



First Aid and Medicines Policy

Including supporting pupils with medical conditions

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Signature on behalf FGB	Next Review
March 2016	C Ejiogu	10/03/2025			March 2027

Welbourne Primary School

First Aid and Medicines Policy

1. Purpose

This policy outlines the procedures for administering first aid and medication within Welbourne Primary School to ensure the health and safety of all pupils and school personnel. Our aim is to provide the best possible care for our pupils, with trained staff available to administer first aid and medication when necessary.

2. First Aid Provision

- Many Teaching Assistants and Mealtime Supervisors are First Aid trained to deliver care to the children. Some teachers and senior leaders are also First Aid trained.
- Staff receive regular training on supporting children with asthma and allergies and are trained to administer Adrenaline Auto-Injectors (e.g., epipens) and inhalers.

3. Accidents and Injuries Reports

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

- The member of staff on duty calls for a first aider or, if the pupil can walk, takes them to a first aid post and calls for a first aider.
- Minor accidents and injuries may be dealt with in a classroom, office or outside in the playground. This will include scratches, small grazes, paper cuts, minor bumps to the torso/limbs.
- The first aider administers first aid and records it on CPOMs.
- The impact of a bump or blow to a pupil's head may not be immediately apparent, with effects sometimes emerging later. If emergency treatment is not needed, the pupil will receive a "bump on the head" note, and the first aider will notify the office so a text message can be sent home to inform parents.
- If a child is unwell (e.g. they are vomiting or have a fever) and cannot remain in school, we will telephone parents/carers and, if need be, other emergency contacts to arrange for the child to be collected.
- Parents will be informed of minor injuries that do not require medical attention when appropriate, ensuring they are aware and preventing any unnecessary concern upon seeing their child.
- Where the injury requires urgent medical attention an ambulance will be called at the earliest possible opportunity and the pupil's parent or guardian will be notified. If no contact can be made with parent/guardian or other designated emergency contacts then a member of SLT may decide to transport the pupil to the hospital (when an ambulance is not sent or is delayed). Where SLT make arrangements for transporting a child then the following points will be adhered to:
 - *No individual member of staff will be alone with the pupil in a vehicle;*

- *A second member of staff will be present to provide supervision of the injured pupil.*
- Serious injuries requiring additional medical attention must be documented on an LA Incident/Accident Report form, which is filed in the Office.
- The original accident report is submitted to Admin staff, who:
 - Print and file it.
 - Send a copy within three days to the Local Authority (LA).
 - Keep a record of the report being sent.
 - Inform the Site Manager if the accident was due to a hazard or risk assessment concern.

4. School Visits

- On residential visits, the residential first aider will administer First Aid, following the Centre's reporting procedures.
- On day visits, school procedures for a serious accident or incident will be followed, as outlined in this policy or the Emergency Plan. A staff member with first aid training will be present on all trips.

5. Administering Medicines in School

- At the Children's Centre, parents are responsible for administering medication.
- In Ff2 nursery sessions, parents usually administer medicine, except for pupils with a Health Care Plan (e.g., asthma inhalers, epipens).
- The school accepts the need for some pupils to receive medication during school hours. Long-term medication prescribed by a doctor will only be administered after a Health Care Plan has been completed.
- For short-term illnesses, medication prescribed four times a day may be administered once a Health Care Plan has been completed by a staff member and the parent/carer. These records are kept on Medical Tracker, CPOMs and Integris.


There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. However, there is a requirement under the DfE to assist pupils with medical needs. As a result, the school will support with medication, where possible, once the correct paperwork is in place.

Medication Administration Requirements:

- Authorisation from the parent or guardian is required in the form of a completed and signed Health Care Plan.
- Medication must be in its original container (child name visible), with clear dosage instructions from a doctor.
- Medication should be administered in the presence of another staff member when possible.
- Secure storage of medication is ensured.

- On school trips, a first aider will administer long-term prescribed medication.
- Parents are expected to administer three-times-a-day medication at home (before school, after school, and before bed). If medication is required at lunchtime, parents must come to school to administer it.

6. Storage/Disposal of Medicines

- Life-saving medication (e.g., inhalers, epipens, epilepsy medication) is stored in a clearly labeled green box in the classroom out of reach of children.
- Other medications are stored in the designated green box in the child's classroom or in the office room fridge, as required.
- The classroom cupboard must show this label so all staff including visitors know where the medication is stored. 
- It is the parents' responsibility to collect and dispose of unused medicines and ensure medications remain in date.

7. Accidents/Illnesses Requiring Hospital Treatment

- In emergencies, the school will call an ambulance, then inform parents.
- For non-urgent hospital treatment, parents will be contacted to collect their child.
- Parents must provide up-to-date contact information.

8. Pupils with Special Medical Needs – Individual Health Care Plans

Pupils with specific medical conditions (e.g., epilepsy, asthma, severe allergies, diabetes) require Individual Health Care Plans, developed in collaboration with parents, healthcare professionals and the school nurse.

- Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.
- An individual Health Care Plan is used to help to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.
- Parents / carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition.
- Parents / carers are responsible for contacting the school to update the health care plan, should any changes to the plan be needed. The school carries out yearly reviews of all health care plans.
- Parents / carers, and the pupil if they are mature enough, should give details in conjunction with their child's GP and paediatrician.

- A school nurse may also provide additional background information and practical training for school staff.

9. Intimate Care

- If an injury affects an intimate area, the first aider must be accompanied by another staff member.

10. Staff Medicines

- Staff medications must be stored securely, either locked in a cabinet or in the staff room fridge, as per storage requirements.

11. Asthma

- Staff are trained on asthma procedures.
- Emergency Salbutamol inhalers are available for all children with prescribed Salbutamol in school. Health Care Plans can be found with the emergency inhalers in the First Aid room and DHT/SENCo office.
- The asthma register is accessible via Medical Tracker.

12. Allergies

- Staff are trained to manage anaphylaxis.
- Emergency Adrenaline Auto-Injectors (AAIs) are kept in the First Aid room and are available for all children with a prescribed AAI in school. They must not be administered to a child experiencing anaphylaxis who has not been prescribed an AAI by a medical professional (unless directed by a paramedic or other medical professional).
- Health Care Plans can be found with the emergency AAIs.
- The allergy register is accessible via Medical Tracker.

13. Documents

Appendix A - Medical Flow Chart

Appendix B - Medication Form

Appendix C - Inhaler Form



Welbourne Primary School - Medical Flow Chart



A child has an injury, illness or medical condition.

Parent/carer directed to go to the office to complete a Health Care Plan.

Short term medical condition
 If a child has a short-term medical need that requires specific measures to be undertaken (may or may not include administering medication), their parent/carer meet with office staff to complete a Temporary Health Care Plan.
 Added to Medical tracker. PDF added to CPOMs and printed.
 Risk assessment completed if required (e.g. broken bone).

Long term medical condition
 Parent/carer meet with office staff to complete Individual Health Care Plan (may or may not include administering medication).
 Added to Medical tracker. PDF added to CPOMs and printed.
 Risk assessment completed if required (e.g. epilepsy).

Special medical needs
 Where a child's needs are more complex, parent/carer meet with SENCo to complete Individual Health Care Plan (may or may not include administering medication).
 Added to Medical tracker. PDF added to CPOMs and printed.
 Risk assessment completed if required.

A child needs to take medication.

Any changes to the child's medication must be added to their Health Care Plan - please direct parents to the office.

	Medication For Their Long-Term Illness/Condition	Medication For Their Short-Term Illness/Condition	In An Emergency - related to known medical condition	In An Emergency
In the classroom (during learning time)	<ul style="list-style-type: none"> Medication must be kept in a safe, labelled place in the classroom when possible. Most children should self administer while being supervised. When medication needs to be refrigerated or support is needed to administer, class teachers must direct a first aider or send the child to the office. Dosage and administration instructions from prescribing healthcare professional must be followed. Always look out for adverse reactions - see emergency. 'Record of medication being administered' or 'Inhaler Record' Sheet must be completed. 		<ul style="list-style-type: none"> If serious, first call 999. Send a child for <u>help</u> (first aider/health care plan/SLT). You remain with the ill child. Follow child's Health Care Plan (hard copies can be found in - class medical box, medical tracker, first aid room, ASC and Clare's office). Medication must be administered by a first aider, staff trained or class teacher. Complete appropriate paperwork. 	<ul style="list-style-type: none"> If you are a first aider - follow (if appropriate): Step 1: Danger. Step 2: Response. Step 3: Send for help. Step 4: Airway. Step 5: Breathing. Step 6: CPR. Step 7: Defibrillator. Not a first aider: If serious, first call 999. Send for a first aider/SLT. Send someone to check child's Health Care Plan.
Playground / lunch hall	<ul style="list-style-type: none"> Medication must remain in classrooms or the office fridge (unless there are special circumstances). Medication should not be administered at playtime or lunchtime except in the case of an emergency. 			
Trips	<ul style="list-style-type: none"> Medication and Health Care Plans must be taken on the trip. Most children should self administer while being supervised. If support is needed, a first aider (or the class teacher) must administer medication. <ul style="list-style-type: none"> Dosage and administration instructions from prescribing healthcare professional must be followed. Always look out for adverse reactions - see emergency. 'Record of medication being administered' or 'Inhaler Record' Sheet must be completed. 			
ASC / Breakfast Club	<ul style="list-style-type: none"> Medication must remain in classrooms or the office fridge (unless there are special circumstances). Medication should not be administered except in the case of an emergency. 			
After school activities	<ul style="list-style-type: none"> All medication that needs to be administered before participating, must be given before the end of the day (directed by the class teacher), following the guidance above. Medication should not be administered except in the case of an emergency. 			



Pupil Record Sheet

Details of Medication Given to Pupils

Name of Pupil	Class

Follow instruction and guidance on Health Care Plan.

Date	Name of Medication	Dosage Prescribed (ml)	Dosage Administered (ml)	Signature of staff administering	Signature of staff witnessing administration of Medication (if applicable)

*Not having a witness must never delay administration of medication



**Pupil Record Sheet
Record of Inhaler Use**

Child's Name _____

Date	Time	Number of puffs	Comments	Used Spacer Y/N	Confirm Asthma Letter Sent Home	Name / Signature of staff administering