



First Aid Policy (including Administration of Medicines)

Policy Lead:	Principal
Date written:	July 2025
Governor approval date:	July 2025
Review date:	July 2026

Introduction

The health and safety of all children at St John's C of E Academy is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

Gez Rizzo, Principal is the Appointed Person and responsible for dealing with any serious first aid matters and he can be called upon to offer advice whenever required. All teaching and teaching support staff members are also trained in First Aid, together with the Business Manager and Vice Principal.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

First Aid equipment is kept in the first aid cupboard in each classroom and in the staff room. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.

Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes.

Ice packs are kept in the freezer in the staff room area and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries.

All medical waste is disposed of in a medical disposal unit in the infant area and in the disabled toilet opposite to the Principal's office.

Dealing with bodily fluids – blood ect.

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc
- Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:
- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted bleach in ration of 1:10 (containers for which can be located in the Caretaker's room)
- Use bucket and mop with red mark from Site Managers room (inform Site Manager if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

Off-Site Visits

It is the responsibility of the teacher in charge to take a first aid box with them on the visit.

Small first aid packs are available from the First Aid cupboard and in bags used by the midday Assistants. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

The first aid equipment is regularly checked and managed by the School Office.

All accidents and incidents are recorded on Evolve. Any incidents that are recorded are sent to parents via an email from the system. In the event of serious injury or concerns, parents are informed via telephone call and directed if necessary to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information including particular medical conditions or allergies is recorded on Scholarpack and Evolve.

All emergency phone numbers are kept on the Scholarpack.

Food allergies are recorded on Scholarpack and School Money on each relevant child's record so that staff are aware. The school catering provider Aspens are notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

St John's C of E Academy will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-

- ✓ Details of the young person's condition
- ✓ Special requirements i.e. dietary needs, pre-activity precautions
- ✓ Any side effects of the medicines
- ✓ What constitutes an emergency
- ✓ What action to take in an emergency
- ✓ Who to contact in an emergency
- ✓ The role staff can play

Administration of medicines

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be effected by the young person going home during a suitable break or the parent visiting the school. However this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form.

This must contain clear instructions regarding dosage. These are kept in the classroom and the detail is recorded on Evolve.

Each request for medicine to be administered to a young person in school will be considered on its merits.

Medicines

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.**

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol. However, staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. **A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines brought into school are kept in the office fridge. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. All Staff will ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

Emergency Medicines

Emergency medicines such as EpiPen's and Inhalers are stored in locked cabinets in classrooms.

Educational Visits

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. .

Copies of medical forms will be taken on the visit and relevant information also stored in school.

If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Prior to the residential medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. (Medication should not be handed back to the child).

Asthma

Parents of asthmatic children are asked to complete a school asthma card and to ensure that their child is equipped with a labelled inhaler. We also request that school is provided with spare inhaler. Inhalers are stored in the classrooms and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child requiring this medication

We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.