



The Rivers  
C.of E. Academy Trust

## Northwick Manor Primary School

### First Aid and Administration of Medicine Principles and Procedures

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#### First Aid and Administating Medication

At Northwick Manor Primary School, the aim of First Aid is to reduce the effects of injury or illness suffered. It is important that people receive immediate attention and that an ambulance is called where necessary. First Aid can save lives and prevent minor injuries becoming major ones.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aid personnel and facilities should be available:

- to give immediate assistance to casualties with common injuries or illness;
- to summon an ambulance or other professional help.

#### DEFINITION

First Aid means (as far as the regulations are concerned):

- cases where a person will need help from a medical practitioner; treatment for the purpose of preserving life and minimising the consequences of injury or illness

- treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner

## **STATEMENT**

Northwick Manor Primary School is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries that occur. The school will provide information, instruction and training to specific employees to ensure that statutory requirements and the needs of the school are met.

## **FIRST AID ARRANGEMENTS**

### **Personnel**

First Aid personnel are members of staff who have volunteered for the role or are designated First Aiders and who have been assessed as being suitable. The identities of First Aid personnel are displayed on First Aid notices located at positions around the school.

In the case of visits, excursions and events, risk assessment is carried out to take account of the First Aid requirements.

All First Aiders **must** hold a valid certificate issued by an organisation approved by the Health and Safety Executive. First Aid certificates are valid for three years and refresher training must be arranged before the certificate expires.

All First Aiders have Epipen/Jext Pen training and most school staff have been trained in the use of an Epipen/Jext Pen, with yearly up dates of training provided.

### **Materials**

A First Aid cupboard and bags are provided by the school to ensure that there are adequate supplies for the nature of the accidents occurred. First Aid personnel are responsible for their contents and maintenance. The school will replenish stocks as required if items have been used or their expiry dates have passed.

## **RECORDING ACCIDENTS**

All accidents need to be recorded, however minor. An Accident Report must be completed as soon as possible after the injury has occurred and signed.

A Pupil Accident Form should be completed for pupils whenever injuries occur involving:

- assault by another person
- fractures or suspected fractures
- medical/hospital treatment
- head injuries giving rise to concern (eg. concussion or unconsciousness)
- defects in equipment, furnishings or premises.

This should be reported to the LA within **two days** of the accident using the myCority on-line electronic accident reporting system.

Accidents involving death or very serious injury should be reported to the LA's Health and Safety Co-ordinator **immediately** using the myCority on-line electronic accident reporting system.

## **TRANSPORTATION OF CASUALTIES**

First Aid personnel are not expected to accompany a casualty to hospital or transport them anywhere. If a situation arises where hospital treatment is required, an ambulance is called and the parent/carer is contacted.

If a hospital recommendation is made by the First Aider (but not an emergency), parents or carers are contacted and it is their responsibility to transport their child.

In the unusual event that a parent/carer cannot be contacted, a member of staff will accompany the child if they are in immediate danger or need immediate hospital treatment.

## **ADMINISTRATING MEDICATION TO PUPILS**

### **Storage and disposal**

All medication should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips.

Schools may hold asthma inhalers for emergency use, as detailed in [DfE Guidance on the use of emergency salbutamol inhalers in schools](#). The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

In cases where Ritalin or similar medication is prescribed, two members of staff will administer and sign to say medication was given. This medication must be handed into the office where it will be stored in a locked container.

All disposal of medication should follow the manufacturer's guidelines. This is usually that medication is returned to the pharmacist by the parent, rather than thrown away.

### **Self-administration**

In cases where, after discussion with parents, children who are competent should be encouraged to manage their own medicines and procedures, including self-medicating under supervision. In such cases, written consent from parents/carers should be obtained.

### **Training**

In line with ['Supporting pupils at school with medical conditions'](#) (December 2015) our staff must have appropriate training in supporting children with medical conditions. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

In cases where children may require oral medication such as antibiotics/paracetamol, written instructions from a parent/carer as well as written instructions on the medication container dispensed by the pharmacist will be deemed as sufficient training for members of staff under

the discretion of the headteacher. Administration of medication should always be checked and signed for by two members of staff (appendix 1).

In cases where children may need support in administering an inhaler, training materials can be accessed through [How to use your inhaler | Asthma + Lung UK \(asthmaandlung.org.uk\)](https://www.asthmaandlung.org.uk) . Health professionals can also provide training in specific instances. In cases where an inhaler can be self-administered, written consent from the parent/carer must be obtained.

In cases where children may require an adrenaline pen e.g. EpiPen or Jext, a Health Care Plan is required. Adrenaline pen training can be accessed through 'Every' training through Anaphylaxis & Allergy Training for Schools & Carers. Please note, as part of this training, there is an additional link that must be opened and read.

Training for other medical conditions detailed on Health Care Plans should be advised by a healthcare professional.

First Aiders and staff are not contractually obliged to give medication or to supervise a pupil taking it. It is, therefore, a voluntary activity. Any medication given whether prescription or non-prescription must be accompanied by a completed medical consent form, which should show dosage and timings. Medication should always be supplied by the parent/carer.

School reserves the right to refuse admittance to school if a child's (known to school) medication is not on the premises and in date.

#### **PARENT/CARER RESPONSIBILITY**

Prime responsibility for pupils' health rests with parents and carers. In order that medication can be administered in school, parents/carers must complete a medical consent form (appendix 1).

It is parents'/carers' responsibility to ensure medication is in date and there is an adequate supply in school.

If a child needs non-prescribed medication during the school day (e.g. Calpol, Nurofen, Piriton), parents/carers are encouraged to come into school to administer it. In these cases, written consent must be sought.

**Reviewed - June 2024**

**Review Date - August 2025**

## Parent/Carer Request and Agreement for School to Administer Medicines

### Northwick Manor Primary School



Parental agreement for school to administer medicines on school site and off-site activities.  
This record should be kept until the child's 25<sup>th</sup> birthday.

Name of Child			
Date of Birth		Class	
Medical condition or illness			
Emergency contact name			
Emergency contact telephone		Relationship to child	

Name/Type of medicine			
Date dispensed		Expiry Date	
Dosage and method		Time of dose	
Special precautions			
Are there any side effects the school should know about?			
Can the child self-administer?		Agreed review date	
Procedures to take in case of emergency			

**Consent for emergency inhaler:** (only complete if necessary)

In the event of my child displaying symptoms of asthma/having an asthma attack, 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. **Yes/No**

I confirm that:

- I understand that I must deliver the medicine personally to the school office.
- I accept that this is a service that the school is not obliged to undertake.
- I understand that I must notify the school of any change in writing.
- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the school day and during off-site school activities.
- I agree to collect it at the end of the term and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy.
- The medication is in the original container labelled with the contents, dosage, child's full name and is in within its expiry date.
- I give consent, as part of the health and safety and GDPR regulations, for any specific emergency medicine my child might require to be displayed in the staff room for staff employed by the school to see.

Signed parent/carer .....Date.....

Quantity received	Date	Staff signature	Parent/Carer signature
Quantity returned	Date	Staff signature	Parent/Carer signature

### Northwick Manor Primary School

Record of medicine administered to an individual child as per details on reverse (to be completed by school)

Date		Dose given	
Time needed		Time given	
Name of staff administering medicine		Checked and signed by	

Date		Dose given	
Time needed		Time given	
Name of staff administering medicine		Checked and signed by	

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