



# **FIRST AID & ADMINISTERING MEDICINES POLICY**

# **First Aid & Administering Medicines Policy**

This policy applies to all children in our schools.

Staff at our schools will **NOT** administer medicines to children in their care unless this is absolutely essential.

This policy takes account of the following documents and guidance:

- MOSA Guidance “First Aid Provision and Training in Schools” October 2006
- Guidance on First Aid for Schools – a good practice guide DfE 2013
- Public Health (Control of Disease) Act 1984
- Health Protection Legislation Guidance (2010)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Managing medicines in schools and early-years settings DfE 2013 (website accessed 31.1.14)
- The Education Act (1996)
- Medicines Act (1968)
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Misuse of Drugs Act 1971
- Equality Act 2010
- Allergies Policy

Please read the following related policies alongside this First Aid/Administering Medicines are covered in different areas:

- Drug Education
- Health and Safety, Out of School Activities and Visits
- Risk Assessment
- Safe Handling of Medications policy
- ECHPs for each student
- Risk assessments

## **Introduction**

Medicines should only be brought into school when it would be detrimental to a child’s health if it were not administered during the school day. Staff should only accept medicines which are correctly labelled with a child’s name, are in date and the medicine should always be provided in the original container as dispensed by a pharmacist.

## **Aims**

To ensure that all the staff are aware of the correct procedure for the safe storage and administration of medicines to children ensuring that children with medical needs receive proper care and support whilst at school;

- To ensure equality of opportunity in all aspects of school life for all children who have medical needs which require them to take medication.
- To ensure that all staff are aware of the procedure for the safe storage and administration of medicines to children.
- To ensure that all children with medical needs receive proper care and support whilst at school.
- To ensure that a child’s medical needs are adequately supported to reduce any effect on their ability to learn and make progress.
- To make parents/carers are aware of this policy.
- To ensure all medicines are kept under the care of the designated First Aider on duty and only be administered by them.



## Responsibilities

Headteacher;

- To agree and approve the policy for administration of medicines and arrange for its review on a regular basis.
- To ensure that there is a named person with responsibility for administration of medicines within the school and that the named person monitors the effectiveness of the policy.
- To ensure that staff receive proper support and training where necessary.
- To report to parents/carers on how the administration of medicine policy works in practice.
- To ensure that all parents/carers and all staff are aware of the policy and procedures for the administration of drugs and the safe handling of medication.

## Staff

- The first aider is responsible for recording the administration of the medicine and this signed/dated record will be kept for up to two years.
- To ensure medication is clearly labelled with the child's name and stored safely. Medicines will be kept in a locked non-portable container. Children who need access to their medication such as Inhalers and Epipens, have them stored safely in their classrooms and class teachers are responsible for ensuring that the child has immediate access to their medication if it becomes necessary.
- To ensure permission is obtained from the child's parent/carer BEFORE any medicine or topical creams are administered/applied. Permission slips to be obtained and stored in the child's file.
- To undertake appropriate training if administration of the medicine requires technical knowledge which the staff do not possess e.g. administration of insulin intramuscularly in a child with Diabetes.

The first aider who accepts the medicine must:

- Ensure permission slip is signed
- Check medication is labelled with child's name
- Check expiry date
- Check dose and frequency
- Check that the medication has been administered before with no adverse effects
- If in doubt about any procedure staff should not administer the medicine but check with parents/carers before taking further action.
- To inform parents/carers when a medicine has been administered. Any change in the child's condition will also be reported to parents/ carers.
- To ensure all used medicine containers or medicine no longer required is returned to the parents/carers of the child in person.
- To protect the child's right to confidentiality.
- If a child refuses to take medicine, staff should not force them to do so, but should note this in an individual child's records. Parents/carers should be informed on the same day.
- To apply topical application of creams as per parental/ carers instructions and by the designated members of staff.

## Parents and Carers

All parents have access to the First Aid and Administering Medicines policy, or they can request a copy. We would always recommend that children should be kept at home when they are unwell or maybe infectious. However, we will make reasonable adjustments to ensure that we do not discriminate against children with medical needs which means they need to have medication administered during the school day.

The procedure is:

- To notify class teacher and First Aider as appropriate
- Ensure that the medication is in its original container, within date and clearly labelled with the child's name To complete a written, signed permission slip



- The school must be informed of any changes to the child's condition or medication as soon as possible. If a child becomes unwell during the school day we will contact the parent/guardian/carer and keep the child comfortable until they are collected

### **Children**

- To treat other children with or without medical conditions equally.
- To show care and concern for others in their daily lives in school

### **Designated Person for Administration of Medicines**

- To monitor the effectiveness and implementation of the First Aid & Administering Medicines policy.
- To review the policy according to the set dates.
- To make sure all staff are aware of the policy and the procedures to be followed.
- To check the storage of inhalers and EpiPens in each classroom.
- To check that individual inhalers are taken on all trips to the swimming baths and trips and activities out of school.

All infectious illnesses will be recorded by the school and held in a confidential file by the administrative staff. All notifiable diseases will be reported to the Health Protection Agency.

Parents/carers will be fully informed about the agreed procedures and policies adopted by the school for dealing with injuries and illness when their child is first registered at the school. School Policies are always available to parents. If any changes/amendments are made to these procedures/policies, parents will be informed.

Report incident under RIDDOR 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if appropriate: 0845 300 99 23 and complete form 2508 within 10 days.

For arrangements for pupils with particular medical conditions such as asthma, epilepsy and diabetes, please see individual risk assessments.

List of communicable diseases that are notifiable to Calderdale Authority Officers under the Public Health Regulations 1988;

- Acute poliomyelitis
- Anthrax
- Plague
- Rabies
- Cholera Diphtheria
- Relapsing Fever
- Rubella
- Dysentery Food poisoning
- Scarlet Fever
- Small Pox
- Malaria Measles
- Tetanus
- Tuberculosis
- Meningitis
- Typhoid fever
- Leprosy
- Yellow Fever
- Mumps
- Viral hepatitis
- Whooping cough
- Meningococcal septicaemia
- Swine Flu
- Paratyphoid fever



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| <b>Approved by:</b>        | Dani Worthington - Director of Education | <b>Date:</b> | 01/09/26 |
| <b>Last Reviewed on:</b>   | 01/09/26                                 |              |          |
| <b>Next Review due by:</b> | 01/09/27                                 |              |          |

## Appendix 1.

Pathway for provision of First Aid

**This pathway aligns with guidance from the Department for Education and the Health and Safety (First-Aid) Regulations 1981:**

1. **Assess the situation and ensure safety**  
- Remove any immediate danger to the injured person and others.
2. **Call a trained First Aider**  
- A designated first aider should attend to the casualty promptly.
3. **Administer appropriate first aid**  
- Follow school procedures and the first aider's training. Use PPE if required.
4. **Decide if emergency services are needed**  
- If the injury is serious or life-threatening, then call an ambulance.
5. **Inform the Headteacher or designated senior staff**  
- They may need to coordinate further action or communication.
6. **Contact Parent/Carer**  
- Notify them of the incident and any action taken.
7. **Complete an Accident/Incident Report Form**  
- Record all relevant details for school records and legal compliance.
8. **Review and follow up**  
- Ensure the student receives any necessary follow-up care and review the incident for any safeguarding or procedural implications.

## Appendix 2.

Pathway for the care of an unwell child (No Injury)

**This pathway is based on guidance from the Department for Education and statutory advice on supporting pupils with medical conditions:**

1. **Initial Assessment by Trained Staff or First Aider**  
- Observe the child's symptoms calmly and discreetly. Check for signs of fever, nausea, fatigue, or distress.
2. **Move to a Designated Medical/Quiet Area**  
- Ensure the child is comfortable and supervised in a safe space away from the classroom.
3. **Monitor and Observe for 10–15 Minutes**  
- Note any changes in condition. Do not administer medication unless authorized and documented.
4. **Refer to First Aider if Symptoms Persist or Worsen**  
- A qualified first aider should assess whether further action is needed.
5. **Inform Parent/Carer Promptly**  
- Share observations and discuss whether the child should be collected. Always err on the side of caution.
6. **Decide on Next Steps**  
- If symptoms improve, the child may return to class.  
- If symptoms persist or worsen, arrange for the child to go home.  
- If serious symptoms develop (e.g., breathing difficulty, loss of consciousness), call emergency services immediately.



7. **Record the Incident**
  - Complete an illness or medical log, noting symptoms, actions taken, and communication with parents.
8. **Follow Individual Healthcare Plan (if applicable)**
  - If the child has a known medical condition, follow their care plan and medication protocol.

### Appendix 3.

#### Contacting Emergency Services Request for an Ambulance

1. **Dial 999, ask for ambulance and be ready with the following information**
2. Your telephone number – Riverbank – 01422 415529, Brookland – 01706 658297 and Brearley Hall – 01422 882549
3. Give your location as follows:

#### **Riverbank**

Ripponden Mill  
Mill Fold  
Ripponden  
HX6 4DH

#### **Brearley Hall School**

Luddendenfoot  
Halifax  
HX2 6HP

#### **Brookland School**

13 Newhey Road  
Milnrow  
Rochdale  
OL16 3NP

4. Give your name
5. Give name of child and a brief description of child's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.
7. Notify member of SLT who will make immediate contact with parent/carer

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