



Pebworth First and Blackminster Middle Schools
Federation



First Aid and Medicines Policy

Review date:	November 2025
Written and revised by:	Linda McQuone
Reviewed by:	Fiona Bolton
Approved by:	Governing Body
Next review:	November 2026

Contents

Introduction.....	2
Staff with First Aid training	2
First aid procedures	2
Responsibilities	4
Location of first aid equipment	5
Record keeping	5
Procedures.....	6
Head Injuries & Head Bumps.....	6
Out of School	7
Head Lice	7
Staff Precautions.....	7
Waste Disposal	7
Medicines in school.....	9
Managing prescription medicine during the school day	9
Asthma inhalers	9
Epilepsy, anaphylaxis and diabetes	10
Controlled drugs	10
Managing prescription medicines on a school trip, outing or sporting activity	10
Roles and responsibilities of staff managing administration of prescribed medicines	10
Parental responsibilities	11
Assisting children with long-term or complex medical needs.....	11
Appendix 1: Parental Request for School to Administer Medicine.....	12
Appendix 2: Covid-19 addendum.....	13

Introduction

At Pebworth First and Blackminster Middle Schools we:

- Endeavour to provide the very best possible care for our pupils.
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] 1981 Regulations. The Federation's qualified First Aiders are shown below.
- Ensure First Aid staff qualifications are kept up to date – *Staff practise procedures and meet once a term.*
- Ensure all staff, governors and visitors are made aware of First Aid procedures in the schools and where first aid kits are stored.
- Ensure that portable first aid kits are adequately stocked and always to hand.
- Keep a record in the First Aid Record of each person attended to, the nature of the injury/illness and any treatment given.
- If an accident requires hospital treatment, complete the online Accident Form on the WCC 'MyCority' reporting system.
- Report such incidents to Full Governing Body meetings.
- Ensure accurate and up to date records are maintained for pupils with medical conditions which may be an IHCP.
- Ensure medical consent forms are completed for the administration of medicines.
- Ensure that any medicines administered within school are done so in a safe and monitored environment.

Staff with First Aid training

Name	Position	Date of Training	Renewal Date
BLACKMINSTER			
Mr P Downing	Teacher	04/06/2025	04/06/2028
Mrs Fiona Bolton	Business Manager	20/06/2025	20/06/2028
Mrs Eliza Lewandowska	School Admissions Officer	04/06/2025	04/06/2028
Mrs Sarah Morrissey	Receptionist	04/06/2025	04/06/2028
Mrs Kate Brookes	Midday Supervisor	01/12/2022	01/12/2025
Mrs June Canning	Attendance Officer	20/06/2025	20/06/2028
Mr Jamie Armstrong	Site Manager	04/06/2025	04/06/2028
Mrs Elizabeth Shrimpton-Roberts	Girls PE Lead and EVC	04/06/2025	04/06/2028

PEBWORTH			
Mrs Louise Kibblewhite	Teacher	04/06/2025	04/06/2028
Mrs Amy Manning	Teacher	30/04/2024	30/04/2027
Mrs Carole Tomes	Teaching Assistant	01/12/2022	01/12/2025
Miss Brodie Mabbett	Teaching Assistant	04/06/2025	04/06/2028
Mrs Rose Haynes	Lunchtime Supervisor/Caretaker	01/12/2022	01/12/2025
Mr Greg Satterley	Head of School	04/06/2025	04/06/2028
Mrs Rachel Bridges	Office Manager	04/06/2025	04/06/2028

First aid procedures

Our first aid procedures are in place to ensure that every one of our pupils, staff and visitors will be well cared for in the event of an accident, however minor or major. However, it is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

A list of qualified First Aiders is displayed in the School Office, Staff Room and the Medical Room (certificates are kept in a folder in the Medical Room at BMS and in Staff Training file in the Office at PFS). Their duties are as follows:

- Ensure that their qualification and insurance (provided by the school) are always up to date.
- Ensure that first aid kits are adequately stocked and always to hand.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Always attend to a casualty when requested to do so and treat the person to the best of their ability in the safest way possible.
- When dealing with any bodily fluids, wear throw away gloves (available in the First Aid kit) to reduce the risk of blood borne diseases. Any soiled items i.e. tissues etc must be double bagged (or double gloved).
- After tending to an injury, ensure that all dressings, wipes, gloves etc are appropriately disposed of. Any bloodstains, vomit etc on the ground must be sanitised and cleaned as per the appropriate procedure by the site manager or cleaner. No contaminated or used items should be left lying around.
- Ensure that head bumps are appropriately dealt with.
- Ensure that parents are made aware of all head injuries promptly by completing and sending home a Notification of Accident/Injury form and a text being sent home.
- Insist that any casualty who has sustained a significant head injury is seen by hospital professionals, either by sending them directly to hospital or by asking parents to pick them up and take them.

- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to hospital by an appropriate member of staff to act in loco parentis if a relative cannot be contacted. This need not be a First Aider.
 - Met at hospital by a relative.
- Keep a record of each person receiving treatment for a First Aid incident in the First Aid Record together with the nature of the injury and any treatment given. The Headteacher will review and sign the record each month.
- In the case of an accident requiring hospital treatment, the WCC online reporting system Accident Form must be completed by the Head Teacher in conjunction with the relevant First Aider. Such accidents must be reported to the Full Governing Body.
- Universal first aid precautions will be followed at all times when dealing with injuries that involve bodily fluids.
 - Contribute to inventory keeping of first aid kits, including expiry dates and low or out of date stock.
 - Give due regard to EYFS guidelines (eg always having a first-aider present when eating etc)

Responsibilities

The Governing Body will:

- Ensure the provision of adequate first aid cover as outlined in the Health & Safety [First Aid] Regulations, 1981.
- Have a responsibility to oversee the policy on an annual basis.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all staff are made aware of first aid procedures in school.
- Ensure that appropriate health and safety procedures are followed and an up to date Health & Safety policy is in place.

The Head Teacher / School Leader will:

- Ensure that there are sufficient trained first aiders to meet statutory requirements and assessed needs, allowing for staff on sick leave or off-site.
- Ensure that the history is always taken of a pupil feeling unwell, particularly with headaches, to ensure that no injury has been sustained.
- All pupils requiring a medical care plan have this updated as required, including initial set up
- Have responsibility to oversee the administration of the policy on a daily basis.

The Schools' Offices will:

- Have an up to date copy of the Pupil Medical Information sheet listing any medical consent exclusions, should any arise for school trips/outings.
- Ensure that at the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or to have any other ongoing medical conditions.

- Ensure that a list of pupils with medical conditions is kept securely in the Medical Room and in the School office.
- Ensure that prior to a school trip, all accompanying adults have completed a Confidential Adult Contact Information form which gives details of any health issues.

All staff will:

- Familiarise themselves with the first aid procedures and ensure that they know who current First Aiders are and where First Aid kits are located
- Ensure that any work experience pupils or student teachers are aware of the procedures.
- Be aware of pupils with known medical conditions.
- Ensure that for every school trip or outing they have a current medical consent form for every pupil with a known condition or on medication.
- Deal themselves with a pupil who feels generally 'unwell' or send them to Reception with a responsible pupil (rather than sending them to a First Aider) unless their deterioration seems uncharacteristic and is causing concern.
- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Unless they are in immediate danger, never move a casualty until they have been assessed by a qualified First Aider.
- Reassure but never treat a casualty unless they are in possession of a valid Emergency First Aid in Schools Certificate or know the correct procedures – such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- NOT be required to administer medication if they are not happy to do so.

NB: Teachers' conditions of employment do not include first aid provision although any member of staff may volunteer to be a First Aider. However teachers and other staff in charge of pupils are expected to use their best endeavours to secure the welfare of pupils, especially in an emergency. If staff do volunteer for First Aider status, the Head Teacher and Governing Body are responsible for ensuring that they receive appropriate and adequate training.

Location of first aid equipment

- At Blackminster the First Aid kit is kept in the medical room. At Pebworth, the kit is kept in the admin office and there are further supplies to be taken off site in the staff bathroom.
- At Blackminster, a spare inhaler and epi-pens are kept in a locked cabinet in reception, students carry their own inhaler on their person. Staff should note a second witness, in the booklet found there, when pupils have self-administered. Sick bowls are in the medical room and cool packs are in the fridge in the staff room.
- At Pebworth, inhalers and epi-pens are kept in the classroom with the child. There are sick bags in the first aid kits. Cool packs are available in the staff room.

Record keeping

At Blackminster all accidents must be recorded in the school accident folder. This has one page per person with all sections needing to be filled in. All accidents, where a person has been referred to hospital including minor injury unit, should be recorded online.

Recordings should include pertinent negatives as well as positives i.e. I didn't see any swelling. This folder is kept in the medical room. And is reviewed and checked by the Headteacher on a monthly basis.

At Pebworth, all accidents must be recorded on Arbor. All sections on the accident and first aid page must be filled in. One entry must be added for all accidents. All accidents, where a child has been referred to hospital including minor injury unit, should be recorded online. Recordings should include pertinent negatives as well as positives i.e. I didn't see any swelling. Arbor records are reviewed by the School Leader.

Procedures

- *Universal first aid precautions* will be followed at all times when dealing with injuries which involve bodily fluids.
- In the case of an incident requiring First Aid, children should be sent to the office and a First Aider will be called - non-trained staff are not allowed to be involved in first aid at all.
- All injuries should be dealt with in the Medical Room at Blackminster and outside the office at Pebworth. The First Aid Record will be filled in for these accidents and the class teacher will be informed when the child is returned to class.
- If in doubt, an additional First Aider will always be summoned to aid treatment.
- If the class teacher is not aware of the injury, and has not been present at the time of treatment, the First Aider will ensure that he/she (the class teacher) is informed as soon as possible. Information of the injury will be passed on to parents via text, phone call or letter. If the child's condition worsens, parents will be called immediately.
- Letters should be sent home for head bumps.

Head Injuries & Head Bumps

A trained First Aider will:

- Assess every head injury (obtaining a second opinion from another First Aider if necessary).
- Administer appropriate First Aid.
- Complete an Accident/Injury letter which should be given to the pupil to take home at the end of the day.

The Office will:

- Contact parents to advise of them that their child has been given a head bump letter to bring home.

Class teachers will:

- Monitor the child closely after a head bump and notify the office if any change in condition occurs.

Parents will:

- Return the head bump letter the following school day.

If the head bump is deemed to be serious enough, or if the child begins to exhibit any signs of concussion or altered state, parents will immediately be notified and asked to collect their child and take him/her to casualty/the doctor. If none of the child's contacts can be spoken to then two members of staff will accompany the child to the local A & E department for assessment, unless an ambulance is called in which case it is one member of staff.

If the child or individual is exhibiting sufficient cause for concern after a head injury (ie loss of consciousness, fitting), then an ambulance will be summoned immediately (even before parents are notified).

Out of School

Staff will always take a mobile telephone on trips out of school. (Please see separate Mobile Phone Policy). First Aiders will ensure that pupils who have asthma take their inhalers and appropriate medication is taken for those with severe allergies. Teachers will also take a portable first aid kit, the size dependent on the length of the trip and the number of pupils attending.

For all Educational Visits, the Head Teacher has primary responsibility for ensuring that staff have adhered to the School's "Educational Visits Policy". A risk assessment will be carried out as part of every educational trip. Where a student requires a separate risk assessment as part of their IHCP, this is completed by the trip organiser and a copy is kept with them during the trip.

