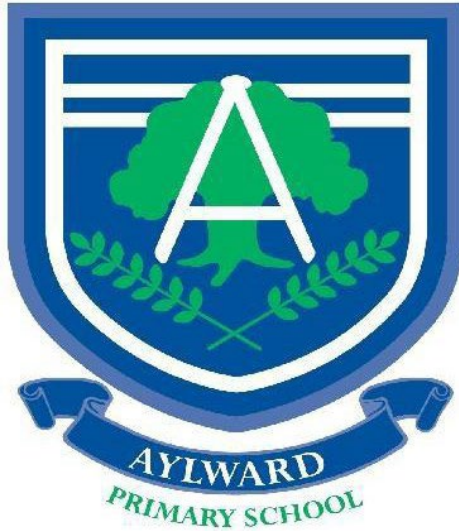




AYLWARD PRIMARY SCHOOL

FIRST AID, ILLNESS, ACCIDENTS, MEDICAL EMERGENCIES AND ADMINISTRATION OF MEDICINE

GB Committee Responsible:	Finance & Premises
Reviewed by:	Marion Tam, Christina Douglas & Lynda Flynn
Review Date:	May 2026
Approved by Committee:	7th May 2026
Ratified by Board	9th July 2026
Next Review Date:	May 2027

1. Introduction

Aylward School will support children who are taking medicines as part of a long-term condition or as a result of a short term infection only if they are prescribed by a Doctor.

Aylward Primary School recognises their responsibilities in relation to the provision of first aid and emergency medical care for pupils, staff and visitors.

The Governors of Aylward Primary school wish to ensure that they meet their statutory obligations, and this policy aims to provide clarity in relation to our first aid provision.

This policy is informed by the DfE guidance and compliments the school's policy on Supporting Pupils with Medical Conditions policy.

2. Rationale

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. In this school it is recognised that the provision should cover all pupils, staff and visitors.

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children.

3. Aims

- To provide First Aid Treatment where appropriate for all users of the school (with particular reference to students and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin taking responsibility for their health needs.

4. Guidelines

- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.

5. Procedures

There are qualified First Aider(s) on call during the school day.

- All users of the school will be able to contact the duty First Aider(s) via the Welfare/Resources room or a member of staff.
- Once informed of an incident the duty First Aider(s) will go to the casualty (ies) without delay and provide emergency care.
- Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the designated area (medical room) for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided.
- If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted.
- Secondary aid will be sought if necessary and at the same time the parent/carer (or other appropriate adult) will be informed.
- **If the situation is life threatening then an Ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene.**
- No member of staff or volunteer helper should administer first aid unless they have had proper training.
- Disposable gloves should be worn whenever possible
- All serious accidents should be reported to the Head Teacher or one of the named First Aiders who should call an ambulance and the child's parent/carer ASAP (numbers located in the office and medical room).
- If a pupil sustains a serious injury, they should not be moved.
- All appropriate precautions will be taken by the staff when cleaning up after an incident involving blood, vomit, etc.
- The First Aider(s) is responsible for recording on the accident card & Arbor details of treatment.
- The First Aider(s) is responsible for ensuring where appropriate that the School's Statutory Accident/Incident Report and Accident/Incident Report Forms are completed.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the Welfare/Resource room accompanied by an adult or another pupil.

6. Incident Reporting

- All incidents are reported and written on the pupil's accident card and on Arbor. These are located in the medical room on the desk.
- This paperwork is filed and kept for up to three years. It is located in the Medical Room. All previous documentation is stored securely in the Archive Room.
- Parents are informed of a head injury or any facial injury by phone and letter. Parents are given details of the injury and, where deemed necessary, recommend to get their child checked out at the GP.
- Serious incidents or accidents are recorded in the School's Accident Book – name, date, accident and injury and location of accident. Statutory forms are filled as required. The Headteacher and Health & Safety Co-ordinator are informed and the incident investigated as to the cause, and appropriate action taken for prevention in future.

7. Prescribed Medicines

Only medication prescribed by a UK Doctor will be administered to a child. All medication must be provided in the original packaging as dispensed by a UK pharmacist. We will not make changes to the dosage prescribed by the Doctor.

8. Administering Medicines

No child under 16 should be given medicines without written parent consent. Form 1 must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school Welfare Team who will then contact parents or the medical practitioner.

A record must be kept in a written form each time medicines are given.

9. Long term medical conditions that require medication:

Parents are advised to discuss on-going conditions with the Headteacher and Welfare staff and appropriate arrangements are made according to individual need.

The School will arrange a meeting with the Assistant Head Teacher for Inclusion and parents to:

- Investigate and explore the condition
- Seek understanding about the support required at school
- Confirm the medicine that is to be administered
- Arrange for welfare staff to be informed about the condition
- Arrange for the appropriate form to be completed
- Arrange for training for appropriate members of staff by the School Nurse if required
- A Medical File is kept which include
 - details of the condition and treatment
 - Parents/carers consent for medication to be administered
 - A record of when medication is administered
- Medication is only accepted in its original container as dispensed by the pharmacist and include instruction for administration, dosage and storage
- Medication, e.g. for pain relief, will not be administered without first checking maximum dosages and when the previous dose was taken. Parents would be informed.
- Medication is kept in a cupboard, and clearly labelled with the child's name

- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharp boxes will always be used for the disposal of needles

Parents will:

- Complete the consent form
- Bring the medicine in its original container as provided by the pharmacist
- Ensure that all medicine is collected by the end the day or as agreed
- Keep the school up to date on any changes to the condition or dosage
- Ensure that medicines are up to date and replenished

10. Short term medical conditions that require medication:

Parents will:

- Complete the consent form
- Bring the medication in its original container as provided by the pharmacist

The school will:

- Store the medication securely and refrigerate if required
- Ensure that the appropriate dose is given at the appropriate time
- Record the time and dose with a signature of administering member of staff
- Return the medication when requested by parents

11. Asthma Inhalers

The school is willing to hold the asthma inhalers for pupils if requested; however, we aim to encourage pupils to be as independent as possible when administering those. All inhalers are currently kept in the Welfare Room. This is being reviewed in the Summer Term 2026 when inhalers may be moved to the child's classroom and taken to PE Lessons / the Playground as children move around the school.

It is the responsibility of parents to ensure that the inhaler is replenished and kept in date.

Please also read the separate school Asthma policy and Asthma Attack poster in Appendix 2.

12. EPI-PEN

The school arranges training for all members of staff in the administration of an epi pen. It is the school's policy to obtain two epi pens for each child. One will be kept in the medical room and the other in the child's classroom. All pupils who may need an epi pen are identified by photograph in the staffroom, medical room and in their main classroom. There is clear signage as to where the epi pens is kept in each classroom so that all staff, including supply staff will be able to find it in an emergency.

Any out of date epi pens will be returned to parents to be disposed of.

Emergency epi-pens are available in school to be used on medical advice where someone with has an allergic reaction that was not previously diagnosed. Welfare to monitor expiry dates and re-order as necessary.

13. Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so

access will only be through the school First Aider or Class Teacher.

15. Out of School

- While on a visit, school staff will ensure that the children take their medication, inhalers etc.
- A first aid kit is required for all Educational visits.
- A Risk Assessment will need to be carried out as part of an educational trip.

The Lead Teacher will have a medication checklist to take on the trip with them, where any medication given to a named child will be recorded on the form and returned to welfare to be filed.

16. Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned, they should seek advice from the Welfare Team.

17. Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self-managed should be taken to the field in a box or container and be supervised by a support member of staff.

18. Key Points

It is the parent's responsibility to deliver and collect the medication from the school office/ medical room. (Parent must come into the main reception to deliver and collect medication and not send it in with a child).

The school will endeavour to administer medication as requested but cannot be held responsible for missed doses.

In the cases of life long and/or long term conditions expiry dates on medication should be diarised by the parent for replacement. The school will endeavour to contact parents when medication is near to expiry date, but the ultimate responsibility is with the parent. The school cannot be held responsible for out of date medication.

Any out of date medication will be given back to parent.

19. Staff

The same procedures apply to staff who may be treated in Welfare. Staff are asked to ensure that any medication they bring to school is kept securely.

All staff are requested to complete a Medical Conditions Form to advise the school of any existing conditions they may have. Staff are not required to complete the form but advised it would help us in assisting them in the event of an emergency. Completed forms are stored in the School Business Managers Office with a summary report kept securely in

the Medical Room for quick access by the First Aiders. The form provides details of the Medical Condition, medication taken and the action to take in an emergency.

20. Qualified First Aid Staff.

Detailed in Appendix 1

21. Complaints

Should a parent/carer be dissatisfied with the support provided they should discuss their concerns directly with the school. If the concern cannot be solved in the first instant an appointment will be made for the parent/carer with the Headteacher. If the parent/carer feels they need to take the complaint further they should follow the school's complaints procedures.

22. Related Policies:

- Child Protection (Safeguarding)
- Educational Visits
- Special Educational Needs
- Supporting Pupils at School with Medical Conditions
- Intimate Care Policy
- Asthma Policy
- Disability Equality Scheme

Parental agreement for school to administer medicine prescribed by a Doctor

Name of child: _____ Class _____

Medical condition/illness _____

Medicine:

Name/Type of Medicine (as described on the container):

Dosage and Method: _____

Timing: _____

Dates to administer from and to: From: _____ To: _____

Are there any side effects that the school needs to know about:

Self-administration: Yes / No (delete as appropriate)

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing

Signature: _____(parent) Date: _____

Relationship to child: _____

Staff with First Aid Qualification

First Name	Surname	Training	Date Completed	Renewal Date
Permanent				
Natalie	Davies	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Christina	Douglas	Paediatric First Aid & Emergency First Aid at Work	16 June 2023	15 June 2026
Christina	Douglas	First Aid at Work	16 May 2026	15 May 2028
Lynne	Flynn	Paediatric First Aid	30 October 2023	29 October 2026
Lynne	Flynn	First Aid at Work	07 May 2025	06 May 2028
Sagikala	Ganendiran	Paediatric First Aid	16 June 2023	15 June 2026
Kimete	Gashi	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Kelly	Hiskey	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Sunitha	Kalakota	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Kerrie	Livy	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Halima	Meerkhil	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Selina	Molyneux	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Michele	Nash	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Rachel	Shortall	Paediatric First Aid & Emergency First Aid at Work	16 June 2023	13 June 2027
Lauren	Shortland	Paediatric First Aid	23 January 2026	22 January 2029
Su	Win	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027
Dafina	Zeqiri	Paediatric First Aid & Emergency First Aid at Work	14 June 2024	13 June 2027

Asthma Attack Poster

