

# First Aid & Administration of Medication Policy (Including EYFS)

St Martin's School



<b>Reviewed by:</b>	Kerri Male
<b>Last reviewed on:</b>	January 2026
<b>Next review due by:</b>	January 2027
<b>Approved by:</b>	Tim Shenton

## **The Management of First Aid**

Responsibility for providing first aid during the school day lies with the qualified First Aiders. St Martin's School ensures that there are a high number of qualified first aiders and that all training is kept regularly updated on a three-year cycle.

The School's insurers "provide indemnity to our employees who are qualified First Aiders in respect of treatment administered by them, the failure to administer treatment by them or professional negligence or malpractice of any nature whatsoever, whilst acting on behalf of the School, and for which the school is found legally liable."

In the event of serious injury, an ambulance will be called and the parents contacted. The pupil will be accompanied to the hospital by a responsible adult, usually the Headteacher or Deputy Head.

It is the responsibility of the school to ensure that there is always a qualified First Aider available during extra-curricular activities and for school events such as plays and concerts.

## **Staff Trained in Paediatric First Aid**

Sarah Alfazema (achieved on January 2024)

Emma Hedge (achieved on January 2024)

Jessica Roberts (achieved on January 2024)

Heather Davis (achieved on January 2024)

Caroline Pastecchia (achieved on January 2024)

Tamara Spencer (achieved on January 2024)

Kerri Male (achieved on January 2024)

## **Recording and Reporting**

The Headteacher (in their absence the Deputy Head) is responsible for reporting major injuries or over-three-day injuries and dangerous occurrences (near miss accidents) to the RIDDOR Incident Contact Centre 0845 300 9923. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Minor Injuries are recorded on Smartlog by First Aid Staff.

In the case of an injury, parents are informed the same day either at pick up or by phone/School Spider message, depending on the severity of the incident.

## **Broad Guidelines**

### **a. Individual Staff Responsibility**

- To ensure that they know the identity of qualified First Aiders and Epipen trained staff.
- To ensure they understand and follow the school's First Aid policy.
- To report all accidents/incidents

- To familiarise themselves with the location of the nearest First Aid Box and the location of the EpiPens/medical area.

**b. Class Teacher Responsibility**

- To ensure that the pupils are aware of where the nearest First Aid Box is located and where to go and who to tell to get treatment.
- That the Headteacher is informed of ALL pupils who have received first aid during school hours

**c. Parent Responsibility**

- To follow any parental requirements outlined in the First Aid Policy

**d. Pupil Responsibility**

- To ensure that they know the location of the medical area (within staffroom) and First Aid Boxes
- To ensure that they behave in such a way as to avoid accidents
- To inform a member of staff when they are injured and medical assistance required
- To inform a member of staff immediately in the event of an accident

**e. Responsibility of First Aiders**

- To deal with the accident/incident
- To record details of injury and First Aid given on Smartlog. Digital records will be kept.
- To inform parents, as appropriate, either in person or by phone depending on the severity of the injury.

**f. Responsibility of Staff organising Educational Visits**

- To comply with the procedure in the Health and Safety Policy and First Aid Policy.

**Procedure for cleaning bodily fluids**

Wear PPE found in cleaning cupboard. Use absorbent powder for effective bodily fluid cleaning using the labelled dustpan and brush. Hoover used to clear up any remaining powder residue. The cleaner will be informed via the School office.

**Serious Medical Emergency Procedure**

Dial 999 – give child/adult's name and if possible, date of birth. Explain what is wrong with the person and the location of the incident (What 3 Words: chips, keys, horses)

**School Trips**

When organising a school trip the following procedures have to be followed:

- A list of pupils going on the trip to be provided to the office prior to the trip.

- The lead teacher will ensure they are aware of any medical issues and discuss with staff as necessary.
- The trip organiser will ensure there is a named First Aider on the trip. If a pupil going is known to have an allergy and has a Prescribed EpiPen, then a member of staff who is EpiPen trained must be present. If a child is diabetic, a member of staff trained in diabetes management/the child's parent must accompany them.
- The staff will ensure they take a medical bag, including an EpiPen kit if required.
- All details of pupils with medical issues must be taken on the trip. A list is available in the school office, along with telephone contact numbers.

### **First Aid Kits**

The First Aid Kits taken on school trips and visits are updated by staff every time they are returned to the medical area. All kits are checked and replenished half termly. A kit is given to the designated first aider on a trip with other trip staff receiving one depending on the number of pupils, duration of the trip and the planned activities.

### **First aid drawers/boxes on site**

All staff are aware that they have a responsibility to notify the office if equipment is used or stock is low in the supplies.

### **Administration of Medication at School**

All parents complete an admissions form with medical information for their child. Relevant staff are made aware of this.

If a child is asthmatic, an inhaler should be provided and made available at all times.

If a child has a severe allergy, an EpiPen should be provided and made available at all times. These are kept in the medical area.

If a parent wants to have any medication administered at school, they must complete an Administration of Medicine form (kept in the office). Any medication must be clearly labelled and handed to a member of staff. With the exception of inhalers, no medication may be kept outside of the office. When the medication is administered, staff must complete a form noting the name of staff who administered the medication, the dose and time. This form is returned with the medication to the person collecting the child at the end of the school day.

### **Early Years Foundation Stage**

Children in Early Years will have the name of staff who administered the medication, the dose and time noted on the Administration of Medicine form and kept in the office.

### **Medical alerts**

Medical alerts for children with serious medical issues will be displayed, containing the child's photograph and details of the condition and procedures to be followed in the event of an incident.

### **Storage of Medication**

Medication is stored securely in the office and may only be accessed under supervision of a staff member.

### **Children with an IHP**

IHPs will be shared with all staff at least annually and discussed with outside agencies (EG. Diabetes Management Team) as applicable or when updates are required.

An additional Individual Risk Assessment will ensure all requirements of the IHP are met (staffing ratios, trips, whole school events, etc.) and appropriate training and provision are in place.

Parents will be included in provision plans.

### **Procedure for responding to children who are ill or infectious**

Should a child become unwell during the school day and need to be sent home (e.g. due to vomiting), parents will be called immediately from the school office. The Headteacher should be informed at the earliest available opportunity.

Should a child need to be isolated or receive treatment prior to being sent home, the reading room will be repurposed by using a privacy shield to separate off the area. Should a bed be required, the inflatable mattress is stored in the locked cupboard in this room. Running water is available via the sink and the children's toilets are located within five metres.

Parents are given information regarding winter viruses and preventing the spread of infection via newsletter annually, or more frequently if required. Parents reminded of 48-hour policy for sickness and diarrhoea regularly, and whenever a child is sent home unwell. Letter sent out via School Spider referring parents to NHS for advice for infections/parasites such as ringworm, threadworms, slapped cheek, scarlet fever, chicken pox and impetigo, as required.

### **Implementation, monitoring and evaluation of the policy**

The implementation of the First Aid Policy should ensure a safe environment. The Headteacher and Deputy Head reflect on any incidences which enables them to evaluate how they may implement change to avoid such an incident recurring. Termly Health and Safety checks provide opportunities for further monitoring and evaluation.