



BADSWORTH
CofE School

CARE – Prepare – Believe
'I can do all things through Him who strengthens me'.
Philippians 4:13

First Aid Policy
including
Administration of Medication Policy
November 2025

Refer also to: - Managing Medicines in Schools and Settings - Wakefield Local Authority Guidance

Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, December 2015

Introduction

At Badsworth School the Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school

All members of staff will be made aware of the school's first aid policy.

First Aid Principles

The school's arrangements for carrying out the policy include eight key principles.

- Place a duty on the Governing body to approve, implement and review the policy.
- Place individual duty of care on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

Organisation and arrangement of first aid

- Employees with first aid qualifications - names of all members of staff with first aid training are displayed in the MI Room and Staffroom
- People in school with known medical needs - full list in MI Room - those with specific conditions and medical treatment are displayed with photograph and procedures to follow (MI Room and Staffroom) – a list is displayed of all those with known allergies
- System and procedure for administering medication in school – refer to policy and list of staff who are willing to administer medication as identified in the policy 'Administering Medication in School' (See attached)
- For those with Asthma see 'Asthma Policy'
- An Education, Health and Care plan for children in need of regular medication or long-term health care needs will be in place.
- Permission slips from parents - to administer basic first aid and to seek emergency first aid assistance if necessary.

Materials, equipment, facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on **First Aid for Schools**'.

The locations of First Aid Kits in school are;

- Kitchen
- MI Room
- Junior Block

- Mobile Block
- TJ's Room

The contents of the kits will be checked each half term by the School Business Manager.

Administering first aid

- Plastic gloves are to be worn when dealing with all incidents.
- Blood / soiled dressing and used gloves should be disposed of in the container provided.
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the teaching area, yard or field.
- Accidents / incidents in teaching areas in lesson times are dealt with by adults present, if necessary, child is escorted to location of first aid kit or to front of school, child is returned to class as soon as practically possible. If in any doubt or when necessary, a trained first aid person is called. If further treatment is needed or a child needs to go home the procedure below is followed. (Transport to hospital or home.)
- Accidents / incidents at playtime are reported to the member of staff on duty. Children are escorted from the playground / field to the office to be dealt with. The child is returned to the playground/ field as soon as practically possible. If in doubt the above procedure is followed
- Accidents / incidents at lunchtime are reported to the DRAs. If in need of treatment children are escorted to the MI Room/school office for treatment.. Children are returned to the playground / field when practically possible. If in doubt the above procedure is followed.
- Off-site activities. At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, EpiPens etc. A person who has been trained in first aid will accompany all off site visits.

Transport to hospital or home.

- A member of staff who is first aid trained or the Headteacher will determine the appropriate action to take in each case.
- Where the injury is an emergency, an ambulance will be called following which the parent will be called.
- Where it is believed hospital treatment may be required but it is not an emergency, then the Head teacher or designated person will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head Teacher or Designated Person may decide to transport the pupil to hospital

Where the Headteacher or Designated Person makes arrangements for transporting a child then the following points will be observed:

- A member of staff will accompany the child
- If an ambulance is not called only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured

Reporting first aid

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

- All instances of an accident or injury are to be logged in the First Aid book located in the MI room.
- The majority of minor accidents or injuries can be dealt with successfully, recorded in the book and no further action is needed / required.
- Parents / Carers are informed of accidents by telephone or 'I've hurt myself today' note. This is where bruising may occur later or a graze may re-open etc. 'I've hurt myself today' forms are kept in the MI Room, Staffroom, Junior Block and Mobile Classrooms.
- For an accident/incident which results in a parent being contacted due to concern that the condition may worsen, or that further treatment may be required it must be reported into the Corporate Reporting System immediately, but no later than 5 working days. It is important that as much information and detail as possible is provided to allow a full picture to develop to support any investigation. Staff to request form IRF 2023 from School Business Manager to be completed to enable the information to be transferred to the Corporate Reporting System, or to scan the QR code on the Health & Safety display in the staff room..

- **Pupil accidents involving their head.** The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.
 - Where emergency treatment is not required, an 'I've bumped my head today' letter will be sent home to the child's parents or guardian

Recording and reporting accidents to employees

- The Governing body will implement the LA's procedures for reporting:
- All accidents to employees
- All incidents of violence and aggression.
- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

Linked Policies

Administering Medication in Schools

Asthma

Health and Safety

Supporting Pupils with Medical Conditions



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Administration of Medication November 2025

We wish to ensure that pupils with medication needs receive appropriate care and support at Badsworth School.

In most instances, when a child requires frequent medication (or treatment) they will be kept at home until the course of treatment is complete and they have recovered. At times there may be special circumstances, for example: -

- A child who has long term medication needs for specific conditions
- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma and may need to use an inhaler (see Asthma policy)
- Where a child suffers from a diagnosed allergy that requires prescription medication

In general school should not be expected to administer doses of non-prescription medication e.g., Calpol, cough medicines, allergy relief, throat sweets etc. during the school day. Parents should administer these before their child comes to school, as many only require a dose every 4 to 6 hours. It must be remembered a child requiring such regular doses is perhaps not well enough to be in school

Administering Medication

Prescribed Medication

Staff who have agreed to administer medicines will not do so without appropriate information.

Medication will not be accepted in school without written and signed instructions from the parent using the school's permission slip.

Each item of medication must be delivered to the school office, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Prescribed dose and frequency
- Date of dispensing
- Expiry date
- Written instructions provided by the prescriber on the label or container.
- Storage requirements

Over the Counter Medicine (OTC)

Many doctors' surgeries now no longer support the routine prescribing of medications for acute (short-term) illnesses, minor and/or self-limiting conditions; and health supplements, which could be bought cheaply over-the-counter (OTC). If you have been advised to purchase OTC medication and you require school to administer it, you should speak to the headteacher who will assess each request on an individual basis. Obviously, the same criteria as for prescribed medicines will apply. (See above.)

The school will not accept items of medication in unlabeled containers

NB Parents of bus children must contact school should their child require medicine at school.

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.

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 cannot be guaranteed.

Non-prescribed pain relief medicine (school's own)

Staff who have agreed to administer non-prescribed pain relief will only administer children's paracetamol painkiller if the school has received consent from the parent. It is usually only given when the **child becomes unwell in school** and would benefit from mild pain relief. Before any pain relief is given the child will be asked if they have had any medication before school. If there is any doubt, parents will be contacted to confirm this. Administering pain relief will be witnessed by another adult.

Safe storage and disposal of medicines

Medicine will be kept in a secure place, stored in and administered from the original container (properly labelled). The school will keep records, which they will have available for parents. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines. Any unused or outdated medication will be returned to the parent for safe disposal.

School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for safe disposal.

Legal Aspects

There is no legal duty on staff to administer medicines or to supervise a child taking it. ***This is purely a voluntary role.***

The school reserves the right to refuse to administer medicine depending on the circumstances of individual cases.

Medicines will only be administered with two staff members present and with one staff member having signed to agree to administer medicine.

Long Term Medical Needs

For pupils with long-term or complex medication needs, the Headteacher will ensure that a Healthcare Plan is in place and that the relevant procedures are followed. See 'Supporting Pupils with Medical Conditions at School' policy.