



Onslow Infant School

Administering Medicine in School and First Aid Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

See also 'Supporting Children with Medical Conditions Policy'

Governor Lead:	Children and Learning Committee
Nominated Lead Member of Staff:	Rebecca Mowat
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Administering Medicines in School Policy

1. Policy Aims

- To support regular attendance for children with medical needs requiring medication.
- To ensure that parents understand their responsibilities in respect of their children's health and medical needs.
- Ensure staff understand their roles and responsibilities in regard to providing appropriate medical and first aid care.
- To ensure that medicines are stored and administered safely.
- To ensure appropriate first aid and emergency care is carried out.

This policy should be read in conjunction with the 'Supporting Children with Medical Conditions Policy'.

New parents will be made aware of the School's 'Administering Medicine In School and First Aid Policy'. The policies will be made available in the policies file in the school entrance hall and on the school website.

2. Parent responsibilities regarding illness and other medical needs

Parents or guardians have prime responsibility for their child's health and should provide the school with up-to-date information about their child's medical conditions, treatment and/or any special care needed by using the space provided on the admissions form and thereafter by letter.

If a child has an ongoing or more complex medical condition, the parent, school and other health professionals will develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. Please refer to the schools 'Supporting Children with Medical Needs Policy'.

It is the parent/carers responsibility to make sure that their child is well enough to attend school. They should ensure that children who have had vomiting or diarrhoea do not return to school until 48 hours after the last episode even if the child appears well. They should also follow any other government guidance about limiting the spread of infectious illness and isolation periods.

Parents should be aware they may be needed to collect their child from school due to illness or after an accident and must provide a contact number and an emergency contact to call in case the parent is unavailable.

3. Administering Medicines

There is no legal duty which requires school staff to administer medication - this is a voluntary role. Staff managing the administration of medicines will receive appropriate training and support from health professionals if necessary.

Medicines should only be brought to school when essential. Medicines prescribed 'three times a day' should be administered 'before school, after school and at night'. If a different spacing is needed, the school will administer medication with the following provisos: -

- The pupil medication request form completed and is signed and handed into the school office before each course of medicine.
- An adult must bring and collect medicines. If the medicine is a controlled medicine there should be no more than a week's supply and the amount of medication handed over should be recorded on the form.

- Medicines should be in date, clearly labelled with the child's name, in their original container/packaging, with a spoon/syringe, and instructions leaflets.

- If a child refuses medicine, they will not be forced to take it and parents will be informed (unless in an emergency situation).

If there is ever a misadministration of medication, staff must follow these steps;

1. Ensure the child's health plan is followed if it details steps to take following incorrect dose of medication
2. Contact 999 if it is an emergency, 111 or the child's designated health professional for advice on next steps if the action is not included in the specific medicine instructions
3. Contact parents/carers
4. Inform Head Teacher
5. Complete the Medication Error Sheet (APPENDIX 3) on the day of the incident and give to the Head Teacher
6. Head Teacher to notify Chair of Governors of Governor with lead responsibility for Safeguarding
7. Head Teacher to assess whether LADO threshold has been met and make appropriate referral if deemed necessary

4. School Trips and Outings

This school actively encourages children with medical needs to participate in trips and visits for children with ongoing medical conditions. For pupils with ongoing medical conditions see 'Supporting Children with Medical Needs Policy'.

For those with short term medical needs only prescription medicines will be taken on to the trip or outing. A copy of the completed pupil medication request form will be taken and the staff volunteering to give medication will date and sign the form and return it to the central folder when they return.

5. Record Keeping

Pupil Medication Request Forms (including those for Allergy/Asthma and/or forming part of the IHP) should be kept in the office medical folder and referred to when administering medication.

A list of children with medical needs is provided to each class for their class file and displayed in the office's first aid cupboard.

Requests for updated information on long term medical conditions including asthma and allergies are distributed to parents at the beginning of each school year; any changes at other times must be notified in writing by the parents.

