

**Perryfields**



**Primary**

# Perryfields Primary School

## Medical Policy

Including First Aid and Asthma

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| <b>Last Reviewed on:</b>   | December 2025 |                         |
| <b>Next review due by:</b> | December 2026 |                         |

## **1. Purpose**

- To ensure the health, safety, and well-being of all pupils by providing a clear framework for managing medical issues, emergencies, and ongoing health needs in a school setting.
- To outline the procedures for dealing with injuries and medical emergencies involving pupils.
- This policy aims to ensure the safety and well-being of all pupils while they are under the care of the school.
- To ensure that pupils with asthma can fully participate in school activities and receive appropriate care in the event of an asthma attack.

## **2. General Principles**

- The school will provide appropriate first aid care to all pupils who are injured or unwell during school hours or while taking part in school activities.
- A qualified first aider will be available on-site at all times during school hours and in our POSH Club (Perryfields before and after school provision).
- When an injury is reported, no matter how minor, a member of staff, will record on Class Charts and a call made home if required (as stated below).

## **3. First Aid Responsibilities**

- All staff members will be familiar with the school's first aid procedures and know the location of first aid kits and ice packs.
- Designated first aiders are trained in basic first aid and CPR and are responsible for administering first aid care to pupils when required.
- If a pupil requires treatment beyond basic first aid, parents/carers will be contacted, and further medical assistance will be sought if necessary.

## **4. Minor Injuries (e.g., Scrapes, Cuts, Bruises)**

- Pupils who sustain minor injuries will be attended to promptly by a trained first aider.
- For cuts or scrapes, the wound will be cleaned if required, and a bandage or dressing will be applied as necessary.
- For bruises, pupils may be monitored for any signs of worsening pain or swelling.

## **5. Head Injuries**

- Any pupil who sustains a bump or injury to the head will receive immediate attention.
- First aid staff will assess the injury and may apply an ice pack to reduce swelling and provide comfort.
- After administering an ice pack, the pupil will be monitored regularly for any signs of concussion, including dizziness, nausea, headache, or confusion. This should be ongoing until a decision is made as to whether the pupil remains in school or goes home.

- Parents will be contacted when a bump or injury occurs to the head whether the pupils remains in school or goes home.
- All head injuries, even if minor, must also be recorded on Class Charts, in addition to the phone call home.

## **6. Serious Injuries or Medical Emergencies**

- In cases of serious injury or medical emergencies, such as fractures, seizures, or severe allergic reactions, immediate first aid will be provided and an ambulance called and the pupil's parents/carers will be informed.
- All information will also be recorded on Class Charts for parents to be kept up-to-date.

## **7. Illness and Medical Conditions**

- Pupils who are feeling unwell should inform a member of staff, who will assess whether first aid or further medical attention is required.
- If a pupil has a known medical condition (e.g., asthma, allergies), staff will ensure that any necessary medication (such as inhalers or Epi-pens) is readily available.
- All Epi-pens are located in the cupboard in the main office. Each child has a personalised pack containing their Epi-pen and Individual Health Plan (IHP).
- Staff will speak to a member of SLT if they believe a child needs to be sent home and collected.

## **8. Short Term Illness and Medicines**

- We advise that children on courses of prescribed medicine should not come to school until they have completed the course of medication and are well enough to attend school.
- If prescribed medicines need to be continued when the pupil is fit and well enough to be at school, administration of these can usually be facilitated around the school day. For example, if a prescribed medicine has to be taken three times a day, this could happen prior to school, after school and at bedtime.
- As a school we prefer not to administer medication during the course of a typical school day. The exception to this would be for a school trip/residential but only if your child is well enough to attend.

## **9. Long-Term Illnesses and Medicines**

- School recognises the need to ensure continuing education for pupils who suffer from long-term conditions and require medication. These pupils will have an IHP, written by School Health with the parents and a copy made available to school. If School Health identify that prescribed medicines need to be administered in school to pupils with an IHP, school staff will be trained to do so.
- It is a parent's responsibility to make sure that any medication that may need to be taken in school, such as inhalers and Epi-Pens, are in school and in

date. School will audit any medication kept in school termly and, if it is out of date, school will contact parents to renew the medication. It is the parents/carers responsibility to inform school informed of any changes to medication or IHPs.

- All medication held in school must be prescribed and still in the original containers with prescription labels attached. Staff will only administer medication (quantity and frequency) in accordance to the prescription label instructions. No other instructions can be followed.

## **10. Reporting and Recording**

- All incidents where first aid is administered, whether for minor or more serious injuries, must be recorded on Class Charts. Using an inhaler will also be recorded in the class/individual asthma book.
- Parents/carers will be informed of any injury or incident involving their child via Class Charts (more severe injuries/incidents, warranting a phone call home will be made)
- For all head injuries, parents/carers will be notified immediately, regardless of the severity.
- Where a member of staff is subject to an injury within school, the Headteacher must be informed so that appropriate monitoring can take place. Incidents are recorded using the 'Accident and Incident Report Form (located in the main office)', of which a copy is kept in the school office. More serious staff injury/incidents are referred to the Health and Safety executive.

## **11. Training**

- First Aid staff will be trained and will receive comprehensive training from a qualified external agency. This is renewed every three years.

## **12. Risk Assessment and Preventative Measures**

- Regular Safety Inspections: The school will conduct regular safety audits and risk assessments to identify and minimize potential hazards.
- Supervision of Pupils: Staff will provide appropriate supervision during activities, especially during physical play, sports, and trips, to reduce the risk of accidents.
- The latest Public Health England Guidance on Preventing and Controlling Infections in Schools and other Childcare Settings (2022) is displayed in the First Aid room, the school office, and Staff Room.
- All externally employed staff will be made aware of the schools medical policy.

## **13. First Aid During School Trips**

- When a school trip takes place, it is the responsibility of the Visit Leader to ensure that they take a first aid kit and the appropriate school forms. It is also the responsibility of the Visit Leader to ensure that a First Aider accompanies the trip and has all medication (inhalers, Epi-Pen etc) securely stored and accessible. A first aid kit will be taken on all school trips, along with a list of emergency contacts for each pupil.

- If a child requires travel sickness remedy, parents/carers must provide written consent for a member of staff to administer it and it is provided in its original container.
- Where pupils are attending residential visits, parents will be asked to discuss medication before the visit and sign an additional permission form, which will be held by the First Aider who is accompanying the visit. When the First Aider issues any medication, a second member of staff must be present. All medication that is administered will be recorded with the date, time given and double signed by the First Aider and other adult present (kept in the main office).
- All medication required for a residential visit must be handed by parents directly to the First Aider. All medication must be prescribed and still in the original containers with prescription labels attached. Staff will only administer medication (quantity and frequency) in accordance with the prescription label instructions. No other instructions can be followed.

#### **14. Review of the Medical Policy**

- This policy will be reviewed annually and updated as necessary to ensure it remains effective and compliant with Health and Safety Regulations.
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#### **Conclusion**

This policy aims to provide a safe environment for all members of the school community. By having clear procedures in place and well-trained first aiders, Perryfields Primary School ensures that all accident/incidents are handled effectively and that pupils' health is always prioritized.