



HEATHSIDE SCHOOL

HAMPSTEAD

Administration of Medicine and First Aid Policy

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Reviewed by: Nicholas Shaw, Head of Operations

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Next Review Date: September 2026

Legal Status:

- Complies with The Education (Independent School Standards) (England) (Amendment) Regulations currently in force
- Complies with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 2013 (RIDDOR). The school is mindful of its duty to report to the Health and Safety Executive (0845 3009923) any instances that fall within the RIDDOR.
- Complies with the Guidance on First Aid for Schools Best Practice Document published by the Department for Education (DfE).
- Complies with the Health and Safety (First Aid) Regulations 1981 (amended 1997)
- First Aid at Work Guidelines for Employers published by the Health and Safety Executive 2009

Applies to:

- The whole school, including the Early Years Foundation Stage (EYFS) provision, the morning clubs and activities that happen before the official start of the school day and any after school or out of hours clubs or activities, provided by the school
- All staff, teaching and support, all visiting professionals, volunteer workers and the governing body within the school.
- All school buildings.
- All Educational Visits and Trips.

Related documents:

- Health and Safety Policy

Monitoring & Review:

This policy is subject to regular monitoring of its effectiveness, refinements and audit by the SLT and Health & Safety Committee.

The SLT will conduct an annual formal review of this policy, which will be no later than one year from the date shown above, or earlier should there be a significant change to the systems, procedures, regulations or best practice guidelines.

Introduction

This policy has been drawn up with reference to the DFE's Guidance on First Aid for Schools and the Statutory Framework for the EYFS.

Legally schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. However, wherever required, it is the school's policy to assist children and parents by administering medicines during the school day.

Responsibilities

The Senior Leadership Team (SLT) is responsible for developing the Administration of Medicine and First Aid Policy and for devising detailed procedures.

The person responsible for First Aid at Heathside Preparatory School is the Deputy Head - Safeguarding and Inclusion. However, its practice is delegated through the following system outlined in this policy.

The majority of staff will receive Paediatric First Aid training every three years. Therefore any age group/area of the school/outings will be accounted for.

The Appointed Person takes charge when someone is badly injured, becomes very ill or a more serious incident occurs and decisions need to be made about what treatment to give and whether an ambulance should be called. The appointed person is:

Zoe Humphrey

Parents are responsible for providing the School with sufficient information about their child's medical condition, including any dietary requirements, allergies and treatment or special care needed at school either for short-term or long-term needs and updating this on the portal when necessary.

The Senior Leadership Team, led by the DSL will ensure that teachers and teaching assistants who have pupils in their class with specific medical needs are informed of the nature of the condition and when and where the pupil may need extra attention and the necessary procedures to take in an emergency. The pupil's parents should provide this information with the help of medical professionals.

Each class records any administration of medication on CPOMS. All relevant staff have access to individual healthcare plans (IHPs) for children in the class.

Parents are responsible for ensuring that their child is well enough to attend school and will be responsible for collecting their child from school if he/she is too ill to attend. Parents are required to provide emergency contact details before each child starts attending the school and are responsible for updating this information on the portal as soon as there are any changes.

The Senior Leadership Team is responsible for ensuring children with medical needs have the appropriate care plan in place. This task may be delegated to the child's Teacher or Teaching Assistant. See attached information for specific Adrenaline Auto Injectors (AAIs) and asthma instructions.

A copy of the plan will be kept with the medication in a clearly named transparent container.

Children who have AAIs and other life saving medication such as asthma reliever pumps must have two of these in school. Parents are responsible for ensuring these are in school at all times and remain within their expiry date. One of these should be kept in the first aid cupboard and the other travels with the child in the class Health bag at all times.

The SLT are responsible for making staff aware of pupils with medical conditions and alerting them to the need for prompt action. A list with photos of all children with medical needs is stored securely by the Health & Wellbeing Team. A condensed version containing essential information is shared with teaching staff containing such information as food allergies etc. and is available internally.

A list of children with medical needs is compiled by the First Aid Co-ordinator for each class, this includes any medical conditions, allergies or any additional support required. A full list is to be discreetly displayed in the secure first aid cupboard. The class teacher must share information regarding medical needs with all staff who have contact with the child including sports coaches, music teachers and club leaders. All pupil medical information is kept secure and available for those staff who need to have access under Data Protection guidance.

There are occasions when the school has to work closely with community partners such as Public Health England. If this is the case, parents will be informed of the procedure for children and families should this happen.

Administering medication

Pupils may receive medication in accordance with the school's policy and procedures. One member of staff will administer the medication and another member of staff must witness the administration. The person administering the medication will record this on CPOMS, stating the name of medication, dosage and the names of the members of staff present.

No medication may be given to children in school without consent from the parents.

Consent includes:

- Individual healthcare plan
- Medical consent form completed by parents at the beginning of every school year
- Short term medication form

Parents will be informed on the same day, or as soon as is reasonably practicable, when medication that is kept in the school has been administered.

Medication prescribed by a doctor should be administered according to the instructions on the individual medication and **only given to the named pupil for whom it has been prescribed**. Medication should be kept in the original container which is clearly marked with the original dispensary label.

The law states that medicines can only be administered to a person in accordance with the directions of the prescriber. The dispensary label is a copy of the prescription and therefore is the member of Staff's legal authority to administer the medication, as it contains the prescriber's instructions.

No member of staff may administer medication if:

- The pharmacy label is not present
- The label is defaced or altered
- The medication is out of date

If the administration of prescription medicines requires technical/medical knowledge, then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

When the pharmacist's label gives variable instructions, for example: Take one or two when required, an individual healthcare plan using the proforma given in the appendix should be agreed providing the following information:

- What is the medication for
- When to give one measure or when to give more
- When the last dose was given
- How often the dose should be repeated
- What is the maximum dose in a 24hr period

The expiry dates of pupil's own medications which are kept in school are checked regularly by the First Aid co-ordinator.

All medications administered are to be recorded in order to provide a complete audit trail across the school.

Any unused prescribed medicines are to be returned to the parents for disposal once it is no longer required to be in school.

Non-prescribed Medicines

Parents will have completed the school's Medical Questionnaire. Included in the form is a list of non-prescribed medicines which the school keeps a stock of. Parents then indicate which medicines they are happy for the staff to administer, and sign their consent for these to be given.

The only non-prescribed medicines the school will administer are:

Paracetamol
Antihistamine

Medications can cause adverse reactions in some people. If a pupil has an adverse reaction to the medication, no further doses will be given, and the parents will be notified and advised to seek further medical advice. If a serious reaction occurs, medical attention should be sought immediately.

If an error is made with any medication, it must be recorded and reported immediately to the Headteacher, and the Deputy Head. The parents must be notified. Medical advice must be sought by contacting 111 NHS helpline/emergency services.

Safe Storage and Reporting

School stock, **non-prescribed** medicines are kept in the relevant labelled medication cabinet located:

First Aid cupboard next to School Secretary's desk

Medicines should be stored strictly in accordance with product instructions and in the original container. All liquids will be administered by disposable cups.

Every academic year, parents inform school of their child's medical needs, any individual healthcare plans and consent for medication. This information is shared with all relevant staff who come into contact with that child.

Pupils own, **prescribed** medications will be kept in the medication cupboard by the reception, or if required to be stored in a fridge, except for adrenaline auto injectors and asthma inhalers which are kept in the class Heath bag.

All medicines are kept in an individual plastic container along with a copy of the parent consent form. The original parent consent form is kept in the child's class medication file and then collected and stored along with the accident/incident forms once the course of medicine is finished. All medicines should be clearly marked with the child's name and expiry date. They should include the prescriber's instructions for administration.

School Trips and Outings (see Educational Visits Policy)

Procedures for managing medicines on trips

The school encourages pupils with medical needs to participate in safely managed trips. The school will consider reasonable adjustments to enable all children to participate fully and safely on school trips. This might include a separate risk assessment for specific pupils.

Staff supervising excursions will always be aware of any medical needs and relevant emergency procedures.

A copy of any health care plan will be taken on trips and all trips must have at least one member of staff who will be first aid trained. There must always be two members of staff involved in the administration and witnessing the administration of medicine.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include the class teacher for the child with a risk assessment, who should be fully informed about the child's needs and/or medication. Medication for a child is taken in a sealed plastic container clearly labelled with the child's name and name of the medication. On returning to the setting, the class teacher records the administration of medication on CPOMS and returns any unused medication to the child's parent(s) or guardian.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic container clearly labelled with the child's name and the name of the medication.

This procedure is to be read alongside the School Educational Visits Policy' and the specific trip risk assessment.

Self-Administration of Medication

Before a pupil can self administer, a risk assessment must be undertaken to ascertain the risks involved to both the pupil and others. After discussion with parents, competent pupils with certain medical conditions, e.g. severe allergy, asthma, diabetes, epilepsy, cystic fibrosis, should be encouraged to take responsibility for keeping and self-administering their own medications, e.g. adrenaline, Ventolin, insulin. This risk assessment and discussion with parents will be for the basis of an Individual Health and Care Plan (IHCP). A template for such a plan is included in Appendix 1 of this policy.

Children who can administer their medication themselves or manage procedures may require a level of supervision. If it is not appropriate for a child to self-manage, the relevant staff should administer the inhaler and manage procedures for them.

Staff

A list of emergency contacts and medical conditions will be kept for all School Staff.

Administration of First Aid

The person responsible for first aid equipment at Heath Street is Jelena Bogavac.

- A first aid kit is in the main office and in Heath Bags in each classroom.
- A defibrillator is by the first aid cupboard by the front desk.
- The first aid kit is stored in each Heath bag so that children can be treated for minor accidents immediately when outside on the Heath or on school day trips.
- When children are unwell, they can sit or lie in the medical room. A member of staff will take responsibility for the student's welfare while they are in the medical room.

A fully stocked Heath Bag including a small first aid kit must be taken on all school outings. Teachers are expected to take these with them on any visit, including local walks. (See Educational Visits Policy). Any inhalers, adrenalin auto-injectors or other life saving devices for specific children must also be taken.

The list of first aid trained staff is displayed around the school at key entrances and exits of the building.

First Aid Kits

All first aid kits have appropriate content to meet the needs of children as per the HSE's recommendation in the DfE Guidance on First Aid in Schools.

First Aid Kit for School

- Leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings (assorted sizes).
- Sterile eye pads.
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins.
- Medium (approx.. 12cmx12cm) individually wrapped sterile unmedicated wound dressings.
- Large (approx.. 18cmx18cm) individually wrapped sterile unmedicated wound dressings.
- Large adhesive dressings.
- 1 pair of disposable gloves.
- Eye wash pods.
- Adhesive tape.
- Individually wrapped moist cleaning wipes.
- Face Shield.

First Aid Kits for Heath Bags

- Leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings (assorted sizes).
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins.
- Large (approx.. 18cmx18cm) individually wrapped sterile unmedicated wound dressings.
- 2 pairs disposable gloves.
- 1 plastic bag for rubbish and waste.

Practical management of spills of blood, vomit, faeces and urine.

- Wear disposable gloves.
- Cover spills with Sanitaire absorbent crystals to soak up as much spillage as possible. (available from medical rooms).
- Leave for two minutes and carefully mop up with paper towels or cardboard disposing of them into a waste bag.
- Clean the area thoroughly with disinfectant and hot water.
- Remove gloves carefully and dispose of into the waste bag and tie the bag closed.
- Wash hands thoroughly.
- Once the area is allowed to dry naturally it is no longer at risk to others.

Reporting of illness and injuries

- Any treatment administered to a child must be recorded on to CPOMS as soon as possible after the child has been attended to.
- Parents must be called or emailed about an incident, other than the application of a plaster, but do not need to sign.
- To protect confidentiality, when reporting to parents/carers staff must not use the name of any other child or adult involved in the accident/incident. Staff should use terms such as 'another child' or 'a member of staff'.
- A body map is included on CPOMS and may be used as a tool for reporting accidents or incidents.
- The member of staff completing an accident record is responsible for investigating the cause of the accident and if necessary for making recommendations to prevent recurrence.
- Head injury: Following treatment by a first aider, the accident is reported on CPOMS, parents are informed and the 'Head Injury Information Letter' is given. All injuries from all sites must be reported on CPOMS.
- Accident requiring treatment and parents called into school: following treatment, the child is monitored and looked after by a member of staff until their parent arrives. If necessary, the parent will be advised to take the child for further medical assistance. The accident/incident is reported on CPOMS. Any updates on further treatment the child receives must be entered on CPOMS.
- Accident requiring ambulance transportation to hospital: the child will be treated by a first aider until help arrives and parents are called. If the parent/carer is not present, a first aider or other member of staff must travel with the child in the ambulance. An accident that necessitates a student being taken directly to a hospital for treatment may need to be reported to RIDDOR by the Health and Safety Manager in conjunction with the SLT (www.hse.gov.uk/riddor/report.htm) within 10 days. This includes accidents that occur off-site and at sports centres where the student is taken directly to a hospital for treatment.
- In EYFS, Ofsted must be informed of any serious accident, illness or injury to, or death of, any child whilst in the school's care and of the action taken in respect of it. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident occurring by the Headteacher or Deputy Head (0300 123 1231).
- For EYFS children, the Headteacher or Deputy Head must also inform the Camden Safeguarding Partnership of any serious accident or injury or the death of any child whilst in the school's care and act on any advice given. 020 7974 6600 (Duty and Assessment Team), out of hours 020 7974 4444.
- If the school has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988, the Head will inform Ofsted. The school will act on any advice given by Public Health England and inform Ofsted of any action taken.

Staff injuries

- Accidents to staff in the workplace should be treated by a first aider and recorded in the accident book, stored in the first aid cupboard by the front desk.
- Any accident that results in death or necessitates the staff member going directly to hospital must be reported to RIDDOR by the Health and Safety Manager in conjunction with the SLT without delay.
- Any accident that prevents the injured member of staff from continuing their normal work for more than 7 days (not counting the day of the accident but including weekends and other rest days) must be reported to RIDDOR within 15 days of the accident by the Health and Safety Manager in conjunction with the SLT.
- The Health and Safety Manager in conjunction with the SLT will report to RIDDOR any injury to a member of staff that is specified by RIDDOR as reportable.

MEDICAL EMERGENCIES

1. Ensure patient is safe.
2. Ask Reception to locate a First Aider to attend the patient.
3. The First Aider must decide the next course of action and notify the DSL/Head as soon as possible
4. NHS non-emergency advice DIAL 111.
5. If the patient's condition is serious DIAL 999.

You may need to give instructions on how to get to Heathside School.

In cases where it is not possible to take the patient by car, for example a broken limb, severe head injury or transport is unavailable, DIAL 999 and ask for an ambulance stating exactly where you are and the nature of the injury. Ensure someone goes to the front of the school to direct the ambulance.

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows - Heathside School, Heath Street, NW3 1DN
4. state what the postcode is or use What3words to identify your location
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms

7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Pupils with Chronic or Complex Medical Needs, Conditions or Disabilities

The School's Admissions Policy and Medical Form upon application considers students with chronic or complex medical needs, conditions or disabilities in accordance with DfE guidance:

[Supporting pupils at school with medical conditions - GOV.UK](#)

Under Section 100 of the Children and Families Act 2014:

- This policy is available to potential students and their parents to encourage disclosure of medical information on application.
- On application, any special or physical needs disclosed will immediately be brought to the attention of the Headteacher for consideration.
- Parents are made aware that if due to non-disclosure of information adjustments cannot be made in a planned, proactive manner there is a risk that the school will not be able to accommodate their child safely.
- If appropriate the parents should meet with the Headteacher to consider the needs of the student and the expectations of the student and their parents. This will take place before the pupil is accepted.
- Following the meeting and assessment the school will decide if any reasonable adjustments need to be made to accommodate the student safely within the school.
- For students with chronic or complex medical needs, conditions or disabilities a risk assessment will be performed and reviewed at least annually.
- Students at the school will be properly supported so that they have full access to education, including school trips and education, as far as reasonably possible.
- The Headteacher will ensure that arrangements are in place to support students at school with medical conditions.
- The Headteacher and leadership team will consult with health and social care professionals, pupils and parents to ensure that the needs of the children are effectively supported.

Appendices:

1. [School medical questionnaire](#)
2. [Short Term Medical Consent Form](#)
3. School Record of Administration - details uploaded on to CPOMS
4. Administration of Medication Procedure
5. Administration of Short Term Medication Procedure

Appendix 3

Entering a medical event into CPOMS

Login to CPOMS at <https://heathsideprep.cpoms.net/> and click 'Add Incident' and the form below will appear.

CPOMS Website CPOMS User Guide Contact Support CPOMS FAQ REMIND ME HIDE NAMES BLANK SCREEN
It is your responsibility to log out and protect the security of student information.

Heathside Preparatory School Dashboard Reporting Planner Library Admin Account Settings Add Incident Add Incident Logout

← Back

Student

Incident

Categories

Attainment Attendance Behaviour Related Log Bullying/ Friendship Related Issues Cause for Concern Child Contact
 Child Protection Communication Contact with External Agency Home Issues/ Parenting Issues Local Area Incident on Note
 Medical Issues Mental Health and Wellbeing Parental Contact Remote Learning Safeguarding SEND
 Verbal & Aggressive Incidents

Medical Issues Subcategories

Accident EpiPen/ Asthma First Aid Medication Administered

Originally reported by:

Linked student(s)

Complete the form in as much detail as possible and select the appropriate medical issues category using the body maps as appropriate.

If you are giving the child any medication then you must put the medication name and dosage - not the brand name, in accordance with the schools policy on medical administration.

Date/Time

Status

Assign to

Files

Alert Staff Members

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

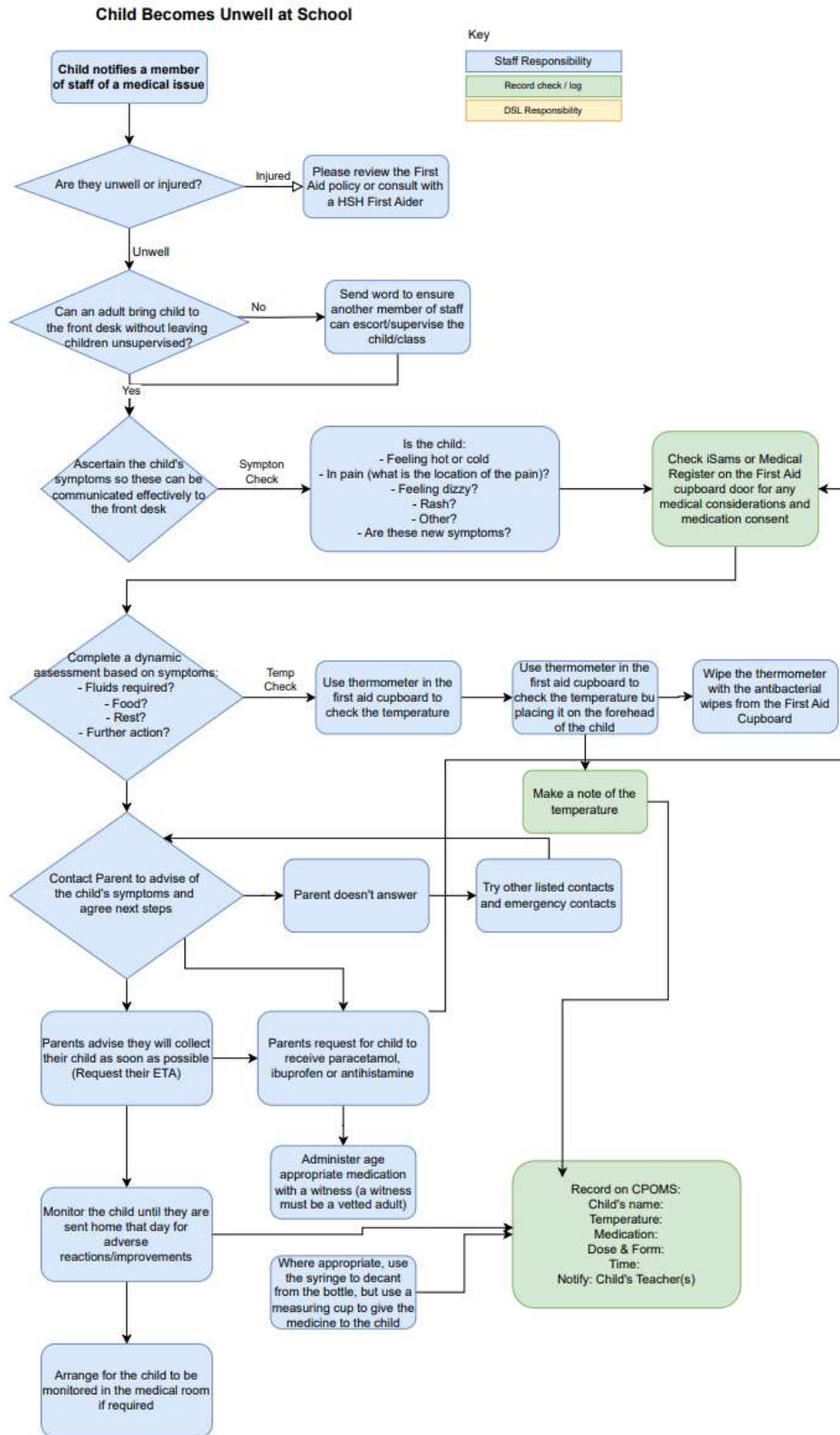
Agency Involved

Add to planner

Submit Incident

Once the form is completed click 'Submit incident'

Administration of Medication Procedure



Administration of Short Term Medication Procedure

