ST DAVID'S PREP

First Aid and Medicines Policy

Last Reviewed:	Significant Changes:
Sep 2025	Updated First Aid Training language
Sep 2026	Inclusion of changes in section "Adrenaline Auto-Injectors" due to requirements under Benedicts Law

Useful Websites:

- www.education.gov.uk
- http://www.dfe.gov.uk
- Preventing and controlling infections in children and young people's settings

Introduction

The timely and competent administration of First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers must ensure that there are adequate numbers of first aiders and appropriate equipment and facilities for providing First Aid in the workplace. The regulations relating to First Aid in schools are governed by the Health and Safety (First Aid) Regulations 1981, as amended. These regulations require First Aid provision for staff, pupils, and visitors. First Aid provision must be always available while people are on school premises, and off the premises whilst on school outings.

Trained First Aiders

- We have members of staff who hold First Aid at Work Certificates, and members of staff who are trained as Paediatric First Aiders. The up-to-date list can be viewed in the school office and Early Years office.
- We will have one member of staff, qualified in First Aid, on site at all times that children are present.
- We will have one member of staff, qualified Paediatric First Aid, on site at all times when Early Years Foundation Stage pupils are present.
- We ensure staff who will need to administer medications such as staff accompanying day and residential trips have completed Administering of Medicines Training.
- We ensure there is always at least one staff member trained in first aid accompanying all off-site educational visits.
- There will be at least one member of staff with a Paediatric First Aid Certificate on all Early Years Foundation Stage outings and educational visits.
- Our DSL acts as our Mental Health First Aider.

Location of First Aid equipment and provisions

The First Aid area/room is located next to the front reception office of the main building.

We provide all the necessary equipment, including:

- A basin.
- A fridge containing a secure medicine storage receptacle.
- Well-stocked First Aid supplies.
- A locked medicine cupboard (for pupils' own medication brought from home).
- Ice packs stored in the First Aid kits and fridges.
- A bed where pupils may lie down if needed.

First Aid kits are located:

- Main School Office, Justin Hall
- Cloakroom (to be taken out on field duty)
- Pre-Reception Classroom
- Early Years Office
- Music Cabin
- Games Store (on the field)

All kits and are regularly inspected and restocked as necessary

There are first aid kits available to be taken on matches and on school trips. These are returned to the front office after each off site visit so that they can be checked and restocked.

All classes have a 'Fix Me' kit in their classroom which contain basic first aid supplies.

Record Keeping

All First Aid treatment is recorded in the relevant logs/books provided for this purpose. All records include the date and time that the incident took place. In the Early Years Foundation Stage, any First Aid that is administered must be reported to parents. Staff speak to parents about the incident and treatment at the end of the day and a copy of the relevant form is sent to them. Bumped heads in the Early Years Foundation Stage are reported in the usual way and a phone call to parents/carers is also made.

In addition, parents are informed of any incident where the child has been very distressed or where it has been necessary to call for assistance from a designated First Aider. In the case of a significant injury or illness, staff will either ring the parents or speak to the parents at the end of the day depending on what is felt appropriate in the situation.

Staff of pupils who have received notable medical treatment during the day, including treatment for asthma or allergies, are notified so they are aware and can monitor the pupil, as necessary.

In the event of a member of staff or a visitor being involved in an accident and needing First Aid, an Accident Form is filled in the separate book. All first aid and accidents are reviewed and any trends discussed at health and safety committee meetings.

Adrenaline Auto-Injectors – AAI's (EpiPens)

For those children who use Adrenaline Auto-Injectors (every affected child at St David's currently uses an 'EpiPen'), the devices are carried with them in a named orange med-pack bag. Each pupil is required to have two in-date devices in school. They should be used in accordance with the Anaphylaxis Policy and should always be taken on school trips. The school now provides spare devices for emergency use and the locations and directions for use can be found in our allergy & anaphylaxis policy and emergency action plans. All Epi-Pens, including the use-by date, are logged on the schools Adrenaline Pen Register.

For clarity - An ambulance is always called where an Adrenaline pen has been administered.

