EDWARD PAULING
Primary School
learning to succeed together

First Aid and Medicine Policy

Policy Status	Final Policy
Responsibility for this policy lies with (Headteacher, Full Governing Body , Curriculum Committee , Finance & Resources Committee)	Full Governing Body
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Our Aims

The governors and Headteacher of Edward Pauling Primary school believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the school. This policy has safety as its highest priority: safety for the pupils and adults receiving first aid or medicines and safety for the adults who administer them.

We are committed to ensuring:

- Provide equipment and materials to carry out first aid treatment.
- Ensure there are a sufficient number of trained First aiders within school and maintain a record of members of staff who have been first aid trained ensuring it is reviewed and kept up to date.
- The completion of a first aid needs risk assessments for significant activities carried out.
- That pupils with medical needs are fully supported at school and that suitable records of assistance required and provided are kept.
- That we record any medication being administrated during school hours, including Breakfast or TED club.
- That incidents / accidents are fully investigated and any appropriate actions taken to reduce future risks.
- The promoting of an open culture around mental health by increasing awareness, challenging stigma, and providing mental health tools and support.

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed persons are Molly Parks (Attendance and Welfare Assistant) and Chrirantha Johnson (Welfare Officer).

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- All medication is stored in a locked cupboard
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Filling in an on line accident report on Medicaltracker on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Local Authority and Governing Board

London Borough of Hounslow has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing schools appointed person and support completing accident reports on Medicaltracker for all incidents they attend to where a first aider is not called
- Informing the Headteacher of any specific health conditions or first aid needs

First Aid Procedures

In-school procedures

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, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the 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 School Administrator or Receptionist will inform the Headteacher and contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A copy of risk assessment, to include information about the specific medical needs of pupils
- A mobile phone
- A portable first aid kit including, at minimum:
- A leaflet giving general advice on first aid
    - 6 individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - 2 triangular bandages – individually wrapped and preferably sterile
    - 2 safety pins
    - Individually wrapped moist cleansing wipes
    - 2 pairs of disposable gloves

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and these will be signed off by the headteacher. (Appendix 3- Risk Assessment flow chart)

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Record-Keeping and Reporting

An online medical form will be completed on Medicaltraceker by the first aider offering treatment on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.

A copy of the medical form will be retained electronically as part of the pupil's educational record by the first aider Records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

In the case of a serious injury requiring a parent being advised to take their child to seek medical advice (including emergency treatment), a report will also be made by the Headteacher or Safeguarding and Attendance Manager to the local authority using the online reporting form.

Where a pupil has a medical condition, parents and carers should contact school to arrange for a care plan to be put in place with details of all necessary medicines and care, including intimate care where needed, to support pupils' attendance at school. Care plans may also be put in place following medical procedures or accidents, for example involving fractures.

The school will routinely administer prescription medicines to pupils. Parents must bring the medicine to the reception desk to complete a form to inform school of the correct dosage and timings for school staff to follow. Medicine will only be returned to someone over the age of 18 years of age.

Only on residential trips where a pupil is in pain, the school will contact parents and carers to see if Calpol or Nurofen can be administered. A record of the administration will be made and shared with the parent. **All other non-prescription medicines will not be administered by school so parents and carers must not send these to school.**

Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion
- Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:
    - Death of a person that arose from, or was in connection with, a work activity*
    - An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable using our online medical tracker- Medicaltracker. Parents will also be informed immediately if emergency services are called by phone.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Safeguarding Lead or Headteacher will notify London Borough of Hounslow Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.
All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework as well as all newly qualified staff (Level 2 or 3) within three months of starting to be included in ratios. The PFA certificate will be renewed every three years.

Procedure for Giving Short-term Prescribed Medication or Pain Relief Medication in School

Where parents or carers ask school to administer medicine, the parent must complete the consent form (Appendix 2) in full. Medication will only be administered in line with this procedure.

The following procedure will then be observed for prescription medicines:

1. On the day of receipt, the Receptionist will collect medicines and completed Medical Consent Form from the pupils parent or carer and ensure that they check that the form is fully completed. Medication will be checked by the Receptionist to ensure that the name on the medication matches that of the pupil, are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

2. The Receptionist will be responsible for placing each set of medication in a plastic wallet either in a locked fridge or in the locked medicine cupboard in the Medical Room.

3. The Attendance and Welfare Assistant will update the online day log by inputting the details from the Medication use form (Appendix 2). In their absence the Welfare Manager will undertake these tasks.

4. The Attendance and Welfare Assistant will file the original medication use form in the Medical Consent Form folder in the Medical Room by 10.30am.

5. The Welfare Manager will review the online day log by inputting the details from the Medical Consent Form (Appendix 2). In their absence the Attendance and Welfare Assistant will undertake these tasks.

6. The Welfare Manager or the member of staff designated to give the medicine by the Welfare Manager (who will be a qualified first aider) will be responsible for checking the day log on MedicalTracker against the medication provided and administering the medicine to the pupil in line with the consent form at the required time. This must be followed up by sending a parent notification on MedicalTracker.

Where medication needs to be taken home, the Receptionist will annotate the daily log to show this. Medication will only be handed to the parent, carer or responsible adult (over the age of 18) at Reception.
Where medication (e.g. tablets) remains in school, the Receptionist will transfer these details onto the day log ready for the next school day and place this in the folder by 4.30pm.

In the event of any discrepancies, the Welfare Manager must immediately inform a member of SLT and contact parents or carers to clarify any instructions.

Please note that **any** member of staff with the appropriate training may administer long-term medication such as inhalers and epipens as long as the details are recorded, and will be recorded in line with this policy.

The school will routinely administer prescription medicines to pupils. Parents must bring the medicine to the reception desk to complete a form to inform school of the correct dosage and timings for school staff to follow. Medicine will only be returned to someone over the age of 18 years of age.

Only on residential trips where a pupil is in pain, the school will contact parents and carers to see if Calpol or Nurofen can be administered. A record of the administration will be made and shared with the parent.

All other non-prescription medicines will not be administered by school so parents and carers must not send these to school.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are stored in the first aid box in the child's classroom.

Links with Other Policies

This first aid policy is linked to the:

- Health and safety policy
- Safeguarding and child protection policy
- Asthma Policy
- Supporting pupils at school with medical conditions https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf

Appendix 1- School's First Aiders

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Staff Name	Qualification	Expiry Date
Angela Lamb (EYFS)	Paediatric first aid	23rd July 2027
Connor Miller (Sports Coach)	Paediatric first aid	23rd July 2027
Gemma Parkes (SMSA, SEND)	Paediatric first aid	23rd July 2027
Dee Doyle (Breakfast Club, SMSA)	Paediatric first aid	23rd July 2027
Janet Clark (Ted's Club, SMSA)	Paediatric first aid First Aid at work	23rd July 2027 1st April 2029
Ami Vail (SEND)	Paediatric first aid	23rd July 2027
Jenny Clark (EYFS, SMSA)	Paediatric first aid	23rd July 2027
Kristina Ribakova (Breakfast Club, KS1)	Paediatric first aid	23rd July 2027
Kym Johnson (KS2)	Paediatric first aid	23rd July 2027
Tracy Cocks (KS2, Swimming)	Paediatric first aid	23rd July 2027
Rebecca Malone (KS1-Teacher)	Paediatric first aid	23rd July 2027
Chan Jonson (Medical)	Paediatric first aid First Aid at work	23rd July 2027 1st April 2029
Caroline Hall (Breakfast Club, SMSA)	First Aid at work	1st April 2029
Agenta Sinickaite (SBM)	First Aid at work	1st April 2029
Tim Davis (Site Manager)	First Aid at work	1st April 2029
Kerrie Murphy (EYFS)	Paediatric first aid	8th July 2029
Laura Burnside (EYFS)	Paediatric first aid	9th October 2029
Becky Dowden (EYFS)	Paediatric first aid	19th October 2029
Becky James (EYFS)	Paediatric first aid	9th October 2029
Molly Parkes (EYFS)	Emergency first aid	1st April 2029

Updated: 07.10.26

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Consent Form for the Administration of Medication

