

# **Fowlmere Primary School**

## **First Aid and Administration of Medicines Policy**



**November 2025**

## **Introduction**

It is essential to have in place adequate First Aid provision and medical care for all pupils and school personnel.

## **2. Aims**

- To provide adequate First Aid provision and medical care for pupils and school personnel.
- To have in place qualified First Aid personnel.
- To have in place adequate First Aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

## **3. Purpose**

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of First Aid and administration of medicines.
- Clearly defines the responsibilities and the staff.
- Ensures the safe use and storage of medicines in the School.
- Ensures the safe administration of medicines in the School.
- Ensures good First Aid cover is available in the School and on visits.

## **4. The First Aid Team**

Most staff have basic first aid training and have a duty of care to administer first aid. The fully trained first aiders in school are:

Mrs Janet Muir  
Mrs Lynne Brooks  
Mrs Dawn Moffat  
Mrs Janice Stanley  
Mrs Lorna Chisholm  
Mrs Anna Morris

## **5. Accident Reports**

In the case of a pupil accident, the procedures are as follows:

Break and lunch times:

- The first aid kit and accident book are outside.
- Member of first aid trained staff on duty administers first aid.
- This member of staff completes the accident report.

- Report is to be handed to the class teacher at the end of break time and put into child's bag or child is instructed to take the report and put it in their bag to take home (if they are well enough)
- If the injury is serious – child is taken inside for further first aid if safe to do so.
- Call a fully qualified paediatric first aider (see above) if serious.
- Message sent to the office if emergency services are needed.

Classrooms/in school:

- If alone, send message to office for support
- First aid equipment is stored in grab boxes/bags in each classroom, in the school office and the treatment room. A first aid kit is taken out to the playground during break-times.
- Follow procedure above

Staff must NOT take photographs of injuries.

If an injury occurs that requires referral to medical agencies then a Local Authority Accident Record Form (IRF96) must be completed online, by a senior staff member or office staff. They will receive the information from the First Aider to complete the online form.

## 6. Cuts

All open cuts should be covered after they have been treated/cleaned with gauze. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident book.

A fully trained paediatric first aider must attend for severe cuts. These should be recorded in the accident book and parents informed.

## 7. Bumped Heads & Other Bumps

Any bump to the head, no matter how minor, should be dealt with immediately. All bumped heads should be treated with an ice pack. Parents and guardians must be informed by a slip from the accident book if not considered serious (the child will be asked a set of standard questions to assess their condition) or informed immediately by telephone if considered serious. The child's teacher should be informed and they should keep a close eye on the progress of the child. **ALL** bumped head incidents should be recorded in the accident book. If children are complaining of a headache or feeling sick they will be asked if they have bumped their head and the above actions followed. All bumps to other parts of the body should be treated with an ice pack, regardless of if the child says they feel okay. These should be recorded in the accident book and a slip sent home with the child to inform their parents.

## 8. Accident File

There is an accident book held at the school office. All accidents requiring first aid should be entered into the accident book. Entries should be fully completed including date/time/location and details of the accident and injuries sustained. Old books are stored in the School Office until the youngest child in them reaches 21 years of age. Under no circumstances may pages be removed from this book.

## 9. Calling the Emergency Services

In the case of major accidents it is the decision of the fully trained First Aider, in consultation with the most senior teacher on site, if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

- State what has happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the School

In the event of the emergency services being called, a member of the office staff OR SLT, should wait by the School Gate and guide the emergency vehicle into the School.

If the casualty is a child, their parents should be contacted immediately and given all the information required. A member of staff would accompany the child in the ambulance if parents were not available. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the School Office. Information regarding staff allergies will also be kept here.

## 10. Medicines in School

### 10.1 Administering Medicines

Only medicines that are prescribed by a doctor and prepared by a pharmacist with a label indicating the person's name and dosage, will be accepted for administration in school.

Medicines will not be administered in school unless the following criteria are fulfilled:

- Medication is needed during a school day trip or residential trip
- Medication is prescribed for 4 or more times per day
- Medication is prescribed for less than 4 times a day and the child attends Kids Club
- Medication is required on a daily basis to manage a long term medical condition

For medication that fulfils the above criteria, parents must complete a medicines form. Medicines forms are available from the school office.

Parents are welcome to come into school during the day to administer medication at any time if they wish.

#### **Procedure for administering medicines:**

- A medicine form must be kept with the medicine and instructions followed precisely
- Every time the medicine is administered it must be recorded in the Medicines Book (a separate book to the Accident books)
- **There must always be two staff to administer medicines: BOTH must check the name matches the child; one administers the dose and the other checks dosage is correct**
- **Both staff members must sign the medicine book and the child must take the slip home**

All medicine forms completed by parents are kept in the administration of medicines file, which is kept in the main office. Each year there is a new file. Old files are securely stored.

***There is no legal duty which requires School Staff to administer medication; this is purely a voluntary role***

## **10.2 Where Medicines Are Stored**

No medicines should be kept in the class (except inhalers and epipens – see below) or in the child's possession. All medicines are kept securely in a locked cupboard.

## **10.3 Asthma Inhalers**

Children's inhalers are in their class at all times. Two members of staff must witness a child taking their inhaler and complete a record in the medicines book. This must be sent home to parents.

## **10.4 Asthma and Other Medical Problems**

At the beginning of each academic year, any medical needs are shared with staff and a list of these children and their conditions is kept in the office.

## **10.5 Epipens and Anaphylaxis Shock Training**

Some children require epipens to treat the symptoms of anaphylactic shock. Epipens are kept in children's classrooms. Staff receive regular training on the use of epipens.

## **11. Head Lice**

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform parents. When we know of a case of head lice in school, we will send a standard information email out to the relevant class.

## **12. Vomiting and Diarrhoea**

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

## **13. Creams**

We do not administer creams for skin conditions such as eczema unless the prescription satisfies the criteria above (10.1).

## **14. Chicken Pox and Other Diseases, Rashes**

If your child has any of these infections they will need to stay off school for a prescribed period of time. Your GP will advise timescales.

## 15. Sun Safety

At Fowlmere Primary School we want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through a combination of:

### Education:

- PSHE lessons
- Assemblies
- Staff keeping up to date with guidance from the NHS, GPs and the Local Authority
- Communication with parents before and/or during heatwaves

### Protection during periods of hot and sunny weather:

- All pupils strongly encouraged to wear sun hats at break and lunch times, during outdoor learning and outdoor PE lessons
- School uniform and PE kit must include a T-shirt with shoulders (no vest style clothing)
- All pupils are strongly encouraged to bring in a bottle of water everyday
- Water bottles are filled if a pupil requests this if it has become empty
- Shade is provided in the school grounds; EYFS has covered area and trees.
- Benches and other seating are moved into the shade during hot periods
- If weather is extremely hot, we may reduce time spent outside at lunchtime

**Sun cream:** Sun cream should be applied at home before pupils come into school. If parents wish it to be reapplied during the day:

- Roll on sun cream can be brought into school – it must be clearly named
- It must be placed in a designated tray in the pupil's classroom
- Children can reapply it themselves at break or lunchtime
- **Staff cannot help them and the school takes no responsibility for any sun burn or other injury resulting in sun cream being misapplied**
- Children must understand that they must not share their sun cream with others
- Parents may come into school during the day to reapply sun cream if they wish.

## 16. Staff Medicines

All staff medicines must be kept securely out of the reach of children.

## 18. School Visits/Trips

For all trips/visits, teachers must state on the risk assessment form, what arrangements there are for First Aid at the visit site. They must also identify children who have inhalers/epipens and be responsible for taking these. A first aid kit must be taken on the visit.

# Appendix 1

## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION FORM

The school will only administer Prescription Only Medicines (POMs) on receipt of this form being fully completed and signed.

### DETAILS OF PUPIL

Name: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
\_\_\_\_\_ Class/ Year \_\_\_\_\_  
Condition or illness: \_\_\_\_\_

### MEDICATION

Name of Medication (as described on the container): \_\_\_\_\_  
For how long will your child take this medication: \_\_\_\_\_  
Date Dispensed: \_\_\_\_\_

### FULL DIRECTIONS FOR USE

Dosage and method: \_\_\_\_\_  
Timing for medicine to be given at school: \_\_\_\_\_  
Will a dose of medicine be given before school? \_\_\_\_\_  
Time: \_\_\_\_\_  
Special Precautions: \_\_\_\_\_  
Side Effects: \_\_\_\_\_  
Self-Administration: \_\_\_\_\_  
Procedures to take in an Emergency: \_\_\_\_\_  
Please list any other prescribed medicines your child takes at home: \_\_\_\_\_

### CONTACT DETAILS

Name: \_\_\_\_\_  
Relationship to Pupil: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Address: \_\_\_\_\_

**I understand that I must deliver the medicine personally to the school office.  
I accept that this is a service which the school is not obliged to undertake and, as they are not health professionals, they cannot be held liable for mis-administration or non-administration.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>Internal use only</b>
Received by: _____
Date received: _____
Dose checked: _____
Expiry checked: _____

## Appendix 2

### PARENTAL CONSENT FORM FOR USE OF INHALER AT SCHOOL

Child showing symptoms of asthma / having asthma attack:

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which is in the classroom.
3. 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.

#### DETAILS OF PUPIL

Name: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Class/ Year: \_\_\_\_\_  
Expiry Date of Inhaler: \_\_\_\_\_

#### PARENT CONTACT DETAILS

Name: \_\_\_\_\_  
Relationship to Pupil: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Address: \_\_\_\_\_

**I accept that this is a service which the school is not obliged to undertake and, as they are not health professionals, they cannot be held liable for mis-administration or non-administration.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Internal use only

Received by: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Dose checked: \_\_\_\_\_  
Expiry checked: \_\_\_\_\_