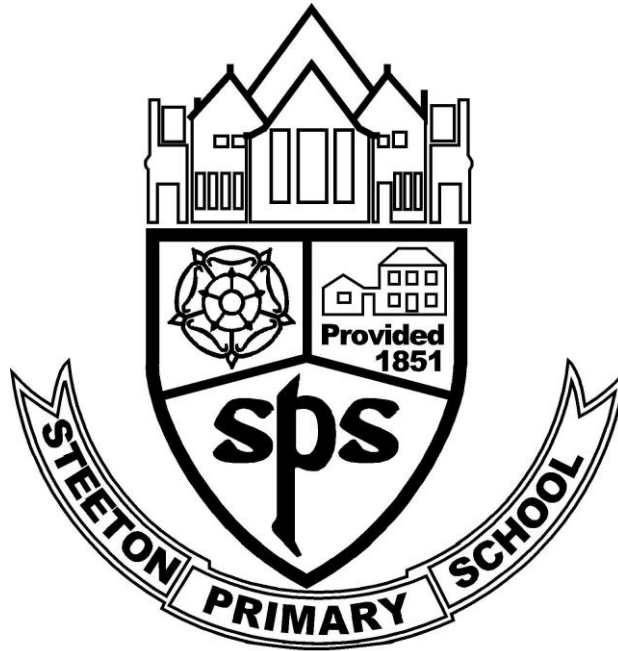


Steeton Primary School



First Aid and Medication Policy

Policy date	September 2026
Review date	September 2027
Policy owner	Headteacher
Approval	Governing Body
Applies to	All pupils, staff, visitors, volunteers and activities organised by the school

Our commitment

This policy must be read and applied alongside our Allergy Policy, which reflects the statutory allergy-safety duties introduced following the campaign for Benedict's Law.

At Steeton Primary School, caring for and protecting the health, safety and welfare of every pupil, member of staff and visitor is part of how we live our commitment to Learning for Life.

We want children and adults to know that their wellbeing matters. Our arrangements are practical, clear and designed to make sure that appropriate care is available when it is needed - in school and during off-site activities, sporting events and school visits.

We will:

- Ensure that appropriate first aid arrangements are in place on the school premises and during off-site activities.
- Ensure that there are a minimum of two trained first aiders on site at any one time.
- Ensure that a person with a current Paediatric First Aid qualification is available whenever children in the EYFS are present.
- Ensure that a trained first aider accompanies major off-site visits where required and whenever this is possible.
- Make sure that first aid equipment and medication are stored appropriately and are accessible when needed.
- Record accidents, injuries, illness and first aid treatment appropriately through CPOMS.
- Ensure that appropriate arrangements are in place for pupils and staff with specific medical conditions.
- Contact emergency medical services whenever this is necessary.
- Communicate with parents/carers when their child has experienced a head injury and/or received first aid treatment, using an appropriate method such as a wristband, telephone call or conversation at collection.

1. First Aid Locations and Equipment

Minor Injury Boxes

Each classroom has a Minor Injuries Box containing basic supplies such as plasters, cleansing wipes and green wristbands. These can be used by any member of staff who feels comfortable treating a minor injury.

First Aid Kits

Qualified first aiders each have a complete, mobile first aid kit which can be used around school and when required for off-site activities. Each first aider is responsible for ensuring that their own first aid kit is appropriately stocked and replenished.

Emergency Medication

- Individual EpiPens/adrenaline auto-injectors are stored in clearly marked individual boxes and cupboards. These are not locked away, so that they can be accessed quickly in an emergency.
- Antihistamines are kept in classrooms in clearly labelled boxes.

- Inhalers are kept within classrooms in clearly labelled boxes.
- Spare EpiPens and inhalers are kept in the main school office and The Burrow (Mrs Kennedy and Miss Wilson's room).
- Mrs Kennedy has spare EpiPens and inhalers which she carries with her.
- Mr Shaw has spare EpiPens and inhalers for sporting events.
- A spare EpiPen and inhaler **MUST** be taken with staff on a school trip, where relevant.

2. Minor First Aid

Any member of staff may treat a minor injury if they feel comfortable and confident to do so.

For the purposes of this policy, a minor injury may include:

- A graze or cut smaller than a 50p piece, which is not actively bleeding and has no debris in it.
- A bump to any part of the body excluding the head, where there is no visible mark, active bruising, swelling or loss of movement.

A cold compress or ice pack from the fridge may be used where appropriate.

Following treatment for a minor injury:

- The child should be given a green wristband where appropriate.
- The injury, how it happened and the treatment provided should be recorded on CPOMS.
- Parents/carers should be informed where appropriate.

All head injuries must be seen by a qualified first aider.

3. Responsibilities of Qualified First Aiders

- Providing first aid to children, staff and visitors when required.
- Assessing injuries and deciding whether further medical attention is needed.
- Recording injuries and treatment on CPOMS.
- Monitoring and replenishing first aid supplies.
- Ensuring their own first aid kit is appropriately stocked.
- Ensuring appropriate first aid provision is available for pupils with specific medical requirements.
- Contacting parents/carers where appropriate.
- Contacting emergency medical services when required.
- Ensuring that relevant incidents are reported in accordance with RIDDOR requirements where applicable.

4. Accident, Injury or Illness – Initial Response

The member of staff who is present when an accident, injury or illness occurs should carry out an initial dynamic assessment.

- What has happened?
- Is the child or adult safe?
- Does the injury appear to be minor?
- Does a qualified first aider need to be called?
- Is further medical attention required?

If the injury appears to be minor and the member of staff feels comfortable treating it, they may provide appropriate minor first aid. If the injury is more significant, the child is unwell, or the member of staff is unsure, a qualified first aider should be alerted. Staff should never feel uncomfortable about asking a first aider for support.

5. Medication – Storage, Access and Administration

At Steeton, children who need medication in school will be supported safely, calmly and with dignity. Every child's medical needs are different, so we work closely with children, parents and carers to put the right arrangements in place.

Where medicines are kept

- Prescribed medicines are stored in The Burrow (Mrs Kennedy and Miss Wilson's room).
- Calpol and Piriton are stored securely in The Burrow (Mrs Kennedy and Miss Wilson's room).
- Emergency medication, such as EpiPens (adrenaline auto-injectors) and inhalers, is kept in clearly labelled boxes and must always be readily accessible to staff and not locked away.
- Spare EpiPens and inhalers are kept in the main school office and The Burrow (Mrs Kennedy and Miss Wilson's room).
- All staff should be familiar with where medicines and emergency medication are kept so that they can be found quickly when needed.
- Medicines should be returned to their appropriate storage place after use.

Medication should not be left or kept in classrooms or offices.

Who can administer medication?

Medication should only be given by staff who have been appropriately authorised and who feel confident and comfortable doing so.

Prescription Medication: Can only be administered by a First Aider.

Calpol/Antihistamines: Can be administered by any member of staff - providing they have parental consent.

Giving medication

- Follow the instructions on the prescription, medication label and/or Individual Healthcare Plan.
- Ensure the child is treated with care, respect and dignity.
- Provide reassurance and, wherever possible, give the child appropriate privacy.
- Follow good hygiene practices.
- Where appropriate, have another member of staff present to support with checking the medication and dose.
- Never give medication prescribed or intended for another child.
- Record on CPOMS the time, date and dose given.

Medication will always be given as calmly and straightforwardly as possible, with the child's wellbeing at the centre of our approach.

Emergency medication

- EpiPens/adrenaline auto-injectors

- Reliever inhalers
- Emergency seizure medication
- Diabetes medication
- Any other medication identified within a child's Individual Healthcare Plan

Staff should know which children have emergency medication and where it is kept.

If a child experiences a medical emergency, staff should follow the child's healthcare plan and the school's emergency procedures. Emergency treatment should not be delayed while waiting for a parent or carer to arrive. Emergency services should be contacted where required.

Medication on school trips and visits

When a child needs medication during a school trip or visit, the medication must accompany the child and be readily accessible.

- What medication the child needs
- When it may be required
- Where it is being kept
- What to do in an emergency

A spare EpiPen and inhaler **MUST** be taken with staff on a school trip, where relevant.

Medication and relevant healthcare information should be taken on visits in accordance with the school's agreed procedures and returned to its normal storage location when the group returns to school.

If something goes wrong

- Stay calm and remain with the child.
- Seek appropriate medical advice promptly.
- Contact 999 if the child is at risk or requires emergency medical attention.
- Inform the Headteacher or appropriate senior member of staff.
- Inform the parent/carers as soon as appropriate.
- Record what has happened clearly and honestly.
- Review what happened so that we can learn from it and reduce the risk of it happening again.

The child's safety and wellbeing must always come first. If a member of staff is unsure about any aspect of medication administration, they must ask for help or advice.

6. Contacting Parents and Carers

Parents/carers should be contacted as soon as possible following an emergency, serious or significant injury by phone.

- A significant head injury or possible concussion
- A suspected sprain or fracture
- A fall from height
- A dental injury
- Anaphylaxis or following the use of an EpiPen
- An epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- A severe asthma attack

- Difficulty breathing
- Uncontrolled bleeding
- Loss of consciousness
- A pupil who is generally unwell
- A specific medical need brought on by an injury
- Where parents/carers have specifically requested to be contacted

Parents/carers will also be informed when a child receives any recorded first aid, via a genetic PING.

7. Contacting Emergency Services

Any member of staff can contact the emergency services if they believe this is necessary.

An ambulance should be called where an injury or medical condition requires emergency medical treatment.

If a pupil is taken to hospital by ambulance, a member of staff should accompany them and remain with the child until their parent/carer arrives, where required.

All cases of a pupil becoming unconscious, other than a simple faint, must be treated as a medical emergency and require hospital assessment.

Following the administration of an EpiPen/adrenaline auto-injector for a suspected anaphylactic reaction, 999 should be called and the child should receive emergency medical assessment.

Where a child requires emergency medical attention, staff should follow the advice of emergency services and the child's healthcare plan.

8. Pupils Who Become Unwell in School

A pupil who is unwell must not be left to rest unsupervised.

Parents/carers should be contacted as soon as possible where a child is not well enough to remain in school.

Anyone who is not well enough to be in school should be collected as soon as possible.

When a child is collected because they are unwell, they should be signed out through the school office in accordance with the school's normal procedures.

9. Recording and Communication

Accurate recording helps us to ensure that children receive appropriate care and allows us to identify any patterns or concerns.

Staff should record relevant accidents, injuries, illness and treatment on CPOMS.

- The child's name
- Date and time
- What happened
- The injury or illness
- First aid or treatment provided
- Any medication administered
- Whether parents/carers were contacted
- Any further action taken

Significant incidents should be shared with the appropriate senior member of staff. Where necessary, incidents will be reviewed to identify whether any changes to procedures, supervision or risk assessments are needed. These will be brought to The Governors' attention at the next meeting.

10. First Aid Training and Staff Support

Steeton Primary will ensure that an appropriate number of staff have suitable first aid training to meet the needs of the school.

- Know who the qualified first aiders are.
- Know where first aid kits are located.
- Know where emergency medication is stored.
- Familiarise themselves with relevant medical information and healthcare plans where appropriate.
- Ask for help if they are unsure about an injury, illness or medication.
- Follow their training and the school's agreed procedures.

At Steeton, it is always better to ask for support than to remain unsure.

11. The Steeton approach

At Steeton, first aid is about more than treating an injury. It is also about helping children to feel safe, reassured and cared for when something goes wrong.

We expect every member of staff to respond to accidents, illness and medical needs calmly, kindly and compassionately.

Children should know that there will always be an adult who will listen, help and make sure they are cared for.

The safety, wellbeing and dignity of every child will always guide what we do.