Each time a controlled drug is administered it must be recorded in the controlled medication section of the medicines folder (including if the child refused to take it). The person administering the controlled drug should monitor that the drug has been taken. Records will be kept for 2 years.

Controlled drugs should be recorded as being returned to the parent when no longer required.

6. Storing medicines

Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.

- Medication requiring refrigeration must be stored in the school office Medicine Fridge.

- Medicine not needing refrigeration must be stored in the school office First Aid Cupboard.
- Controlled drugs/medications must be stored in a double locked non portable container that is only accessible to specifically named staff. If a controlled drug is required during a school trip, an individual risk assessment will be made.

Emergency medications such as Epi-pens and asthma inhalers are readily available in a clearly labelled container. Inhalers are kept in the child's classroom and Epi-pens kept in the labelled office cupboard. All staff know where these medicines are stored, and which children may need them (see record keeping above). If indicated in a child's IHP additional medicines may also be located in other places to allow quick access.

Parents are responsible for checking expiry dates on their children's medicines and replacing as necessary.

7. Disposal of medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect all medicines held at the end of each term.

Any medicines that have not been collected should be taken to a local pharmacy for safe disposal.

8. LONG TERM MEDICAL CONDITIONS REQUIRING MEDICATION (To be read alongside Supporting Children with Medical Conditions Policy)

Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP) or the asthma/allergy notification form if this is more appropriate (or a health care plan will be provided by the team managing the condition).

a) Asthma

This school 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 staff if their child is asthmatic using the Pupil Medical Information Form which includes forms for completion for Asthma; Allergies; Pupil Medication Requests (see Appendix 1). This includes consent for use of emergency salbutamol inhaler or complete an 'Individual Health Care Plan' if this is more appropriate.

- Inhalers should be provided and labelled with the pupil and class name and parents are responsible for ensuring they are in date.
- Inhalers should be easily accessible and kept in an assigned container within the child's classroom. The school office First Aid Cupboard has an emergency use inhaler if the child's own inhaler is unavailable.
- Children with asthma must have access to inhalers when they need them and know where they are kept.
- Inhalers will accompany the child if they are educated outside the school premises or on a trip/outing.
- Parents should be notified when a child has used an inhaler excessively or more regularly than usual.

- The school has an emergency use inhaler for use if a child's own inhaler runs out or is faulty and parents have consented for its use.

b) Allergies

Parents have a duty to inform staff if their child has an allergy on the school's admission form and thereafter in writing. Children who require medication for allergies need to fill out the Pupil Medical Information Form which includes forms for completion for Asthma; Allergies; Pupil Medication Requests (see Appendix 1) or complete an 'Individual Health Care Plan' if this is more appropriate. (Please See 'Supporting Children with Medical Needs Policy').

Epi-pens and other medication used for allergies should be kept in an assigned container in the school office if needed. They will also accompany the child if they are educated outside the school premises or on a trip/outing. Children with allergies, and the adults they come into contact with, must know where their medication is kept.

Parents of children with food allergies must also complete a Special Diet Form which can be obtained from the school office and from the school website:

<https://www.onslow.surrey.sch.uk/lunch-snacks-milk-1/> .

c) Other Long Term Medical Conditions

The administration of medicines for other long-term conditions such as epilepsy and diabetes will be administered according to the children's IHP – and are covered in the 'Supporting children with Medical Needs Policy'.

d) Administering Insulin

All insulin administered will be recorded in the child's record.

Every time insulin is administered this will be completed by two members of staff, one to administer and one to oversee that it is correctly calculated and (digits and units of measure) entered into the system. Both adults will sign the record of amount administered with their role in the process identified.

First Aid Policy

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to Onslow Infant School through the provision of first aid trained personnel and first aid equipment in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981, relevant DfE and SCC guidance.

1. School First Aid Provision

In accordance with good practice and guidelines the school will ensure that:

- A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required during normal operating times. It will take into account:
- The number of staff/students on site.
- The full range of activities undertaken by staff and pupils on the school premises during the normal school day and as appropriate those outside normal circumstances e.g. morning club and off-site activities. Additional risk assessments will be carried out if necessary for example during periods of time requiring the school to operate in a different way such as partial closure or in response to government advice.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school as well as an adequate number of appropriately qualified first aiders. First aiders will have access to appropriate PPE.
- Adequate training courses (approved by the HSE) and guidance are provided for first aiders, and where appropriate, specialist first aid training e.g. paediatric first aid for Early Years provision and epi-pen training.
- All staff are made aware of first aid arrangements and such information is included in the induction process for staff.
- Parents are made aware of the school's first aid arrangements, relevant policies and the reporting procedures for bumped heads and more serious injuries e.g. relevant parent evenings, newsletters, updates and the school website.
- The school will ensure that incidents are reported locally, and that more serious incidents are reported according to SCC guidelines and that the HSE is informed of injuries that are reportable under RIDDOR.
- First-aid procedures and accident reporting arrangements are regularly reviewed.

2. First Aid Administrator

This role is performed by the front office staff to ensure cover during school hours. The first aid administrator is responsible for:

- Looking after the first-aid equipment
- Ensuring an ambulance or other medical help is summoned
- Record keeping procedures are followed
- Organising training of an appropriate number of first aiders

3. **First Aiders**

A list of first aiders with current training approved by the HSE will be located in the FIRST AID FILE in the office and in the satellite first aid cupboard. There are trained first aiders for each year group.

4. **Equipment and facilities**

The school provides stocked medical cupboards for the treatment of illness and injuries in the School Office. There is a satellite container located in Block C.

Portable first aid kits are used by lunchtime supervisors – these are stocked each half term or as required during the term. A kit is located on the main playground for use during lunch break.

Each classroom has a well-stocked first aid box and a first aid bin for waste disposal.

Appropriately stocked first aid kits will be taken on school trips and outing.

5. **Accident reporting**

The school recognises that there is some level of discretion at the level of reporting carried out particularly at the very minor end of the scale.

Minor scratches or a child needing comforting will not be reported (the exception being bumps to the head, please see below).

Local reporting will be carried out for anything else (larger cuts and grazes, red marks etc.). Each class has an accident record sheet on which the first aider can record the name of child, time of injury, class, type of injury, treatment given and what happened next. When completed, these sheets are returned to the Office and kept in the Accident Record Folder.

More significant injuries such as fractures, and head injuries showing swelling/bleeding will be reported using the OSHENS online health & safety reporting system (used by SCC) by the Office Team.

For death or major injury reporting will take place under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences). Details of what constitute as a major injury are included in the Accident Record Folder.

Parents will receive an Accident Reporting Slip (see Appendix 4) which shows the location of the injury, date, time, child's name, and action taken. Whenever possible these slips are handed to the parents by the teacher or teaching assistant at the end of the day or placed in their book bags if they are attending an after school activity/club. In some circumstances office staff will call the child's parents and or carers to explain what has happened.

6. **Head Injuries, Eye Injuries and Other Injuries Requiring First Aider Assessment**

Pupils who sustain a head bump or eye injury MUST be reviewed and recorded by a First Aider and local reporting will take place – this occurs even if there is no sign of injury and the pupil recovers quickly.

Pupils bumping their heads will receive a sticker detailing the time and date of the incident to alert staff to monitor the children throughout the rest of the school day. They will also receive the standard Accident Reporting Slip to alert their parents to the location of the bump and the course of action taken.

If a pupil has a visible wound, swelling or adverse reaction to a bump, parents will be informed and are welcome to assess their child personally and where appropriate asked to take their child home so they can monitor their wellbeing closely or maybe advise to take their child to hospital for professional medical assessment. Reporting and recording on OSHENS will be required if the injury is deemed 'moderate' and where significant first aid has been administered. RIDDOR will be completed if it is deemed a reportable injury, including if a pupil is taken to hospital.

Ticks (always recorded on OSHENS) and stings should also be assessed by a first aider.

7. Employees and Visitors

Staff and Visitor accidents are recorded on OSHENS (and RIDDOR if necessary) by the office staff who dealt with the incident.

8. Transporting a Child to Receive Additional Medical Care

Sometimes it is clear a child needs further medical care after first aid has been administered. If the situation is life threatening or there is any doubt staff will call 999.

If a situation is not life threatening but still requires additional care, office staff will call the child's parent and ask them to come and take child to receive the appropriate care.

If office staff cannot contact anyone on the child's contact detail card, or the parent or their representative is unable to get to the school in a reasonable timescale an ambulance will be called.

9. After School Clubs and activities run by outside organisations

It is the responsibility of parents to advise those organisations running these activities and clubs of any medical needs of their children. It is the responsibility of these organisations to ensure their staff are aware of any issues and obtain (and administer) if appropriate, the necessary medication from the school office. The organisers should be made aware of how to access the medication (if kept in school).

PUPIL MEDICAL INFORMATION



Please attached an up-to-date photo of
your child here

Child's Name:

Date of birth:

Address:

Parent's Name:

Parent's Contact Number:

Doctor:

I request that a member of staff administers the required medication/s listed to my child as described in the following documents. However, if for any reason the medicine fails to be administered, I understand that the school cannot be held responsible.

I agree to update the school if there are any changes in my child's medical needs.

I will ensure that the medicine held by the school has not exceeded its expiry date.

I have read and understood the school's Medicine Policy.

PARENT SIGNATURE: **DATE:**

Please complete each section of the Medical Information Form that applies to your child.

(Tick as applies)

Asthma

Allergies

Regular medications

ASTHMA

I can confirm that my child has been (*please tick*):

1. Diagnosed with Asthma YES NO
2. Prescribed an inhaler YES NO
3. Other (*please describe*):
-

What **signs** indicate your child is having an asthma attack?

.....

What are your child's **triggers** (*things that make their asthma worse*)?

.....

.....

Does your child require medication for asthma? YES NO

Name of medication:

Dosage: Expiry date:

Does your child tell you when they need medicine? <i>Y/N</i>	Does your child need help taking their medicine? <i>Y/N</i>	Does your child need to take medicine before exercise or play time? <i>Y/N (please describe)</i>	Is your child likely to experience any side effects when taking medication? <i>Y/N (please describe)</i>

I confirm that we will provide a working, in-date inhaler, clearly labelled with my child's name to be kept in my child's classroom:

YES NO

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive SALBUTAMOL from an emergency inhaler held by the school:

YES NO

PARENT SIGNATURE: **DATE:**

ALLERGIES

I can confirm that my child is allergic to and must not come into contact / ingest the following:
(please list all)

.....
.....

Please tick all the symptoms that apply:

Mild symptoms	Severe symptoms
<ul style="list-style-type: none"><input type="checkbox"/> Nose – itchy runny sneezing<input type="checkbox"/> Mouth – itchy<input type="checkbox"/> Skin – a few hives/mild itch<input type="checkbox"/> Gut – mild nausea/discomfort	<ul style="list-style-type: none"><input type="checkbox"/> Lung – short of breath, wheezing, repetitive cough<input type="checkbox"/> Heart – pale, blue, faint, weak pulse, dizzy<input type="checkbox"/> Throat – tight, hoarse, trouble breathing/swallowing<input type="checkbox"/> Mouth –significant swelling of the tongue and or lips<input type="checkbox"/> Skin – many hives over body/widespread<input type="checkbox"/> Gut – vomiting/diarrhoea<input type="checkbox"/> Other – feeling something bad is about to happen

Please describe any other symptoms:

.....

In the event of my child displaying symptoms of an allergic reaction, please provide details of the treatment plan:

.....

Does your child require medication/s? YES NO

(If yes, you will also need to complete the Pupil Medication Request Form on page 4)

Name of medication/s:

Dosage: Expiry date:

Is your child likely to experience any side effects when taking any of these medicines? YES NO

If yes, please describe:

.....

.....

REMINDER: HAVE YOU FILLED OUT A SPECIAL DIET REQUEST FORM?

Pupil Medication Request

Child's Name: Class:

Parent Contact Number:

Name of medicine: Dosage:

Time that Medicine should be administered:

Dates that medicine should be administered:

From: To: Total number of days:

Is your child likely to experience any side effects whilst taking this medicine?

YES NO

If yes, please provide further details:

.....

Does medicine need to be given to After School Club at the end of the day?

YES NO

I request that a member of staff administers medicine to my child and will contact the school at the time at which this medicine is due to be administered. However, if for any reason the medicine fails to be administered, I understand that the school cannot be held responsible.

I will ensure that the medicine held by the school has not exceeded its expiry date.

I have read the school's Medicine Policy.

PARENT SIGNATURE: **DATE:**

TO BE COMPLETED BY STAFF MEMBER GIVING MEDICINE:

<u>Date & Time Given</u>	<u>Dosage</u>	<u>Signature</u>

APPENDIX 2



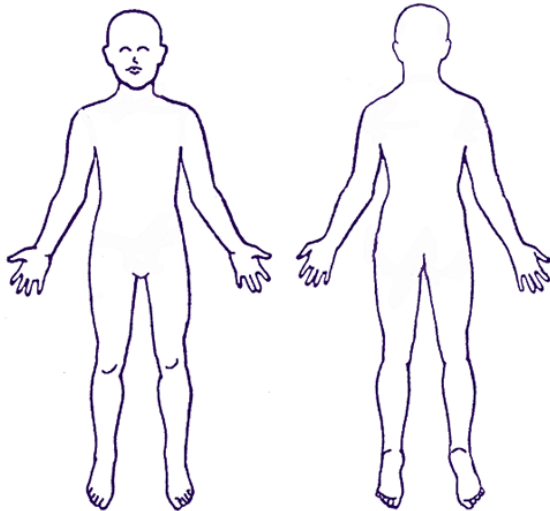
Onslow Infant School

Tel: 01483 532726

Pupil Accident Note



Child's Name: **Class:**



Date:

Time:

Treatment



We cleaned it



We put a plaster on it



We put a cold compress on it

Please note: If your child has a sustained a bump on the head and he/she shows signs of dizziness, nausea, drowsiness or a significant change in behaviour after they have left school for the day, you should take them to a doctor immediately.

APPENDIX 3



Medication Error Sheet

Date:

Time:

Medication error by:

Reported by:

Description of error

Does the error affect any child, if so who and why?

Has the affected child been observed for any side effects, if yes then describe the side effects and record actions.

Was the affected child parents/guardians informed?

Was the NHS helpline or any other specialist called for further advice? What was their response?

Were there any other concerns, issues, environmental problems that need to be taken into account?

When was it reported to Head Teacher/SLT?

What were the actions of Head Teacher/SLT and why?

What further actions are required, why and by whom?

Any further follow-ups and/or further training/support required?

To be signed by Head Teacher

..... Katherine Donlon, Head Teacher

Date:



After School Club – Medication Usage Form

Name of Club	
Name of Club Leader	
Name of Child	
Medication given <i>(E.g. Inhaler / EpiPen)</i>	
Date & time administered	
Have the child's parents been informed?	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Method of contact:</p> <p>Name of parent contacted:</p> <p>Time parent contacted:</p>
Has the school office been notified?	<p>The club is responsible for informing the school office of this incident. Please email the office directly at info@onslow.surrey.sch.uk</p>

Club Leader Signature:

Date:



CLUB COPY
After School Club – Medication Collection Form

Name of Club	
Name of Club Leader	
Name of Child	
Name of Medication	

Our club has been informed by the above child's parents that the listed medication needs to be collected from the school office and returned to them at pick-up. By signing this form, I confirm receipt of the medication.

Club Leader Signature:

Date: