



# **Administering First Aid and Illness Policy**

**Signed:**

**Chair: R. Dutton**

**Head: H. Swindells**

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**Review date: July 2025**



## Chesterton Primary School First Aid and Illness Policy

### Medicines in School

- No child under normal circumstances should be in possession of any medicine in the school.
- Any child who requires medication during the school day must receive written permission from their parent/carer

### Administering Medication

All pupils have a file that includes a medical section with up-to-date information about their class. This will include allergy lists, and any medical information including care plans.

Children will sometimes need medication during their time in school, to keep children safe we will follow this procedure:

- Written permission must be obtained from the parent/carer if they wish their child to be given medication in school – this may be via email.
- No un-prescribed medication (pain and fever relief) is given to children unless we have received parental consent and there is a health reason to do so.
- Children taking prescribed medication must be well enough to attend school.
- All medicines must be in-date and prescribed for the current condition. Long term medication that remain in school need to be regularly checked for dates.
- Forms for administering medicines are kept in the school office and in the medical files and must be completed in full and signed by the parent. These forms clearly state the name of the medication, the amount to be administered and the time it is to be given. If email permission is granted the same information must be provided.
- Medication will be administered by a member of staff. Staff sign the administering medicines form to say they have given the medication and at what time, this is returned to the parents daily, so that they have an exact time and amount of administered medication.
- Any medication administered, is then recorded on Scholar Pack, under the 'Ancillary' tab
- All non-refrigerated medication is stored safely out of the reach of children and will only be collected by a member of staff.
- Medicines that require refrigeration are stored in a section in the staffroom fridge.
- Staff must never give the first dose from new medication; this must be given by the parent in case of an allergic reaction.
- Staff have a list of children with known medical conditions.
- Staff will be trained to administer medication to children who require regular medication e.g. asthma inhalers, epipens. Care plans will be in place.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- A member of staff with a paediatric first aid certificate will be on the premises at all time.



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The following staff are trained in paediatric first aid or emergency first aid (dependent on job role and position in school).

- All EYFS staff
- All School LSA staff
- All Teaching Staff
- Lunchtime Supervisors
- School secretary

### Illness during the school day

If a teacher feels that a child is not well enough to continue working in school then the child is accompanied to the office. The responsibility for deciding whether the pupil should go home or not, therefore primarily resides with the teacher who knows the pupil better alongside the office staff based on the conversation with the parent and any background to the illness.

The child remains in reception (except in extreme cases or if they are in EYFS) and parents will be contacted and asked to take direct responsibility for the pupil (remove the pupil from the premises).

If pupils become ill at break or lunch times they should report to a member of staff on duty.

### ACCIDENTS

If a pupil has an accident at break and lunchtime they should be sent to the **first aider available on the playground** to explain the problem. **Please note that children should not be sent to the office to receive first aid unless it is an emergency.** Accidents only will be dealt with in/outside the nearest classroom and appropriate action taken. Any cuts and abrasions should be dealt with in the allocated classroom.

For the more serious accidents (other than minor cuts and abrasions) the child's parent will be contacted and asked to take the child for medical assistance. If the parents cannot be contacted and the school is concerned about the child's health then it is better for the child to be waiting at a hospital, rather than at school,

It is always important that Initially the school attempts to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be driven to casualty by a member of staff (with suitable car insurance) who will remain with the pupil



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until the parent(s) arrive.

Parents should be:

- given the name of the hospital to which their son/daughter has been taken;
- asked to attend the hospital as a matter of urgency;
- reassured to prevent parental distress and another possible accident as they travel to the hospital.

If no member of staff is available to take the pupil to hospital then an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. The hospital should be telephoned and told of the problem and any available 'contact names and telephone numbers' - this is best done by the ambulance crew. The hospital will then take responsibility for contacting parents and may use the police if deemed necessary. Pupils must be sent to hospital **immediately** by ambulance in these cases:

- any head injuries and wounds needing stitches when the bleeding cannot be slowed down;
- all suspected fractures must go direct to hospital immediately by ambulance or with parents; if there has been any amount of unconsciousness even for a few seconds.

### **Recording Accidents**

All minor accidents will be given a bump note and reported on Scholar Pack

All serious accidents involving hospitalisation will be recorded on My Accident Reporting Entrust.