CUBITT TOWN PRIMARY SCHOOL

First Aid / Medical Policy

Every child grows • Every voice matters • Every day counts

This policy applies to staff, pupils, parents and governors

Adopted by the governing body	July 2026
Review date	July 2027

Our vision and values

At Cubitt Town Primary School, **together we strive for excellence**. We want every child to reach their full potential in an environment that supports both their learning and their wellbeing. Keeping children healthy, safe and well cared for is at the heart of this, and our promise to every child shapes how we give first aid and support pupils with medical needs:

Every child grows	Every voice matters	Every day counts
Children with medical needs have the same opportunities as everyone else. We plan carefully so that every child can learn, play and go on trips safely.	We listen to children when they are hurt or unwell, and work closely with parents and carers, who know their child best.	Trained first aiders are available every day, and good care means children can return to learning quickly and safely.

Our 6C values guide everyone's actions: we show **care** for anyone who is hurt or unwell; **communicate** clearly with children, families and colleagues; **collaborate** with parents and health professionals; stay **curious** about changes in a child's health; **challenge** unsafe practice; and show **commitment** by keeping training, records and equipment up to date.

Section 1: General Statement of First Aid Policy

The following statement sets out the first aid objectives for Cubitt Town Primary School with the following aims:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This will be done by having a policy in place that is developed in conjunction with the above and is understood by all staff.

Introduction

Cubitt Town Primary School recognises that pupils with medical needs have the same rights of admission to our school as other children. Many pupils will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some pupils however may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as pupils with severe allergies who may need an adrenaline injection. Pupils with severe asthma may have a need for daily inhalers and additional doses during an attack. Diabetic pupils may need to carry medication on them to control their medical condition.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

The Headteacher at Cubitt Town Primary School, working with the Governing Body, retains overall responsibility for the safe management of medicines in school. Day to day responsibility for the

application of this policy, monitoring and review of the procedures and safeguarding in relation to the administration of medicines is delegated to the Nominated Person. The Nominated Person at Cubitt Town Primary School is the Head of Inclusion (ADR) and SJ – medical support.

First Aid Logging

Every first aid incident must be logged by the attending first aider on a medical form and this should be given in to reception as soon as the situation has been dealt with. The following information needs to be recorded: date, time, pupil/staff or visitor's name, the problem, name of first aider, action taken and comments.

Head Injuries

If a pupil receives a head injury, it is school policy to inform the parents/carers as soon as possible via telephone. If it is not possible to contact a parent/carer via telephone, a voicemail message must be left and a letter sent home with the pupil. Letters are available from reception.

Medicines in School

Parents/carers should provide full information about their child's medical needs, including details on medicines their child needs. It only requires one parent to agree to or request that medicines are administered. Where parents disagree over medical support, the disagreement must be resolved by the Courts. We will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school day. We will normally only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Prescribed medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage and expiry date. Where possible, medicines that need to be taken 3 times a day should be taken outside the school day and not brought into school. If in doubt, parents/carers should ask for advice from the prescriber.

Asthma/Inhalers

Pupils' inhalers will be held with the class teacher. Parents/carers are encouraged to provide a spare inhaler which is stored in reception in case the pupil's own inhaler runs out, is lost or forgotten. The inhaler is placed in an envelope with the pupil's name on and stored in the first aid cabinet. At the end of each academic year, all medication is returned to parents/carers to take home for dates to be checked and replacements dispensed.

Inhalers will only be used where a pupil has been diagnosed with asthma and has been prescribed an inhaler and whose parents have provided written consent for them to use it in an emergency.

Parents are reminded that it is their responsibility to send pupils with the required medication at all times and to inform the school of any changes to their child's medical conditions.

Administering Medication

Only first aiders who hold the First Aid at Work qualification are allowed to administer medication to pupils. If a pupil has prescribed medication which needs to be taken during the school day, a parent/carer must hand the medicine to the main reception and complete a consent form stating the prescribed dosage per day, when to administer and the date the medication is required until. A log will be kept of when the medicine has been taken; this can be found in the first aid log in main

reception and on medical tracker. Medication will not be administered to a pupil without prior written consent from a parent/carer. On the occasion that written consent cannot be provided, verbal consent may be taken from a parent and a consent form completed on their behalf.

Storing Pupil Medication

Prescribed medication may be stored in the first aid cabinet for administering at required times. Any medication kept by the school must be documented in the Medicine Log kept in the main first aid log and on medical tracker

Defibrillator

Cubitt Town Primary School has a defibrillator. This piece of equipment is self-operating and talks the operator through the sequences.

The location of the defibrillator is:

- middle stair case by the lift

Transport to Hospital or Home

The senior first aiders will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent/carer will be notified. If hospital treatment is required, then the pupil's parent/carer will be called for them to take over responsibility. If contact cannot be made with a parent/carer, or other designated emergency contact, then a senior first aider may decide to transport the pupil to the hospital, with the aid of an additional member of staff. Reception staff will continue trying to contact the parent/carer.

Where a senior first aider decides to transport a pupil to hospital then the following points will be adhered to:

- Only staff or school owned cars insured to cover such transportation will be used.
- No individual member of staff will be alone with the pupil in a vehicle.
- A second member of staff will be present to provide supervision of the injured pupil.

Educational Visits

Trip Leaders responsible for an educational visit should always be aware of any medical needs and relevant emergency procedures. A copy of any Individual Healthcare Plan should be taken on visits. If a Trip Leader is concerned about whether they can appropriately provide for a pupil's safety, or the safety of other pupils on a visit, they should seek parental views and medical advice from the school's medical/first aid team or the child's GP.

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 pupil on a school trip if appropriate supervision and/or appropriate storage of medication cannot be guaranteed.

Staff on an extended educational visit (such as a residential trip) may administer non-prescription medication if parental permission to do so has been given on the trip consent form and signed by the parent/carer. This must be administered in line with the manufacturer's instructions; if in doubt staff should seek medical advice. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

A child under 16 should never be given aspirin-containing medicine or ibuprofen unless prescribed by a doctor.

Arrangements for First Aid

The school will provide first aid equipment. The locations of the first aid kits in the school are below.

First Aid Box Locations

- Main reception office
- Nursery
- Reception classes
    - Every classroom
- Site Manager's office
- School kitchen
- Breakfast / After School Club
- PE store and first aid bags for trips/playground

First Aid Kit Contents

Each first aid kit will contain the following as a minimum:

- Individually wrapped sterile adhesive dressings – assorted sizes
- Triangular bandages
- Sterile eye pads
- Safety pins
- Medium wound dressings
- Large wound dressings
- Extra-large wound dressings
- Disposable gloves

The contents of the kits will be checked on a regular basis by admin staff. Additional first aid supplies are available from the main office.