

First Aid and Administration of Medicines Policy

1. This policy is applicable to all pupils and staff, including the Early Years.
2. Information relating to the whole school approach to Mental Health and Wellbeing can be found in the School's Wellbeing Policy.

3. Introduction

3.1. In accordance with Health & Safety legislation (Health & Safety – First Aid Regulations 1981), Health and Safety at Work etc. Act 1974 and associated regulations, School Premises (England) Regulations 2012, Education (Independent School Standards) Regulations 2014 and the Early Years Foundation Stage Framework, it is the responsibility of the Governing Body to ensure, as far as reasonably practicable, that there is always adequate and appropriate first aid provision when there are people on the School premises and for staff and pupils during off-site trips and activities.

3.2. To ensure adequate first aid provision, it is the School's policy that:

- the School's Director of Operations & RCS Bursar, Headmaster and Office Manager will carry out a regular assessment of the School's first aid needs that is appropriate to the School.
- enough trained personnel and appropriate equipment are available to respond to an incident effectively as well as suitable rooms or areas for treatment.
- a qualified first aider (including paediatric care) is always available during normal school hours, including at all times that EYFS provision is in place. Nominated first aiders provide general cover for adults working during the school holidays as appropriate.
- appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits, including at sporting fixtures.
- a senior mental health lead is identified. (Further details can be found in the Wellbeing Policy)
- all accidents are reported as necessary to the Health and Safety Executive under RIDDOR.

3.3. This policy and its effectiveness is overseen by the Headmaster.

4. Responsibilities

4.1. The Office Manager, who may delegate responsibilities listed below as appropriate, is responsible for ensuring the following:

- first aid support during School hours is provided.
- liaison with the Health & Safety Committee regarding first aid issues.
- provision, replenishment and check of 'use by dates' of first aid equipment and necessary supplies.
- maintaining records of accidents and injuries and reporting these to the Compliance Manager, Director of Operations & RCS Bursar each month.
- working with the Compliance Manager and Director of Operations to determine First Aid training needs and arrange external courses.
- a record of all first aid training undertaken by School Staff is maintained at Ripley Court. Copies are also held by the Compliance Manager.
- contact details and locations for first aid assistance are readily available around the school site
- daily visual checks of the Automated Defibrillator Machines are carried out.
- termly contents checks of the Automated Defibrillator Machines are carried out and formally recorded
- administering medication to pupils (see section 14)
- holding the keys to the Controlled Medication Cabinet

4.2. All Staff are responsible for:

- acting in the capacity of responsible adult in the event of an emergency.
- recording all accidents on an accident form (available via SchoolBase) and providing this information to the Receptionist.
- informing the Receptionist if they have used any item from a medical kit so that it can be replenished promptly.
- ensuring that they do not administer medication to a child unless they have completed the necessary online Administration of Medication training, or where relevant, training specific to particular medication.
- ensuring that any personal medication they bring into School (including items that do not require a prescription such as paracetamol/ibuprofen/cold remedies etc.) is kept securely and out of the sight and reach of children.

4.3. Staff involved in off-site trips or activities:

- must ensure that at least one member of staff trained in paediatric first aid accompanies any organised pupil activities that take place offsite
- must ensure that a first aid kit, along with any medication required for individual pupils, is taken on any off-site trips or activities. This medication must be stored as required.
- must ensure that they have completed online training in the administration of medication before administering any medication to a pupil.
- must ensure that parental/guardian permission has been given prior to administering medication (see also paragraph 14.3)
- must ensure that they obtain relevant medical information on pupils taking part in off-site activities such as allergies.

