

West Croft School

**Administering First Aid and
Medication Policy (Primary)**

March 2026

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Appendix 1 Prescribed Medication Form

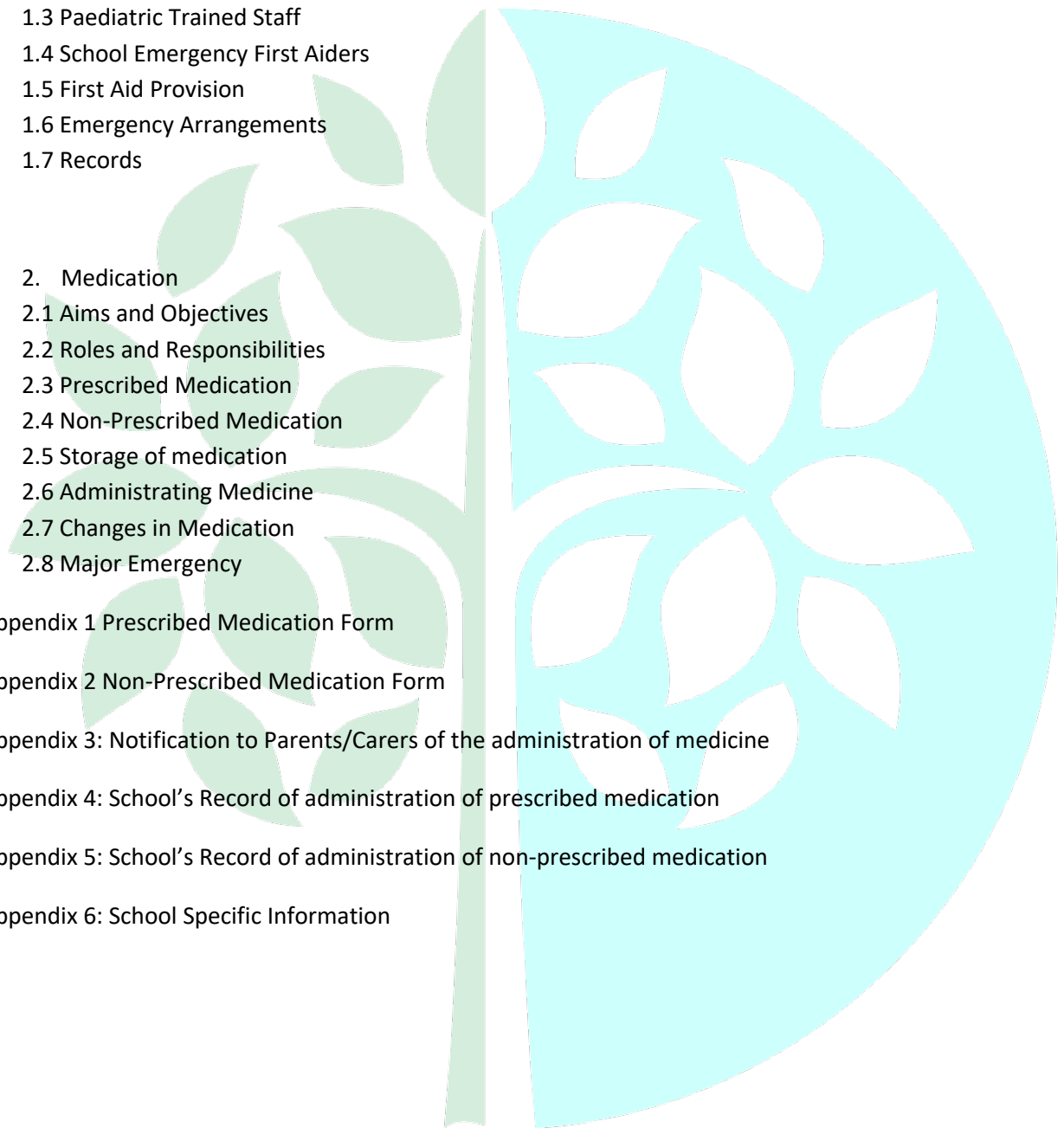
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Policy Statement

At West Croft school, we believe that ensuring the health and wellbeing of staff, pupils and visitors is of high importance. We wish to ensure that pupils with injury and/or medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day (where those members of staff have volunteered to do so), and in administering First Aid.

At West Croft we will 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/administering medicine at each school is held by the Headteacher.

