

# First Aid

## White Spire School



Written by:	K Richards
Last reviewed on:	Sept 2025
Next review due by:	Sept 2026

In accordance with the 'Health Conditions in School Alliance', pupils that have a medical condition will not be excluded from participating in any part of school activities such as residential trips.

Individual Healthcare plans are tailored to fit each pupils needs and agreed by the school, parents/carers and the relevant healthcare professionals.

Sufficient staff will be trained in the relevant areas which will be updated when necessary.

**Risk Assessment** - as and when needed if not annually (Head Teacher)

**First Aiders:** First Aid at Work -

- Karen Richards renewal June 27
- Gill Stock renewal Jan 27
- Mandy Brown renewal Sept 26
- Chelsea Cornwell renewal Jan 28 - Paediatric
- Helen De Beer renewal July 27
- Lynn Edgeworth renewal June 26
- Andrew Robertson renewal June 26
- Nadia Quail renewal Oct 27

**First Aid Equipment:**

Location of equipment -

Medical Room  
Food Technology - Primary and secondary  
6<sup>th</sup> Form Common Room  
Bus- DG16  
Primary bus  
Car  
Main Kitchen  
Room 9  
New Primary block

Lead first aider on a trip are responsible for informing Medical Lead of equipment/supplies used and replenishing equipment/supplies used.

**Medical Lead** is responsible for replenishing stock and checking supplies to ensure they are within the expiry date. Documentation for this is kept in the medical room.

**Location of First Aid Lead** - First Aid Lead Karen Richards, Lead TA Gill Stock should carry a radio.

**Key Stage First Aiders** are classroom based, first aiders are responsible for the pupils in their key stage. A hard copy is kept in the Main Office and the First Aid Room.

**First Aid Notices** - Student reception/Staff work room/SALT room/Office/6<sup>th</sup> Form Common Room/Heads/Assistant Heads.

**First Aid Information** - is in the staff handbook.

**First Aid Induction** - will be given when a new member of staff joins the school, also to parents/carers of pupils where applicable.

**First Aid** -First aid is documented on our secure computer programme (CPOMS) for serious injuries and a paper based recording sheet for minor medical incidents which is located in the medical room. The CPOMs reports should contain the following information:

Date, time and place where incident occurred

Details of the injury

Details of First Aid provided

If body map required

If telephone call is made home

What happened immediately afterwards

Name and signature of person dealing with the incident

The minor medical recording sheet should contain the following:

Date, time

Details of the injury

What equipment/ supplies have been used

Who supported

**For more serious injuries** a HSE incident sheet needs to be completed, signed off by the Head Teacher and handed to the Main Office.

**Accident Statistics** - a report is sent to the governors annually by the Head Teacher.

**Anaphylaxis Training** - At present we have no pupils requiring an Epi-Pen. Staff will receive the appropriate training in school when required. Training provided by the Local Health Authority.

**Diabetes** -We have 1 pupil in school at the present that are observed or supported with their diabetes. Training provided by Local Health Authority.

**Adrenal insufficiency** - We have 3 pupils who may require emergency medication; this is kept in the medical room. Tablets for staff to administer as per care plan, injection for medical professionals to administer.

**Buccal Training** - there are several pupils for whom this treatment would be necessary. This training was given to a number of staff (Sept 25).

**Peg Feeding** - We have a pupil who requires medication and feeding through a tube in his abdomen and another who does not require medication or feeding but would require a replacement insert if peg was dislodged. A number of staff have received the appropriate training in school and refresher training.

**Asthma** - We have several pupils in school at the present that are observed and supported with their asthma. Pupils may carry an inhaler, but we request an inhaler is kept in school. This is part of the first aid training. All children have their own Asthma care plan in place which is kept with their inhaler.

Each person with any of the above has their own individual Care Plan.

**Insurance cover** - meeting the guidelines set down by the L.A.

**Medical equipment available-**

Single use gloves  
Disposal of clinical waste  
Disposable vomit bowls  
Disposable aprons  
Various dressings  
Individual Sterile wipes  
Sterile Saline  
Bandages/ Support bandages

## **Medication**

Prescribed medication that comes into school must be in the pharmacy labelled original packaging including name, date of birth, dosage, frequency, date prescribed, expiry date and the information leaflet. The pharmacy container must be signed and the number of tablets recorded by two members of staff.

Due to doctors no longer prescribing over the counter medication. Parent now may provide us with age appropriate pain relief, allergy medicines with a completed medical consent form. Pupil must have previously taken this medication. The instructions on the packaging must be adhered to.

All records should be completed in black pen.

When this medication is administered, it is checked and recorded on the medical administration form by 2 staff members. 2 signatures are necessary.

If inhalers or self-administered drugs are taken (by the pupil/patient) there is only 1 staff signature required.

**Controlled drugs** need to be kept in a double locked cupboard.

On administration of a controlled drug, a controlled medication log must be signed and dated stating the quantity of medication present before and after a dose is given. 2 staff signatures are required.

## **Vomiting & Diarrhoea**

You are most infectious from when the symptoms start until 2 days after they have passed. Stay off school until the symptoms have stopped for 2 days (48hrs).

## **General Aesthetic**

A pupil should remain at home supervised by a responsible adult for 24 hours after General Aesthetic is administered.

## **Contagious and Infectious Illnesses**

An exclusion period is based on the time the person with a specific disease or illness which maybe infectious to others.

Exclude until appropriate treatment has commenced for the recommended period of time.

Guidance from nhs.gov.uk for schools.