4.4. Generally, teachers and other staff working with pupils are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the pupils in the same way as parents/guardians might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

4.5. Parents are responsible for ensuring they provide sufficient medication to the school if prescribed by a doctor, providing relevant information to the school relating to their child's health and observing the requirements of the UK Health Agency exclusion table. This can be accessed via the link below:

[Children and young people settings: tools and resources - GOV.UK](#)

5. **First Aid provision at Ripley Court School**

- 5.1. The School provides first aid facilities in the main Medical Room in the Main Building, and in Little Court and the Nursery.
- 5.2. The main Medical Room is supervised by Paediatric First Aid qualified Reception Staff. A bed is available in this room and any patients are monitored via a camera connected to Reception. A separate dedicated toilet with handwashing facilities is adjacent to the Medical Room should children require it. Bedding in the Medical Room is laundered weekly, or more often if necessary, if subject to prolonged use by different children, or if it becomes soiled.
- 5.3. First aid is administered by paediatric first aid trained staff in Little Court and the Nursery. Where required, younger pupils will be brought by a member of staff to the Medical Room for ongoing care.
- 5.4. First aid boxes/mobile kit bags are checked termly by the Receptionists to make sure that all items have been replenished after use and are in date. The contents of these boxes/kits is determined by an assessment of the needs of the School and location of the box/kit. First aid kits can be found in the following locations:-

Medical Room in Main House (17 mobile kit bags)	Games Department Office (5 mobile kits bags)	Sports Hall
Little Court	Nursery	School Kitchen #
Science Lab (Holloway)	Food Tech (Orchard) #	Art Room
Science Lab (Barrington)	Goundsman's Shed *	Swimming Pool Area *
Forest School staff #	Newte Block	Dining Room
Caretaker's Office	Chain Saw First Aid Box	School Minibus (x3)
Cleaner's Cupboard	Cricket Pavilion	Music Room

Kits marked with an * also include an eye wash kit. Kits marked with a # also include a burns kit.

5.5. Eye Wash Stations are also available in the Science Labs in the Holloway and Barrington buildings and in the School Kitchen.

5.6. Critical Incident Boxes are checked termly by the Office Manager/Receptionist and can be found in the following locations:-

Medical Room store cupboard (x1)	Sports Office (x1)
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5.7. Three Automatic External Defibrillators (AEDs) are available for use on the School site. Visual checks are carried out on a daily basis. AEDs can be used by any member of staff. The device itself provides instructions to users. AEDs can be found in the following locations:

Medical Room in Main House	Exterior wall of Dining Hall facing the sports field	Swimming Pool – exterior on the left of the entry door
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5.8. Emergency Auto Adrenaline Injectors (AAIs) belonging to individual pupils are kept with the pupil with a spare/second device stored in the Medical Room in a named wallet. For EYFS children these are carried by the teacher in a small bag and when the child is handed over to a different teacher, the bag is handed over at the same time.

5.9. The School holds a small supply of generic AAIs in the Medical Room. Should a pupil's prescribed AAI fail, or a second dose be required, staff must telephone 999 to obtain permission to administer a second dose. Advanced approval for this process has been obtained by the Office Manager for all pupils currently prescribed with an AAI.

5.10. Emergency Asthma kits are available on the wall of the Medical Room in the Main House and

on the wall in the Dining Room. These contain 2 generic inhalers suitable for the treatment of any pupil or adult who has been prescribed an inhaler.

- 5.11. Emergency Anaphylaxis Rescue Kits are available on the wall of the Medical Room in the Main House and on the wall in the Dining Room. These kits contain x2 Jet Adrenaline Auto-Injector Pens (300mg x2) which are suitable for treatment of any pupil or adult who has been prescribed a pen.
- 5.12. Should a tourniquet be required, one is available in the Chain Saw First Aid Box. This is located in the Grounds Staff Shed, behind Forest School. There is also one in each of the Critical Incident Boxes. Staff should call 999 for immediate help should a tourniquet be applied.
- 5.13. First aid notices are displayed around the School site together with a list of the names, extension numbers and normal location of nominated first aiders for each building.
- 5.14. A refrigerator dedicated to the storage of medication is available in the Medical Room in the Manor House if required. Routine temperature checks are carried out.
- 5.15. There is always a qualified first aider on site between 8am and 6pm. The Reception Staff in the main house are trained in paediatric first aid and are on duty from 8am to 4.45pm during the school day. From 4.45pm to 6pm two paediatric first aid trained staff remain available on site.

6. Managing minor injuries and accidents

- 6.1. If an Upper Court pupil is feeling unwell or has suffered a minor injury, they go with a friend or are taken by a member of staff, to the Manor House where the Receptionist on duty will attend to them. In Little Court and the Nursery, children are looked after by staff in their setting in the first instance.
- 6.2. The Receptionist on duty will provide first aid and comfort, contacting the pupil's teacher if the child is still in the Medical Room when the registers are taken.
- 6.3. Where a pupil remains unwell or has had an episode of vomiting or diarrhoea at school, Reception staff will inform Parents. Parents, or other nominated emergency contacts, will be required to collect the pupil from school without undue delay. This is to ensure that the school can meet exclusion requirements (see paragraph 4.5) and so that the pupil can receive ongoing care as required.
- 6.4. Staff who are feeling unwell and require assistance should contact Reception or their nearest first aider.

7. In an Emergency

- 7.1. In the event of an emergency, staff have been trained in emergency first aid procedures and will assess the condition of the person needing assistance. **If there is any doubt about how**

to assist or act, the emergency services should be contacted immediately. An ambulance should always be called if the following occurs:

- loss of consciousness.
- reduction in responsiveness.
- breathing difficulties.
- severe bleeding.
- severe allergic reactions.
- severe burns or scalds.
- seizures that are not stopping.
- severe, persistent chest pain.
- an acute, confused state
- signs of stroke.

8. Calling an Ambulance and attending Hospital

8.1. Call 999 for emergency help straight away if someone else is having a life-threatening emergency. Where there is no quick access to an external telephone, such as on sports fields, 2 Way radios should be used to contact Reception who will call for an ambulance.

- The person dealing with the casualty should call the ambulance where possible.
- State the exact location of the School.
- Give the phone number you are calling from.
- State the nature of the injury or emergency.
- Give the name, age and injuries if known of the casualty/casualties.
- Answer all the ambulance controller's questions.
- Always remain with the casualty.
- Organise for someone to wait at the closest vehicle entrance to the casualty.
- Inform Reception so they can organise additional help if necessary.

8.2. Either the member of staff attending to the casualty, or the Receptionist, will accompany a pupil to hospital in an ambulance and will remain with them until a parent/guardian arrives.

8.3. If a member of staff requires an ambulance, a member of staff will accompany them and

remain with them if they wish, until the next of kin arrives at the hospital.

- 8.4. Where an ambulance is likely to be delayed, where it is safe to do so and with the specific authorisation of the Headmaster/member of SLT, a member of staff may transport a pupil or other member of staff, to the hospital in a private vehicle instead of waiting for an ambulance and/or parents. Circumstances when this is necessary will be rare and wherever practicable, parental agreement should be sought in addition to that of the Headmaster/member of SLT. Should a pupil need to be transported to hospital by a member of staff in a private vehicle, they must be accompanied by another member of staff who has paediatric first aid training.

9. Training

- 9.1. The majority of staff complete Paediatric First Aid Training, including all EYFS staff. Paediatric First Aid training is updated every 3 years. A copy of certificates are kept by the Reception Staff and by the Compliance Manager.
- 9.2. The Office Manager and Reception Staff as well as staff involved in teaching PE, have completed Concussion Awareness training.
- 9.3. Reminders of first aid protocols, and details of specific pupil medical conditions, are provided to staff on a termly basis as part of INSET training, and more often if necessary.
- 9.4. Staff should only provide first aid treatment for which they have been trained and are competent.

10. School Trips

- 10.1. There **must** be a qualified paediatric first aider on all school trips and for any offsite activity. Medicines cannot be administered to pupils on 'day' trips unless agreed in advance with parents and only by a member of staff trained in the administration of medication. All overnight trips will always include at least one member of staff trained in the administration of medication and paediatric first aid. Please refer to the School's External Visits Policy for additional details.

11. How do pupils know what to do if there is an accident or injury?

- 11.1. All new pupils from Year 3 upwards, and staff, are given information as to where to go for help in the event of an accident, and as part of their induction into the school. All pupils are encouraged to make staff aware if they have hurt themselves.
- 11.2. Pupils are also taught basic first aid as part of the Jigsaw scheme of work in PSHE lessons. (Further details are available in the PSHE & RSE Policy and in the Jigsaw leaflet made available to parents via the School website).

12. Parent Communication

- 12.1. Parents/guardians are encouraged to contact the Receptionist or their child's form teacher at any time if they wish to discuss any concern that they may have relating to their child's health,

dietary requirements or allergies. The School also pro-actively provides parents/guardians with a copy of the health information held about their child and requests that parents/guardians verify or update this information on an annual basis.

13. Notification of an incident and recording of information

- 13.1. Parents/guardians are always informed if a child becomes ill or is injured. In particular, parents/guardians are informed of head bumps and injuries, regardless of perceived seriousness, in case of concussion. Parents/guardians are informed as soon as is reasonably practicable and always the same day. Parents of Early Years children are informed in writing of first aid given to their child. All first aid is recorded on SchoolBase, which sends a written notification directly to parents.
- 13.2. The most serious injuries may need to be reported to the HSE under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR). The Headmaster will consult with the Bursar at Reed's School as to whether a RIDDOR report is necessary. (Further details on RIDDOR and the reporting process can be found in the Health & Safety Policy).
- 13.3. All accidents, incidents and treatment provided to pupils and/or staff is recorded on SchoolBase. More serious injuries, and all head injuries, are also recorded on an additional accident report form (within Schoolbase). Any 'near misses' must also be reported to Reception who will pass this information on for action.
- 13.4. Each term, a member of Reception staff prepares an anonymised report from SchoolBase of all injuries and near misses recorded. Injuries are categorised using a numerical system related to the seriousness of the injury. This report is reviewed by the Headmaster, Director of Operations & Bursar and Compliance Manager. Termly reports are provided to the Health & Safety Committee where individual incidents and/or trends are reviewed.

14. Administering Medicine

- 14.1. Only appropriately trained School staff may administer medicine provided by parents/guardians whilst the pupil is at School or on a school trip/activity. All such medicines must be handed in to the Receptionist in the mornings, for safe storage in the Medical Room. The School will only accept prescribed¹ medicines if they are in-date, labelled and in the original packaging, including instructions in English for administration, dosage and storage.
- 14.2. Controlled Drugs² must always be stored in the Controlled medication cabinet. This must remain locked at all times with the keys securely stored. Only staff who have completed the relevant training, may administer controlled medication to the relevant pupils. Administration of controlled drugs should always be witnessed by a second member of staff. The date, time and name of the person administering and witnessing the administering of drugs must be kept with the medication in the cabinet. Where a pupil informs staff that they have missed their

¹ Medication must be prescribed by a doctor, dentist or nurse in the UK. (Per EYFS Framework 3.60)

² Controlled Drugs are defined in The Misuse of Drugs Act 1971 as drugs which are dangerous or otherwise harmful and have abuse potential or could be misused. In a School setting these are typically drugs associated with the treatment of ADHD. A list of the most commonly found Controlled Drugs can be found here :

[List of most commonly encountered drugs currently controlled under the misuse of drugs legislation - GOV.UK](#)

dosage at home, staff must check with parents/guardian before providing any additional dosage. Due to the age of pupils, parents will always be informed by Reception if a pupil refuses their controlled medication. Parents are responsible for ensuring that adequate controlled medication is available in school and that changes of dosage or timing are advised to the School immediately.

- 14.3. The School may also administer non-prescription medications such as antihistamines if permission is given by parents and medication is in its original packaging, and is appropriate to the age of the child.
- 14.4. Before administering any antihistamine medication to a pupil, Reception staff will always contact parents/guardians.
- 14.5. No medication containing ibuprofen will be administered to a pupil under the age of 5 years old, even if permission is given by the parent, unless it has been prescribed by a doctor.
- 14.6. The School will not administer medication containing aspirin to a child at Ripley Court unless it is prescribed by a doctor.
- 14.7. Parents/guardians must provide written consent for the administration of medication by completing a pink form or medical form. This form is kept with the child's medication.
- 14.8. The School will only administer prescription medication to children if the medication has been prescribed by a doctor, and with prior written permission from a parent.
- 14.9. All medicine is kept in an individual bag with the pupil's name on it and a copy of the relevant consent form. (See 14.6 above) A record is kept on SchoolBase of each occasion medicine is administered to a pupil including what, how, how much was administered and by whom.
- 14.10. Parents are responsible for ensuring that medication kept by the School is in date and parents are asked to collect any unused medication at the end of each term.
- 14.11. Where a pupil has an IHCP(Individual Health Care Plan), appropriate arrangements will be made in liaison with the parents/guardian, child and relevant medical professionals. (See also 15.1 below).

15. Administration of Medicine on a School Trip

- 15.1. Parents/guardians sign a medical questionnaire and consent form for their children on joining. This is sent out for review by parents annually, and parents/guardians are advised to keep the school updated with relevant information.
- 15.2. Where controlled drugs are to be administered to a pupil off-site, such as during a residential trip, the minimum amount required for the duration of the trip should be taken. A member of suitably trained staff will be responsible for the security of this medication and the administering of it to the relevant pupil. A lockable bag is available from reception to secure the medication. Administration of the medication must be witnessed by a second member of staff.

16. Arrangements for pupils with particular medical conditions

16.1. Information about pupil's medical conditions are obtained from the annual medical questionnaire or from an individual IHCP. Appropriate information is shared with relevant staff as follows:

- a. For food allergies the kitchen is informed. Photographs of the children are taken and kept in the food dispensary, along with their allergy or condition. A copy is kept in the main Staff Room and Little Court staff room rooms, medical room, Nursery, Cookery Room, School kitchens and PE Office.
- b. Those at risk of anaphylaxis will have autoinjectors located in the medical room, and on their person, or in the case of Early Years pupils, with a member of staff. Relevant staff are trained in the use of autoinjectors.
- c. Children with asthma who have been prescribed an inhaler, must provide inhalers to the school – these are kept in the medical room or the Little Court Staff Room (whichever is appropriate), and with the pupils from Year 3 onwards.
- d. Children with other conditions (epilepsy, diabetes) will have individual arrangements made and these will be communicated to all staff, including any supply or temporary staff as necessary.

17. Additional/required arrangements for Early Years

- a. The Early Years department keeps information of communicable diseases and infections, and advice on when children can return to school.
- b. The majority of Early Years staff are paediatric first aid trained, and there is always a paediatric first aider on site when pupils are on site. If required, new staff will be enrolled on a paediatric first aid course within two terms of starting. Where EYFS staff are awaiting paediatric first aid training, due regard is given to this when considering ratios as set out in the current EYFS framework.
- c. Parents/guardians are notified of any incident and any first aid that is applied or medicine administered.

18. Hygiene Procedures

18.1. In the case of any medical/bodily spillage, the spillage is to be cleared up as soon as possible by either the staff at the incident or by the site supervisor, if available. It is important that the contaminated area is cordoned off, cleaned to a high standard with the appropriate resources and that all staff protect themselves if they clean up any spillage of body fluids, including blood, urine, faeces or vomit. This includes wearing PPE (available in the medical room, Little Court and Nursery). Any such waste product or used protective gear should be disposed of safely in the medical disposal bin in the medical room, Little Court or Nursery. The site should

be fully inspected for cleanliness before being made open for School use again. See also Risk Assessment MAIN001.

Prepared by: Receptionists & Head of EYFS and Little Court	Revision No. 7 (Autumn 2025)
Approved by: Education & Pastoral Care Committee	Next Review: Autumn 2026

Revision History Table

Revision Number	Section/Paragraph number	Amendments
7 – Autumn 2025	3.1	Add references to additional legislation
	3.2	Bullet point 3 – clarify that PFA is on site whenever EYFS provision is available.
	4.1	Amend to show some tasks are delegated. Bullet point 9 - new
	4.2	Bullet point 4 – specify training and add reference to specific medication.
	4.3	Bullet point 4 – new
	5.4	Table updated to reflect revised locations and numbers
	5.5, 5.9 & 5.10	Add new locations
	5.8	2 nd sentence added.
	5.9	New
	5.12	New – tourniquets now available on site
	5.14	Reference to temperature checks added
	7.1	Final bullet point added – signs of stroke
	8.1	Reference to use of 2 way radios added
	10.1	Amended to clarify that a PFA is required for all offsite trips & activities – not just for EYFS
	14.1	Footnote 1 added.

	14.3	Added 'and is appropriate to the age of the child'
	14.4	Relocated from bottom of list
	14.5	Clarification that medication must be prescribed by a Doctor.
	16.1	d – 'Children with' added
	17	b – Change 'All' to 'The majority of'. 2 nd and final sentence added.