Inhalers (for pupil with conditions such as asthma)

Children requiring inhalers should always have them in school, they should be easily accessible to the child, with any spares stored in Early Years office or Main School Office. These spares should be named and stored securely. Inhalers should always be taken on school trips. All Inhalers will be checked termly that they are still in date. If not, a replacement should be requested from the relevant parent/carer.

Ambulance

In the event of an accident or where concern is raised over a child's wellbeing, a member of SLT will be called. The SLT member will decide on when to call an ambulance. Where there is any doubt over the need to call an ambulance, we will always err on the side of caution. If parents/carers are unable to accompany a child to hospital, then a member of staff will accompany the child in the ambulance and meet the parent there. No child casualty will go to hospital unaccompanied.

Hygiene Procedures for Spillage of Body Fluids

There are 'Urine and Vomit' packs available in both the Early Years Office and Main Office. These should be used to clear up any spillage of bodily fluids (gloves must be worn). Antibacterial products should then be used to clean the area. Antibacterial spray and wipes are located in the cleaning supply cupboards. Disposable vomit bowls are provided to the child if needed. All medical waste material should be disposed of in the yellow clinical bins provided

Returning to School after Illness

Parents are asked not to send children to school when they are ill. This includes times when a child may have a raised temperature of 38°C or above. When a pupil has had sickness and/or diarrhoea they should be kept away from School for a full 48 hours after the last bout of sickness/diarrhoea. This is in line with the HSC Public Health Agency 'Guidance on infection control in schools and other childcare settings'.

Child returning to school after significant illness or injury

If a child has been away from school for a significant period of time, a risk assessment may take place on return.

RIDDOR

Serious Workplace Injuries, Reportable Occupational Diseases and Dangerous Occurrences will be reported to the School Business Manager who, in liaison with the Head, will contact RIDDOR via the official website https://www.hse.gov.uk/riddor/index.htm

Administration of Medicines

Medication will only be administered if it is essential i.e. 'when it would be detrimental to a child's health or school attendance not to do so.' (pg.20 Supporting Pupils at School with Medical Conditions DfE December 2015).

Parent Responsibilities

We rely on parents to keep us informed about any medical condition or treatment that their child requires. Parents are asked to provide information on medical needs upon enrolment to the school. They are required to provide up to date information on any medical needs that might arise whilst their child is a pupil at the school. It is the responsibility of parents to ensure that the if medication

is required, it is the correct medication and that it is in date. Medical information given by the parents are recorded on the School's MIS.

Medication to be administered during the school day

Long-term and short-term prescription medication can only be administered if prescribed by a GP, Dentist or Pharmacist and is in its original packaging.

Long Term Medication

Parents will complete a Care Plan, for medication which is to be administered over a long period of time. This includes both emergency and non-emergency medications. They will discuss the matter with the School Business Manager where necessary. The school ensures that all staff are informed of the medical conditions/needs of the children at the beginning of each term (during inset) and any changes are communicated with staff as required.

Short-Term Medication

Where medication is to be administered on a short-term basis, parents will contact the school Reception and complete the 'Permission to Administer Medicine Form'. The school office will manage this and keep class teachers of affected children informed as required.

Staff Responsible for administering medication to pupils

Where children required medicines to be administered, the staff in the Main Office and Early Years Office will undertake this. In situations where these staff members are not available, we will aim for the medication to be administered by another member of staff who has undertaken a course in the Administration of Medicines.

Administration of Medication on Educational Visits

At least one member of staff trained in the administration of medication is present on all educational day and residential visits. Measures are put in place to adhere to the school procedures for the storage and recording of the administration of medication whilst on educational visits.

Administration of Paracetamol or Antihistamine

There are times when a pupil might suffer a headache or mild pain during the school day. In this situation it may be that the administration of paracetamol would enable them to finish the day in School. Where this is the situation, a member of staff will ring the pupil's parent to discuss with them whether they would like to collect their child from school or give permission for a member of staff to administer a dose of paracetamol. Where permission is granted, it is recorded on the sheet for administering medicines. Details of the dose administered are also recorded. Parents are informed of the dose and time of administration. A school bottle of antihistamine is stored in case it is required. Parental permission is always sought before administering a dose of antihistamine or paracetamol/ibuprofen.

Storage of Medication

All medication is stored according to the directions and in the original packaging. Medication is stored securely in the Main Office and Early Years Office. Both offices are secure spaces and have lockboxes in fridges for medication that needs to be refrigerated.