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

First Aid

1.1 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
- 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

1.2 First Aid Training

The Headteacher will ensure that appropriate numbers of appointed persons (School Emergency 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

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.

Note: Appointed Persons may not be First Aiders and should not provide First Aid for which they have not been trained. However it is good practice to provide appointed persons with some level of First Aid training.

1.3 Paediatric First Aid Trained Staff

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.

1.4 School Emergency First Aiders (Those completing an approved 1-day emergency First Aid at work including where possible an extra module on children's first aid)

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. They may also have other duties and responsibilities which are identified and delegated as appropriate.

Further to this **Full Emergency First Aiders** (3-day emergency first aid course) will be available for any medical or first aid emergency where appropriate.

1.5 First Aid Provision

We will provide appropriate first aid equipment and a designated First Aid area.

It is the responsibility of the appointed persons to check the contents of all First Aid kits regularly, and to ensure appropriate provision of First Aid kits for offsite activities/trips. This will include ensuring that all medical equipment is in date, sealed and fully stocked.

1.6 Emergency Arrangements

Upon being summoned in the event of an accident, the appointed person(s) are 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 judgment as to whether there is a requirement to call an ambulance.

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 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
- An epi pen has been used
- The child has specific medical needs known to the school
- A first seizure
- Prolonged Asthma which is not relieved by prescribed medication

- Choking / following abdominal thrusts

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
- The child has specific medical needs known to the school

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, we will continue to attempt to make contact with the parents every hour. 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, where possible, 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.

1.7 Records

All accidents requiring First Aid treatment are to be recorded with (at least) the following information in the accident book

- Name of injured person (forename and surname)
- 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
- A head injury will be given a head injury note to inform others of their injury, and their parents to be informed by a phone call or teacher speaking to the parent at the end of the day.
- Any injury sustained and treated for a child in EYFS or KS1 will be communicated to the adult collecting them at the end of the day verbally. Where assessed as necessary, a phone call will be made or a slip sent home with children from KS2 to inform their parents of a non-emergency injury.

A record of **all** injuries should be kept in the 'accident book' and recorded in pen.

Medication

Please note that parents should keep their children at home if acutely unwell or infectious.

2.1 Aims of the Medication Policy

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

2.2 Roles and Responsibilities

West Croft school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Healthcare Professionals, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Where appropriate, specific advice and support from the Healthcare professionals will be given to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

Headteacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training, including appropriate supervision after potentially traumatic incidents
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs (where their role requires them to do so)
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- Educational Visits Leader – see section 2.3 below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered at school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

2.3 Prescribed Medicine

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. A copy of the required form for prescribed medication is available from our school's Main reception and a copy given to class based staff. (Appendix 1)

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

2.4 Non-prescribed Medicine

The school will only administer non-prescribed when parents have completed the non-prescribed form (appendix 2) and have agreed to the following terms:

- Non-prescribed medication will only be administered by the school after 1pm
- We will only give the dosage that is recommended by manufactures
- We will only administer non-prescribed medicine once in the school day
- We will not administer non-prescribed medicine for more than 3 consecutive days unless a medical professional has instructed to do so via written communication.
- It is the parent's/carers responsibility to check that their child has the medicine administration slip (appendix 3) at the end of the school day.
- I understand that school will not administer non-prescribed medicine without written consent (appendix 2)
- It is the Head Teacher, Assistant Head Teacher or Full Emergency First Aider's final decision on whether non-prescribed medicine should be administered or whether the child's guardian should come to school to administer the medication themselves.
- Only non-prescribed medicine supplied by the parents will be administered.

2.4 Storage of medication

Each item of prescribed medication must be delivered to the main reception of the school, in normal circumstances by the parent/carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

.Pupil's Name.

. Name of medication

. Dosage

. Frequency of administration

. Date of dispensing

. Storage requirements (if important)

. Expiry date.

Non prescribed medicine must be delivered to main reception of the school, in normal circumstances by the parent/carer in its original bottle. The parents/carers are also responsible for labelling it with the child's name and checking it is in date.

- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils. Unless, otherwise indicated all medication to be administered in school will be kept in a locked cabinet.
- Inhalers and Epipens will be kept in the First Aid room or securely within the child's classroom. Teachers must make sure that all pupils who have an inhaler/Epipen **MUST** take them on educational trips.
- All other medication must be handed into the school office. No pupil should carry medication around with them

2.5 Adminstrating Medicine

- The school will keep records of when prescribed and non-prescribed medication is taken, which will be available for parents on request.
- Children receiving non-prescribed medication will be given a slip to take home which indicates the dosage and the time the medicine was administrated. It is the parents/carers responsibility to check that their child has this form at the end of the school day.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School. The school will endeavour

where possible for another member of staff to be available to witness the administration of medication.

- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

2.6 Changes in Medication

- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Only non-prescribed medicine will be kept in school when a child requires it. The school will not be responsible for keeping non-prescribed medicine for longer than 3 consecutive days or the length of time specified by a medical professional.

2.7 Major Emergency

In the event of a **major emergency** e.g. the evacuation of the school, we would follow the school's emergency evacuation policy. Where possible, we will ensure that **prescribed medication only** is with us at all times and is secure.

Appendix 1

West Croft School – Parental agreement to administer prescribed medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting

Name of child

Date of birth

Class

Medical condition or illness

Medicine

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

Name of prescribing doctor

Expiry date

Dosage and method

Frequency

Time of dose

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of admin staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 2

West Croft School - Administration of Non-Prescribed Medicines

Name of pupil	
Address	
Reason for Non-Prescribed Medicine:	
Dates I would like the non-prescribed medicine to be administered	
Dose required	
Time required	

If medicine is needed for more than 3 days, then we would recommend a doctor's appointment is made and any further medication to be prescribed by the GP or that the GP advises to continue in writing.

Name of Medicine	
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As a parent/carer I understand:

- ☐ Non-prescribed medication will only be administered by the school after 1pm
- ☐ We will only give the dosage that is recommended by the manufacturer
- ☐ We will only administer non-prescribed medicine once in the school day
- ☐ We will not administer non-prescribed medicine for more than 3 consecutive days and will require written confirmation from a medical professional to continue for longer.
- ☐ It is the parent's/carers responsibility to check that their child has the medicine administration slip (appendix 3) at the end of the school day.
- ☐ I understand that school will not administer non-prescribed medicine without written consent (appendix 2)
- ☐ It is the Headteacher, Assistant Head Teacher or Full Emergency First Aider's final decision on whether non-prescribed medicine should be administered or whether the child's guardian should come to school to administer the medication themselves.
- ☐ Only non-prescribed medicine supplied by the parents will be administered.

I confirm that I have read the above terms for administering non-prescribed medicines and I agree with them. I also give my permission for the /Headteacher (or their nominee) to administer the non-prescribed medicine to my son/daughter.

Signature(s) _____ Date _____

This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the school office team.

The non-prescribed medicine should be:

- ☐ In its original bottle
- ☐ Clearly labelled with the child's name
- ☐ In date
- ☐ Collected by the parents/carers after 3 days

The information given is requested in confidence, to ensure that the /Headteacher or their nominee is fully aware of the medical needs of your child.

Appendix 3

Administration of medicine to an individual child

Name of child

Date medicine provided by parent

Class

Prescribed/non-prescribed

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature

Signature of parent

Date _____

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix 4

West Croft School

Record of Prescribed medicines administered to all children

[illegible]

Appendix 5

West Croft School

Record of Non-Prescribed medicines administered to all children

[illegible]

Appendix 6: School Specific Arrangements – (staffing updated September 2025)

School Name:

- West Croft School
- Medical stock check / order : Tracey Branch / Darren Ford

Paediatric Trained Staff

Nic Scarrett
Rhiannon Delmaine
Jo Waite
Julie Glasson
Kara Northcott
Jessica Standford
Michelle Sawyer
Daisy Littlejohns
Mandy Wreford
Lisa Turner
Jordan Rose
Kevin Weir
Kayleigh Radcliffe
Roxy Body
Chloe Short
Wilhelmina Joy
Emily Staddon

First Aid Trained Staff (combined First Aid @ work & Paediatric)

Gill Matthews
Jules Charlesworth
Lisa Turner
Mandy Wreford
Roxy Body
Anna Mathias
Debbie Ash
Leanna Fay
Caroline Syvret
Nina Martyn
Katie Ebsworthy
Zara Lynch
Sarah Conners
Jade Hookway
Mandy Wiltshire
Leona Mcneil
Sara Booththroyd

Fully First Aid Trained Staff (3days):

Darren Ford
Tracey Branch

Outdoor First Aid with Paediatric

Sarah Tawse

