

St Luke's CE First School

First Aid and Medicine Policy



Approved by the Governing Body on 18th September 2025

Review: September 2026



Our School Vision

In our St Luke's family, we recognise we are all God's children and through our caring and nurturing environment, we follow His word. We trust and rely on God's teaching so that we can encourage each other, develop our relationship with one another and the world, and flourish in all that we do.

God's word is a lamp to my feet and a light to my path. (Psalm 119 v.105)

Biblical theology:

We are all God's family and we know that God wants us to succeed in all that we do. It is through his strength that we can do these things and we encourage each other to see that they can be anything they want to be and do anything they want to do.

Please refer to our vision statement and core values (school website; vision and values)

Aims

To ensure the health, medical safety and welfare of all pupils, staff and visitors in school by supporting and caring for anyone injured or taken ill during the school day, supporting pupils with medical conditions and to ensure any pupils who require medication can do so safely.

Roles and Responsibilities

The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members. The governing body must ensure that arrangements are put in place in school to support pupils at school with medical conditions.

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy, including ensuring that a First Aid Co-ordinator is appointed in school and an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are made aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils and that first aid facilities are available whenever there are people on site.
- Ensuring that all first aid incidents are recorded correctly and reported to the relevant bodies as appropriate.
- Ensuring that all First Aiders and relevant staff are aware of any known medical conditions in school whilst maintaining confidentiality.
- Along with Assistant Headteacher/SENCO, ensure all pupils with long term medical conditions in school are supported by an individual health care plan and liaise with relevant agencies and health and social care professionals.

School Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the First Aiders in school are.
- Completing the first aid record book/accident reports for all incidents.
- Informing the Headteacher of any specific health conditions or first aid needs.
- Ensuring a first aid grab bag is taken out at lunchtimes, active play, sporting activities, forest school etc.
- Ensuring pupils' medicines, such as inhalers, are accessible for children at all times.

First Aid Co-ordinator

The school has an appointed First Aid Co-ordinator who, along with the Headteacher, ensures appropriate guidelines are followed and completed i.e. completing accident records and reporting to appropriately. Our First Aid Co-ordinator is our School Administrator.

The First Aid Co-ordinator maintains and has oversight of first aid equipment and materials, and along with First Aiders, ensures restocking of first aid boxes.

The First Aid Co-ordinator maintains and is responsible for pupil accident books, staff, adult and visitor accidents reporting and reporting of accidents to the Academy Trust as appropriate.

The First Aid Co-ordinator is responsible for calling for emergency assistance (i.e. ambulance) when necessary.

The First Aid Co-ordinator is responsible for maintaining the defibrillator, ensuring the battery and pads are checked regularly and the maintenance sheet completed.

First Aiders

The following staff have received training and are qualified to administer First Aid in school:

| | |
|-------------------|--------------------------------|
| Miss K Courtney | First Aid at work |
| Mrs V Griffiths | Paediatric First Aid |
| Mrs C Burling | Paediatric First Aid |
| Miss S Grubb | Paediatric First Aid |
| Mrs N Ishaq | Paediatric First Aid |
| Mrs K Jedrzejczyk | Paediatric First Aid |
| Miss M Powell | Emergency Paediatric First Aid |
| Miss C Cooper | Emergency First Aid at work |

First Aiders are responsible for:

- Maintaining their training as instructed by the Headteacher, for carrying out first aid procedures as laid out in this policy and for accurately recording all first aid and accidents as soon as possible after administering first aid.
- Maintaining first aid equipment and materials, ensuring the restocking of first aid boxes, or alerting the First Aid Co-ordinator to obtain stock which needs replenishing.
- Ensuring they are aware of all locations of first aid equipment and keeping them stocked.
- Ensuring they are aware of any children with specific medical needs requiring an action plan. Read and be aware of the action plan and what the pupil needs are in case of emergency.

First aid facilities and equipment

Minor first Aid needed during the school day is generally administered at the school central first aid area which is situated in the school's main entrance outside of the Headteacher's office. The area has two green chairs and a clear 'Poorly Point' sign. The central first aid equipment station is situated here. If first aid is required while outside at break time and/or lunchtime, this is done outside by first aiders, unless there is a significant need to bring the pupil into school for further treatment.

There is a defibrillator in school and it is located in the school office. The First Aid Co-ordinator should ensure the defibrillator is checked and maintained regularly and the defibrillator maintenance check sheet completed.

First aid kits are stored in:

Central first aid area 'Poorly Point' In the main school lobby

First aid equipment

First Aid boxes must be marked with a white cross on a green background.

No other items may be kept in a first aid box that is available for general use.

Disposable gloves and masks are stored adjacent to the First Aid box in the central First Aid equipment station.

Disposable gloves must be worn by all staff having to deal with bleeding or spillages of body fluids, no matter how small.

Gloves, paper towels and contaminated dressings or other materials should be sealed in a plastic bag and disposed of in the normal school waste. A first aid waste bin is situated next to the central first aid station. First aid bags/boxes and equipment are checked regularly to ensure there is sufficient supply in school.

Other First Aid equipment

The following items may be kept in school but must not be kept in the first aid box.

They may be kept under the direct control of the First Aid Co-ordinator or a trained First Aider at the discretion of the Headteacher and must not be used by other staff.

- Salbutamol (Ventolin) inhaler supplied by parent or guardian of diagnosed pupil with their name on it and kept in date by parents.
- Epi-pen supplied by parent or guardian of diagnosed pupil with their name on it and kept in date by parents.
- Diabetic medication supplied by parent or guardian of diagnosed pupil with their name on it and kept in date by parents.
- Antihistamine Liquid. Given only at the permission of parents/carers after discussion with First Aider.
- Pain killers (aspirin or paracetamol, including Calpol) will not be administered to pupils (unless prescribed by a doctor) even at the request of parents. They can mask symptoms in the event of injury, and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school. *See medical conditions section for further information and exceptions.*

Trained First Aiders may use other items only if they have been trained in their use. Such items must not be available for general use.

Off-site Activities

A small first aid bag/box should always be carried on any educational journeys or visits.

Staff planning educational visits or journeys should consider the level of first aid cover that will be required. If necessary, they should arrange for a trained First Aider to be one of the accompanying staff.

Staff supervising sports, Forest School and lunchtime supervisors should keep a small first aid kit, appropriate to their level of first aid training, adjacent to the playing area.

Staff attending off-site residential or trips should ensure they have access to a mobile phone and are aware of any medical needs of pupils, IHCP plans and relevant emergency procedures. Inhalers and EpiPen's must be taken for any pupils with Asthma and Allergy requirements.

Pupils requiring travel sickness medication for school trips should take the medication before coming into school in the morning. If medication is required for the journey home then a medication form should be completed and the medication must be provided in the original packaging and clearly labelled with name and dosage.

Any medicine required for residential trips must be clearly labelled as for prescribed medicines and an appropriate form completed and signed by parents/carers.

Accident and Emergency Procedure

Following any accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. The nearest member of staff should assess the situation and if the pupil or adult is clearly well enough to do so they can be taken to the nearest available First Aider or to the central first aid station 'Poorly Point' to receive minor first aid.

First Aiders must wear disposable gloves to administer first aid. Disposable gloves and aprons must be worn when dealing with bodily fluids.

If a pupil has a medical action plan or IHCP the First Aider must follow the appropriate procedure as identified in the IHCP.

For any first aid administered, the first aid record book should be fully completed.

A copy of any pupil's action plans will be kept in the first aid record folder in the central first aid station. They will also be saved to Scholarpack/Arbor.

In the event of a head injury (any injury upwards of the neck can be defined as a head injury – therefore covering all areas of the face including the back and sides of the head), the pupil must be assessed by a qualified First Aider. If they are well and the bump is minor they can return to the class. If the head bump is significant enough to cause a mark/lump, but the child is well enough to stay in school, a courtesy telephone call should be made to advise parent/carers, along with issuing the head bump wrist band and letter and liaising with parent/carer collecting at the end of the day.

In all instances of a head bump the pupil must be issued with a head bump alert wrist band and a head bump red letter.

The pupil will be informed that they need to keep the wrist band on until their parent/carer collects them and has seen it. The teacher or teaching Assistant who the pupil returns to must be made aware of the accident and the head bump and the red head bump letter must be given to that member of staff who will ensure it is passed on at the end of the day to the parent/carer collecting the child. Parents are requested to return the slip to confirm receipt of the letter and will be retained by the First Aid Co-ordinator.

A copy of the head bump letter is in the appendix of this policy.

If the person has sustained an injury which is minor but may require further attention after the end of the school day, such as a graze or cut to the hand which requires a soak and further clean to remove any traces of dirt or grit, then a minor injury slip should be completed and given to the teacher or teaching assistant so that parent/carer can be made aware and further action taken. This must be recorded in the record book.

If a pupil, staff member or visitor feels sick, the nearest first aider should assess the symptoms and issue a vomit bowl or bucket and a drink of water and sit them near ventilation where possible. They can be moved to the First Aid area if necessary. If a pupil vomits during the school day, parent/carers will be called to collect and the child must remain at home for 48 hours from the last episode of vomit.

An injured person or pupil should not be moved if there is any suspicion that doing so could exacerbate their injuries. In cold or wet weather, it may be necessary to keep them warm and dry. A First Aider should be alerted to the location immediately.

The First Aider should examine the injured person and give such treatment as is appropriate or possible.

If hospital treatment is necessary, an ambulance should be called. Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

In the case of pupils:

- The parent or guardian must be contacted as quickly as possible and asked to join their child as soon as possible at the school or hospital, as appropriate. School should not wait for parents to arrive to take pupils to hospital unless it is certain that treatment is not urgently required.
- There must be no delay to treatment or despatch of the injured pupil to hospital while waiting for parents or guardians to arrive.
- A member of the school staff (teaching or support staff) must accompany the pupil to hospital if their parents have not arrived in time to do so, unless (exceptionally) the ambulance crew specifically request otherwise.
- The member of staff accompanying the pupil should normally wait at the hospital until the pupil's parent or guardian arrives unless the nursing staff advise them not to do so.
- Staff accompanying a pupil to hospital should not normally give their consent to medical treatment unless it is specifically requested by a doctor, who should be asked to assume the responsibility for this decision.
- In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent or guardian, even if it is known that their consent might not have been given.
- Staff accompanying pupils to hospital from an educational visit should hold the written consent of parents to emergency treatment on the parental consent form, which should be shown to the doctor on arrival.

Training

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until. This is maintained by the School Administrator/First Aid Co-ordinator.

Staff are encouraged to renew their first aid training when it is no longer valid.

Administering Medicines in School and supporting pupils with a medical condition

There is no legal duty that requires schools and staff to administer medication. Medicines will only be administered by members of staff who are trained First Aiders.

Parents/carers should wherever possible administer medication at home, medicines requiring three doses can be given before school, after school and at bedtime.

School will only administer medicines during the school day if the medicine is required to be taken **four** times a day or in exceptional circumstances and where it would be detrimental to the child's health if it were not administered during the school day.

Only medicines prescribed by a Doctor, Dentist or Pharmacist prescriber will be accepted.

Parents/carers must complete a signed agreement for school to administer prescribed medication. The form (appendix 3) is available from the school office.

This must be fully completed, signed and returned to the office with the medicines which must be clearly marked with the name and class of the pupil, together with the dose and the time(s) of day at which it should be taken. Each time a tablet or medication is given, it must be recorded and signed for by two members of staff.

Medicines are only accepted if they are brought by the parent or guardian in the original container dispensed in.

Medicines will be kept in the school safe or in a locked container if requiring refrigeration. No medicines except medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils, EpiPen's for anaphylaxis or glucose tablets for diabetics (which should be kept close to the pupil(s) concerned for immediate use) will be kept in classrooms.

Medicines will only be accepted in relatively small quantities (2 or at most 3 days' supply) and a note should be taken of any requirements for special storage conditions.

Any unused medication will be returned to the parent/carer and must be collected from the school office.

Medical Conditions

The Headteacher and Assistant Headteacher (SENDCO) are responsible for ensuring that any pupil with a medical condition will be properly supported in school so that they can have full access to education including school trips and physical education.

It is essential that parents/carers make school aware of any long-term medical needs and that school have sufficient information regarding the medical condition of any pupil with medical needs. The school will then draw up an individual health care plan (IHCP) along with the parents/carers and will consult with any relevant health and social care professionals to ensure that the needs of the children with medical conditions are properly understood and effectively supported. More information is available on the DfE guidance [Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The Headteacher and Assistant Headteacher (SENDCO) will be responsible for ensuring any IHCP is monitored regularly and reviewed at least annually. The IHCP will be made available to all staff who support the child whilst maintaining confidentiality. Staff supporting the child will be suitably trained.

Acute Allergic Reactions – Anaphylaxis

Parents of children with acute allergic reactions must inform school before a child is admitted or as soon as they are aware of the condition. A written individual health care plan IHCP should be drawn up in consultation with parents and the doctor who has prescribed treatment.

All staff must be made aware of the possibility of anaphylactic reactions in specific pupils and should be made aware of which staff have been trained to give treatment and how they can be summoned. Supply staff must be made aware of this if they are likely to be teaching any class containing a pupil known to be likely to suffer an anaphylactic reaction.

Asthma

Parents of children with asthma must inform school before a child is admitted or as soon as they are aware of the condition. A written individual health care plan IHCP should be drawn up in consultation with parents and the doctor who has prescribed treatment.

School holds details of asthmatic pupils which will include details of the medication that they need and any known substances or situations which can cause an attack and which they should avoid, this is kept in the main school office with the First Aid Co-Ordinator with the school emergency inhaler to access if a child presents with asthmatic symptoms in school.

Asthmatic children should have access to their medication at all times and should be able to use them before activities if required.

School holds a spare reliever inhaler in the event of an emergency.

Staff should not use a centrally held inhaler for pupils who have not been medically diagnosed as asthmatic, however similar their symptoms might be. In such cases an ambulance should be called if the attack is severe.

Analgesics

School will not administer any unprescribed medication.

Pain killers (e.g. aspirin or paracetamol, including "junior" forms such as Calpol) will not be administered to pupils, even at the request of parents. They can mask symptoms in the event of injury, and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school. The only exceptions to this are:

Pupils for whom pain killers have been prescribed, especially those with long-term medical conditions.

Pupils on a residential trip, where the amount given must be very carefully monitored by the member of staff administering, taking the same degree of care as a sensible parent would be expected to take and will carefully follow the dosage requirements as specified. Consent forms must be signed and taken on the trip and should only be administered by the staff member who is trained in First Aid.

Controlled drugs

Controlled drugs are strong medicines that may be especially harmful. Controlled drugs are legally classified and are controlled by the misuse of drugs ACT placing additional controls on their supply, storage and prescribing and administration. Controlled drugs can easily be identified by the abbreviation on the packaging POM (CD).

POM = Prescription-only medicine

CD = Controlled Drug

It is therefore a legal requirement that:

- The drugs are kept in a locked container inside a locked cupboard inside the school safe.
- A register of receipt and issue must be kept, with double entry records.

The register must be a bound book – not loose-leaf. Entries must be made in ink and must not be altered or destroyed. Each time new stock is received, it must be entered and signed for by two people. Each time a tablet is given, it must be recorded and signed for by two people.

The dose given, the date and time, the name of the pupil receiving the dose and the number of tablets remaining must be recorded.

It is important that the staff issuing the tablets to pupils actually see them take the tablets and is recorded. Any controlled drugs that are not used will be returned to the parent/guardian.

If pupils refuse to take medication staff will not force them to. Parents/Carers will be called to inform them.

Confidentiality

Under the Data Protection Act medical documents are deemed sensitive information, Information in any IHCP and or related medical information where an IHCP is not necessary needs to be shared to relevant staff but balanced with the need to keep confidential information secure. All data will be retained as per the recommended retention and GDPR policy

Appendices

1. Head bump letter
2. Minor injury letter
3. Administering medication form
4. IHCP Copy

Review

This policy will be subject to the normal cycle of policy review and will be reviewed and ratified by the Governing Body annually. Furthermore, there may be occasions where this policy is reviewed outside the normal review cycle, including but not limited to:

- a change in the Schedule for Inspections
- a change in legal position framework for Health & Safety specific to First Aid legislation

Agreement for school to administer prescribed medication



Agreement for school to administer prescribed medication

| | |
|---------------------|--|
| School Name | |
| Head Teacher | |

Pupil details:

| | |
|--------------------------|--|
| Name of pupil | |
| Date of birth | |
| Class/group/form | |
| Medical condition | |

Medication details:

| | | | | | |
|--|--|-------------------|--|--------------------|--|
| Name of medicine (as described on container) | | | | | |
| Date dispensed | | | | | |
| Expiry date | | | | | |
| Agreed review date (initiated by identified staff member) | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Staff Name</td> <td></td> </tr> <tr> <td>Review Date</td> <td></td> </tr> </table> | Staff Name | | Review Date | |
| Staff Name | | | | | |
| Review Date | | | | | |

Administration:

| | | | |
|---|--|------------|-----------|
| Dosage and method | | | |
| Timing | | | |
| Special precautions | | | |
| Side effects that school needs to know about | | | |
| Self administration; please tick. | <table style="border: none;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table> | Yes | No |
| Yes | No | | |
| Procedures in an emergency | | | |

Contact details:

| | |
|-------------------------------|--|
| Name | |
| Relationship to pupil | |
| Daytime phone number/s | |
| Address | |

Agreement for school to administer prescribed medication

Agreement for school to administer prescribed medication

- I understand that I must deliver the prescribed medicine personally to (agreed member of staff) and that the medicine should be in the same container as dispensed by the pharmacy.
- The above information is to the best of my knowledge accurate at time of writing and I understand that I must notify the school of any changes in writing.
- I the undersigned consent to the administration of the prescribed medicine as detailed above:

| | |
|-----------------------------------|--|
| Parent/legal guardian's name | |
| Parent/legal guardian's signature | |
| Date: | |

I consent to staff administering the above to me:

Signature of pupil (where ever possible):

Agreement for school to administer prescribed medication

Page 2

Appendix 4.



Individual Healthcare Plan

| | |
|--------------------------------|----------------------------|
| Name of school/setting | St. Luke's CE First School |
| Child's name | |
| Group/class/form | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | |

Family Contact Information

| | |
|-----------------------|--|
| Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

Clinic/Hospital Contact

| | |
|-----------|--|
| Name | |
| Phone no. | |

G.P.

| | |
|-----------|--|
| Name | |
| Phone no. | |

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