Head Lice

A general text and letter will be sent to the parents of all pupils in a form/class if there is a case of head lice in school. Where persistent cases arise, staff may discuss this with parents and carers of individual children directly.

Staff Precautions

- As a general policy, if staff giving care to infected children have cuts and abrasions themselves, these should be covered with waterproof or other suitable dressings.
- Staff will not bring razors or other sharp implements into school which could become contaminated with blood.
- Sanitary towels/tampons should be placed in the disposal bins provided in the staff toilet and not flushed down the toilets or placed in the bins.
- Spare sanitary towels are kept in the girl's toilets at Blackminster and staff toilet at Pebworth in the event that any pupils require them.

Waste Disposal

- Urine and faeces should be eliminated or discarded into the toilet in the normal manner.
- Soiled waste and bloods should be disposed of in the feminine hygiene container. This is collected regularly and the contents disposed of by outside contractors.
- The area should be sanitised as per the appropriate procedure by the site manager or a cleaner.

Medicines in school

Any medicines administered within school are done so in a safe and monitored environment.

Children with medical needs have the same rights of admission to a school as other children. Most children will, at some time, have short-term medical needs. Some children, however, have longer term medical needs and may require medication on a long-term basis to keep them well.

In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious (see also Attendance Policy).

Managing prescription medicine during the school day

There is no legal duty that requires school to administer medication. Exceptions to this are pupils on Medical Care plans who have individual medical needs requiring medication to treat specific conditions, such as anaphylaxis.

With the exception of the above, medicines may be brought into school and then only when absolutely essential (ie it would be detrimental to a child's health if the medicine were not administered during the school day). Parents/carers are encouraged to ask for the medication to be prescribed in dose frequencies which enable them to be taken outside school hours.

If it is necessary to send medication in to school to be administered during the day:

- Parents/carers must complete a 'Request for school to administer medicine' form (see Appendix 1) and bring this into school with the medication.
- Medicines must always be provided in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage, child's name, any side effects and the expiry date.
- The child will be asked to self-administer under the supervision of a First Aider or any competent, willing member of staff who must have a second member of staff to verify the dosage.
- The dose will then be recorded on the MIS (SIMS at Blackminster and ScholarPack at Pebworth) and a text will be sent home.
- The schools take no responsibility for missed doses.
- The schools will never accept medicines that have been taken out of their original container.

Asthma inhalers

The Federation recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

- Parents have a duty to inform the school if their child is asthmatic. Preventative inhalers should be provided and labelled with the pupil's name. These are kept by the child throughout the school day and should accompany the child if they are educated off the school premises.
- A list of asthma sufferers is kept in school for all staff to access.
- Staff will never administer medication containing ibuprofen to children who are asthmatic.

Epilepsy, anaphylaxis and diabetes

Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will be compiled, detailing the course of action to be taken. Medication is NOT locked away so this can be accessed immediately in need of emergency. In the case of emergency when the emergency services are called, staff should follow the advice of the operator.

Controlled drugs

Any member of staff may administer a controlled drug to the child for whom it has been prescribed as long as appropriate training as been given if necessary.

Staff administering this drug should do so in accordance with the prescriber's instructions. Controlled drugs will be kept in a locked non-portable container and only named staff will have access. When no longer required, the controlled drug must be returned to parent.

Managing prescription medicines on a school trip, outing or sporting activity

Usual risk assessments should be undertaken and, if necessary, take into account any child on medication where, if necessary, reasonable adjustments will be made to enable him or her to participate fully. If necessary a parent or another adult may accompany a particular child.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Copies of medical care plans should be taken on any trip or event.

Any restrictions on a child's ability to participate in PE should be recorded in their individual medical care plans. The school is aware of issues of privacy and dignity for children with particular needs.

Prescription medication to be taken in a secure, clearly named container and a copy of the signed form (see above) with a member of staff responsible for overseeing self-administration and recording.