Controlled Drugs

Controlled drugs that have been prescribed for a child will be securely stored in an easily accessible, locked and non-portable container. Only the front office team and school business manager will have access to the container. Where required on a residential, the controlled drugs will be stored in a locked, portable container, which will be kept securely by the trip leader or the assigned member of staff responsible for the administration of medication on the trip.

Staff Medication

When Staff require medication, it should be stored securely and out of reach of children.

Educational Visits including residential trips

Before an offsite school visit is undertaken an additional Risk Assessment will be carried out in relation to children with medical needs. This information will be recorded on the Risk Assessment form for the outing. Steps will be taken to minimise risks and to ensure that all children can be included on the trip. Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip or by the child's parent if they are attending the trip. On a residential trip, medications will be administered by or under the guidance of a nominated member of staff. In the case of controlled drugs, a second member of staff will witness this. Plans must be made for the safe storage of medication on visits e.g. Medicine that needs to be refrigerated and controlled drugs. On residential trips a paper record is kept of all medication administered; planned medication will be recorded for reference, medication administered in addition to planned medication would be recorded and shared with parents.

Lymes Disease

Pupils and staff may be at risk of contracting Lyme disease from a tick bite when on educational visits to woodland or long grass areas. The following steps are taken when preparing for an educational visit to such environments.

- Check if the location is in an 'at risk' zone? Check the live Tick Risk Map.
- Ensure all adults on the trip read the prevention and removal of Ticks information.
- If the children will be outdoors in woodland or long grass, parents asked to pack appropriate insect repellent.
- Ensure pupils and staff wear long sleeves and trousers are tucked into socks.
- Encourage children to tell an adult immediately if they spot a tick or other biting insect.
- Thorough tick check encouraged after visit to woodland or long grass areas.
- First aid kit contains at least one tick remover tool.

• If a child or staff member does get bitten ensure the tick is removed using the correct technique as soon as possible and recommend they seek medical advice.

Infectious Diseases

Where a child is found to have an infectious disease, the school will inform all parents that a case of the illness has been identified in a pupil at the school and advice on symptoms to watch for will be given, as well as advice to seek medical help in case of any doubt. The infectious disease will be reported to the local health protection team (HPT) in line with UK HSA guidance.

Dietary Requirements

The kitchen staff, teaching staff and lunchtime supervisors are informed of the pupils' food allergies and /or intolerances. The kitchen staff, teaching staff and lunchtime supervisors are provided with a Dietary Requirements list, which is regularly updated and includes a photograph of the pupil. The dietary requirements list is also shared with trip providers in advance of any residential visit.

Sun Protection in School

During warmer weather, parents are reminded that pupils should wear their sports caps for playtimes and PE lessons and have a bottle of water available in school. We also expect parents to apply sun cream to their children, before the children come into school. The school carries a small stock of sun cream for use in emergencies. The child will be assisted to apply this sun cream themselves where it has been required.

Pre-existing injuries

If a child arrives at school with a pre-existing injury, the parents/carers must make the school aware, and this will be logged. If a child discloses an injury they sustained before attending school that was not mentioned at drop off, this will also be logged. Where necessary, the school will contact the parents/carers to notify that this has been logged.

Confidentiality

We respect a child's right to confidentiality and any information regarding medical conditions and/or after administering first aid will only be shared with relevant staff members who need to be informed.

First Aid Procedures – Quick Reference

In the event of a minor injury (e.g. small graze of superficial cut)

- Supervising staff members will seek to address minor/superficial injuries at the time of the incident. First aid kits are to be taken out to all playtimes/activities on the field and to all sports clubs, lessons, fixtures & events.

In the event an injury requires further action

- Assistance can be called for from other members of staff or support staff.
- The school wheelchair can be used if necessary to transport an injured person.
- Only move them if it safe to do so.

In the event of a major injury (head injury/concussion, broken bones)

- Assistance to be called for immediately - utilise radios, devices, work phones.
- First aid to be administered.
- An ambulance is to be called (see Ambulance section)
- If not on the school premises, contact school as soon as possible.
- Parents/Carers contacted.
- Complete the Accident Report form.