



First Aid in Schools

Version date: July 26

Review date: July 27

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

Claire Gallagher to 25/3/28

Alison James to 26/5/28

FOREST SCHOOL TRAINING – Ange Manix-Mooring to 14/6/27

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

Ange Manix-Mooring to 14/6/27 (Included in Forest School Training)

Jenny Light to 6/2/28

Kaylee Nurse to 6/2/28

Cheryl Gallagher to 8/1/29

Louise Hall to 2/7/29

FIRST AIDER - Covered to:

Veena Deshpande 21/4/29

Carrie Ingham to 21/4/29

Nikki Greany to 21/4/29

Claire Joyce to 23/10/28

Kelly Buffery to 23/10/28

Ange Manix-Mooring to 21/4/29

Sue Norman to 21/4/29

Bridget Selwyn to 21/4/29

Adrienne Azzopardi to 21/4/29

First aid qualifications remain valid for 3 years.

Dates shown are when the training expires.

Administration of Medication Trained

Caroline Chapple – Completed 2/8/24

Ange Manix-Moring – Completed 2/6/26

First aid qualifications remain valid for 3 years. Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

First Aid Room and a triage box in each classroom. The First Aid person at work is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (unless a request form has been completed by the parent/carer)

School office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by School office staff.

All non-emergency medication kept in school is securely stored with access strictly controlled. All pupils know how to access their medication.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in Medical room and clearly labelled.

Part of the school H&S induction explains to new staff where to find any emergency medication.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or on-going medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENDCo.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.