Roles and responsibilities of staff managing administration of prescribed medicines

- No member of staff shall be obliged to administer medicines against their will
- No child will be given medicines without their parent's written consent.
- Parents should complete 'Parental Request for School to Administer Medicine' form (Appendix A)

Any member of staff giving medicines to a child should check:

- Child's Name
- Name of medication and prescribed dose

- Expiry Date
- Written instruction provided by prescriber on label

Written records must be kept each time medicines are given and staff should record details on the MIS (BromCom at Blackminster and Arbor at Pebworth).

For the administration of controlled drugs, this must be witnessed by a second member of staff.

If a child refuses to take medication, they should not be forced to do so. Parent to be informed as soon as possible. Should the refusal result in an emergency, then emergency procedures to be followed, i.e. ambulance called.

Parental responsibilities

Parents/carers have the prime responsibility for their child's health and must provide the School with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.

Where a child has an on-going or long term medical need, a medical care plan should be completed by parents/carers and, where appropriate, health professionals.

Only one parent is required to request that medication is administered.

Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school shall continue to administer medication in line with consent given and in accordance with the prescriber's instructions, unless a Court decides otherwise.

Parents wishing their child to have medication in school must fill in the relevant forms complete with all information required, sign, date and return to school office.

Parents must ensure that any medication in school is in date and usable.

Parents must notify the school in writing, as soon as possible, should circumstances change or if the child no longer needs medication.

Medication will not be handed to a child to take home unless permission is given on the form 'Request for school to administer medication'. The parent should make arrangements to collect the medicine from school at the end of the day if permission is not given.

Assisting children with long-term or complex medical needs

Information is needed about a long term medical condition, usually in the form of a Medical Care Plan. This Medical Care Plan must include details of a child's condition, special requirements, any side effects of the medication, emergency procedures, who to contact in an emergency and the role of staff.

Appendix 1: Parental Request for School to Administer Medicine

The school will **NOT** accept your child's medicine unless you have completed and signed this form. An online version is available on request.

Name of Child: _____

Date of Birth: _____

Class/ Tutor Group: _____

Medical condition/illness: _____

Medicine

Name/type of medicine (as described on the container): _____

Date dispensed: _____

Dosage & timing: _____

Details of any side effects: _____

Date and time of last dose: _____

Procedures to take in an emergency: _____

The following is only applicable at Blackminster Middle School:

- ☐ I give permission for my child to collect the medication from the office at the end of the day
- ☐ I will collect the medication from the office myself at the end of the day

Blackminster Middle School are not responsible for arranging the collection of medication at the end of the school day.

Contact details

Name: _____

Daytime telephone No: _____

Relationship to Child: _____

Address: _____

I understand that my child should hand this form and the medicine to the School Office upon arrival at school and I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. I also understand that school take no responsibility for missed doses and any side effects that may occur.

Signature: _____

Appendix 2: Covid-19 addendum

During the Covid-19 pandemic, staff are still required to administer First Aid in line with this policy as set out above. Additional precautions are set out below:

- Where possible and appropriate due to the age and developmental stage of the student, pupils can be supervised and supported to treat minor injuries themselves for example using a sterile wipe to clean a minor graze caused on the playground. This is to support minimal contact between staff and pupils.
- PPE including masks, gloves, visors and aprons are provided for staff administering First Aid in order to mitigate risk of being within 1m of the student.
- All used PPE must be disposed of appropriately following the guidance on the schools risk assessment.
- Staff should follow any measures outlined on individual risk assessments. A First Aid trained member of staff may temporarily be removed from the list of staff acting as First Aiders if they are in a vulnerable category for multiple reasons, for example. This is reviewed on a case by case basis. These staff can still offer support to another member of staff in treating a pupil without being 'hands on' themselves.
- At Pebworth First School, First Aid packs are to be taken on duty at breaktimes and as much First Aid treatment to be administered outside as possible due to reduced risk of transmission outdoors.