



FIRST AID & MEDICINES POLICY

This policy has been adopted by all schools
within The Golden Thread Alliance.

Date Approved	Spring 2024
Next Review Date	Spring 2025

Statement of Intent

The Board of Trustees believe that ensuring the health, safety and welfare of colleagues, pupils and visitors is essential to the success of The Golden Thread Alliance.

We are committed to:

- Completing a first aid needs risk assessment for every significant activity carried out.
- Providing adequate provision for first aid for pupils, colleagues and visitors.
- Ensuring that pupils and colleagues with medical needs are fully supported at The Golden Thread Alliance and suitable records of assistance required and provided are kept.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.
- Procedures for administering medicines and providing first aid are in place and are reviewed regularly.
- Promoting an open culture around mental health by increasing awareness, challenging stigma, and providing mental health tools and support.

We will ensure all colleagues (including supply staff) are aware of this policy and that sufficient trained colleagues are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the Trust is appropriately insured and that colleagues are aware that they are insured to support pupils in this way.

In the event of illness, a colleague will accompany the pupil to the school office/medical room. In order to manage their medical condition effectively, the Golden Thread Alliance schools will not prevent pupils from eating, drinking or taking breaks whenever they need to.

The Trust also has a Control of Infections Policy which may also be relevant and all colleagues should be aware of.

This policy has safety as its highest priority: safety for the pupils and adults receiving first aid or medicines and safety for the adults who administer them.

This policy applies to all relevant Trust activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

Name: _____ **Signature:** _____
(Chair of Trustees)

Date:

Name: [Signature] Signature: J. BERNARD.
(Culverstone Green Primary School Headteacher)

Date: 26/9/24

Name: Tomann Braniff Signature: [Signature]
(Fleetdown Primary Academy Headteacher)

Date: 26/9/24

Name: Tom Waterman Signature: [Signature]
(Meopham Community Academy Headteacher)

Date: 26/9/24

Name: Rajinder K G Signature: [Signature]
(Oakfield Primary Academy Headteacher)

Date: 26/9/24

Name: Hayley Kotze Signature: [Signature]
(Riverview Infant School Headteacher)

Date: 26/9/24

Name: Hayley Kotze Signature: [Signature]
(Riverview Junior School Headteacher)

Date: 26/9/24

Name: [Signature] Signature: [Signature]
(Temple Hill Primary Academy Headteacher)

Date: 26/9/24

Name: [Signature] Signature: Katy Ward.
(West Hill Primary Academy Headteacher)

Date: 26/9/24

Name: NICOLE GALIM Signature: [Signature]
(Wrotham Road Primary School Headteacher)

Date: 26/9/24

Distribution of copies

Copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Colleagues; Trustees/Local Governing Board and Administration office.

Contents

STATEMENT OF INTENT	2
2. ROLES AND RESPONSIBILITIES	6
2.1 The Board of Trustees	6
2.2 School Business Manager	6
2.3 Assistant Headteacher for Inclusion	6
2.4 Senior Leadership Team and First Aiders	7
2.5 Colleagues Trained to Administer Medicines	7
2.6 Other Colleagues	7
3. ARRANGEMENTS	8
3.1 First Aid Boxes.....	8
3.2 Medication.....	8
3.3 First Aid Needs Risk Assessment	9
3.4 Early Years Requirements.....	9
3.5 First Aid Provision	9
3.6 Insurance Arrangements.....	10
3.7 Educational Visits and Offsite Procedures.....	10
3.8 Administering Medicines	11
3.9 Pain Relief Protocol for the Administration of Paracetamol.....	11
3.10 Allergy/Hayfever Relief Protocol for the Administration of Piriton	11
3.11 Storage/Disposal of Medicines	12
3.12 Accidents/Illnesses requiring Hospital Treatment	12
3.13 Allergies.....	12
3.14 Defibrillators.....	13

