other children. Most children will at some time during their school career have short term medical needs while other children have longer term needs requiring medicines on a long term basis to keep them well. Other children may well require medicines in particular circumstances for example those with asthma or severe allergies.

First Aid is also a measure that can save lives and prevent minor issues becoming major problems.

We feel that Semley CE VA Primary has a responsibility to all pupils and staff to provide First Aid and also assist in the management of short or long term medical concerns.

Aims

This policy aims to:

- Explain our procedures for managing prescription medicines which need to be taken during the school day including the roles and responsibilities
- Explain our procedures for managing prescription medicines on a school trip
- Explain the provision of first aid throughout the school

Prescribed Medication

Staff at Semley CE VA Primary School will administer medicines that are prescribed by a Doctor, Dentist or Nurse. Such medication should be brought to the school office at the start of the day where a specific LA form (Administration of Medicines/Treatment) should be completed and signed by the parent/guardian. No medication will ever be given without the written permission of a parent/carer.

Medication will be stored either in the fridge (where required) or in the locked medical cabinet in the School Office. Medicines should be clearly labelled with the child's name and the dose which they require.

Exceptions:

1. Where the timing is vital and mistakes could lead to significant medical issues
2. Where medical or technical expertise is required
3. In some instances where intimate care is required (see separate Intimate Care Policy)

These 3 circumstances would need separate discussion with parents/carers and the approval of the Governors.

Non- Prescription Medication

Any non-prescription medication (such as antihistamine) that is to be administered on an adhoc basis should be brought to the school office at the start of the day where a specific LA form (Administration of Medicines/Treatment) should be completed and signed by the parent/guardian.

No medication will ever be given without the written permission of a parent/carer.

Children with Asthma

Children with asthma should have access to their inhalers where necessary. Therefore inhalers should be kept in a safe and accessible place for example a teacher's drawer or the child's own tray dependant on age. Inhalers should also accompany children when they are leaving the classrooms particularly to partake in physical activity. Inhalers should be clearly labelled and it is the responsibility of the school that all staff understand how these are administered.

Children with allergies – food or other

Children with food allergies are identified by photograph in the main kitchen next to the dining room. Staff who have responsibility for those children are made aware of allergies and have completed Food Standards Agency Allergens Training. If the child requires an 'Epi-Pen', this is stored in the locked First Aid Cabinet in the School Office. There are four Pediatric First Aiders who are 'Epi-Pen' trained.

Trips and outings

Children with medical needs are given the same opportunities as all other children within the school, however some reasonable adjustment may need to be made when leaving the school building. These adjustments will allow children to participate fully but also safely on school trips. It may be necessary to carry out a risk assessment for the child. One member of staff will be responsible for administering medicine and the trip leader should nominate that person. Please see roles and responsibilities listed below which will also apply to trips and visits.

Roles and responsibilities

Parent/Carer

- Should provide sufficient and detailed information about the child's medical condition if treatment or special care is required
- Must deliver medications to the office in person then complete and sign the medical form
- Must keep staff apprised of any changes to the medical conditions of a child
- Ensure that medications are in in date

Headteacher

- To ensure that staff understand the medical policy and that it is implemented safely
- To ensure that staff are happy to administer medications within school
- Ensure that staff have received sufficient and up to date training regarding medical conditions
- Ensure that parents are aware of the school policy

- Ensure that there is safe storage of all medications

Staff

- When medicines come to school that these are checked by the Office staff, including the form to check for signature, in date medications and sufficient instructions for staff to administer safely
- Ensure that when administering that two members of staff are present
- Complete any forms required
- Ensure medicines are returned to parents at the end of the day or when the medication is complete

Refusal of medication

Staff will not use force to administer medication and if the child refuses treatment this will be noted and parents carers informed as soon as possible.

Children with long term medical needs

It is important that the school has sufficient information about any medical conditions in order to keep the child and staff safe within school. A Health Care plan should be written in this instance, involving the parents, child and health care professional.

Confidentiality

The school should and will treat all medical information in confidence. The Head will discuss with parents who should have access to the information but it is expected that this will be the class teacher and teaching assistant within that class.

Training

All staff should have access to training about medical conditions that affect children within the school. This may involve asking Health Care Professionals for example the School Nurse to come to school.

Administration of First Aid within the school

There are several Qualified First Aid members (including Paediatric First Aid) of staff within the school and a list of these is available should a parent/carer wish to view it. Two main areas are used for treating unwell children, the school office and the vestibule by the hall. Both of these offer some privacy whilst not closing a child in, protecting staff and child.

- All First Aid Waste must be disposed of in the coloured bags
- Gloves should be worn when dealing with blood or other bodily fluids
- Surfaces cleaned after First Aid administered
- Staff who administer First Aid to ensure that First Aid boxes are restocked (supplies kept in office)

All First Aid issues are recorded in the 'Yellow Folder' or on an Accident Form – staff are clear on the difference between these two areas of recording and a flow chart is displayed in the staff room. Serious injury must also be reported to the Head Teacher.

Each teacher will have been given information at the beginning of the year of medical needs within their class. This is updated as and when changes are given to the office.

Procedures for administering First Aid

Lesson Time

TA/Class teacher to deal with casualty – Office or Head Teacher to be called if there is a need for back up.

Play time

Member of staff on duty to deal with issues – Office or Head Teacher to be called if there is a need for back up.

Lunchtime

MDSAs will be responsible for dealing with First Aid situations – Office or Head Teacher to be called if there is a need for back up.

FIRST AID PROCEDURES

PAEDIATRIC FIRST AIDERS:

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FIRST AIDERS:

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Abi Carlyle-Clarke
 Theresa Merefield
 Marie Crossman
 Laura Hollingbery

Melonie Marshall
 Sarah King
 Alex Stroud

- Yellow Folder and Accident Report Forms are kept in the Porch. Marie Crossman is lead on Folder and Accident report Forms
- Please use Common Sense when dealing with First aid and if in doubt discuss with ACC/TM
- Accident forms need to be photocopied and the master copy goes home to parents/carers

Yellow Folder	Accident Form
<ul style="list-style-type: none"> ▪ Slight cut graze ▪ Splinters (Unless really large) ▪ Headaches that aren't prolonged ▪ Bump just requiring cold paper towel ▪ Twisted ankle that feels better after a bit of rest ▪ Falls which only have a slight mark requiring paper towel or magic spray 	<ul style="list-style-type: none"> ▪ Any time an ice pack has been used to treat ▪ Any head injury or bump to head or face where an ice pack has been used to treat. ▪ Bleeding – that is more than a graze and requires significant cleaning. ▪ Insect sting or bite ▪ Tick – Not to be Removed ▪ Burn ▪ Any choking incident ▪ Any fall from play equipment

This list is not exhaustive and is meant as a guide