Park View Primary School
Medical and First Aid Policy

The Keep Learning Trust

Creating Chances and Choices

Date of review:	October 2025 (supersedes November 2024 with changes to staff)
Approved by:	Headteacher
Next review date:	October 2027

Rationale for the Policy

This policy should be read in the context of the following: -

- Index for Inclusion, CSE – April 2000
- SEN and Disability Rights in Education – Bill – March 2000
- Supporting Pupils with Medical Needs in Schools – DfEE, 1996
- Children's Act – 1989
- Disability Discrimination Act – April 1996
- Safety in Outdoor Activity Centres – Guidance DfEE Circular 22/94
- Control of Substances Hazardous to Health (COSHH) Regulations – 1994
- Bury LA Health and Safety Policy
- Bury LA Medical Policy
- Bury LA Equal Opportunity Policy

A policy is necessary because: -

- The Government's agenda for the inclusion of pupils with special educational needs in mainstream schools means that many more pupils may need to take medication or undertake specific procedures at some time whilst they are at school.
- It is important for all pupils to have continuity of educational experience.
- Schools need to be offered guidance about the administration of prescribed medicines and medical procedures.
- All schools should have a policy and procedures so that no person is placed at risk from storage, administration and disposal of medication.

Aims and Objectives

This policy is intended to: -

- Clarify where the responsibility for the medical care of pupils lies.
- Establish procedures that provide appropriate care for pupils and which are practicable from the school's point of view.
- Provide general information about the administration of prescription medicines and medical procedures for pupil

Guidelines

The Governing Body of Park View Primary School believes that: -

1. As far as possible, the medical needs of pupils should not prevent them from attending school and co-operative working with parents and support for pupils is essential.

2. The primary responsibility for a pupil's health rests with the parents who should ensure that their child is well enough to attend school.

3. No member of staff, including support and ancillary staff, has a contractual duty to give prescribed medicine or to supervise medical procedures, unless this is specifically stated in their job description.

4. No pupil should be involved in the administration of prescribed medicines or medical procedures for another pupil.

5. School staff cannot supervise or authorise the taking of non-prescription medication including painkillers. Exceptions to this will only be for specific medical needs that are detailed in a care plan agreed by parents and school.

6. Parents must sign a consent form (kept in the school office) before any medication can be given in school, this includes cream and oral medication.

7. Where it is necessary for a pupil to take prescribed medicine, it is advisable that the dose is prescribed 3 times a day rather than 4 times a day so that the pupil need not take the medication whilst at school. Where medication is given, it will be administered in the school office or an agreed designated area and the Medication Record Sheet completed, with the exception of all emergency medicine, including asthma inhalers. Additionally, creams will not be applied in the office, they will be applied in one of the medical rooms or the classroom depending on where the cream is needed on the body.

8. All school admission forms include a request for consent from parents/carers that first aid can be given and a doctor/ambulance can be called if necessary.

9. Pupil medical information will be maintained on a year group record sheet and updated annually, when a new pupil starts at Park View Primary School or when a parent updates us about a new/altered medical need. This will be inserted in registers and/or class medical files in order to inform staff. A copy will also be kept centrally in the school office.

10. In some cases where an individual pupil's medical need requires regular administration of prescribed medicine or a medical procedure, a Health Care

Plan will be completed and reviewed annually to ensure it is still relevant. This will not normally be necessary for pupils with more common conditions e.g. asthma, ADHD. Copies of Health Care Plans will be kept in class medical files to inform staff.

11. Where pupils develop medical needs in the course of their education, it is up to the parents to inform school and then the appropriate documentation can be completed.

12. The school will endeavour to balance the need for confidentiality with the need for staff awareness ofrelevant information.

13. All teachers have a copy of a list of pupils in their class with SEND including medical needs for all of their pupils. This list is updated by the SENCo. Office staff update previous information and pass all new information to teachers and the SENCo so that the medical information in the class file can be updated. For pupils with a high level of need it will be necessary certain members of staff to be aware of the procedures in place and any changes that are made.

14. The school will provide for the safe storage of prescribed medicines and disposal of any medical waste.

Policy & Guidelines for Administering First Aid in School

AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of **'First-Aid'** or merely
'Pastoral Care'.

CLASSIFICATION & STAFFING:

Park View Primary School have the following members of staff with designated responsibility for administering First-Aid in school:

EYFS
Amy Barber

Joanne

Wheeldon

Nicola Watson

KS1
Shirley Johnson
Diane Hamblett
Victoria Raffles

KS2
Rebecca Watson
Angela Murphy
Sarah Crawshaw
Sue Maguire

Out Of School Club
Rebecca Watson
Angela Murphy
Sarah Crawshaw
Sue Maguire
Diane Hamblett

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury**

or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of an allergic reaction)

Classification for incidents such as these is 'FIRST

Aid'

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled

- clothing/mud on clothes

etc Classification for incidents

such as these is **'PASTORAL**

CARE'

FIRST-AID:

In the event of a serious knock or bump to the head, a First-Aider must assess the pupil and the appropriate treatment given.

