

First Aid & Medicines

Every child feels unwell sometimes and many children need to take regular medicine – whether that is on a temporary or ongoing basis.

All education settings must:

- Have effective first aid and administering medicines policies
- Keep up to date details of parents and other nominated emergency contacts for the child
- Obtain prior written permission for each medicine from parents before any medication is given and agree this with a health professional.
- Only medicines prescribed by a doctor, dentist, nurse or pharmacist should be accepted on site and identified in a health care plan.
- Ensure they record sufficient information about the medical condition of all children with short or long term medical needs
- Instances where first aid or prescribed medicine has been administered must be recorded and the parents/carers informed the same day
- Have an appropriate number of trained first aiders on site at all times
- Train as many staff as possible in emergency first aid and keep this up to date
- If the administration of any medicine requires technical/medical knowledge, then individual, child specific training must be provided for staff from a qualified health professional

Where a child or young person requires a serious level of care, including hospital:

- The parents/carers should be informed immediately
- If the parent/carer is not available, the nominated emergency contact for the child should be informed
- Where necessary a member of staff will accompany the child or young person until such time as a parent/carer arrives
- The staff member should provide any vital information about the injury/illness and the child's medical background to pass on to the nurse/doctor

Useful web links/resources:

- **Managing Medicines in Schools at:** www.teachernet.gov.uk/wholeschool/healthandsafety/medical/
- **First Aid for Schools at:** www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/
- **Managing Medicines in Schools and Early Years Settings, DfES 2005, at:** <http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DFES-1448-2005&>

Signed: Seb Hearmon (Chair of Governors) February 2020

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