



First Aid Policy

Love Friendship Courage Hope

All staff need to be prepared to deal with accidents and emergencies. Disposable gloves are available when giving treatment.

1. First Aid should only be carried out by a trained staff member. Always follow your First Aid Training.
2. The first aid post is located in the staff room. This post is manned each break and lunch.
3. Please take a portable first aid kit on off-site visits.
4. A first aid bag is to be taken out at lunchtime – these are located in the staff room cupboard at other times.
5. The accident book is located in the school office and there is one in Holly Class.
6. Please fill in the accident details after all accidents.
7. After treatment, children should be given an incident form to take home to parents. A parent mail or phone call is always made immediately for incidents which are serious eg. head injuries or when fighting or bullying has been involved.
8. Inhalers are kept in the child's class. If a child requires their inhaler at any time during the school day this should be documented on their administering medicines consent form located in the school office.
9. In the case of severe medical needs, individual medication and care plans are kept in the school office. The individual form needs completing every time medication is given.
10. If a child requires medication during the school day or during an off-site activity, parents must complete an Administration of Medication consent form (Form 1). This form should be used for all non-prescribed and prescribed medications and calpol, piriton etc. Once completed this form is filed and kept in the office or taken with the visit leader off-site. At the designated time, two members of staff will oversee the administering of the prescribed medication, checking the form against the actual medication. Once given, the record of prescribed/non-prescribed medicines given to child in school consent form is signed and dated by both staff members (Form 2). If a pupil requires more than one type of medication each form and item of medication will be clearly labeled. If the medication is non-prescribed then one staff member signs the form to ensure the correct medication and application is given to the correct child.
11. The list of pupils with medical needs are displayed in the office and in the medical folder which is also kept in the school office. Staff are reminded regularly of any updates.
12. If a pupil has to go home and needs to be supervised, a teaching assistant or member of office staff must stay with the child until the parent arrives. Pupils must not be left unattended. In a serious situation a member of staff may need to accompany a parent in the car.
13. Inhalers and other medication will be checked on a termly basis to ensure they are in date and fit for use.

14. All medication, other than inhalers, is kept in the locked First Aid Cabinet in the school office.

Date of issue:	May 2024
Review Date	May 2025 or when required
To be reviewed	Headteacher and Governors
Authorised by	Headteacher

ADMINISTRATION OF MEDICINES

PARENTAL/GUARDIAN CONSENT FORM (Form 1) - STRICTLY CONFIDENTIAL

Child's Name:		Year/Class:
Address:		
Date of Birth:		
Home Tel No:		Work Tel No:
GP Surgery		GP's Tel No:
Condition/Illness:		

Statement:

I hereby request that members of staff administer the following medicines as directed below. I understand that I must deliver the medicine personally to the school in the original container as dispensed by the pharmacy and accept that this is a service which the school is not obliged to undertake. I will inform the school/setting immediately, in writing, if there is any change required to the dosage or frequency of the medication required or if the medication is to cease.

Name (print): _____

Relationship: _____

Signed: _____

Date: _____

Name of Medicine	Dose	Prescribed by Medical Practitioner (Yes or No)	Frequency & Times for Administration	Date of Completion of Course (if known)
A				
B				
C				
D				

Special Instructions/Precautions/Side Effects:

Emergency Action:

Other prescribed medicines child takes at home:

