



**Mayfield School**

# **Administering First Aid and Medication Policy**

**Believe. Achieve. Succeed.**

**Ambition. Inclusion. Respect.**

## **Our School Vision**

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people

## **Our mission**

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

| <b>Amendment</b> | <b>Page</b> |
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| Approved by:        | Academy Committee |
| Last reviewed on:   | June 2025         |
| Next review due by: | June 2026         |

## 1. Policy Statement

The Academy Committee of Mayfield School believes that ensuring the health and wellbeing of staff, students and visitors is essential to the success of the school. They wish to ensure that students with injury and/or medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication during the school day **where those members of staff have volunteered to do so**, and in administering First Aid.

Mayfield School will undertake to 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 at Mayfield School is held by Laura Phillimore (Student Services Manager) who is the responsible manager.

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

## 2. First Aid

### 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;
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits;
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect First Aid provision;
- The Health & Safety Executive Website Assessment tool <http://www.hse.gov.uk/firstaid/needs-assessment.htm> will be used to produce the First Aid Needs Assessment for our site;
- 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.

### First Aid Training

The responsible manager will ensure that there are appropriate numbers of appointed persons, First Aid trained staff and pediatric First Aid trained staff. These will be identified following completion of the First Aid Needs Assessment and adequate training will be given to meet their statutory duties.

### Appointed Persons

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 anyone in the school building can call emergency services.

At Mayfield School, there is currently 2 appointed persons, who are Sally Rowntree and Kim Bradshaw.

### Qualified First Aiders

At Mayfield School there are two qualified first aiders who have completed the HSE 3 days at work first aid course. They are:

- Sally Rowntree and Kim Bradshaw

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. There may also be other duties and responsibilities which are identified and delegated to the First Aider (e.g. first aid kit inspections).

Due to staff working days, on a Friday, the second person administering First Aid will be identified by the responsible manager.

In the event of absence, the school will cover the First Aid provision with appropriately trained staff.

### **Pediatric First Aid Trained Staff**

The minimum requirement is to have one person who is trained in Pediatric First Aid. At Mayfield, we have 7 people trained.

These staff members 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.

### **Emergency First Aiders** *(Those completing an approved 1-day emergency First Aid course)*

The school provides regular training opportunities for colleagues to complete an approved 1-day emergency First Aid course.

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.

### **3. First Aid Provision**

- We provide and equip a staffed Medical Room from 7.45am until 4.30pm.
- First Aid boxes are provided at the various locations around the school where there is a qualified first aider. Staff will be made aware of locations of First Aid boxes.
- A formulated First Aid box location list will be placed in a communal staff area, offices and work rooms. We also provide appropriate sized First Aid kits for offsite activities/trips.
- It is the responsibility of the appointed persons to check the contents of all First Aid kits regularly. Half termly checks are carried out and these will be recorded.

### **4. Emergency Arrangements**

Upon being summoned in the event of an accident, the First Aider/appointed person is 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 is to be made aware if any member of staff has called for 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/anapen 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 First Aid treatment
- Requires attendance at hospital
- The child has specific medical needs known to the school

Our procedure for notifying parents or carers will be to use all telephone numbers available to contact them and leave a message should the parents/carers 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 5 minutes. 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, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital via ambulance and remain with them until the parents can be contacted and arrive at the hospital. If required for immediate hospital treatment without the need for an ambulance, two members of staff will accompany the pupil.

#### Nut and Severe Allergies/Anaphylaxis Procedures

Medication for the treatment of nut and severe allergies will be kept in easily identifiable containers, clearly labelled with the child's name, photograph and class. In secondary, the student will carry an epipen with them and parents/carers are requested to provide a spare epipen to be kept in the medical room should they wish. In primary, the epipens are kept with the teacher in the classroom and a spare labelled epipen is kept in the medical room.

### **5. Records**

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

- Name of injured person;
- Name of the qualified/emergency/school/pediatric First Aider or appointed person;
- Date/Time of the accident;
- Type of accident (eg. bump on head etc);
- Treatment provided and action taken;
- If there is a head injury, parents and carers will be informed immediately;
- A record log of school staff contacts to parents including time attempted to contact.

### **6. Medication: Pupils/students**

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

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.

The school does issue Paracetamol in liquid/soluble or tablet form to students when the need arises. However, this will not happen unless prior written permission has been received from the parent/carer.

See separate Adminstrating Paracetamol Policy <https://www.mayfield.portsmouth.sch.uk/about-us/policies>  
Parents will be notified via Meditracker that their child has received paracetamol and the time in which the last dose has been administered.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time) unless a healthcare plan indicates chronic ongoing use of medication i.e. inhaler, EpiPen.

Each item of 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:

- Student's Name;
- Student photograph;
- Name of medication;
- Dosage;
- Frequency of administration;
- Date of dispensing;
- Storage requirements (if important);
- Expiry 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 students. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet.

When medication is taken, the school will keep records. These will be available for parents/carers on request.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.

It is the responsibility of parents/carers to notify the school in writing if the student's need for medication has ceased. It is the parents'/carers' 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 make changes to dosages on parental instructions once a new form has been completed by parents/carers.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

For each student with long term or complex medical needs, a Care Plan and Protocol is drawn up between health professionals and the school. This Care plan, written by the medical professionals, should be reviewed annually unless informed earlier that a child's health needs have changed. The Health professionals will communicate with the parents/carers. Parents/Carers/ are expected to inform the school of any changes.

Where it is appropriate to do so, secondary students will be encouraged to administer their own medication, if necessary under staff supervision.

Medications that students carry on their persons, for example inhalers and epipens, are the responsibility of the student. Inhalers/Epipens for Primary School children will be kept in the classroom. All students who have an inhaler/Epipen MUST also hand in a spare inhaler/Epipen to the medical room for emergencies. The school will not use another student's inhaler/Epipen. Three emergency inhalers are kept in the medical room and permission is sought from parents/carers before this is used.

All other medication must be handed into the medical room for safety along with the parent/carer consent form. No student should carry medication around with them.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance. 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 student on a school trip if appropriate supervision cannot be guaranteed. All staff will be made aware of the procedures to be followed in the event of an emergency.

#### **7. Medication: Staff**

Should a member of staff need to bring medication onto the school site, it is their responsibility to make sure it is kept securely and out of reach. All medications should be clearly labelled so that the contents can be identified. It is the responsibility of the member of staff to report to the headteacher if they have lost medication on the school premises.

#### **8. Defibrillator**

The school has three defibrillators for school and public use. These are located at the front of the school, work room 211 and on the ground floor in the House office. All First aid trained staff have had defibrillator training.

#### **9. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Children with health needs who cannot attend school
- Children with medical conditions