FIRST AID PROCCEDURES AND ADMINISTERING MEDICINES POLICY

All Saints Church of England Primary School

Approved :	**Date**: December 2025
Review:	**Date: December 2026**

Our All Saints family shall arise and shine for the light of The Lord is upon us.

All of our policies are written with the aim of improving our school and of realising our Christian vision:

Our All Saints family shall arise and shine for the light of The Lord is upon us.

Our vision underpins every document, procedure and decision made within our setting. We are committed to enabling all members of our community to flourish and to ensuring that even in the darkest of times, when we follow the word of God, we can all live out our values to **ARISE** (achieve, respect, include, support and enjoy) when at school and **SHINE** long into our future.

Based on the teachings of Isaiah 60:1

This document should be read in conjunction with the school's supporting pupil's with medical needs policy.

Aim

First aid can save lives and prevents minor injuries becoming major ones. This policy addresses responsibilities, outlines procedure and provides information related to First Aid and medicines administered by trained personnel at All Saints School.

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child to take responsibility for their health needs and for adult to review their own lifestyles
- To administer medicines as required

Pupil Records

All information about pupils' medical conditions is to be held in the main office, medicines are stored in the staff room (inhalers and epi-pens are in the classrooms).

All staff are advised to be familiar with pupils who have medical needs. Images of these pupils posted in the Staff Room on their care plans - CPs.

All teaching and support staff must familiarise themselves with the medical conditions of pupils they are likely to encounter on a regular basis particularly asthmatics.

All staff supervising physical activities must be informed by the class teacher if a child has a medical condition.

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders on school site at All Saints we have 11.
- Portable First Aid Kits are taken on educational visits and are available on the playground at breaktimes too.
- The Appointed First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.
- All relevant staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

First Aid Boxes

First Aid Boxes are located in:

- The front office
- Staff Room
- The medical room
- On the playground at breaktimes
- In each phase first aider's classroom

All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work, Approved Code of Practice. Only specified first aid supplies will be kept.

First aid boxes will be maintained and restocked when necessary by authorized personnel.

Portable first aid kits will be available for staff members required to work away from the school building, where access to facilities may be restricted.

Procedures in School

- In the event of an injury or medical emergency, contact the appointed First Aiders – posters of their names are displayed around the school site
- If the situation is life threatening (9)999 will be called at the earliest opportunity without waiting for the appointed person. A member of staff should accompany the pupil to hospital.
- Any pupils complaining of illness or who has been injured is sent to see one of the qualified first aiders; where inspection and the appropriate treatment supervision will be undertaken. If necessary, parents will be contacted and

professional treatment sought/ parents called to collect them and take them home.

- Where possible, a member of staff should administer first aid with a witness present.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes.
- All accidents and injuries are recorded in the school's accident books, which are kept accessible with first aiders
- Minor accidents and injuries are reported to parents via a take home slip given to them at the end of the school day.
- Pupils with head bumps receive a sticker so they can be watched by all whilst in school however if a lump emerges the injury is reported to parents by phone straight away so that parents have the choice of coming to collect their child and take them home to watch them to ensure no other symptoms occur. Parents would spot these in their children best.
- For injuries leaving a visible mark, especially on the face, parents are called to inform them of what to expect when they collect their child at home time.
- For accidents, which are caused by a hazard, it will be the responsibility of the first member of staff on the scene, to ensure the area is safe for all other persons i.e. hole in the ground made safe by covering with a chair for example. This member of staff must immediately inform the Head Teacher who will notify either the Site Manager or Maintenance Office for remedial action.
- More serious accidents involving broken bones, head injuries and unconsciousness will be recorded on a serious accident form– available from the health and safety manager.
- All serious accidents/illness should be reported to the SLT. Parents/guardians must be called as soon as possible
- Serious accident investigations will be carried out by senior leaders, and any remedial action shall be taken where necessary.
- Those accidents, which require reporting to the Health and Safety Executive, will be reported within 10 days of the accident using appropriate procedures. For extreme emergencies including broken bones or fatalities, the Head Teacher must be informed immediately or by telephone if they are off site.

Procedures out of school including educational visits and sporting events

- The lead member of staff should always carry a mobile phone with them on trips out of school.
- Teachers should check that they have all relevant medicines i.e. inhalers and epi-pens.
- A first aid kit should be taken.
- A risk assessment has been carried out (and all relevant staff made aware) in line with the procedures. Particular attention needs to be paid to crowded venues, adventurous activities, sporting events, activities by water.

Administration of Medicines

Before any medicines are given, written permission from parents must be given stating the medicine has been recommended and prescribed by their GP and must be taken 4 times a day (which is why one dose is needed during school times)

Any medicine to be administered in school time must be clearly labelled with the child's name and DOB. All medicines will be stored in a locked place eg the staffroom.

Medicines are only administered by a fully qualified first aider.

Medicines are only administered if the staff administering it can see the permission form which is kept in the 'medicines in school' folder in the main office.

Trained personnel will administer medicines. This will include administering adrenaline via the EpiPen if required or the supervision of insulin shots. A log will be kept of any medicine administered under these circumstances, and parents will be informed. Needles or syringes must be disposed of in accordance with regulations and guidelines, safety needles are taken home to be disposed of.

If any medications (such as, asthma inhalers) are brought into the school it is the responsibility of the parent to ensure that they inform the school. Asthma inhalers are kept by the class teacher in the classroom. If there are any doubts about a child's ability to take responsibility for their inhaler this must be made clear to the school and arrangements made to safeguard the child.

Every time a child uses their inhaler a record of this MUST be made of this on their inhaler log sheet.

Body Spillages /HIV

No person must treat a pupil who is bleeding without protective gloves. Protective gloves are stored in the medical room and in all first aid boxes. The priority is to deal with the person who is bleeding according to the following procedure:

a) Wherever possible the patient should be asked to help with his/her own treatment ie: to apply pressure to the wound or to hold a cotton wool pad.
b) Disposable gloves should be worn where a first aider must treat a wound
c) Soiled dressings and gloves will be placed in a plastic bag which will then be sealed before disposal.

Where blood has been spilled onto a surface:
a) Disposable gloves, apron or other protective clothing must be worn
b) The area will be thoroughly washed and disinfected
c) All cloths used will be disposed of by placing in a bag which is than sealed.

All body fluid spillages must be reported to the Site Manager and cleaned up immediately. Gloves should be worn when in contact with blood or body fluid is likely.

Absorbent granules should be dispersed over spillages and left to absorb for a few minutes then swept up into a dustpan and placed into a bag and sealed. Wash the affected area with warm water and disinfectant and dry.

Once spillages have been put into a plastic bag it can be put in the external dustbins for domestic waste disposal.

Hands must be washed and dried after removal of protective gloves and alcoholic gel applied.

Head Lice
If live lice are noticed in a pupil's hair the parents are contacted by telephone and ask that they will administer the appropriate treatment before the child returns the next day.

Monitoring
This policy is monitored at least annually and adapted as and when necessary.