The incident must be written in red in the first aid book and a text will be sent home to parents to inform them that their child has bumped their head at school so they are aware to monitor the pupil at home. The pupil will also be given a 'bumped head' sticker to put on their jumper so that staff are aware that the pupil has bumped their head and they can monitor the pupil in school that day as well.

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance, but not an ambulance, a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/ADeputy Head Teacher (injury type permitting) and the relevant action taken.

Parents may be contacted to collect the pupil and may be advised to seek medical advice/assessment. Should the injury require a 999 call, the designated First-Aid staff
member must either speak to the office staff to make an urgent 999 call for an ambulance or call 999 themselves and update the office staff if this has been done.

This can be decided by the designated First-Aider without authorisation so that this can be acted on immediately. As soon as 999 has been called, the office staff need to contact the parents of the pupil so that they can come to school immediately as well.

PASTORAL CARE:

Incidents requiring 'Pastoral Care' should be treated as follows:

- **DURING LESSON TIME**: Each Key Stage group (EYFS, KS1, LKS2 and UKS2) has members of staff to support teachers/cover supervisors. Should an incident occur during the morning or afternoon sessions and it is felt necessary to have additional adult support then a member of staff supporting the Key Stage group should be called for to take 'Pastoral' care of the child ensuring his/her well-being.

- **BREAK AND LUNCHTIMES:** There is a rota of staff carrying out 'indoor' duty to care for pupils during morning break time and lunchtime. The above guidelines for determining 'First-Aid' or 'Pastoral Care' should be followed during these times.

In the event of minor injury, once treated, the class teacher must be informed so that they are aware of the injury and they can liaise with Parents/Carers/Out-of-school club at the end of the school day, if felt necessary.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head, and Parents contacted.

ASTHMA:

All pupils with asthma are required to have an in date, working reliever inhaler and spacer in school.

A reliever inhaler is usually a blue inhaler and may be Ventolin or Salbutamol. This is an inhaler that a pupil can take to relax the muscles in their airways if they feel they need to take their inhaler due to breathlessness/wheezing/other signs of asthma.

Parents are responsible for ensuring that their child has this in school at all times.

Pupils do not need to keep a preventer inhaler in school as this is a steroid inhaler that should be kept at and taken at home as advised by the GP/asthma nurse to prevent asthma symptoms from developing (this type of inhaler may be a brown inhaler).

If a pupil with asthma requires their reliever inhaler while at school, this is always to be taken in the presence of an adult and the inhaler use must be recorded by the adult on the 'Inhaler log sheet' kept in their classroom medical file.

Staff will update parents if there is any cause for concern with a pupil's asthma or inhaler use, e.g. the pupil has needed their inhaler more regularly than normal or the pupil has any concerning symptoms.

If a pupil has more severe asthma and needs additional inhaler use or specific care in their school day, an individual care plan will be in place for that pupil.

EPI PENS:

For pupils in school requiring an 'Epi pen', relevant staff have attended Epi pen training by the school nursing team.

The training ensured that staff are familiar with the use of Epi pens and/or symptoms of anaphylactic shock.

The administering of epi pens must be carried out by the nearest trained member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.

Specific care plans are in place for pupils who have an Epi pen in school.

DIABETES:

For pupils in school who have diabetes, relevant staff attend training by the diabetic nursing team.

The training ensures that staff are familiar with diabetes, diabetic care and the administering of insulin.

Specific care plans are in place for pupils who have diabetes in school.

PUPILS WITH SPECIFIC NEEDS:

Details of pupils with specific needs i.e. diabetic/severe allergies/epi pens/heart or blood conditions/dietary needs etc may be found in each class medical register, in the first aid books located in EYFS, KS1 and KS2, in the school office, in the school kitchen and on the staff room boards.

Please take time to familiarise yourself with the pupils concerned and their individual potential need.

In addition, trained members of staff MUST BE CONSULTED to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic

reactions/pupils with epi pens in school - irrespective of the type of illness or injury sustained an on NO
ACCOUNT must these pupils be left/sent to self-administer their own treatment.

For pupils with specific medical care plans in place, designated members of staff will be aware of the specific care needs.

INCIDENT REPORTING:

All incidents requiring first-aid (whether minor or major) must be recorded in the school First- Aid books situated in EYFS, on the KS1 first aid cupboard and Year 6 first aid cupboard.

TREATMENT:

School has a ready supply of minor first aid equipment reaction. Cuts and grazes should be treated with gauze and clean water and elastoplast/micropore applied where applicable.

There are buckets for pupils who feel sick. Please place a vomit bag inside the bucket before use.

Sawdust, mops and buckets may all be found in the Cleaner's store. Gloves must be worn by staff in the event of exposure to bloods or bodily fluids.