



**MAPLE
GROVE**

First Aid Policy & Medication Policy

Written by	Nic Sawyer/Claire Archer
Date of last review	May 2026
Date of next review	May 2027

It is the policy of Maple Grove School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school.

First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

Maple Grove School exceeds the minimum first aid provision suggested in the DfES "Guidance on First Aid for Schools" 2022.

The school provides suitably stocked first aid containers, kept in the following locations:

- Reception/Office
- Kitchen
- Each classroom
- First Aid room
- A burns treatment kit is held in the school kitchen and kitchenette area
- Grab bags for educational visits– kept inside fluorescent yellow draw string bags.

There are Body Fluid Disposal Kits in the First Aid Room (Medical Room) situated in the main reception area. Before undertaking any off-site activities first aid provision is considered in the risk assessment, read and signed by all staff going on the trip. All first aid containers are marked with a white cross on a green background. Each class team has a designated first aid kit and shoulder bag, containing first aid supplies that they must take out on all trips.

At Maple Grove School there is always an appointed person on-site to take charge when someone is injured or becomes ill. He/She will decide whether further medical treatment is advisable (e.g. hospital visit). The Headteacher or Deputy Headteacher will have the responsibility for ensuring the appropriate action is taken. Contact will be made with the pupil's parent/carer to inform them of the situation and whether the pupil has been taken to hospital.

Every staff member has basic first aid training as part of their induction, alongside appointed persons who have first aid at work training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements.

Details of who the first aid personnel are and where they are to be found are displayed prominently around the school. Therefore, all visitors, staff and pupils are made aware of this information.

The named lead first aiders for the school are:

- **Claire Archer**
 - **David Churchill**
 - **Caroline Jones**
 - **Kathleen Taylor**
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Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves, hand washing facilities and take great care when dealing with any bodily fluids and disposing of dressings or equipment.

The First Aid containers and equipment are checked regularly and re-stocked when required. Currently the named person responsible for checking the First Aid boxes is Claire Archer.

Maple Grove School has a procedure which records all accidents electronically (Sleuth note) and on paper, and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive (HSE).

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident books which are located in the school office. Office staff are aware of where these are kept.

Locked boxes are kept in relevant classrooms where rescue medication should be kept near the young person. These are located in fluorescent draw string bags for easy identification and are kept in cupboards with a first aid symbol on them.

Emergency contact numbers, and consent for medical treatment are obtained for all pupils and stored on the iSams system.

First aid arrangements are subject to regular and systematic checks by Claire Archer.

MEDICATION POLICY

1. Rationale

Many pupils will need to take medication, or have it administered at school, at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

2. Aim

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases and only return when they are no longer infectious. Please find information from Public Health on infection control in schools [here](#).

3. Our Commitment

In line with good practice, we will aim to work in partnership with parents/carers and (as appropriate) pupils to meet their individual needs. The following guidance aims to ensure a smooth-running partnership that minimises the impact of medical requirements on the day-to-day school life of pupils. Parents are encouraged to contact the Headteacher if they feel that procedures require adjustment or alteration to suit their specific case.

Staff that provide support for pupils with medical needs which may include the administration of medication will be given support by the Headteacher, access to necessary information, and receive appropriate training and guidance where necessary.

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- Independent management of needs
- Supervised administration of medication
- Staff administration of medication

Staff will assist pupils with their medical needs after consultation with the Headteacher. Agreements for administering medication will normally fall to the Headteacher after adequate consultation with parents and pupils. No staff member should enter into individual agreements with a parent or child.

Maple Grove School will ensure that training is delivered according to guidelines.

Information about an individual pupil's medical condition and related needs will only be disseminated to relevant staff in order to ensure the pupil's well-being. Information can only be passed on with the consent of parents.

Where there is concern about whether Maple Grove School can meet either a pupil's needs or the expectation of parents, the Headteacher will seek advice from Acorn Care & Education (and Outcomes First Group), and a suitable health professional.

Advice on the storage of medicines should be sought from a qualified pharmacist when required.

Medicines may be potentially harmful to anyone for whom they are not prescribed. We will ensure that risks to the health of others are properly controlled. A secure location is provided by Maple Grove School, this is in the medicine fridge in the First Aid Room in a designated medical dispensary of which there are specific key holders.

Medicine must only be brought to school in the original packaging. The packaging should be clearly labelled with the following information:

- Name of the pupil
 - Name of the drug
 - Dosage
 - Frequency of administration.
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- Use by date/expiry date to be clear.

Medicines should always be kept in their original packaging.

In an emergency pupils should have prompt access to their medicine through a recognised procedure. It is the duty of the Headteacher to ensure that all staff are familiar with the emergency procedure.

Maple Grove School staff will NOT dispose of medicines. Out of date medicines will be returned to parents/carers for safe disposal.

The Headteacher will ensure that staff know how to call the Emergency Services.

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent/carer arrives at the hospital or the pupil is returned to school or when the pupil has to be transported home by school staff. If a pupil is taken to hospital, it is essential that Maple Grove School makes every effort to inform parents immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for a member of staff to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff they should also take with them all medication the pupil is currently taking together with the pupil's medical record showing what medication has been taken, when it was taken, and the dosage.

4. Working with parents

We will work together with parents to ensure that all relevant information with regard to a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual pupil and/or their peers at school. The confidentiality of a child's medical records will be respected. Information is gathered at induction meetings and regular reviews. Separate information is requested when a pupil is going off-site.

All parents/carers will be informed of Maple Grove School policy and procedures for addressing the medical needs of children.

Parents should provide the school with adequate information about their child's medical condition, treatment, or any special care needed at Maple Grove School. They should, in partnership with the school, reach an agreement on Maple Grove School's role in helping to address their child's medical needs. Any details will be passed on to those who need to know using the staff meeting forum.

The cultural and religious views of families should always be respected.

Parents will be asked for the following information about medication:

- name of medicine
 - dose
 - method of administration
 - time and frequency of administration
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- other treatment which may involve Maple Grove School staff or affect the child's performance during the school day
- side effects which may have a bearing on the child's behaviour or performance at school

Pupil medical conditions will be established at the interview and home visit. Parents should advise Maple Grove School of any changes in the medication administered to their child and/or changes of their condition at the earliest opportunity.

5. Administration of Medicines

If a pupil refuses to take medication, Maple Grove School will record this and inform the child's parents. If the medication is essential to the child's continued health, Maple Grove School may need to call the emergency services but parents will be informed. If the medication is essential to the child being educated, Maple Grove School will contact the parents to discuss actions to be taken.

Medication should be brought to Maple Grove School only when it is needed. Often medication can be prescribed in dose/frequencies which enable it to be taken outside school hours. Parents should be consulted about this.

5.1 Non-prescribed Medicines

Updated advice states that over-the-counter analgesic medication (such as Calpol) can be given in schools and Early Years settings without a GP's signature (BMA, January 2020).

There may be situations when pupils require pain killers (analgesics) at school, including aspirin and paracetamol/Calpol. Parents/carers are required to complete a consent form for this type of medication which would need to be returned to school with a clearly labelled, full container of the analgesic required. Alongside pain relief there may be times pupils need cough relief in the form of liquid or cough sweets, this too would require a consent form with storage and administration from the medication facility in school.

5.2 Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original packaging as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents/carers will be securely stored in a locked cabinet in the First Aid room.

Any member of staff authorised by the Headteacher to administer prescribed medicines to a pupil should observe the following procedure in cooperation with a colleague.

- confirm the pupil's name agrees with that on the medication
 - check the written instructions provided by the parents or doctor
 - confirm the prescribed dose
 - check the expiry date
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Staff that have been authorised by the Headteacher and completed training (safe administration of medicines) alongside being assessed as competent by Opus Medication Competency – Education accreditation are:

- Claire Archer
- Samantha Wearing
- Jonathan Kingman
- Kathleen Taylor
- Shelly Williams
- Nic Sawyer

5.3 Functional Medication

This type of medication includes; Insulin (diabetes), Ventolin (asthma), Diazepam/Valium (Epilepsy), Adrenaline (anaphylaxis). Where this type of medication is needed staff will be given specific training.

5.4 Sharps/Needles

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested, the staff must dispose of the needles appropriately. A bona-fide sharps box will be used for this purpose. One of which is stored in the medication administration area.
