



Bramley Church of England Primary School

First Aid & Administration of Medicines Policy

APPROVED AND ADOPTED

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Policy Statement

Bramley C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Bramley C of E Primary School is held by Mr Glen Golding the Executive Executive Head/Head of School, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training	
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The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Bramley C of E Primary School there are 3 appointed persons who are as follows:

- Mrs Tracy Hellier (Senior Admin Officer) Paediatric First Aid

- Mrs Karen Orriss-McArthur (Senior Admin Officer) First aid at work
- Miss Ellie Hoskins (Admin) First aid at work
- Miss Abi Lewis (Admin) First aid at work

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

School First Aid Trained Staff

At Bramley C of E Primary School there are 15 school first aid trained staff;

Kate Mitchell – LSP (Expires 20/10/26)
 Jenny Durrant – Lunchtime (Expires 09/25)
 Fiona Draper – LSP (Expires 09/25)
 Jenny Large – LSP (Expires 09/25)
 Abi Lewis – Admin (Expires 09/25)
 Ellie Hoskins - Admin (Expires 20/10/26)
 Carla Charlton – Lunchtime (Expires 20/10/26)
 Toni-Jade Fisher – Lunchtime (Expires 20/10/26)
 Jenni Neilson – Lunchtime (Expires 20/10/26)
 Ellen Tungate – LSP (Expires 20/10/26)
 Kate Mitchell – LSP (Expires 20/10/26)
 Claire Smith – LSP (Expires 20/10/26)
 Luke Allaway – LSP (Expires 20/10/26)
 Karolina Hartwell – LSP (Expires 20/10/26)
 Elizabeth Chard – LSP (Expires 20/10/26)

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults.

This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders *(Those completing the 1-day emergency first aid course)*

At Bramley C of E Primary School, we have the following

Ellie Hoskins - Admin (Expires 20/10/26)
 Carla Charlton – Lunchtime (Expires 20/10/26)
 Toni-Jade Fisher – Lunchtime (Expires 20/10/26)
 Jenni Neilson – Lunchtime (Expires 20/10/26)
 Ellen Tungate – LSP (Expires 20/10/26)
 Kate Mitchell – LSP (Expires 20/10/26)
 Claire Smith – LSP (Expires 20/10/26)
 Luke Allaway – LSP (Expires 20/10/26)

Karolina Hartwell – LSP (Expires 20/10/26)
Elizabeth Chard – LSP (Expires 20/10/26)

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Bramley C of E Primary School there are 5 paediatric first aid trained staff who are as follows:

Erin Oliver - Teacher (Expires 01/25)
Becky Kirby – LSP (Expires 11/24)
Juliet Barbour – LSP (Expires 11/24)
Tracy Hellier – Admin (Expires 10/3/26)
Jenny Large – LSP – (Expires 11/08/26)

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- At least 2 first aid kits on the premises
 - These first aid kits will be situated in the medical room, in EYFS and in each of the 3 stage/year corridors (5 kits)
 - As of 2020 and due to the Covid pandemic, first aid kits were supplied to all classrooms.
- 0 travel first aid kits in vehicles due to size of school however we have elected to have at least 1 travel kit for each vehicle used
 - These travel first aid kits will be located in the medical room and taken on school trips as needed.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits at least every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety Folder.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room (in the office) is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Chairs
- Running water
- First aid kit

- Defibrillator
- Emergency inhaler and AAI (if available – shortages in AAI)
- Medical waste bin
- Gloves
- Hand sanitiser

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- If instructed to do so on a health care plan.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- involves a visible mark on the face

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and Trips	
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The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Tracy Hellier who will ensure that these arrangements are recorded in the lettings/hire agreement. External hirers should have their own first aid kits and first aid trained staff. They should deal with incidents on their own in the first instance as they may be hiring the facilities out of hours.

The first-aid arrangements for school organised trips/visit are included in the Educational visits Risk Assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Managing First Aid whilst on Educational Visits:-

- A qualified first aider will accompany the trip and will be responsible for all first aid needs throughout the day. On site first aiders and resources may also be used.
- Classroom teacher/LSP to liaise with appointed person and check whether there are any prescription medicines for the children who are going on the trip.
- Portable first aid kits are available to be taken on school trips and these are located in the medical room.
- The visit leader/visit first aider must check the contents of the first aid bags before going on the trip and replenish anything they need.
- Parents of children who require the use of an EpiPen or inhaler will need to be spoken to by the class teacher before the event and asked to supply their child with an EpiPen/inhaler from home if they have not already provided one to the school.

- On return to school the first aider must replenish first aid items used from the kit so that it is ready to use again.
- Any appropriate paperwork must be completed on return to school.

Managing First Aid at Lunchtime:-

- The Supervisory Lunchtime Supervisor is in charge of first aid provision over the lunchtime period.
- We aim to have all lunchtime staff first aid qualified and there is a lunchtime rota for duty over the lunchtime.
- Icepacks are located in the freezer in the office.
- Portable first aid kits have been provided to all lunchtime staff (held in the lunchtime cabinet in the office).
- All lunchtime staff have details of the children in the school who have allergies and require an epipen/inhaler.
- It is the responsibility of the lunchtime supervisors to replenish stock in their first aid bags and to request new stock if running low.
- First Aid is administered in the medical room when we are short of qualified staff at lunchtime or if it is a serious injury.
- All accidents/injuries are recorded on medical tracker which is installed on an iPad which is in the first aid box taken out each lunchtime. There is also a paper accident book in case of emergencies or problems with the iPad.
- If any Lunchtime staff have a concern, they should see the office staff who will then decide if further treatment or investigation is needed.

Trained Staff

A list of trained First Aiders is located on door to the Medical Room, in the staff room and by all first aid kits in the school. A copy of certificates/training undertaken is held in the school office in the individuals file.

First Aid training will form part of the training plan and refresher training will be scheduled at appropriate intervals. First aid training is only valid for a period of three years from the last training course date – the expiry date on the certificate reflects the validity of the training.

Re-qualification is required to be completed through repeat attendance at the one day HSE approved Emergency First Aid at Work training course. This course must be carried out prior to the certificate expiry date if the emergency first aider is to be able to continually administer first aid treatment.

Paediatric First Aid Trained Staff

The Early Years Foundation Stage statutory (and Ofsted) requirement is that we provide at least one paediatric first aid trained staff member where children who are five years old or younger (including Year R children in schools) are on site. We will ensure that **one person who has a current paediatric first aid certificate must be**

on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.

The EYFS team have a First Aid Kit located in each classroom by the sink. This kit is to treat minor injuries. Each class has access to an iPad where they can record accidents and minor injuries on Medical Tracker. Any child with a major injury will need to be brought to the school office for assessment and the injury recorded on Medical Tracker located in the office.

Contacting Emergency Services

When a medical condition causes the child to become ill /or in the event of a serious injury, an ambulance will be summoned immediately.

In all circumstances the Executive Head/Head of School is to be informed that an ambulance has been called.

The first aider/appointed person are to always call an ambulance on the following occasions:-

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a child having an allergic reaction and/or needing an EpiPen
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where one is suspected
- Whenever the first aider is unsure of the severity of the injuries

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires attendance at hospital

In the event that a child requires hospital treatment and the parent is not contactable prior to attendance, the qualified appointed person, first aider or another member of staff will accompany the child to the hospital and remain with them until the parents can be contacted and arrive (as required).

First Aid Kit

It is the responsibility of the designated person (SBM) to ensure that the contents of the medical room and portable first aid kits are checked each half term and replenished.

No creams, lotions, potions or medicines are to be kept in any first aid box or kit.

Sun Cream Procedures

At Bramley School we recognise the importance of keeping children safe in sunny weather and encourage parents to administer sun cream to their child before school. We also offer the option for children to bring into school a named sun tan cream/lotion, which will be kept safe by the class teacher until it is needed, either at playtime, lunchtime or both. The sun cream will be for the named child only and on no account will the children be able to share. The child will need to apply the sun cream themselves. We also request that children bring a sunhat into school.

Administration of Medicines

Policy Statement

At Bramley School we ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines.

Responsibility for all administration of medicines is held by The Executive Head/Head of School or their representative who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Ultimately parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Parents should keep their child(ren) at home when they are actually unwell, and a child who has been physically sick or had diarrhoea should be kept at home for at least forty-eight hours.

Aims and Objectives

Our administration of medicine requirements will be achieved by, establishing principles for safe practice in the management and administration of:-

- Prescribed medicines
- Emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with the relevant staff.
- Ensuring the policy is reviewed Bi-annually or following any significant change which may affect the management or administration of medicines.

Administration Procedures

The administration of medicines is the overall responsibility of the parents. The Executive Head/Head of School or their representative is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Prescribed medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as:-

- Injections of adrenaline for acute allergic reactions

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Individual health care plans will be completed by the school nurse/medical professional/parent as appropriate for children where required and reviewed periodically in discussion with the parents and/or competent source to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

Managing prescription medicines

Only medicines prescribed by a medical practitioner, in the original container, specifying the prescriber's instructions/dosage, and dispensed by a pharmacist, will be accepted.

Parents or an appropriate adult are requested to deliver and collect the medicine from the school office and will be required to complete an agreement for staff to administer the medicine on their behalf.

NB: It should be recommended to parents that medicines which need to be taken three times a day could be taken in the morning before school, in the afternoon after school and at bedtime. Or if a parent prefers, they may come into school at lunchtime to administer the medication themselves.

Records of all medicines administered are either kept in the office or medical room. Individual health care plans will be completed by the school nurse/medical professional/parent as appropriate for children where required and reviewed

periodically in discussion with the parents and/or competent source to ensure their continuous suitability.

Daily short term medical consent forms are kept in the medical room. Long term medicine consent forms i.e. inhalers are kept in the medical room.

Managing Prescription Medicines whilst on Educational Visits

We endeavour to make sure that a qualified first aider attends all off site educational visits. It will be their responsibility to administer any prescribed medicines, which may need to be administered during the visit. Full instructions will be given to the First Aider.

A record of all medicines administered during a visit will be noted and the first aider will notify the relevant school office on their return to school.

Roles and Responsibilities

Any member of staff who agrees to accept responsibility for administering prescribed medicines will be given appropriate training and guidance. Staff will only administer prescribed medicines at the request of the parent, providing the parent has followed the guidelines above and has signed the agreement for staff to administer the medicine on their behalf.

Staff will not administer a non-prescribed medicine to a child.

If a child refuses medication this should be noted on the form and parents advised accordingly.

No child will be forced to take medication as this is not the responsibility of the school.

We will review the records and consent forms of all children with medication in school including inhalers and this will take place half termly to ensure that the medication is still in date.

Information will be cascaded to staff i.e. Midday Senior Supervisor and Supervisory Assistants.

Out of date medicine and inhalers will be returned to the parent. It is the parent's responsibility to renew the medicine and fill out a new consent form.

Safe Storage of Medicines/Hygiene Control

It is the responsibility of all staff to ensure that the received medicine is prescribed by a Doctor, in the correct container and is clearly labelled with the appropriate child's name, dose and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Medication which requires refrigeration is kept in a designated fridge in the office, where access for children is prohibited. Other medication inhalers and epipens are kept in the child's classroom in a designated safe space.

Staff will be made aware of the normal procedure for avoiding infection control and basic hygiene routines.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Children with severe allergic reactions will be identified upon admission and a member of the office team and class teacher will meet with the parents to undertake a medical action plan (Individual Health Care Plan – IHCP).

A copy of certificates/training undertaken is held in the school office. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Children with head lice

Bramley School complies with the Health Guidance for Schools (Hampshire County Council). If it is established that a child has live head lice and the child appears to be distressed or uncomfortable, the parents will be informed and asked whether he/she would prefer to have their child at home for the remainder of the day to treat them. An authorised absence (Medical) would be recorded in this instance.

Disposal

It is not the responsibility of the Schools to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

Emergency Procedures

All pupil records with a list of contacts are maintained on Sims.net, with a paper copy located in the Admin Office.

Bramley C of E Primary School

APPENDIX

The Trained First Aiders are:-

Appointed Persons: - Karen Orriss -McArthur, Tracy Hellier and Ellie Hoskins

First Aiders at Work

Karen Orriss-McArthur - Admin(Expires 07/02/2025)

Paediatric First Aiders

Erin Oliver - Teacher (Expires 01/25)
Becky Kirby – LSP (Expires 11/24)
Juliet Barbour – LSP (Expires 11/24)
Tracy Hellier – Admin (Expires 10/3/26)
Jenny Large – LSP – (EXPIRES 11/08/26)

School First Aiders

Kate Mitchell – LSP (Expires 20/10/26)
Jenny Durrant – Lunchtime (Expires 09/25)
Fiona Draper – LSP (Expires 09/25)
Jenny Large – LSP (Expires 09/25)
Abi Lewis – Admin (Expires 09/25)
Ellie Hoskins - Admin (Expires 20/10/26)
Carla Charlton – Lunchtime (Expires 20/10/26)
Toni-Jade Fisher – Lunchtime (Expires 20/10/26)
Jenni Neilson – Lunchtime (Expires 20/10/26)
Ellen Tungate – LSP (Expires 20/10/26)
Kate Mitchell – LSP (Expires 20/10/26)
Claire Smith – LSP (Expires 20/10/26)
Luke Allaway – LSP (Expires 20/10/26)
Karolina Hartwell – LSP (Expires 20/10/26)
Elizabeth Chard – LSP (Expires 20/10/26)

Auto Injector/ Anaphylaxis/Diabetes and Asthma Trained Staff
All teaching staff and LSP's

Defib Training

Steve Moore - Admin

Sabrina Gerber – LSP

Elana Barcena – LSP (Online BHF 11/2021)

Becky Kirby – LSP (Online BHF 11/2021)

Outdoor First Aid (Forest School)

Becky Kirby – LSP (Expires 11/2024)

Bramley After School Club trained staff

Julie Wilson (Expires 12/03/25)