



# **St. James' Church of England Primary School**

**'Building One Faith, One  
Family,  
Our Future'**

## **First Aid and Medication Policy**

Reviewed by Lesley Jacques – Spring 2025  
Approved by Governors – Spring 2025

Review Date – Spring 2028 (Resources Committee)

## Foundation, Vision and Intent

**St James' Lower Darwen**

Church of England Primary School



**"Building One Faith, One Family, Our Future."**

**"We offer a holistic curriculum that champions our community and is aspirational."**

PERSONAL DEVELOPMENT

through

ENRICHMENT

THE NATIONAL CURRICULUM

SKATS

FORGIVENESS

COMPASSION

LOVE

TRUTH

JUSTICE

**Jeremiah 29:11**

**John 10:10**

For I know the plans I have for you,  
declares the Lord, plans to prosper you  
and not to harm you, plans to give you  
hope and a future.

**Jeremiah 29:11**

**John 10:10**

*I came that they may have life, and may  
have it abundantly.*

We want our children to know that **God has a plan for them** that means **they live their best life possible.**

Each **policy** and procedure within school, alongside the ongoing **curriculum** delivery, our **SKATS** programme, **enrichment** and the **spiritual development** offered to our families through Worship, RE and our links with Church, work towards making this happen.

### Statement of Commitment

St James' Primary School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- to make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits;
- to ensure that trained First Aid staff renew, update or extend their HSE approved qualifications at least every three years;
- to have a minimum of 4 trained First Aiders on site at any one time, including a person with a paediatric first aid qualification whenever EYFS pupils are present. Such people will be able to responsibly deliver or organise emergency treatment;
- to ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS pupils, such a person will have a current paediatric first aid qualification;
- to record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995);
- to provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport;
- to record and make arrangements for pupils and staff with specific medical conditions;
- to deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid;
- to contact the medical emergency services if they are needed, informing next of kin immediately in such a situation;
- to communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred;
- to communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS.

### Details of First Aid Practitioners at St James' Primary School

Qualification	Appointed Person	Training Renewal Date
Emergency Paediatric First Aid in the Work Place	Lesley Jacques	07/09/2024
Full First Aid	Donna Wild	18/07/2024
Emergency Paediatric First Aid in the Work Place	Gemma Hoyle	06/06/2022
	Sarah Flanagan	15/09/2023
	Paula Walsh	15/09/2023
	Donna Robinson	15/09/2023
	Sophie Harry	09/10/2023
	Lynsey Bryan	07/09/2024
	Leeann Malik	“
	Donna Wild	“
	Emma Brodrick	“
	Mel Thomas	“
	Lesley Jacques	“
	Hollie Smith	“
	Jill Hartley	“
	Klaudia Lenc	“
	Lucy Whaley	“
	Deborah Brown	“
	Julie Wilton	“
	Beth Scholfield	“
	Sharon Tate	“

	Amanda Dewhurst Charlene Borrett Dianne Hudson Melissa Tindall	“ “ “ “
Paediatric First Aid	Jessica Mack Catherine (Trisha) Johnston Beth Scholfield	13/06/2023 28/11/2023 05/03/2024

### **Practical Arrangements at St James' Primary School**

#### **Location of First Aid Facilities**

- The sick room is located within the KS1 area for first aid treatment and for pupils or staff to rest/recover if feeling unwell. This includes; a seat, first aid supplies, a water supply and sink, an adjacent bathroom and hygiene supplies such as gloves and paper towels.
- A portable first aid kit must be obtained from the office/classroom for school visits.

#### **Responsibilities of the Trained First Aiders**

- Provide appropriate care for pupils or staff who are ill or sustain an injury
- Record all accidents in the accident book (to be found in the FA room). They are then passed to the school office once completed, who will store them.
- In the event of any injury to the head, however minor, ensure that an email from the First Aider on duty, via the office, is sent home to parents/guardians and this is noted in the FA book.
- In the event of any accident or administration of first aid involving a pupil in EYFS, ensure that an email from the First Aider on duty, via the office, is sent home to parents/guardians and note in FA log.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the appointed person of all incidents where first aid has been administered.

#### **Responsibilities of the Appointed Person**

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).
- Medicine boxes are kept in the FA room out of reach of the children, all staff are given code for the room, any medication requiring refrigeration will be kept in the FA room fridge, this is always kept locked.
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and ensure Mrs Wild re-stocks supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.

- On a monthly basis, review First Aid records to identify any trends or patterns and report to the Health and Safety committee
- Fulfil the school's commitment to report to RIDDOR, as described below
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

### **What to do in the Case of an Accident, Injury or Illness**

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted if the location of a trained first aider is uncertain.

Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The pupil or member of staff should not be left unattended. The first aider will organise an injured pupil's transfer to the sick room if possible and appropriate and to hospital in the case of an emergency.

