



HALSTEAD ST ANDREW'S
SCHOOL

First Aid Policy and Administration of Medication (including EYFS)

Policy History		
Review Cycle	Annual	
Last Review Date	Spring 2024	MP, ME, SC + F/GP Committee
Next Review Date	Spring 2025	MP, ME, SC + F/GP Committee

FIRST AID POLICY

Aims

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. We ensure that first aid provision is always available while people, including pupils, are on school premises and also off the premises whilst on school trips.

The care extends to first aid provision and the administration of medicines.

Objectives

- To give clear structures and guidelines to all staff regarding all areas of first aid and medicines.
- To ensure an appropriate number of staff are suitably trained and the designated First Aider in the School is known by all.
- To enable staff to know where their responsibilities lie.
- To ensure the safe use and storage of medicines in the School
- To ensure the safe administration of medicines in the School
- To ensure first aid cover is available in the School and on visits.

Guidelines

Policies are read and discussed as part of staff induction. The policy is reviewed and updated at least annually.

Training

All staff receive regular first aid training and at all times the majority of staff hold a current first aid qualification with an appropriate number of staff being paediatric first aid trained. Staff receive update training within 3 years as this is a statutory requirement. Additional specific training may be required for certain long-term/complex medical conditions. This will be assessed on a case-by-case basis. The level of provision of first aid facilities will be based on risk assessments that are carried out regarding the activities and sports taking place throughout the year. The School will identify the likely nature and frequency of any accidents and injuries and put in place the appropriate first aid cover.

First Aid Kits

The First Aid kits are kept in the following areas of the School:

Church Hill House	Woodham Rise
Art room	Art room
DT room	Dining hall
Facilities workshop	ICT room
Food tech	Kitchen
Minibus x 2	Main hall
Science labs x 2	Medical room
Sports container	Minibus
Sports hall	Nursery / Pre-School cloakroom
	Office
	Outdoor Learning (miniature kit)
	Reception cloakroom

The Reception Manager at Woodham Rise and School Administrator at Church Hill House check and replenish first aid kits on a termly basis.

Administration of Medication to Pupils

Parental permission

Medicines (prescribed or non-prescribed) must not be administered to any pupil in the School, including in the EYFS, unless we have written parental consent.

Medication provided by parents to be administered in School must be accompanied by a fully completed and signed 'Parental Agreement to Administer Medication and log' form a template of which can be seen at [Appendix A](#). The signed forms are kept in a locked cabinet and once the need for the medication has ceased the form will be archived to the pupil record file. Pupil files are kept archived on the School premises until the pupil reaches the age of 25 years or longer if required – this would facilitate any future queries on medication consent.

Upon joining the School, parents are asked to complete a medication consent form to give permission to administer liquid paracetamol, Piriton, Nurofen and Sudocrem (Nursery nappy changing only). Verbal consent will always be obtained before administering liquid paracetamol to avoid over-dosing. The consent form can be found at [Appendix B](#).

Parents are asked to provide any medical updates on an annual basis.

Storage of medicine

No medicines should be kept in the class or the child's possession. All medicines are kept in the locked cupboard or fridge in the First Aid bay, under the responsibility of the office staff. All medicines must be clearly named, in original packaging, checked for being in-date, the quantity being provided logged and accompanied by written parental consent as stated above. All medication will be returned to parents once the required course is completed.

In cases of **long-term medical needs**, the School will consult with the parent to complete an 'Individual Health Care Plan (IHCP)' as per the template at [Appendix C](#). The IHCP will also require completion of the parental agreement form ([Appendix A](#)) and the rules regarding the labelling of medication stated above apply.

In accordance with the revised EYFS Statutory Framework (January 2024), prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Parents of EYFS children are advised of the medicine given, the dose and time, on the day it was administered in accordance with the revised EYFS Statutory Framework 3.53 and 3.54. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. A written record is kept each time a medicine is administered to a child, and the child's parents and/or carers are informed on the same day, or as soon as reasonably practicable.

Administration of medication

Administration of medicine takes place in the medical bay of the School office. Medicine will only be administered by staff with first aid training and who have successfully completed the EduCare training 'Administration of Medication in Schools' within the last 12 months. The School Administrator is responsible for ensuring that training is up to date.

Paediatric First Aid

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate

must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

Pupils with an IHCP may have complex medical needs such as diabetes or epilepsy. In such cases additional training may be required for staff to administer medication. This will be assessed on a case-by-case basis and the training logged, only staff having received the specific training will be permitted to administer the medication.

Before administering any medication, staff will check the requirements of any parental agreement form and ensure that the correct permissions are in place.

An individual pupil receiving prescribed or non-prescribed medication supplied by parents must have the administration of it recorded on the parental consent form (**Appendix A**). A check of the consent form and log will be undertaken to ensure that the medication has not already been given. Parents are informed of the date and time of the administration of any medicines via a first aid slip being sent home, with the child, on the same day. However, we aim for two staff to administer all controlled medication where possible regardless of its status.

General School medication used must be logged using the 'Record of Medicine Administered to All Children' (**Appendix D**). A check of the log will be undertaken to ensure that the medication has not already been given. Each type of medication will be administered using a separate record sheet to keep a clear record of quantities held and given.

The First Aid slips used to update parents are in duplicate and the School therefore retains a copy.

Medical/First Aid Room

Hygiene procedure for dealing with spillage of body fluids:

- Both school sites have access to body spillage kits. These are stored in the respective medical rooms. The kits are replenished when informed by the School Administrator that the stocks are low.
- Any spillage will be cleared by a member of staff as soon as possible after the accident has occurred, the waste is disposed of immediately.
- Plastic gloves are recommended to be used and a good hand washing regime encouraged.
- Any body spillage which occurs outside the school buildings i.e. in the playgrounds are the responsibility of the Facilities Officers.

Medical Attention

Halstead St Andrew's is a day school and as such has the duty of care for children attending school. A child who is unwell should not be sent to school. A child who is taken ill, or who is feeling unwell during the school day, will be given all reasonable care that can be offered. It will be a matter of judgement what action should be taken by the responsible adult in charge of the child. If a child is not well, the School will let the parents know by telephone – either at home or the place of work – and discuss the best course of action. The School will provide a quiet and comfortable environment for the child to wait for their parents.

Important Reminder

Please do not bring your child to school if they are unwell. In the case of sickness and diarrhoea, children must not return to school for 48 hours after their last incidence, i.e. two full days absence from school.

Inhalers and EpiPens

Inhalers and EpiPens for pupils are kept in a central location, in a locked cupboard in the medical room as the children undertake lessons in various rooms across the School throughout the day. Inhalers for EYFS and Pre-Prep are kept in the classroom out of children's reach. Inhalers and EpiPens will always

be taken to sports afternoons and any off-site activity. Should a pupil have a specific allergy e.g. wasp/bee stings, then the School would give due consideration to the best location for their EpiPen and/or Inhaler (possibly with their Form Teacher or senior member of staff in the room at the time).

In line with DfE advice, the School keeps a supply of its own Inhalers and EpiPens that can be located in the School office. These are for use in an emergency and **only** when the emergency services have given express permission to do so. The member of staff administering the medication will be required to document the permission fully as soon as possible after the event.

Sun Protection

In the Summer Term parents are reminded via the newsletter to apply sunscreen to their children before they come to school.

In the Prep and Senior School the children are encouraged to have a bottle of sunscreen in their net bags (which should not be shared) if they need to reapply protection throughout the day. The School will provide hypo-allergenic sunscreen for use in emergencies. The games staff will remind the children to wear hats and use their water bottles.

Staff Medication

Staff are encouraged to share any important medical information with the School upon appointment and should their circumstances change, staff should keep their own medication with them and, in accordance with EYFS guidance, must ensure that is kept securely, safely, and not be accessible to any pupils. The School Administrator does keep a stock of paracetamol and ibuprofen for staff use if required during the day. Staff inhalers should be kept accessible, but stored safely out of reach of children.

Automatic External Defibrillator (AED)

At Woodham Rise the AED is located along the link corridor outside the Music Room and at Church Hill House, it is located in the AED cabinet in the Pre-Prep building in the lobby near to the hall and Year 1 classrooms.

The Reception Manager at Woodham Rise and the School Administrator at Church Hill House are responsible for checking the battery annually and changing pads when they expire. The key for the AED at Church Hill House is located on top of the cabinet and another in the School Office. Staff training is carried out as part of their Emergency First Aid training.

Accidents/illness in school

Practical arrangements at point of need

- If the administration of first aid is required, staff/ pupil should immediately call for/ inform the office. Alternatively, if it is safe for the injured person to walk to the office they will be accompanied by another pupil or member of staff.
- The reporting person (form teacher or other adult reporting the injury) will take charge of the situation, summoning a First Aider if needed.
- The levels of injury to be treated on site are those the First Aider has been trained for.
- In an emergency, or an immediate need before the First Aider can attend, the member of staff at the scene will ensure that an ambulance is called immediately.
- Whilst waiting for the ambulance the reporting person will note important and relevant information. This information will be shared with the attending emergency crew.
- If the incident involves a pupil, the office will ensure that the parent/carer of the pupil is informed. In the event of a serious injury or accident the Head or a member of SLT will inform parents and report it to relevant bodies if necessary. The reporting member of staff/pupil and the First Aider should record the incident in the first-aid log and inform the Head of the incident and its outcome.

In the event of any injury or of a sick child the child is given a slip so that staff are aware, and the parent/carer is notified.

- During lesson times the teacher decides when a child should be sent to the office because they are unwell/injured.

ANYONE TREATING AN OPEN CUT OR BODILY FLUIDS SHOULD USE RUBBER GLOVES, WEAR AN APRON AND DISPOSE OF THEM AND ANY WASTE BY PLACING THEM IN THE DESIGNATED BIN WITH YELLOW HAZARDOUS WASTE BAGS IN THE FIRST AID BAY.

This is emptied daily into the yellow 'unspecified clinical waste' bin which is emptied by specialist contractors weekly. Bodily spillage kits are used for larger volumes of such fluids and are disposed of in the same way.

Bumped Heads

Any bumped head, however minor, is treated as serious. Parents are always informed (via a slip being sent home) and a phone call if appropriate.

Accident Reporting

All accidents at School, however minor, **must be recorded on the "Accident, Incident and Illness Register"** situated in the office.

The reporting slips must be given to the child involved and put in their planners for parents to see.

Pupils with medical conditions/at risk of anaphylaxis

All staff must familiarise themselves with children who are prescribed EpiPens or have serious medical conditions. A recent photograph of each child is on display in the Staffroom. Lists of these children are distributed at the start of each school term and updated during the year if necessary.

School Trip/Outings

When planning an outing, staff should include the following equipment on the trip:

- first aid box - checked by the staff in the office
- sick bags, wet wipes, tissues, gloves
- any inhalers, EpiPens or prescribed medicines
- antihistamine (taken on Residential only)
- Calpol, Calpol 6+ (taken on Residential only)
- cough medicine (taken on Residential only)
- mobile phone - in case of an emergency
- (See Educational Visits Policy)
- school trip contact details listing

On residential trips the safety of the children is paramount. The guidelines in this policy are followed. EpiPens and inhalers are always kept with the adult supervising the child along with any other essential information.

Staff on the trips always make the staff at the destination aware of any issues such as those with food allergies and inform their staff about children with inhalers, EpiPens or any other important medical issue.

Prior to any residential trips, parents complete a medical form containing the following information:

- the names and contact numbers to contact if needed in case of emergency
- the details of the child's doctor

- any allergies the child suffers from
- any medication the child is taking
- any other information which may be useful to staff on the trip such as things the child is frightened of, bedwetting, sleepwalking etc.
- food allergies

All parents are invited to an information meeting for parents a few weeks in advance of the trip. They are made aware who the designated first aider is for the trip and are welcome to speak to them then or are encouraged to make a separate appointment to see them if medication needs to be given.