3.15 Pupils with Special Medical Needs – Individual Healthcare Plans (IHP) and Health and Care (EHC) Plans.....	13
3.16 EMERGENCY PROCEDURES	13
3.17 Accident Recording and Reporting	13
4. CONCLUSIONS	15
APPENDIX 1 – CONTACTING EMERGENCY SERVICES.....	16
APPENDIX 2 – PARENTAL AND CARER AGREEMENT FOR ACADEMY TO ADMINISTER MEDICINE	17
APPENDIX 3 – RECORD OF REGULAR MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD (PARTS A AND B)	18

2. Roles and Responsibilities

2.1 The Board of Trustees

- 2.1.1 The Board of Trustees has ultimate responsibility for health and safety matters - including First Aid in Trust.
- 2.1.2 Provide first aid materials, equipment and facilities according to the findings of the risk assessment.

2.2 School Business Manager

- 2.2.1 To carry out First Aid needs assessment for the school site, review annually and/or after any significant changes.
- 2.2.2 Carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- 2.2.3 Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in school at all times and that their names are prominently displayed throughout the school.
- 2.2.4 Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- 2.2.5 Ensuring all colleagues are aware of first aid procedures.
- 2.2.6 Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- 2.2.7 Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- 2.2.8 Ensuring that adequate space is available for catering to the medical needs of pupils.
- 2.2.9 Reporting specified incidents to the Health and Safety Executive (HSE), when necessary.
- 2.2.10 Assist with completing accident report forms and investigations

2.3 Assistant Headteacher for Inclusion

- 2.3.1 Work with the Headteacher and/or School Business Manager to determine the training needs of colleagues, including the administration of medicines.
- 2.3.2 Office Staff and first aider to administer first aid and medicines in line with current training and the requirements of this policy.
- 2.3.3 Office staff/ first aiders regularly check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators, epi-pens) and ensure these meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.

- 2.3.4 Notify Headteacher when going on leave to ensure continual cover is provided during absence.
- 2.3.5 Medicine is in the right place and readily available for the children

2.4 Senior Leadership Team and First Aiders

- 2.4.1 The Senior Leadership Team and first aiders are responsible for:
 - a) Taking charge when someone is injured or becomes ill
 - b) Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
 - c) Ensuring that an ambulance or other professional medical help is summoned, when appropriate
- 2.4.2 First aiders are trained and qualified to carry out the role and are responsible for:
 - a) Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
 - b) Sending pupils home to recover, where necessary
 - c) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
 - d) Keeping their contact details up to date.

2.5 Colleagues Trained to Administer Medicines

- 2.5.1 Colleagues in The Golden Thread Alliance who have been trained to administer medicines must ensure that:
 - a) Prescribed and non-prescribed medicines are administered and the trained member of staff is aware of the written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given.
 - b) Wherever possible, the pupil will administer their own medicine, under the supervision of a trained colleague. In cases where this is not possible, the trained colleague will administer the medicine.
 - c) If a child refuses to take their medication, colleagues will accept their decision and inform the parents or carers accordingly.
 - d) Paper records are kept of any medication given including date, time, dose and who administered.

2.6 Other Colleagues

- 2.6.1 Ensuring they follow first aid procedures.

- 2.6.2 Ensuring they know who the first aiders in the Trust/School are and contact them straight away.
- 2.6.3 Completing accident reports for all incidents they attend to where a first aider is not called.
- 2.6.4 Informing the Headteacher/School Business Manager or their manager of any specific health conditions or first aid needs.

3. Arrangements

3.1 First Aid Boxes

- 3.1.1 The first aid posts are located in:

CGPS	School Office
FD	All classroom, KSI staffroom and Outside Whales class
MCA	School Office and First Aid room in Pupil Support (Mobile Building)
OF	Every classroom, hall canteen and playground
RVI	First aid area in the school office, with an additional first aid area on playground during lunchtimes.
RVJ	Located next to the school office, with an additional first aid areas on the playground during lunchtimes.
TH	Medical room in the Lighthouse corridor, infant playground (sloped entrance) and main reception
WH	In the school office and canteen. There are also medical kits in every classroom.
WRPS	First Aid room, Reception, Nursery, Rainbow Room, Outside Staff Room, PPA Room, Hall, FA Cupboard in the playground, Sunshine Hut

3.2 Medication

- 3.2.1 Pupils' medication is stored in:

CGPS	School office and classrooms
FD	In the office in either the medical fridge or locked cabinet
MCA	School Office and First Aid room in Pupil Support (Mobile building) and classrooms
OF	Fridge in the staffroom
RVI	In the school office alongside the medical fridge.
RVJ	In the school office alongside the medical fridge.

TH	Medications such as antibiotics and paracetamol are locked medical cupboard in main school office.
WH	In the fridge in the school office or a locked drawer in the school office.
WRPS	Medications such as antibiotics and paracetamol are In the First Aid room either in a locked fridge or locked cupboard.

3.3 First Aid Needs Risk Assessment

- 3.3.1. The academy will ensure a first aid needs risk assessment is completed to establish if there are adequate and appropriate first aid provisions in place.
- 3.3.2. The academy will ensure this assessment is reviewed when significant changes occur.
- 3.3.3. A sufficient number of staff will be trained in First Aid At Work and/or Emergency First Aid A Work as per the outcome of the first aid risk assessment. Re-fresher training will be provided as required.
- 3.3.4. A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment or as required within pupil's individual health care plans.

3.4 Early Years Requirements

- 3.4.1. The academy ensures first aid requirements set out in the statutory framework for early years foundation stage are in place.
- 3.4.2. The academy ensures enough paediatric first aiders are in place as per the academy's first aid needs risk assessment and early years requirements.
- 3.4.3. The academy will ensure all staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 have either a full PFA or an emergency PFA certificate within three months of starting work to be included in the required staff to child ratios at level 2 or level 3 in an early years' setting.
- 3.4.4. The academy will ensure paediatric first aid training is renewed every three years.

3.5 First Aid Provision

- 3.5.1 In the case of a pupil accident, the procedures are as follows:
 - a) The colleague on duty calls for a first aider; or if the child can walk, takes them to a first aid post and calls for a first aider.
 - b) The first aider administers first aid and records details in accident book.
 - c) If the child has had a bump on the head, they must be given a "bump on the head" note, and/or a wrist band and their parents are informed by telephone.
 - d) Full details of the accident are recorded in our accident book

- e) If the child has to be taken to hospital or the injury is 'work' related, then the accident is reported to the Chief Operating Officer.
- f) If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), the School Business Manager will arrange for this to be done in conjunction with the Chief Operating Officer.

3.6 Insurance Arrangements

3.6.1 Risk Protection Arrangement for Schools (RPA)

3.7 Educational Visits and Offsite Procedures

3.7.1 In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

3.7.2 In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

3.7.3 When taking pupils off the school premises, colleagues will ensure they always have the following:

- A mobile phone
- A portable first aid kit including, minimum
- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing
- Two triangular bandages individually wrapped and preferably sterile
- Two safety pins
- Individually wrapped moist cleansing wipes
- Two pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents contact details

3.7.4 When transporting pupils using a minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box containing, at a minimum:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- Two sterile eye pads, with attachments
- 12 assorted safety pins
- One pair of rustproof blunt-ended scissors

- 3.7.5 Risk assessments will be completed by the Educational Visits Co-Ordinator prior to any educational visit that necessitates taking pupils off school premises.
- 3.7.6 For schools with Early Year's, there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- 3.7.7 For all other year groups, there will always be at least one first aider on school trips and visits.

3.8 Administering Medicines

- 3.8.1 Please refer to our Supporting Pupils with Medical Conditions policy.
- 3.8.2 Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance, not to do so.
- 3.8.3 Prescribed and non-prescribed medicines may be administered in school (by a colleague appropriately trained) where it is deemed essential. Most medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a colleague. In cases where this is not possible, a colleague will administer the medicine.
- 3.8.4 If a child refuses to take their medication, colleagues will accept their decision and inform the parents accordingly.
- 3.8.5 In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office.
- 3.8.6 Colleagues will ensure that records are kept of any medication given. Medication, e.g for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.

3.9 Pain Relief Protocol for the Administration of Paracetamol

- 3.9.1 If a request for non-prescribed pain relief is made by a pupil or colleague (advocate for a non-verbal/non-communicating pupil) then the school will ensure that the correct parental permission has been completed. In some instances (requests made before Midday), a telephone call to parents will be made to confirm that a dose of pain relief (paracetamol) was not administered before school. If a dose of pain relief has not be administered in the past four hours, the school will, with parental consent, administer one dose.
- 3.9.2 If the school cannot contact the parent or carer and therefore cannot confirm if pain relief was administered before school, then the school will refuse to administer pain relief.

3.10 Allergy/Hayfever Relief Protocol for the Administration of Piriton

- 3.10.1 If a request for **piriton** is made by a pupil or colleague (advocate for a non-verbal/non-communicating pupil) then the school will ensure that the correct parental permission has been completed. In some instances (requests made before Midday), a telephone call to parents will be made to confirm that a dose of **Piriton** was not administered before school **and ensure that the consent form on Arbor has been completed**. If a dose of **Piriton** has not be administered in the past four hours, the school will, with parental consent, administer one dose.
- 3.10.2 If the school cannot contact the parent or carer and therefore cannot confirm if Piriton was administered before school, then the school will refuse to administer the medication.

3.11 Storage/Disposal of Medicines

- 3.11.1 Wherever possible, pupils will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in the school office for self-medication, quickly and easily. Pupils' medication such as Asthma pumps and epi-pens are kept with the child and will not be locked away out of the pupil's access; this is especially important on school trips. It is the responsibility of the school to return medicines that are no longer required, to the parent/carer for safe disposal.
- 3.11.2 Additional asthma inhalers/Epi-pens will be held by the school for emergency use, as per the Department of Health's protocol.
- 3.11.3 When medication is no longer required medication will be collected by parents or carers.

3.12 Accidents/Illnesses requiring Hospital Treatment

- 3.12.1 If a pupil has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the pupil to receive treatment. When an ambulance has been arranged, a colleague will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance, if required.
- 3.12.2 Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

3.13 Allergies

- 3.13.1 Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp

stings), drugs, latex and hair dye. Symptoms often appear quickly and the ‘first line’ emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).

- 3.13.2 Arrangements are in place for whole-school awareness training on allergies.
- 3.13.3 Allergy Awareness is covered in depth in the Allergy Awareness policy that supports this First Aid & Administration of Medicines policy.

3.14 Defibrillators

- 3.14.1 Defibrillators are available within the school as part of the first aid equipment. First aiders are trained in the use of defibrillators.
- 3.14.2 The local NHS ambulance service have been notified of their location.
- 3.14.3 Procedures are in place to maintain the equipment in accordance with manufacturers recommendations.
- 3.14.4 The equipment is regularly checked by School Business Manager/Site Manager on their termly walks.

3.15 Pupils with Special Medical Needs – Individual Healthcare Plans (IHP) and Health and Care (EHC) Plans

- 3.15.1 Please refer to our Supporting Pupils with Medical Conditions Policy.

3.16 Emergency Procedures

- 3.16.1 Colleagues will follow the school’s normal emergency procedures (for example, calling 999)

Rylands Communications		999
Focus Group	Meopham Community Academy	999
Babble	Culverstone Green Primary School	9-999

- 3.16.2 Each pupil’s IHP will clearly set out what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- 3.16.3 If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrived or accompany the pupil to hospital by ambulance.

3.17 Accident Recording and Reporting

- 3.17.1 First aid and accident record book

- a) An accident form will be completed by the relevant colleague on the same day or as soon as possible after an incident resulting in an injury. A copy will be emailed or printed out and sent to parents.
- b) As much detail as possible should be supplied when completing the accident form – which must be completed fully.
- c) A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff.
- d) Records held in the first aid and accident book will be retained by the school until the pupil reaches the age of 21, in line with our Data Retention Policy.

3.17.2 Reporting to the HSE

- a) The Chief Operating Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- b) The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. Reportable injuries, diseases or dangerous occurrences include:
 - o Death
 - o Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
 - o Where an accident leads to someone being taken to hospital
 - o Near-miss events that do not result in an injury, but could have done. Examples of near-miss events include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

c) Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

3.17.3 Notifying parent and carers

The first aider who has administered the first aid check will inform parents and carers of any accident or injury sustained by the pupil, and any first aid treatment given, or if the pupil refused to have first aid assistance, the same day.

3.17.4 Reporting to Ofsted and child protection agencies

a) The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care within the nursery setting. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. These will include the following incidents:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

3.17.5 The Headteacher will also notify the Chief Operating Officer and the Board of Trustees of any serious accident or injury to, or the death of, a pupil while in the school's care.

4. Conclusions

4.1 This First Aid and Medicine policy reflects The Golden Thread Alliance's serious intent to accept its responsibilities in all matters relating to management of first aid and the administration of medicines. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2 The storage, organisation and administration of first aid and medicines provision is taken very seriously. The Golden Thread Alliance carries out regular reviews to check the systems in place meet the objectives of this policy.

Appendix 1 – Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

2. Give your location as follows (*insert academy address*)

3. State that the postcode is:

4. Give exact location in the **academy** (insert brief description)

5. Give your name: _____
6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

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

Put a completed copy of this form by the telephone.

Appendix 2 – Parental and Carer Agreement for Academy to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Appendix 3 – Record of regular medicine administered to an individual child (Parts A and B)

Part A – Parent/Carer Authorisation

Name of child _____

Date of medicine provided by parent _____/_____/_____

Group/class/form _____

Name and strength of medicine _____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Part B - Records

Name of child _____

Name and strength of medicine _____

Dose and time medicine to be given * _____

Check the medication given coincides with the information stated on Part A.

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			

Observations/comments			
-----------------------	--	--	--

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The H&S lead in the school/academy will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- The Health and Safety (First-Aid) Regulations 1981
<https://www.legislation.gov.uk/ukxi/1981/917/regulation/3/made>
- Department for Education and Skills
www.dfes.gov.uk
- Department of Health
www.dh.gov.uk
- Disability Rights Commission (DRC)
www.drc.org.uk
- Health Education Trust
<https://healtheducationtrust.org.uk/>
- Council for Disabled Children
www.ncb.org.uk/cdc
- Contact a Family
www.cafamily.org.uk

Resources for Specific Conditions

- Allergy UK
<https://www.allergyuk.org/>
<https://www.allergyuk.org/information-and-advice/for-school/academys>
- The Anaphylaxis Campaign
www.anaphylaxis.org.uk
- SHINE - Spina Bifida and Hydrocephalus
www.shinecharity.org.uk
- Asthma UK (formerly the National Asthma Campaign)
www.asthma.org.uk
- Cystic Fibrosis Trust
www.cftrust.org.uk
- Diabetes UK
www.diabetes.org.uk
- Epilepsy Action
www.epilepsy.org.uk
- National Society for Epilepsy
www.epilepsysociety.org.uk
- Hyperactive Children's Support Group
www.hacsg.org.uk

- MENCAP
www.mencap.org.uk
- National Eczema Society
www.eczema.org
- Psoriasis Association
www.psoriasis-association.org.uk/