



First Aid & Medicine Policy

Phase of school this policy relates to (*please highlight*)

Early Years	Primary	Secondary	Whole School
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Date created:	16/05/2023
Date reviewed:	September 2025
Next review date:	Autumn 1 2027/28
Policy lead staff member:	Leanna Barrett
Policy link governor:	Charlie

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Introduction

Liberty Woodland School is committed to safeguarding the health, safety, and welfare of pupils, staff, and visitors. We provide clear arrangements for first aid and for supporting pupils with medical conditions so that they can access education fully and safely.

This policy is written in line with:

Health and Safety at Work etc. Act 1974

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Children and Families Act 2014 (duty to support pupils with medical conditions)

Supporting Pupils at School with Medical Conditions (DfE statutory guidance, 2015)

Early Years Foundation Stage (EYFS) Statutory Framework (for Reception)

Equality Act 2010

This policy should be read alongside the Health & Safety Policy, Safeguarding Policy, and Educational Visits Policy.

Roles and Responsibilities

Proprietor/Governing Body

- Ensures compliance with legislation.
- Ensures this policy is implemented and reviewed annually.
- Ensures suitable insurance is in place.

Head of School

- Ensures sufficient numbers of trained first aiders.
- Oversees Individual Healthcare Plans (IHPs).
- Reports serious incidents to HSE under RIDDOR 2013.

Staff

- Follow this policy when administering first aid or medicines.
- Complete appropriate training.
- Keep accurate records.

Parents/Carers

- Provide up-to-date medical information.
- Supply medication in original packaging with prescription labels where required.
- Complete and sign the Medication Form.

Pupils

- Where appropriate, take responsibility for their inhalers/medication with staff support.

First Aid Arrangements

Qualified First Aiders: All staff are trained in Paediatric First Aid (EYFS requirement). Refresher training is every 3 years.

First Aid Posts: First Aid Room with stocked first aid kit, first aid kits in all class dens and in Ivy Lodge. Travel first aid kits accompany trips.

Defibrillator (AED): Located outside the First Aid Room. The defibrillator (AED) can be used by any person following the voice instructions; trained staff will take the lead where possible.

Recording: All treatment is logged on iSAMS.

Head bumps/significant injuries: Logged on iSAMS and parents notified the same day.

Parent notification: Office team contacts parents for accidents requiring further monitoring.

RIDDOR: The Head of School ensures reportable incidents are notified to HSE.

School Insurance Arrangement : Public, Products & Employer's liability. Insured through Morton Michel. This covers the school for the administration of prescribed drugs as instructed by the students personal GP/Healthcare professional.

Administering Medicines

General Principles

Medicines are only administered where essential during school hours.

All medication must be in its original packaging, labelled with the pupil's name, dosage, and doctor.

Parents must sign the Medication Form.

First doses must always be given at home.

Prescription Medicines

May be administered to all pupils with parental consent.

Each administration is logged.

Over-the-Counter (OTC) Medicines

Reception pupils: May be given OTC medication (e.g. paracetamol, antihistamines) with parental consent.

Year 1 and above: OTC medicines are not permitted.

Refusal of Medication

If a child refuses, staff will not force them. Parents will be informed.

Splinters

Staff may use tweezers if the child wishes and if safe to do so.

Travel Sickness

Parents must notify school if their child suffers from travel sickness.

Parents administer medication before travel and provide travel bands/bags.

If a child is sick on a trip, the teacher in charge decides whether they can continue or must be collected.

Storage and Disposal of Medicines

Medicines are stored in a locked cabinet in the First Aid Room.

Epi-pens are stored in an accessible emergency box.

Medicines are returned to parents at the end of each term or when no longer required.

On school trips, medicines are stored securely by the trip leader.

Emergency Medication

Adrenaline Auto-Injectors (Epi-pens)

Prescribed AAI's are stored securely but accessible.

The school also holds spare AAI's for use with medical authorisation and parental consent. Prescribed auto-injector medicines may be administered in school by trained members of staff. The school also holds a 'spare' adrenaline auto-injector (AAI) obtained, without prescription, for use in emergencies, but only to a pupil at risk of anaphylaxis, *where both medical authorisation and written parental consent* for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. AAI's can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction (anaphylaxis), staff will call 999 without delay, even if they have already used their own AAI device, or a spare AAI. In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate. See further [Guidance on using adrenaline auto-injectors in schools](#) here.

Asthma Inhalers

Pupils' inhalers are stored securely.

Accidents and Illness

In the event of illness, pupils may eat, drink, or take breaks as needed.

For hospital treatment: staff call an ambulance and remain with the child until parents arrive.

Parents must keep contact details up to date.

Pupils with Special Medical Needs (IHPs)

Some pupils may have conditions such as epilepsy, diabetes, asthma, or severe allergies.

An Individual Healthcare Plan (IHP) will be created in partnership with parents, healthcare professionals, and the pupil (if appropriate).

IHPs identify support arrangements and reasonable adjustments (including on trips).

IHPs are reviewed annually or as conditions change.

The school will not send pupils home unnecessarily or create barriers to participation.

IHPs are stored securely on iSAMS and in the First Aid Room for quick reference during emergencies.

Educational Visits

A trained first aider accompanies every trip.

A travel first aid kit is carried.

Pupils' IHPs and medication accompany them.

Staff are briefed on medical needs.

Records, Data Protection & Insurance

Medication administration and accident records are securely kept.

Records are retained in line with the Limitation Act 1980 (until age 25 for accident records).

Health data is processed under GDPR.

The school holds insurance through Morton Michel, covering administration of medicines.

Monitoring and Review

The policy is reviewed every two years or sooner if guidance changes.

Useful Contacts:

Allergy UK
Allergy Help Line: (01322) 619864
Website: www.allergyfoundation.com

The Anaphylaxis Campaign
Helpline: (01252) 542029
Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus
Tel: (01733) 555988 (9am to 5pm)
Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)
Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)
Website: www.asthma.org.uk

Council for Disabled Children
Tel: (020) 7843 1900
Website: www.ncb.org.uk/cdc

Contact a Family
Helpline: 0808 808 3555
Website: www.cafamily.org.uk

Cystic Fibrosis Trust
Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)
Website: www.cftrust.org.uk

Diabetes UK
Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633

Textphone: 08457 622 644

Website: www.drc-gb.org

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk/

APPENDIX 1: Medication form

[Medication Form](#)