

Achieving Excellence through Leadership

Medical and First Aid Support

Document Details	
Approving Body	FGB
Author	Giles Junior School
Committee Responsibility	Resources
Scheduled Review	Annually
Date of Policy	March 2025
Next Review	March 2026

Achieving excellence through leadership

First Aid and Medical Support Policy

Accident & Emergency Procedure

Aims We aim to provide appropriate first aid for accidents and injuries involving pupils, staff, and visitors on-site. This policy has been developed with reference to the DfE Guidance on First Aid, the NHS Clinical Commissioning Group guidance on Over The Counter (OTC) Medicines in schools, the HCC Supporting Pupils with Medical Conditions Policy (January 2021), and First Aid arrangements in Educational Establishments (November 2020). Guidance was also sought from Managing Medications in Schools (January 2021).

This school is an inclusive community that supports and welcomes pupils with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both school-based and out-of-school) as other pupils. No child will be denied admission or prevented from attending due to their medical condition.

- The school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers should feel confident in the care they receive at school.
- Staff understand that medical conditions can be serious, affect a child's quality of life, and impact their confidence.
- All staff know what to do in an emergency and understand their duty of care.
- The school recognizes its duties under **Section 100 of the Children and Families Act 2014** and complies with relevant legislation, including the **Equality Act 2010** and the **Special Educational Needs and Disability (SEND) Code of Practice** where applicable.

Personnel

- The **Head Teacher** has overall responsibility for the implementation of this policy.
- **All staff** are responsible for dealing with minor incidents and seeking help from a qualified first aider if required.
- **Lunchtime supervisors** may administer basic first aid if they have completed a basic first aid course.
- If an accident occurs off-site, a trained first aider will administer first aid.

Recording of Accidents

- Accident report forms are available on the school server under **Staff Resources > First Aid**.
- **Minor injuries:** Recorded on an **Accident Form**. Bumped heads are reported to the office, and a **ParentMail notification** is sent.
- **Serious injuries:** Reported directly to the **Office Manager or First Aider**, who will contact parents via telephone.
- **RIDDOR-reportable incidents:** These will be reported to **Hertfordshire Local Education Authority (LEA)** and the **Health and Safety Executive (HSE)** within the required timeframe.
- All records are stored securely in the School Office.

First Aiders and First Aid Boxes

- First aid training is updated **every three years**.
- At least **two paediatric-trained first aiders** are on-site between **07:45 and 16:45**.
- First aid boxes are located in key areas, including the **main office, stock cupboard, staff room, and classrooms**.
- A **designated staff member** is responsible for checking and replenishing first aid supplies fortnightly.

Hygiene and Infection Control

- Staff must follow hygiene protocols when treating injuries, including wearing **disposable gloves**.
- **Spills of blood or bodily fluids** must be cleaned with biohazard kits.
- **COSHH-assessed cleaning materials** are stored in a **locked cupboard** out of children's reach.
- **Children with vomiting or diarrhoea** must stay home for **48 hours** after symptoms subside.

Administering Medication

- Parents must complete **Form 2 - Request for School to Administer Medication**.
- Medication must be **clearly labeled** and stored securely (except for inhalers and emergency medications, which are kept accessible in classrooms and the office).
- **Non-prescription medication (e.g., Calpol)** will **not** be administered without a doctor's note.
- **Epi-pens** are stored in a **clearly labeled drawer in the main office**.
- **Emergency inhalers** are available for pupils with asthma (see **Form 6 - Consent for Emergency Inhaler**).

Accidents and Incidents

Minor Accidents:

- Treated by staff.
- Parents are informed via **email and/or phone** for **head injuries**.

Major Accidents:

- **Head Teacher or SLT** must be informed immediately.
- A **first aider** assesses the situation and **calls an ambulance** if necessary.
- Parents/carers are contacted, and the child is taken to the hospital by a **staff member** if needed.

Emergency Procedures

- **Call 999/112 for serious incidents**.
- Provide details including **name, location, symptoms, and medical history**.
- A **staff member will accompany a child to the hospital** until a parent arrives.

Medical Conditions Management

- Pupils with medical conditions (e.g., asthma, epilepsy, diabetes, anaphylaxis) have **Individual Health Plans (Form 1)**.

- **Anaphylaxis:** Epi-pens must be **easily accessible**. Staff receive **annual epipen training**.
- **Diabetes:** Pupils must be allowed to **eat snacks and test blood sugar levels as needed**.
- **Epilepsy:** Staff trained to administer **rectal diazepam if required (Form 5a and 5b)**.