Pupils Full name		Year/Class	
Date of Birth	D D M M Y Y		

Administration start date	D	D	M	M	Y	Y	Administration finish date	D	D	M	M	Y	Y

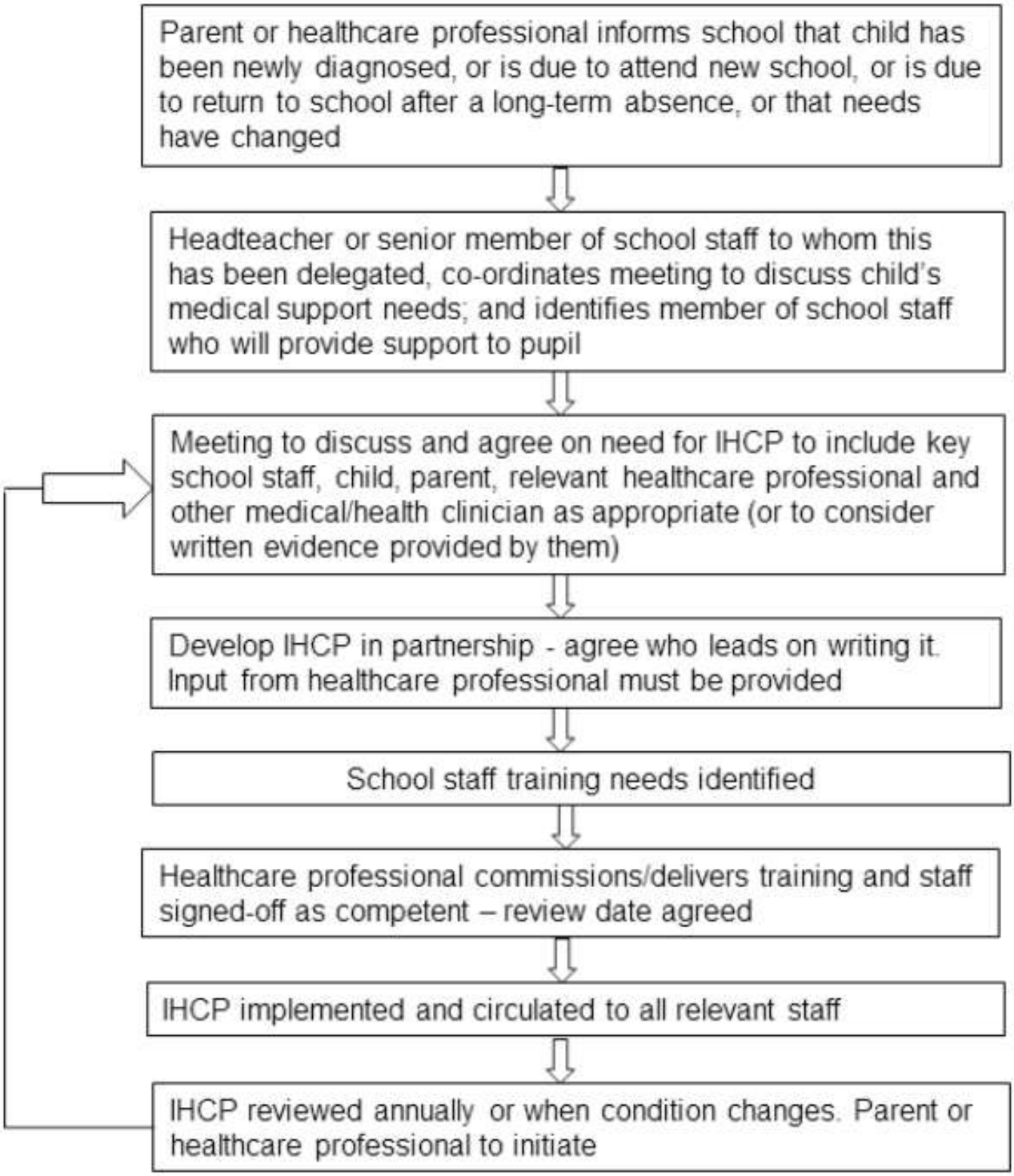
Medication Name		Dosage	
Time of use			
Side Effects			
Other Medication current taken			
Administrated by (Please tick)	Pupil	Parent	Staff

The above medication has been prescribed by a doctor and labelled with the content, dosage and pupil's name	Yes ☐ No ☐
I accept that there may be exceptional circumstances (e.g. when the school is evacuated during a fire alert) when the school may be unable to administer medication.	Yes ☐ No ☐
You confirm that you have provided current GP contact details, shared current allergies and contact details (email address and phone contact) with the school.	Yes ☐ No ☐
The school will enter the details on this consent form onto Medical Tracker and will compete a day register to administrate the medication. You will be notified electronically once the medication has been administrated.	

Signed (Parent/Guardian)		Date	

Office Use Only			
Staff name to administrate medication			
Reordered on Medical Tracker	Yes (Please tick when complete)	Details Entered by	

Appendix 3- Model process for developing individual healthcare plans



https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf