



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

FIRST AID WITHIN SCHOOL POLICY- April 2025

This is a statutory policy and is approved by the Governors Facilities Sub-Committee.

This policy will be reviewed annually.

This policy should be read in conjunction with:

- Supporting Students With Medical Conditions Policy

Senior first aiders are located in the Student Reception and the medical room. A student who needs first aid is sent to Student Reception, or the medical room in case of an emergency. First aid assistance is summoned where needed. A list of qualified first aiders is held by the General Office. The following procedure is written from the perspective of an ill or injured student; the procedure will naturally be employed to serve all. The casualties have been divided into **SERIOUS** and **MINOR** cases; where uncertain treat as a serious casualty.

1 Serious Casualty

- 1.1** The casualty should not be moved unnecessarily. You should stay with the casualty and send a message to Student Reception or first aid for help. Use internal telephone - dial 264 (medical) or 203 (Lisa Tanser, School Based nurse) or 299 Student Reception or send a messenger. In all cases commence with the phrase "SERIOUS CASUALTY in" Where possible give brief details of casualty. Instruct any messenger to report back to you.
- 1.2** Casualties who become unconscious, if only for a few seconds, must have first aid help brought to them. A serious casualty must not be left in the care of other students, a member of staff must be in attendance at all times.

2 Minor Injury or Illness

- 2.1** In most cases, a teacher's usual involvement with medical matters will be with students who suffer minor injuries or who think they are ill. Students should all be directed to Student Reception with a green medical referral slip. Please send a brief written message with the student.**2.2** A student who reports to student reception and after examination does not require further treatment may be returned to class. Should you wish to return the student to medical care, please send to student reception with another referral slip.
- 2.2** Most staff have access to first aid boxes which are to be used in an emergency only. Replenishment of these boxes should be reported to student reception.
- 2.3** All other minor injuries or illness should seek medical advice from the Medical Room or Student Reception.
- 2.4** In science lessons, students will have been taught how to deal immediately with chemical spillage or burns. If it occurs, students should inform teachers immediately and the Science Department will refer to the relevant information on the Haz Card and contact student reception.
- 2.5** **Students returning to school on crutches or if their mobility is affected should report to a Senior First Aider so that a risk assessment may be carried out. This will then be shared with all relevant staff.**

3 First Aid Kits

- 3.1** Should the kit be used to treat a very minor injury there is no need to complete an accident report. The kits are maintained by the Senior First Aider/ School nurse. Please do not add unauthorised materials.

4 Reports

- 4.1** A digital and paper record is maintained daily for medical room attendance. All casualties who attend the school's medical room are entered in our report book. You may be asked by a member of the office staff to complete an accident report form. A prompt and precise response is required with a description

of the suspected injury and cause by completing an accident record in the pupil accident book located in Student Reception. Completed forms should be given to the senior first aider/school nurse. Where students are frequent attenders to medical this information will be shared with the relevant school office and parents.

5 Training

- 5.1** It is the school's policy to support members of staff who would like to become trained first aiders and to attend refresher courses as necessary.

6 Administration of Medication in School

- 6.1** The Board of Governors and staff wish to ensure that students with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility, in principle, for members of the school staff administering or supervising students taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

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

- 6.2** Parents are responsible for providing the School with comprehensive information regarding the student's condition and medication.
- 6.3** Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 6.4** Medication must be in its original packaging, in date and with clear instructions.
- 6.5** Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- 6.6** Each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:
- Student's Name
 - 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.

- 6.7** 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 cabinet. Epipens, antihistamines, inhalers that may be required in an emergency will be stored in student reception.
- 6.8** The school will keep records of any medication administered during the school day.
- 6.9** 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.

- 6.10** It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased or changed.
- 6.11** It is the parents' responsibility to collect all unused medication from the school at the end of the summer term. Any unused medication not collected will be destroyed by the school, taken to the local pharmacy for safe disposal by the senior first aider or school-based nurse.
- 6.12** The school will not make changes to prescribed dosages on parental instructions.
- 6.13** It is the parents' responsibility for ensuring that the medication has not expired and there will be enough medicine supplied to the school for the child's needs.
- 6.14** For each student with long term or complex medical needs [i.e. for Diabetes; Allergies requiring the use of an EpiPen etc.], the School will ensure that a Health Care Plan is drawn up in place, in conjunction with the appropriate health professionals and parents. These plans should be reviewed on an annual basis.
- 6.15** Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision.
- 6.16** Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service nurse.
- 6.17** The school will make every effort to continue the administration of medication to a student 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.
- 6.18** All staff will be made aware of the procedures to be followed in the event of an emergency.

Conclusion

The Senior First Aider and School Based Nurse are available to discuss any staff concerns .