If a child needs medication on the trip parents are asked to:

- provide the medicine which must be in date and in the original packaging
- provide accurate information about the dosage and how to administer the medicine
- If the dosage is different from the instructions a medical letter will be asked for.

The staff member in charge of first aid will:

- Ensure that medication is with the member of staff looking after the child who needs it.
- Ensure that children receive their medication.
- Administer any medication in accordance with the instructions provided on the box at the appropriate times
- Keep a record of the times and dates of medicine administered.
- Keep a record of any accidents and action taken. They may not have dealt with the incident first hand should the child have been in another group, but the other staff should report it for the record.
- Give the record to the office on return should it be required for future reference.
- Fill in an accident report form if any accident is sufficiently serious.
- Keep the school (Head if out of school hours) informed should a child need to be taken to hospital for further treatment.
- Ensure that the information from the parents is taken with the child should they need to go to hospital.

If a child needs to be taken to hospital the activities of the children remaining will be monitored to ensure that ratios are suitable, and the children are safe.

EpiPen Policy

The School aims to operate a nut free environment which is supported by our contracted catering provider. Staff and parents are reminded of this policy regularly using a variety of communication methods.

EpiPens are prescribed solely for individual use and should not be administered to another child. **Parents are responsible for making sure that the pens are named and are not out-of-date.**

Calling an Ambulance Procedure

If a staff member is in any doubt, then an ambulance should be called.

1. When an emergency is notified to the office contact the Ambulance Service – 999 immediately stating the symptoms and whether a child is conscious/unconscious, breathing or not. Arrange for a member of staff to wait for ambulance to assist on arrival.
2. Inform the Head or acting SLT member. They will contact parents.
3. Ensure that the member of staff dealing with the issue records the time and any other relevant details to be taken to the hospital.

4. Give this information to the ambulance staff.

RIDDOR

We have guidance notes from Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Most incidents that happen in school or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives us practical guidance about what we need to report and how to do it. The Bursar is responsible for assessing the need to make a RIDDOR report.

Staff Regulations specifically relating to EYFS (extract taken from 'EYFS Statutory Framework', January 2024, section 3.21).

"Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times".

First Aid provision for staff and other adults on site

All adults on site will receive the same level of first aid care as provided for in this policy.

Regular attendees to site including staff, Governors, catering contractors, After School club providers and peri music teachers are asked to provide medical information and emergency contact details on appointment and asked for updates annually for the start of each academic year or sooner upon any changes.

The emergency contact information is stored in the School's MIS system accessible to key members of staff.

Should a member of staff have an accident whilst at work, they must seek medical attention by going to the office, whereby appropriate first aid will be provided. The member of staff will then be required to complete an 'Accident Report Form'. This information will then be shared with the Bursar to raise at the H&S Accident Reporting meetings.

Appendix A – Parental consent form for a course of medication and administration log

All medication (prescribed or non-prescribed) must be in the original packaging, with a clear prescription sticker (if appropriate).

SECTION A parent / carer to complete		
Pupil name :	Date of birth :	Class:
Medical conditions :		
Allergies :		
SECTION B parent / carer to complete		
Name of medication (as per the container) :		
Are these classified as controlled drugs?		
Quantity handed to School:		
Date prescribed :		
Condition prescribed for :		
Dose :	Time :	
Method of administration :		
Procedure for an emergency :		
Has your child previously taken this medication without any adverse reaction : YES / NO		
Previous adverse reactions :		
SECTION C parent / carer to complete. Please note that: <ul style="list-style-type: none"> • Should the person completing this form not have parental responsibility then the School will need to obtain an email from the parent <i>before</i> any medication can be given. • In signing this form you confirm that the above information is, to the best of your knowledge, accurate at the time of writing and that you give consent to the School staff administering medicine in accordance with their policy. You will inform the School immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped. • You will be required to collect any unused medication at the end of each School year and complete a fresh consent form at the start of each year. 		
Name :	Relationship to child :	
Signature :	Date :	
SECTION D school to complete		
I agree that the school will administer this medication in line with the details provided and that the quantity stated has been received.		
Name :	Position :	
Signature :	Date :	