Automated External Defibrillators (AEDs)

- **AED location:** School hall (marked with an AED sign).
- **Trained staff list:** Available in the **staff room**.
- **Monthly maintenance checks** are carried out by the **Lead First Aider**.

Confidentiality and Training

- **Medical information is confidential** and shared on a **need-to-know basis**.
- **Annual training** is provided for staff on asthma, allergies, epilepsy, and diabetes.

Compliance and Review

- The policy is reviewed **annually**.
- Approved by the **Full Governing Body (FGB)**.

Date of Policy: March 2025

Next Review: March 2026

Approved by: FGB

This document is distributed to all staff, school governors, and available to parents upon request.

Forms & Additional Information

- **Form 1:** Individual Health Care Plan
- **Form 2:** Request & Permission to Administer Medication
- **Form 3:** Record of Medication Administered in School
- **Form 4:** Staff Training Record
- **Form 6:** Emergency Salbutamol Inhaler Consent Form

For further guidance, staff should refer to the **DfE's Supporting Pupils with Medical Conditions at School (latest edition)**.

VOLUNTARY SUPPORT GROUPS:

Action for Sick Children

Argyle House

29-31 Euston Road

London NW1 2SD

Tel: 0171 833 2041

Action for ME and Chronic Fatigue

PO Box 1302

Wells BA5 2WE

24 Hour Helpline: 0891 122976

Aid for Children with Tracheostomies

215a Perry Street

Billericay

Essex CM12 0NZ

Tel: 01277 654425

The Anaphylaxis Campaign

PO Box 149

Fleet

Hampshire GU13 9XU

Tel: 01252 318723

Association for Spina Bifida and Hydrocephalus

Ashbah House

42 Park Road

Peterborough PE1 2UQ

Tel: 01733 555988

British Allergy Foundation

23 Middle Street

London EC1A 7JA

Helpline: 0171 600 6166

(Open from 10am to 3pm)

British Diabetic Association

10 Queen Anne Street

London W1M 0BD

Helpline: 0171 636 6112

British Epilepsy Association

Anstey House

40 Hanover Square

Leeds LS5 1BE

Helpline: 0800 309030

Cancerlink

17 Britannia Street

London WC1X 9JN

Tel: 0171 833 2451

or

9 Castle Terrace

Edinburgh EH1 2DP

Tel: 0131 288 5557

*Contact a Family Contact Line (information source for
parents of disabled children and all professionals
working with disabled children)*

170 Tottenham Court Road

London W1P 0HA

Tel: 0171 383 3555

Cystic Fibrosis Trust

Alexandra House

5 Blyth Road

Bromley

Kent BR1 3RS

Tel: 0181 464 7211

Hyperactivity Children's Support Group

71 Whyke Lane

Chichester

West Sussex PO19 2LD

Tel: 01903 725182

*MENCAP (Royal Society for Mentally Handicapped
Children and Adults)*

117-123 Golden Lane

London EC1Y 0RT

Tel: 0171 454 0454

USEFUL CONTACTS AND HELPLINES:

National Association for the Education of Sick Children

St Margaret's House

17 Old Ford Road

London E2 9PL

Tel: 0181 980 8523

National Asthma Campaign

Providence House

Providence Place

London N1 0NT

Helpline: 0345 010203

Switchboard: 0171 226 2260

Fax: 0171 704 0470

National Eczema Society

163 Eversholt Street

London NW1 1BU

Tel: 0171 388 4097

The National Society for Epilepsy

Chalford St. Peter

Gerrards Cross

Buckinghamshire SL9 0RJ

Tel: 01494 873991

National Standing Conference of Hospital Teachers

145 Hardham Road

Pailton-le-Fylde

Lancashire FY6 8ES

Tel: 01253 891928

The Psoriasis Association

7 Milton Street

Northampton NN2 7JG

Tel: 0604 711129

Royal National Institute for the Blind

224 Great Portland Street

London W1N 6AA

Tel: 0171 388 1266

SCOPE

The Cerebral Palsy Helpline

PO Box 833

Milton Keynes MK14 6DR

Tel: 0800 626216

(Weekdays 11am to 9pm - Weekends 2pm to 6pm)

SENSE

11-13 Clifton Terrace

Finsbury Park

London N4 3SR

Tel: 0171 272 7774

The Sickle Cell Society

54 Station Road

London NW10 4UA

Tel: 0181 961 7795

Terrence Higgins Trust

(Information on HIV and AIDS)

