At Claypool everyone is valued, inspired and nurtured on their individual journey of success.

First Aid and Medicines Policy

Policy lead: A. Hulme

Last interim review by the Policy Lead	Autumn 2026
Last full review by the Policies Committee	Spring 2024

Next interim review by the Policy Lead	Autumn 2027
Next full review by the Policies Committee	Spring 2027

Rationale

We must ensure that we provide as safe an environment as possible and provide medical attention when someone is injured or becomes ill. First aid can save lives and prevent minor injuries becoming major ones. Claypool staff and governors want to ensure that the school has adequate and appropriate equipment and facilities for providing first aid in the workplace.

Purposes of the policy

- To clarify roles and responsibilities;
- To ensure that pupils, parents, governors and staff understand the school's policy on first aid and medicines in school;
- To ensure that an efficient system is in place when medical attention is required;
- To ensure that first aid is applied and professional medical assistance sought in cases of medical emergency;
- To ensure that the school has at least one designated "First Aider" and an "appointed person";
- To ensure that the school has at least one designated First Aider on site during the school day;
- To ensure that adequate stock of first aid provision is always available in school;
- To ensure that accidents are reported as necessary;
- To ensure that first aid provision is monitored, reviewed and evaluated and improved systematically;
- To ensure that medicines are stored safely in school.

Legislation and Responsibility for First Aid in Schools

All first aid requirements come under the 1981 Health and Safety (First Aid) Regulations 1981. However, a new Approved Code of Practice came into effect on 2nd July 1990 which defines the minimum requirements of first aid arrangements. Appendix 1 details the minimum requirements. Claypool's policy is based upon both regulations.

Health & Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the Headteacher, teachers, non-teaching staff, pupils and visitors including contractors. Who the employer is depends on the type of school. Claypool is a community school which means that the LA is the employer, and due regard has been given to the LA's policy and advice.

The employer is responsible under the Health & Safety at Work Act 1974 (HSWA) for making sure that a school has a Health & Safety Policy that refers to first aid arrangements. Claypool has such a policy which is Health & Safety Policy.

This document, First Aid & Medicines Policy, provides specific statements about first aid and medicines arrangements at Claypool that are not detailed in the Health & Safety Policy.

Roles and responsibilities

The Board of Governors

- has general responsibility for all the school's policies;
- will follow the Health & Safety policies and procedures produced by the LA as the employer.

The Headteacher

- is responsible for putting the policy into practice and for developing detailed procedures;
- is responsible for making sure that parents are aware of the school's Health & Safety Policy including the arrangements for first aid.

Teachers and other school staff

- teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the school in the same way that parents might be expected to act towards their children. In general, the

consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Claypool's "Appointed Person"

- Claypool has one "appointed person" who carries responsibility for the role, at present this person is Miss Debra Nevins. The appointed person can delegate the responsibility to other people on particular occasions. Particular occasions can involve, on visits out of school, during clubs held after school hours, when the First Aider or Headteacher are absent from school, etc.

Claypool's First Aiders

- Claypool has seven trained and qualified First Aid members of staff.

In 2025 they are:

First Aid at Work	Mrs A Bell	
	Miss D Nevins	
Paediatric First Aid	Mrs J. Brookes	Mrs V. Griffiths
	Mrs J Ebrahim	Mrs J Walkden
	Mrs E. Fisher	Miss J. Wiggans

Their role is to:

- complete a First Aid training course approved by the Health & Safety Executive (HSE) and top up the training every 3 years;
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- ensure that an ambulance or other professional medical help is called when necessary;
- ensure where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers are used. Each container should hold a minimum of 300 ml. At least 900 ml should be provided;
- look after the First Aid equipment and restock the containers;
- ensures that First Aid Boxes do not contain medicines;
- ensures that wounds are not cleaned by antiseptics.

Injury at school

In the case of minor injuries, children will be treated by their own class teacher, learning support assistant or school meals supervisory assistant at lunchtime.

No antiseptics will be applied to any wound or injury. The area should be cleaned with clean water and dressed with a sterile dressing, if appropriate. If required a notification of injury slip will be completed by the member of staff attending the incident and sent home with the child. A copy of this slip will be placed with others near the First Aid Box and then moved to class folders in the main office. They will be monitored by the First Aider to identify trends, filed and a termly report compiled.

Soap and water and disposable drying materials should be provided for first aid purposes. Where soap and water are not available, individually wrapped moist cleansing wipes which are not impregnated with alcohol should be used.

More serious incidents

The Headteacher will be notified in the case of serious injury where it is thought that the First Aider would be required to become involved in supervising and helping to assess and manage the situation.

First aid treatment will be given by the school's First Aider, and parents/carers or emergency contacts will be contacted and the incident fully explained to them so that they can make the necessary decision as to the next course of action. A notification of injury slip will be filled in and given to that

person and a copy put near the First Aid box. The First Aider and the Headteacher will monitor the range and type of these injuries and will act on their findings.

Equipment, facilities and qualified first aid personnel

- Claypool has seven qualified and trained First Aiders, one of whom are trained in 'First Aid at Work', whilst all six are trained in 'Paediatric First Aid'.
- There are First Aid Boxes in each of the main working areas of the school - 5 in all. All are maintained by class LSA and weekly checks are also delegated to Year 6 pupils.
- First Aid boxes and travel kits should contain only the items that a First Aider has been trained to use. They should not contain medication of any kind. They should always be adequately stocked. First Aid Kits may be provided for particular situations, and should be stocked accordingly. An antidote or special equipment needed to deal with a specific hazard may be kept near the hazard area in the first aid box.
- Inhalers and epipens are kept in a marked container inside the designated First Aid area in each class. This ensures ready and easy access when required. Pupils' spare epipens are also kept in the First Aid cupboard in the staff room.
- There is a school Epipen, a bottle of 'Loratadine' (anti-allergy medicine) and a blue inhaler for emergency use only. These are kept in school First Aid cupboard, located in the staff room.
- Claypool provides a first aid service for pupils, staff and visitors to the school.
- First Aid equipment is clearly labelled with the white cross on a green background and are appropriately and easily accessible.
- The boxes are stored near to wash basins.
- The First Aid Boxes and travel kits contain at least the minimum requirement of items (see Appendix 1);
- A travelling first aid bag is available for all school visits and is taken on all visits.
- Inhalers and / or epipens MUST be taken on school trips.
- A member of the SLT assesses the risk factor of each trip beforehand and determines what level of first aid provision is required. The Headteacher and Chair of Governors scrutinise the assessment outcomes.
- The Board of Governors assumes that all public service vehicles hired by the school carry on board a first aid container.
- The Sunshine Room, Music Room or Quiet area between Y5 and 6 classrooms may be used for medical treatment when required and for the care of pupils when required. Female and Male toilets are easily accessible from all three rooms.
- The doors of the rooms are always left open whenever a sick child is left unattended.

Providing Information

- The Headteacher informs all staff of the First Aid arrangements – including information about location of equipment, facilities and first aid personnel and the procedures for monitoring and evaluating the school's first aid needs.
- The Headteacher has a simple method of keeping staff and pupils informed about Health and Safety and First Aid by displaying First Aid notices in the staff room and other prominent places when appropriate.
- The Headteacher includes information about First Aid in staff and pupil induction programmes.

Insurance

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee.

Training availability

- The Headteacher will ensure that the First Aiders renew their First Aid training every 3 years with an LA approved provider;
- The LA will provide training for First Aiders in primary schools on resuscitation procedures for children;

- The Headteacher will enable all staff including School Meals Supervisory Assistants, to access free of charge basic training on first aid every 3 years (see points 5 and 6 on Appendix 2);
- The Headteacher will ensure that all teaching staff know the fundamental requisites of an "appointed person" and understand that this responsibility will be delegated to them from time to time (see items 6, 7 and 8 on Risk Assessment Appendix 2);

Hygiene and Infections Control

- All staff ensure they take precautions to avoid infections and must follow basic hygiene procedures;
- Staff have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood and other body fluids and disposing of dressings and equipment.

Reporting Accidents and Record keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to HSE. The relevant wall poster is displayed on the noticeboard in the staffroom. They include accidents that:

- result in death or major injury (including pupil violence);
- accidents preventing the injured person from doing their normal work for more than 3 days, or receive hospital treatment.

All accidents or injuries that require referral to anyone must be reported in writing on the standard LA Accident Reporting Form. The original form should be sent to the LA and a copy made and retained in the Accident File at school. The Headteacher completes the back page of this form.

Records of accidents are kept for at least 10 years, or until the pupil is 21 years old. The Headteacher and First Aider monitor the Accident Record File and act upon data of significance.

Medicines in school (please also refer to the Supporting Pupils with Medical Conditions Policy)

Children who are unwell when they come to school in the morning

When children arrive unwell at school and require medicine during the school day:

- In the majority of cases, medicines should not be administered by staff. If children are unwell they should stay at home until feeling better, or a parent or nominated person should come into school to administer.

- The exception to this is if a child has been prescribed an Epipen or Jext pen, for which staff have completed training in how to administer. In this instance, a Health Care Plan will need to be completed by parent / carer with full details of the child's condition.

- Children who require medicine during the school day should administer it themselves or have their parent/parent representative administer it for them if possible. Staff will only administer medicine if completely necessary.

- Details of this must be written ahead of time on the medicines proforma by parents wishing their child to take medication. This proforma must be kept on file in the school office (see Appendix 2 for guidance and exceptions and Appendix 3 for the proforma).

- Medication must be clearly labelled, provided in the original box with dosage instructions intact and be accessible at all times.

- The above also applies to any visits and trips that children attend, staff will administer medication if parental consent has been given – this will be witness by another member of staff (see appendix 4 for the signing sheet).

When a child becomes unwell whilst at school

When a child becomes unwell at school, every attempt is made to contact parents, or their emergency contact, if they are unavailable. When emergency medical treatment is required, the school will act quickly to ensure every reasonable action is taken until the parent can be contacted.

Monitoring, reviewing and evaluating this policy

The First Aider is responsible for monitoring and reviewing the policy on a day to day and annual basis. The Headteacher is responsible for evaluating the policy every 2 years and may call upon colleagues to help in the process. Findings of annual reviews and two yearly evaluations will be reported to the Governing Body.

Appendix 1

IN ACCORDANCE WITH LOCAL AUTHORITY STIPULATIONS, THE FOLLOWING ITEMS MUST BE CONTAINED IN EACH FIRST AID BOX:

- First Aid Scissors
- Sling / triangular bandage
- Face Shield
- Zinc Oxide Tape
- Alcohol-free wipes
- Assorted non-allergenic plasters
- Assorted bandages, including sterile
- Disposable gloves

Appendix 2

GUIDANCE FOR PUPIL'S MEDICATION IN SCHOOL

- All inhalers and epipens to be kept in marked container in designated area in relevant classroom (short or long term usage). Epipen spares are kept in the staff room First Aid cupboard.

- Classroom staff should be advised, and remain informed, of any short / long term illness or medication needs of their pupils.

- Medication other than inhalers should be administered ONLY by the pupil (with carer's written consent and guidance on dosage), or the pupil's known carer. In the case of self-administration, the pupil should be supervised by a member of staff. PLEASE NOTE: Medical guidance says that a spacer should be used with the inhaler, unless it is a dry powder variety.

- In exceptional circumstances, and only if agreed by Headteacher or Appointed Person, pre-measured doses may be given by a nominated member of staff, but only with written consent and guidance on dosage. The medication must be in the original packaging with the dosage prescribed clearly visible and refrigerated if necessary.

- If a member of staff administers medication to a child this must be witnessed by a second member of staff and a sheet containing information regarding the name of the medication, the dosage, the date and time of administration and a signature of both staff must be completed.

Appendix 3

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Claypool Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Yes/No	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The school office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the office immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____ Date _____

Appendix 4

Record of medicine administered to _____ Class_____

Name of Medicine _____

Date	Time	Dose given	Signature	Print name	Witness signature	Witness – print name