



First Aid and Medication Procedures

First Aid

There are first aid bags situated in every classroom and it is the class responsibility to ensure this is adequately stocked with all essential first aid materials.

All staff are required to sign a monthly First Aid Check List to ensure the class First Aid bag is fully stocked and all materials are in date. It is the responsibility of staff to check the expiry date of all inhalers and epi pens and where these need replacing, to inform Parents and the Academy Manager.

The Academy Manager will carry out a full first aid stock check every half term and place orders if necessary.

First Aiders

The school has sufficient numbers of first aiders (this includes Full First Aid at Work, Emergency First Aid at Work, Paediatric First Aid). A list of first aiders is displayed in the Medical Room and the notice board outside the office area.

The Academy Manager is responsible for ensuring that all first aiders have a current certificate and that new persons are trained should first aiders leave.

Administering First Aid

When administering any first aid to children, all accidents will need to be recorded in the Medical Record Book. This must be completed by the member of staff administering the first aid. The first aid books are located inside the first aid bag within each classroom, the First Aid Room and main office. A copy of the completed slip must be sent home with the child.

In the event of a bump to the head or any kind of head/face injury, the office must be informed and a call/text to be made to the parents. It is the responsibility of the staff member administering first aid to ensure this call is made.

If the first aider or Principal considers it necessary for an ambulance to be called, please call (9)999 immediately. Parents/Carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

If any member of staff or any child is sent to hospital, a full Incident Report form should be completed. These can be found in the Accident Form file kept on the shelf of the Academy Managers office.

Individual Health Care Plans

All staff have access to Individual Health Care Plans. Staff also hold a copy of children's plans in a locked cupboard in their classrooms. A master folder is kept in the main office. The

Academy Manager will meet with parents every term to update these were needed. Health Care Plans are in place for any child who has a medical condition and has accompanying medical evidence. If a parent cannot provide medical evidence, a health care plan cannot be completed.

	<u>STAFF</u> <u>TRAINED</u> <u>IN</u> <u>FIRST AID</u>	
Name	Type Of Training	Date to be actioned
Ann Quilt	First Aid at work	05/2026
Amanda Smith	First Aid at work	05/2026
Angela Helsdon	First Aid at work	10/2028
Charlotte Tuck	First Aid at work Paediatric First Aid	07/2028 2028

Chloe Walters	First Aid at work Children with allergies	10/2028 11/2025
Christine Lenoard	Paediatric First Aid	03/2027
Deborah Woolridge	First Aid at work	10/2028
Fiza Naseer	First Aid at work	09/2027
Georgia Sims	Paediatric First Aid	07/2028
Ghazala Razaq	Paediatric First Aid First aid at work	04/2027 07/2028
Holly Randal-Williams	First Aid at work	28/11/25
Jack Simmonds	First aid at work	07/2028

Janice Howard	First Aid at work	07/2028
	Pediatric First Aid	04/2027
Jane Haddon	Pediatric First Aid	April 2027
Jodie Dell	First Aid at work	10/2028
Laura Williams	First Aid at work	10/2028
Lisa Shoemaker	First Aid at work	11/2025
	Paediatric First Aid	03/2027

Mathew Tipton	First Aid at work	10/2028
Maxine Winwood	Paediatric First Aid	07/2028
Rebecca Allmark	First Aid at work	10/2028
Sabrina Khera	First Aid at work	10/2028
Stephanie DeSouza	First Aid at work	04/2027
Victoria Halls	First Aid at work	06/2028
Onaiza Ashfaq	First Aid refresher	07/2028
Zowie Rook	First Aid at work	07/2028
Zobia Ali	First aid at work	10/2028