



Christ Church C of E Nursery and Primary School

MANAGEMENT OF ADMINISTERING MEDICINES/FIRST AID

September 2025

Aims

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To encourage parents/carers to accept responsibility for the administration of their child's medication whenever possible.
- Parent/carers must inform the school of any medical conditions or allergies.

The school's arrangements for carrying out the policy include nine key principles:

- Places a duty on the Governing body to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Records all occasions when first aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out first aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the first aid requirements of the school

Legislation and statutory guidance

- This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:
- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention

1. Administration of Medicines

- There is no legal or contractual requirement for teachers or other staff to administer medication. Administration of medicines is always best undertaken by parents/carers of the child and, where possible, should be administered outside the school day. Medicines should only be given in school when it would be detrimental to the child's health not to do so. However, no parent should feel obliged to attend school to administer medicine or provide medical support for their child.
- One parent or carer of children with short term illness whose child requires prescribed medicine during the school day, should come to school and complete a 'Request for Administration of Medicine' form, they will then receive confirmation of their request signed by the Head Teacher. Medicine will then be administered by designated staff. Written records of all administration should be kept.
- Schools should only accept medicines that are; in-date, labelled for that child's use, in original containers as dispensed by the pharmacist and includes instructions for administration, dosage and storage. The medicines and Healthcare Products Regulatory Agency license all medicines and classify them as over the counter when it considers it safe and appropriate that they may be used without a prescription. It is therefore appropriate for OTC medicines to be given, or authorised by parents when they consider it necessary. This may be in the home or in the school environment. Birmingham Local Medical Committee considers it a misuse of GP time to provide an appointment for a child with the sole purpose of acquiring a prescription for an OTC medicine.

- Medicines should be handed in to the office and kept in the office cupboard/fridge, along with a completed consent form with full instructions from the parents. **However, if a child is on medication four times a day they are not well enough to be in school.**

2. First Aid

- First Aid boxes are situated outside the Office, Class One, Class Two/Class Three, Class Four, Class Five/Six and the Foundation Stage. The main First Aiders are responsible for re-stocking their first aid boxes. Main supplies are kept outside the Office and regularly checked.
- If staff have a concern about a child they are to refer it to a First Aider.

Head Injuries

- Any bump to the head, no matter how minor is treated as serious. All bumped heads will be treated with an ice pack. Parents and Guardians will be informed by telephone depending on nature of head injury. The adults in the child's classroom will be informed and keep a close eye on the child. All bumped head accidents should be recorded, and a blue slip will be sent home from the office when required.
- Dinner Supervisors must always inform the office of any head injuries, and a head injury slip is to be filled in. Slips are sent to parents advising them of possible consequences and action to take after injury. Copies of the slips are kept, and the Manager of Dinner Supervisors records the incidents in the dinnertime accident book
- First Aiders fill in Accident Books when they treat children. Accident Books are kept in the School Office, Class 1, Class Two/Three, Class Four, Class Five/Six and in the Foundation Stage.

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office will contact parents immediately and inform them of this
- The office will complete an incident/accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury where parents have been advised to seek immediate medical assistance via A&E/GP based on their injury.

3. AED's

The school has procured an AED, which is located outside the school office. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.

4. Procedure to prevent risk of transmission of HIV

- Staff must always wear plastic disposable gloves when encountering blood.
- During playtimes a First Aider will be called immediately to accidents. Staff must not treat an injury without wearing disposable plastic gloves; therefore, disposable gloves are available from the school office and in all first aid boxes.

5. Conditions requiring Emergency action

- In the case of an emergency, The Head Teacher is to be informed. Any member of staff can call an ambulance. A member of staff is to wait by the Claremont Road entrance to alert the ambulance crew of the location of the child in school. A named First Aider is to always stay with the child and give the crew relevant information. The child should be kept as quiet as possible and away from other children. A member of staff will contact the parents.
- The Head teacher or Deputy Head teacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.
- All contact numbers for children and staff are available from the school office.

6. Acute Allergies and EPI-PEN

- It is the responsibility of Parent/Carers to inform the school of any known allergy.
- If a child has a known severe allergy, education about the child's condition will be sought from the School Health Service Team and a Care Plan devised.
- Information re the child, appropriate emergency treatment and named volunteers should be on display in the classroom and staffroom signed by the parent.
- Medication should be clearly labeled and kept in a known place (also it must be taken on educational visits). An emergency epi-pen is stored on the outside of the first aid cupboard.
- In an emergency situation some staff have agreed to administer the school emergency Epi-pen to pupils who do not have a prescribed epi-pen if they feel it is a life or death situation. Staff have been advised to make sure they call an ambulance first and take the advice of the emergency operator.

7. Asthma Inhalers

- It is the responsibility of Parent/Carers to inform the school if their child has been prescribed an asthma inhaler. The school will keep a register of children in school diagnosed with asthma and parents will be asked to sign parental consent forms enabling the use of an emergency Salbutamol inhaler if required.
- Inhalers will be stored in a readily accessible safe place and taken on off-site visits. An emergency inhaler is stored on the outside of the first aid cupboard.
- Inhalers must be in date, preferably until the end of the school year and have the Pharmacist's original label, child's name and date of birth, name and strength of medication, dose, dispensing date and expiry date.
- Staff will monitor inhaler use and parents will be notified if their child is using the inhaler excessively by class teacher or TA.
- Staff running PE lessons and sports activities are aware that physical activity will benefit pupils with asthma, but that these pupils may need to use their inhaler 10 minutes before exertion. The inhaler MUST be available during PE and games. If pupils are unwell they should not participate. Risk assessments will be completed for after school clubs so that staff know which pupils have an inhaler in school.

8. Children requiring Care Plans

- The SENDCO will liaise with the school nurse re a child's Care Plan if required.
- Staff will be informed of the provisions of the Care Plan.
- Care Plans will be kept in the School Office and parental permission will be sought to display the Care Plan with the child's photograph in the relevant classroom and staffroom.

9. Hypoglycemia

- If the school has a diabetic child, the following procedure will be followed. If a diabetic child appears to have a hypoglycemic attack, a named first aider is to be informed immediately. A Glucose drink/tablets may be given. These are to be always kept in the classroom and School Office. Drinks and snacks to be provided by parents.

10. Medi Alerts

- Children who wear medi alert necklaces or bracelets should remove them temporarily when necessary (e.g. P.E. Activities). It is the class teachers' responsibility to ensure that these are kept safe and put back on.
- Providing the approval of the G.P. or Consultant has been given, children wearing plaster casts or using crutches may attend school. Written confirmation will be required.

11. Parental Consent for Treatment

- If a child's parents are not available to give consent regarding urgent medical treatment, it is for the school to assume responsibility and seek suitable advice.
- If a child is being taken on a school journey, a parental consent form is required. If this is refused a child may not go on the journey.
- Parents belonging to religious bodies such as Jehovah's Witnesses and Christian Scientist will be asked to make their wishes known in writing.

Reviewed Annually

Next date: September 2025