Parents should be informed as necessary by telephone by the first aider or school office. **This will be followed up in writing and a record kept at school.** A written record of all accidents and injuries is maintained in the accident book.

### **Contacting Parents**

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a head injury advice sheet should be given to any pupil who sustains a head injury) Available from the FA room
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Use of inhaler in school. When and how much.
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, a **staff car** will be used if parents are delayed. **Two members of staff/adults** will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the class teacher. **In EYFS, ALL incidents must be communicated to the parents in writing and a copy placed in the child's file. A parent should sign the school copy agreeing that they have been notified.**

### **Contacting the Emergency Services**

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

## **Accident Reporting**

The accident book must be completed for any accident or injury occurring at school, at the local sports facilities, or on a school trip. This includes any accident involving staff or visitors. The accident book will be monitored by the appointed person as certain injuries require reporting (**RIDDOR** requirements).

## **Pupils who are Unwell in School**

Any pupil who is unwell cannot be left to rest unsupervised. If a pupil becomes unwell, a parent should be contacted as soon as possible by the First Aider, the school office or the head teacher. Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home ill remembers to sign out at the school office. Informal diagnostic report of child is made, for office records.

## **First Aid Equipment and Materials**

Mrs Wild is responsible for stocking and checking the first aid kits. Staff are asked to notify her when supplies have been used in order that they can be restocked. The first aid box contains:

- A first aid guidance card
- A supply of adhesive hypo allergenic plasters (including blue plasters for home economics)
- 1 triangular bandages (slings)
- Safety pins
- Cleaning wipes
- Adhesive tape
- 2 sterile eye pads
- 2 medium sized unmedicated dressings
- 2 large sized unmedicated dressings
- Disposable gloves
- 1 resuscitator
- Yellow clinical waste bag
- Saline Eye Wash
- Medical Scissors
- 2 Face Masks
- Cotton conforming Bandage
- Foil Blanket
- Burn Soothe

## **First Aid for School Trips**

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. A First Aid kit for school trips must be collected from the classroom/office. This must be returned to Mrs Wild for replenishing on return. Any accidents/injuries must be documented in the accident book in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury the appropriate health & safety procedure must be followed.

## **Pupils Using Crutches or with Limited Mobility**

Parents must inform the school of the nature of injury and the anticipated duration of immobility. The class teacher will arrange for a 'class partner' to carry books, open doors etc. Information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the pupil's

needs. Arrangements will be made for the pupil to arrive/leave lessons early to allow for a safe transfer around school. Parents must inform the school of any particular difficulties.

### Emergency Care Plans and Treatment Boxes

The appointed person ensures that staff are made aware of any pupil with an emergency care plan. These care plans are displayed in the staff room. A copy is also kept in the FA room. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the child's classroom.

### Pupils with Medical Conditions

A list is available in the staff room and the FA room of all pupils who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return emergency boxes on completion of the trip. If staff become aware of any condition not on these lists please inform the appointed person.

### Dealing with Body Fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant cleaning solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag (available in all First Aid boxes) then placed in the waste bin in the FA room. Avoid getting any body fluids in your eyes, nose and mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

### Infectious Diseases

Illness	Period Of Exclusion	Comments
Chickenpox	5 days from onset of rash	Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should inform their midwife that they have been in contact with chickenpox. Any children being treated for cancer or on high doses of steroids should also seek medical advice.
Conjunctivitis	None	Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better.
Diarrhoea and vomiting	48 hours from last episode of diarrhoea or vomiting	Exclusion from swimming may be needed.
Hand Foot & Mouth	None	Exclusion may be considered in some circumstances.
Head Lice	None once treated	Treatment is recommended for the pupil and close contacts if live lice are found.
German Measles	For 5 days from onset of rash	Pregnant women should inform their midwife about contact

Impetigo	Until lesions are crusted or healed or 48 hours after starting antibiotics	Antibiotic treatment by mouth may speed healing.
Measles	4 days from onset of rash	Any children being treated for cancer or on high doses of steroids must seek medical advice.
Scabies	Until treatment has been commenced	Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts.
Scarlet Fever	5 days after commencing antibiotics	Antibiotic treatment recommended.
Slapped Cheek Syndrome	None	Pregnant women up to 20 weeks must inform their midwife about contact.
Hepatitis A	Exclusion may be necessary	Consult the Health Protection Agency.
Meningococcal Meningitis	Until recovered	Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.
Viral Meningitis	Until fully recovered	Milder illness
Threadworms	None	Treatment is recommended for the pupil and family members
Mumps	5 days from onset of swollen glands	
Influenza	Until fully recovered	
Cold sores	None	Avoid contact with the sores.
Warts, verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
Glandular fever	None	
Tonsillitis	None	
COVID 19	None	See attached guidance – Appendix 1

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

#### **Linked Policies**

- Medical Policy
- Safeguarding and Child Protection Policy

#### **Monitoring the Effectiveness of the Policy**

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Proprietor.