52-54 Grays Inn Road

London WC1X 8JU

Helpline: 0171 242 1010

TEACHER UNIONS

Association of Teachers and Lecturers

7 Northumberland Street

London WC2N 5DA

Tel: 0171 930 6441

National Association of Head Teachers

1 Health Square

Boltro Road

Haywards Heath

West Sussex RH16 1BL

Tel: 01444 458133

National Association of School Masters/Union of Women Teachers

Hillscourt Education Centre

Rose Hill

Rednal

Birmingham B45 8RS

Tel: 0121 453 6150

National Union of Teachers

Hamilton House

Mabledon Place

London WC1H 9BD

Tel: 0171 388 6191

Professional Association of Teachers

2 St James' Court

Friar Court

Friar Gate

Derby DE1 1BT

Tel: 01332 372337

Secondary Heads Association

130 Regent Road

Leicester

Leicestershire LE1 7PG

Tel: 0116 2471797

UNISON

1 Mabledon Place

London WC1H 9AJ

Tel: 0171 388 2366

OTHERS

*Association of County Councils**

Eaton House

66a Eaton Square

London SW1 9BH

Tel: 0171 235 1200

*Association of Metropolitan Authorities**

35 Great Smith Street

London SW1 3BJ

Tel: 0171 222 8100

British Association for Community Child Health

5 St Andrew's Place

Regents Park

London NM1 4LB

Tel: 0171 486 6151

The College of Paediatrics and Child Health

5 St Andrew's Place

Regents Park

London NM1 4LB

Tel: 0171 486 6151

Health and Safety Executive

Education National Interest Group

39 Baddow Road

Chelmsford

Essex CM2 0HL

Royal College of Nursing

20 Cavendish Square

London W1M 0AB

Tel: 0171 409 3333

The Royal Pharmaceutical Society of Great Britain

1 Lambeth High Street

London SE1 7JN

Tel: 0171 735 9141

Fax: 0171 735 7629*

* **Note** - ACC and AMA merge on 1/4/97 to become the Local Government Association.

Date for review:

March 2025

Distribution:

- A copy of this policy will be available to:-

- a) all school governors
- b) all staff
- c) all School Office staff
- d) all parents (on request)

Please note this policy is signed digitally on Governor Hub following ratification by the FGB or committee responsible for the policy oversight and review.

PUPIL DETAILS:

Surname:

Forename:

Date of Birth:

Condition/s:

Class

PUPIL PHOTOGRAPH**Family Contact 1:**

Name:

Relationship to Pupil:

Phone No:

Family Contact 2:

Name:

Relationship to Pupil:

Phone No:

GP:

Name of Doctor:

Surgery Address:

Hospital/Clinic:

Name:

Phone:

Describe the condition and the pupil's individual symptoms:

Daily Care Requirements:

Describe what constitutes an emergency for this pupil and the action to be taken if this occurs:

Follow up care:

Name of person responsible in an emergency:

Date:**Review Date:**

FORM 2**REQUEST & PERMISSION TO ADMINISTER**

Giles Junior School will not give your child medicine unless you complete and sign this form, and the has agreed that school staff can administer the medication

Surname:**Forename:**

Date of Birth:

M/F:

Class/Form:

Condition or illness:

MEDICATION:

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

For how long will your child take this medication:

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Procedures to take in an Emergency:**CONTACT DETAILS:**

Name:

Daytime Telephone No

Relationship to Pupil:

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that the school is not obliged to undertake this service.

Date:

Signature(s):

Confirmation of the agreement to administer medication

I agree that the child named above will receive the stated medication every day at the stated times under supervision by a trained member of staff.

This arrangement will continue until the end date of course of medicine or until instructed by parents/carers.

Date:

Signed:

Miss L Whitby

FORM 3**RECORD OF MEDICATION**

Date	Pupil's Name	Time	Name of Medication	Dose Given/ Qty Remaining	Any Reactions?	Staff Signature	Print Name

FORM 4**STAFF TRAINING RECORD for the ADMINISTRATION of
MEDICAL TREATMENT**

Name:

Type of Training Received:

Training provided by:

Date training completed:

I confirm that.....has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's Name:

Signature:

Date:

I confirm that I have received the training detailed above and agree to administer medical treatment.

Staff signature:

Date:

FORM 6

GILES JUNIOR SCHOOL

CONSENT FORM

FOR USE OF EMERGENCY SALBUTAMOL INHALER

I can confirm that my child has been diagnosed with asthma / has been prescribed an Inhaler [delete as appropriate].

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

You will be notified if this has been administered to your child.

Please make sure you check your child's inhaler regularly to make sure it is in date and has not run out.

Child's name:

Class:

Name parent/carer).....

Relationship to child.....

Contact number:

Signed: Date: