



South Gosforth First School

'Roots to grow and wings to fly'

First Aid and Administering Medications Policy

	Staff <ul style="list-style-type: none">• Read it• Chance for feedback	FGB/Sub committee <ul style="list-style-type: none">• Approved	Accessible <ul style="list-style-type: none">• Website link• Saved
Review Date:	October 2024	October 2024	October 2024
Next Review Due:	October 2025		
	Changes: First Aiders, Training Schedule and Training Log updated		

Member of staff with responsibility:

- **Mr Adams (Head Teacher)**
- **Miss Blackburn (Deputy Head Teacher)**
- **Mrs Logan (KS1 Leader and Lead First Aider)**
- **Mrs Valentine (School Business Manager)**

Suitable and sufficient first aid facilities and first aiders are provided within the school and when on school visits to enable a reasonable response to injuries/incidences incurred by employees or pupils. We have an adequate number of first aiders, formally appointed and trained to the competent first aider level. Records are kept by the office and qualifications are updated when necessary.

In determining the number of trained first aiders needed for school purposes, consideration is given to the nature of activities carried out within school, on school visits and during extra-curricular events.

Medication is kept in a fixed store in the school office or locked fridge in the staffroom. Waste materials are disposed of in the specific hygiene bin in the medical room and a wash basin is available for incidents occurring on the school site.

Details of children with severe medical conditions are stored in the school office – including a copy of their care plan.

The people responsible for organising first aid within South Gosforth First School are the Head Teacher and the School Business Manager.

Current trained first aiders are:

See Appendix 1 and Appendix 3.

First Aid at Work:

All staff had this training as part of training day on 27th October 2023. Updated every 3 years.

Medicine Management

We also have a number of staff that are trained in administering an epipen and use of the defibrillator. This training is provided by an external provider.

The Head Teacher, School Business Manager and Admin Assistant ensure that first aid facilities are maintained, adequately stocked and kept in the designated locations. The first aid provisions are in line with the legislative requirements. Notices displayed all around school advise who are first aiders are. In the event of an emergency **ANY** qualified first aider can be contacted.

Records of all first aid treatment given are maintained by first aiders and accident books can be found in each Key Stage area, near first aid equipment. Once completed and signed, these are passed to the school office for filing. Once record books are full, the book is also passed to the school office for filing. For serious head injuries and any other severe injuries, advice can be sought from NCC Health & Safety Team and full accident reports are completed and sent to Newcastle City Council.

Prior to **school visits**, the organising class teacher completes a detailed risk assessment with regard to the trip. Included in the assessment are any medical issues of pupils that need to be considered and any adjustment to adult-pupil ratio that may be required (for behaviour or medical intervention). When on school trips the attending first aider is responsible for organising the first aid kit, vomit buckets/bags, asthma inhalers and all required medication. Portable first aid kits are provided for out of school visits and a first aider will be available for visits/trips.

FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES

- First aid equipment is clearly labelled and easily accessible

FIRST AID CONTAINERS

- There is no mandatory list of items for a first aid container. However, the HSE recommended that where this is no special risk identified, a **minimum** provision of first aid items would be:
 - A leaflet giving general advice on first aid
 - 20 individually wrapped sterile adhesive dressings
 - Two sterile eye pads
 - Four individually wrapped triangular bandages
 - Six safety pins
 - Six medium sized individually wrapped sterile un-medicated wound dressings
 - Two large sterile individually wrapped sterile un-medicated wound dressings
 - One pair of disposable gloves
 - Equivalent or additional items are acceptable
- Rebecca Pearsall checks all first aid kits fortnightly. If staff are aware they have used items they must inform Lois or Zoe so they can correctly restock as soon as possible after use. Items should be discarded safely after the expiry date has passed.

TRAVELLING FIRST AID CONTAINERS

Before undertaking any off-site activities, the Head Teacher should assess what level of first aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un medicated wound dressing

- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- Equivalent or additional items are acceptable.

School has a medical room that can be used for first aid or dental treatment when required and for the care of pupils during school hours. The area is part of the schools access toilet and includes a washbasin. The room is appropriate for purpose and is readily available.

HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment immediately using the correct/allocated bins.

REPORTING ACCIDENTS AND RECORD KEEPING

Accident Reporting

It is the school's policy that all accidents involving any employee, student/pupil or visitor, which occurs within the school or during authorised outside activities, are reported and investigated in line with legislative requirements and good health and safety management.

All adults' accidents must be reported to the Head Teacher and recorded in the accident book. For accidents involving pupils appropriate first aid forms must be completed and passed to the school office for authorizing and filing.

All accidents and incidents which are reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 are reported to the authorities in line with the requirements of the legislation.

Serious accident statistics (i.e. completion of accident book) are recorded and analysed on a regular basis in order to monitor trends and identify areas for improvement. This analysis will be made known to Governors upon request and appropriate management and authority representatives.

Parents are always informed of first aid treatment given in the event of a serious injury to their child. In every case of a head injury parents are directly contacted as soon as possible. More minor injuries (eg bumps and scrapes) and 'light touch' treatments provided to pupils would not be required to be recorded in an accident book, but class teachers may inform parents at the end of the school day about these incidents if this was deemed to be appropriate.

The Education Department Health and Safety Officer will investigate accidents where it is considered that avoidable hazards have been a contributory factor, or where there may be implications for other schools. All reasonable efforts will be made to prevent a recurrence of such incidents.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

School still keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on a Form. Other reportable accidents do not need immediate notifications, but they must be reported to HSE within ten days on a Form.

Emergency Procedures

In the event of an emergency, the first aider on duty and/or the Head Teacher may make the decision to call for the emergency services (on the phone press 9 for an outside line, followed by 999). An emergency is any

situation where the first aider considers that expert help is required. In some situations, it may be sufficient to call the parents/carers and suggest they take their child to the doctors/hospital. However, more immediate action may be required e.g. a wound where blood flow cannot be stemmed, severe bumps to the head with loss of consciousness, hyperventilation that lasts for more than 10 minutes, an epileptic seizure that continues for longer than normal for the individual child. It is the decision of the first aider on duty and the Head Teacher or second first aider to elect to contact the emergency services.

Pupil Allergies, Medical Conditions and Medication

A record of pupil allergies and medical conditions is held in paper form and electronically. All information is held in the school office and emailed to staff when updated.

It is our aim that children are not prevented from attending school regularly due to their medical needs, and therefore we try to accommodate medical and medication issues as far as possible. However, it is the general policy for employees **NOT** to administer medication to pupils within the school, unless authorised by the Head Teacher or School Business Manager.

Where possible, we urge parents to arrange for their children to take medication outside of the school day, for example if antibiotics are required 3 times a day, we suggest that children can take them before school, after school and before bedtime. If children require a fourth dose, we will administer this at lunchtime.

Staff authorised to dispense medication are currently those qualified to deliver first aid and office staff. Such personnel may only administer drugs or medication to a specific pupil, for whom:

- the medication has been prescribed by a hospital or general practitioner (with dosage details and name clearly marked on the container/bottle/packet),
- a letter of authorisation and/or receiving signature has been given by the parents/carers of the child and
- authorisation has been given by the Head Teacher.

Where short term medications are prescribed, and it is essential for these to be administered during the school day, parents are invited to discuss their individual circumstances with the school office and agree a way forward. All medication must be handed into school at the office and the medication form completed by the parent or carer. The school will then keep a written record of when the medicine was administered in school.

School will not administer non prescribed medication (e.g. Calpol) unless in extreme circumstance; for example under advice from a 999 call centre or when a child's temperature is high and parents are not yet able to come to school to collect the pupil. If this rare circumstance arises parents should first be spoken to on the phone to gain permission and then sign a record sheet when they arrive to collect their child.

If parents/carers feel it is necessary for a child to take a non-prescribed medication to enable a child to attend school, they must contact the Head Teacher to discuss the issue. School will then seek written consent from the parents/carers and a qualified member of staff or the Head Teacher/office staff will be responsible for administration.

Aspirin and Ibuprofen will not be administered to any pupil without a doctor's prescription.

In the case of controlled medication (e.g. Ritalin), the medication must be placed in a locked container within the locked store in the first aid room. Parents and a first aider/Head Teacher must count the medication and sign the medication into school when it is received.

When controlled medication is dispensed, the dispensing first aider/office signs and updates the care plan.

Pupils will not be forced to take medication. If they refuse the prescribed medication, parents/carers will be notified. If the refusal to take medication results in an emergency, the first aider on duty and/or Head Teacher will follow emergency procedures and call for an ambulance.

All other medication must be stored in the locked store, or in the case of liquid antibiotics, in the locked fridge. Only authorised staff have access to the store cupboard keys. Children who require the use of epipens have one pen stored in the medical cupboard.

Children with asthma must have immediate access to (blue) inhalers at all times, the inhaler must be labelled with the pupil's name and correct dosage to be administered and the child's name should be added to the asthma register. Inhalers are kept in the school office. In the event that a child requires more frequent use

than normal, this information should be passed on to the parents/carers of the child as it may indicate an underlying problem.

Parents are informed that dispensing any form of medication is a 'voluntary' act on the part of the school, and that the facility can be withdrawn at any time, and is dependent on the availability of qualified first aiders in school. If at all possible, parents are requested to organise the taking of medication outside of school hours

Form 1**Health Care Plan**

Name of school/setting	
Child's name	
Date of birth/Class or Form	
Child's address	
Medical diagnosis or condition	
Staff member responsible	
Back up staff	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	

Describe medical needs and give details of child's symptoms

Daily care requirements, assistance required (e.g. before sport/at lunchtime)

Facilities and Equipment

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

Access to Curriculum

Staff Training Needs

Follow up care

Arrangements for trips/transport (as indicated by risk assessment)

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

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Plan copied to

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FORM 2

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form.

South Gosforth First School	
Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine Information	
Name/type of medicine (as described on the container)	
Date School to Start Medication	
Dose and Method	
Time medication to be given	
Date School to End Medication	
Are there any special precautions you need us to take when administering the medicine?	<input type="checkbox"/> No <input type="checkbox"/> Yes Please explain _____ _____ _____
Are there any side effects that the school/setting needs to know about?	<input type="checkbox"/> No <input type="checkbox"/> Yes Please explain _____ _____ _____

I understand that I must deliver the medicine personally to the school office and collect it at the end of the school day/course of medication

Signed: _____ Date: _____

Form 3

Record of medicine administered to an individual child

Name of Child:			
Name of Medication: _____			
Dosage: _____			
Date	Timing	Administered By	Signed
Any notes/follow up information:			

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff Member's Name	Role	Contact details
Nicola Renwick	Y1 Class Teacher	0191 2853453
Amanda Logan	Y4 Class Teacher (SLT)	As above
Julie Dibb (Level 3)	Reception Class Teacher	As above
Lindsey Pemberton (Paediatric)	Reception Class Teacher	As above
Samantha Wate (Paediatric)	Reception Class Teacher (will complete in November 2024)	As above
Denise McArdle (Level 3)	HLTA	As above
Jane Milnes (Paediatric)	TA	As above
Catherine Burnett (Paediatric)	TA	As above
Fran Routledge (Paediatric)	TA	As above
Rebecca Pearsall (Paediatric)	TA	As above
Isra Hassan	TA	As above
Zoe Shaw	TA	As above
Susan Steadman	TA	As above
Tina Veitch	TA	As above
Hayley Bartle	TA	As above
Emilie Spencer	TA (will complete Jan 2025)	As above

Kirsti Bunch	TA (will complete Jan 2025)	As above
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Please note, all staff were trained in basic first aid at work during Staff Training Day on Friday 27th of October 2023.

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work Level 3	Nicola Renwick	Feb 2023	Feb 2026
	Amanda Logan	Feb 2023	Feb 2026
	Julie Dibb	May 2024	May 2027
	Denise McArdle	July 2023	July 2026
	Zoe Shaw	April 2024	April 2027
	Susan Steadman	April 2024	April 2027
Paediatric First Aid	Jane Milnes (Plus Forest School)	June 2022	June 2025
	Catherine Burnett	June 2023	June 2026
	Becky Pearsall	June 2023	June 2026
	Fran Routledge	Feb 2024	Feb 2027
	Lindsey Pemberton	Nov 2024	Nov 2027
	Hayley Bartle	Nov 2022	Nov 2025
	Tina Veitch	Dec 2022	Dec 2025
	Isra Hassan	Dec 2023	Dec 2026
First Aid Basic Training	Main Staff	Attended in October 2023	October 2026