Parental responsibility follow-up required. If yes please detail:

Administration log

Date				
Time				
Dose				
Name of staff member				
Signature of staff member				
Double signature if controlled drugs				

Date				
Time				
Dose				
Name of staff member				
Signature of staff member				
Double signature if controlled drugs				

Date				
Time				
Dose				
Name of staff member				
Signature of staff member				
Double signature if controlled drugs				

Date				
Time				
Dose				

Name of staff member				
Signature of staff member				
Double signature if controlled drugs				

Appendix B – Medication consent upon joining School include updated version

Pupil Information
Confidential for school use only

Surname:	Forename(s):
Preferred Name:	Date of Birth:
Address:	
Post Code:	
Home Telephone Number	
Family Doctor:	Telephone:
Address:	

Immunisation History (Please give dates)

	1 st Dose	2 nd Dose	3 rd Dose	4 th Dose	Booster
5-in-1 (DTaP/IPV/Hib) (diphtheria, tetanus, whooping cough (pertussis), polio and haemophilus influenzae type b)					
Pneumococcal (PCV)					
Rotavirus					
Meningitis C					
Hib/Men C booster					
Measles, mumps and rubella					
Children's flu vaccine (annual)					
4-in-1 (DTa/IPV) pre-school booster (diphtheria, tetanus, whooping cough (pertussis and polio)					
Others					

	Please tick as appropriate	
	Yes	No
Has your son/daughter ever had a serious illness?		
If yes, please give details:		

	Please tick as appropriate	
Has your child ever had been admitted to hospital or been seen in hospital out-patient clinic?	Yes	No
If yes, please give details:		

	Please tick as appropriate	
Does your child suffer from any allergies?	Yes	No
If yes, please give details:		

Current Medical Information:

	Please tick as appropriate	
Does your child suffer at present from?	Yes	No
Asthma / Wheezing		
Ear trouble or poor hearing		
Eye trouble (squint, lazy eye, needs glasses)		
Fits, faints, blackouts		
Hayfever		
Eczema		
Headaches		
Nose bleeds		
Sore throats		
Other		
If yes, please give details:		

	Please tick as appropriate	
Do you have any worries about any of the following?	Yes	No
Speech		
Hearing		
Eyesight		
Growth		
Learning		
Behaviour		
Weight		
Eating		
Sleeping		
Bed wetting		

Do you think your child's development is correct for his/her age? If no, please give details:	Please tick as appropriate	
	Yes	No
Soiling		
Clumsiness		
Mixing well with other children		
If yes, please give details:		

	Please tick as appropriate	
Do you give permission for Calpol / Calpol 6+ to be administered in school if deemed necessary?	Yes	No

Nursery children only	Please tick as appropriate	
Do you give permission for Sudocrem to be applied in school if deemed necessary?	Yes	No

Please give any other information that you think the school should be aware of:

Please state the sequence (including the emergency contacts) in which contact should be made in the event of an emergency i.e. home number, mother's work, mother's mobile, father's work, emergency contact etc:

1.
2.
3.
4.
5.
6.

Please give details of at least **TWO** emergency contacts:

Name: Relationship to Pupil:
.....

Home Tel No. Mobile No.

Name: Relationship to Pupil:
.....

Home Tel No. Mobile No.
.....

It is important to always notify the school office if your child has been given a painkiller or other medication before arriving at school.

Appendix C – Individual Health Care Plan (IHCP)

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)


Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix D – Record of School held medication administered to a pupil

Name of medication:									
Date	Pupil	Time	Quantity held	Dose given	Quantity remaining	Any reactions	Staff name	Staff signature	First Aid slip completed

Ratified by  Date: [26/1/2024]
Simon Brookhouse on behalf of the Governing Body