

First Aid & Medicines Policy



GLEBE HOUSE
SCHOOL & NURSERY
HUNSTANTON

This policy was updated in September 2025.

Review is due for the beginning of September 2026.

All changes from previous documents and sections have been highlighted yellow.

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This policy initiated - 2023
Policy written by - Head
Policy to be updated on an annual basis.

Change Log – for 2025/2026

Sections which have changes from the previous First Aid & Medicines Policy.

First Aid

First Aid Box Locations

First Aid Box & Eye Wash Stations Locations

- Office
- Staff/Visitor toilets
- Art/Design & Technology Room
- Science Laboratory
- Pre-Prep staff room
- Swimming Pool
- Dining Room
- School Hall
- Gymnasium
- Nursery- Office
- Main Kitchen
- Mini Buses + 2
- Maintenance Shed
- Boarding Girls
- Boarding Boys

All first aid kits must be checked once a term by a person nominated by the Health and Safety committee. This is the health and safety coordinator. Anyone using First Aid equipment should inform the Health and safety coordinator of any items which need replacing.

A First Aid kit from the front office should be taken out to all home games and returned at the end.

Disposable gloves must be worn when treating open wounds and antiseptic wipes should be used on all open wounds.

Accident / Injury

In the event of a minor injury a Prep child should be taken to the school office where the child will be treated by a First Aider. Prep-Prep children will be similarly supported in the Pre-Pre by the registered first aiders. A Scholarpack Accidents and First Aid entry should be completed by the First Aider attending the child. If the child is unwell the illness is also recorded on Scholarpack Accidents and First Aid.

In the event of a child or adult requiring hospital treatment, the school will call an ambulance and, for a child, an adult must accompany them to hospital. In the case of a child, the parents must be informed as soon as possible, and arrangements made for the parent to either come to school to accompany the child to hospital or for the parent to meet the child at hospital. If the injury is to a boarder out of normal school hours, the Head of Boarding/Girls' Boarding Mistress and Head will make appropriate arrangements to ensure the supervision of both the injured child and other boarders.

All accidents and injuries and illnesses must be recorded on Scholarpack Accidents and First Aid.

Any accident involving a pupil during a school trip or activity away from the school premises must be recorded in Scholarpack Accidents and First Aid as soon as possible on return to school.

The Scholarpack Accidents and First Aid report must be inspected once a term by a person nominated by the Health and Safety committee. This is currently the Headmaster. The Health and Safety committee must review accidents and take appropriate measures to reduce risk of similar accidents occurring in school.

Glebe House School Control of Medicines Policy

Introduction

The purpose of the policy is to provide guidance notes to teaching and administrative staff on a uniform system for the storage administration and recording of medicines at Glebe House School. The school's governing body recognises that many pupils will at some time need to take medication. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

Aim

The aim of the document is to ensure that medication brought into school is correctly stored and administered to children in a safe manner, and that documentation and communication between parents is correctly carried out.

Responsibilities

The governing body takes responsibility for the administration of medicines during school time in accordance with the government's and LEA's policies and guidelines. The Head will implement this policy and report as required to the governing body.

Staff Indemnity

The governing body fully indemnifies all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following governing body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LEA/governing body will meet any claims in these circumstances.

General

It is considered that parents will normally administer prescribed medicines and medicines bought over-the-counter to their child at home. Where it is desirable for the medicine to be administered at school, due to timing of doses or because a child boards at school, the parent may request that a member of school staff administers the medicine. This may be short-term, for the treatment of an acute condition, for example completion of a course of antibiotics; or long-term, for the treatment of a chronic condition, for example, epilepsy, diabetes etc.

The parent or legal guardian must make a request to the school to administer a medicine. If necessary, this may be discussed with the Head, who will decide whether a medicine will be administered in school.

Prescribed medicines must be sent into school in the original dispensed container with the label clearly showing the child's name and instructions for administration. Medicines bought

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over-the-counter must be clearly labelled with the child's name and the printed dosage instructions must be visible. All medicines must be in date.

The school will not deal with any requests to renew the supply of the medicine. This is entirely a matter for the parents.

On admission of a pupil to Glebe House school, parents/legal guardians will be required complete a Medical Record form giving full details of:

- Name of Child
- Date of Birth
- Medical conditions
- Allergies
- Emergency contact details
- Name of General Practitioner and contact details
- Consent to administer Paracetamol
- Consent to administer First Aid

At the beginning of each academic year all parents will be asked if any changes are needed on their details. Forms will be filed by the school administrator and details entered onto ScholarPack.

Training

All staff that participate in the administration of medicines must successfully complete an 'Administration of Medicines' course, approved by the governing board.

Transfer of Medicines to School

Prep:

- Any medication to be administered during the school day must be handed to the school administrator by the parent, with a completed 'Parental agreement for school to administer medicine' form signed by the parent/legal guardian.
- For any boarders who travel to school outside of usual school hours, medication and completed forms may be handed to the Houseparent on arrival at school.

Pre-Prep

- Medicine is given to the staff-member on duty at 8.30am drop off and it is registered and passed on to the relevant class teacher. Rec parents will given their medicine to Lynise directly to the Reception Teacher who registers and stores the medication..

Parents/legal guardians whose children travel on the school bus may hand the medication and completed forms to the bus driver who will deliver them to the school administrator on arrival at school.

Storage and Security Of Medicines

All medicines brought into school must be handed to the school administrator and immediately placed in the LOCKED medicines cupboard located in the School Office. Medicines which require storage in a refrigerator must be stored in a locked refrigerator or in a locked box within a refrigerator located either in the School Office or in the boarding house.

Pre-Prep have a locked medicines cupboard in their staffroom (in the fridge) where Pre-Prep children's medicine is safely stored.

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The only exceptions to this are:

1. Inhalers for relief of asthma.
2. Epipens for emergency treatment of allergic reactions.
3. Medicines around the treatment of diabetes

Inhalers may be carried by the child for whom it is prescribed, provided that the child knows how to use it appropriately and the parents have agreed to this. For children in the Pre-prep who are unable to appropriately use their own inhaler, it may be kept in their form room and use supervised by the form teacher, trained in the use of inhalers.

All medicines, Epipens, inhalers, pumps or other items that could be needed in an emergency should be available at short notice for a pupil who needs it.

In Pre-Prep, these medicines will be kept in a 'medicine bag' that is safely stored in the classroom. When children go somewhere, like assembly in the hall or to a games lesson, the bag is to be taken and returned and is the responsibility of the teacher in charge of that class at that time. In Prep, each individual child will have their own emergency first aid plan. For example, it may be best that an EpiPen is kept in a bum bag for one child, or an inhaler in a classroom for another. Due care and consideration needs to be made when children are away on fixtures and it is the responsibility of the Director of Sport, delegated to the MOS taking a team, to ensure all medicines are taken.

Any medication which needs to be administered to boarders outside of normal school hours must be transported to and from the boarding house in the boarding box with completed documentation for administration of the medicine.

Inspection

The Chair of the Health and Safety committee must inspect the storage of medicines once a term.

Security

The keys to the medicine cupboard (Pre-Prep Medicine Cupboard is accessed by a code) and refrigerator must be kept in the School office or in the possession of a Houseparent. The Head is responsible for ensuring the security of the keys.

Administration Of Medicines

Administration of medicines may be carried out by any member of staff who has successfully completed an 'Administration of Medicines' course, approved by the Health and Safety committee. Appropriate documentation must be completed by the child's parent or legal guardian 'Parental agreement for the school to administer medicine' and the school administrator must complete a MAR chart, before medication may be administered to a child.

After administering a medicine, the member of staff must sign the appropriate 'Medication Administration Record Chart'. If the medicine is a controlled Drug, the 'Medication Administration Record Chart' must also be signed by a witness, who must also have completed an 'Administration of Medicines' course.

The procedure for the administration of a medicine is described in the Glebe House School 'Procedure for the Administration of Medicines brought into school'.

Staff may administer or aid a child to administer emergency medication such as inhalers for relief of asthma, or EpiPens for treatment of allergic reactions if they have completed an 'Administration of Medicines' course and are competent to do so.

Documentation

1. Documentation By Parents Or Legal Guardians

Before a medicine is left in school for administration to a child, the child's parent or legal guardian must complete and sign the form 'Parental agreement for school to administer medicine'.

A separate form must be completed for each medicine to be administered and attached to the MAR Chart.

Blank forms are available via the school website.

2. Documentation By School Staff

When a medicine is brought into school for administration to a child, the school administrator must complete the following details on a blank Medication Administration Record Chart:

- Child's name and Division
- Medication name, dosage and times of administration
- The amount of medicine brought into school

When a medicine is administered, the member of staff administering the medication must sign the Medication Administration Record Chart. If the medicine is a Controlled Drug, it must be signed by a witness. The balance of medicine remaining must be recorded.

The completed Medication Administration Record Chart must be retained in school in the child's personal file.

3. Documentation Sent To Parents From School

At the end of the school day, or for boarders, when they next go home, a copy of the Medication Administration Record Chart must be returned with the child to the parents, with the remaining medicine. For children receiving medication for a chronic condition, the medication and the Medication Administration Record may be retained in school and returned at the end of each half term, or at a shorter interval agreed with the parents.

Paracetamol

A small amount of paracetamol tablets and liquid will be kept by the school for occasional administration to children who become unwell whilst at school. This will be stored, administered and documented in accordance with the Glebe House School 'Procedure for Administration of Paracetamol'.

Glebe House School procedure for bringing medicine to school

Introduction

Medicines may be brought into school by parents for administration to a named child.

It is essential that any medicines brought into school for administration to children must be handled in a safe and secure manner and appropriate documentation must be completed by both parents and staff.

Documentation by Parents

Before a medicine may be left in school for administration to a child, the child's parent or legal guardian must complete and sign a 'Parental Agreement For School To Administer Medicine' form (Appendix 1). The form must be handed to the school administrator with the medicine.

Parents/legal guardians whose child/ren travel on the school bus may hand the medication and completed form/s to the bus driver who will deliver them to the school administrator on arrival at school.

Blank forms are available via the office and a separate form should be completed for each medicine to be administered.

For children who require long-term medication, a new form must be completed if there is any change in the medicine to be given such as a change in dose.

Action and Documentation by School Administrator

When a medicine and completed 'Parental Agreement For School To Administer Medicine' form has been received, the school administrator must complete the following details onto a 'Medicine Administration Records Chart' (MAR Chart). This must be used to document the medicine and administrations. The school administrator is responsible for recording on the MAR chart:

- The child's name and division
- The medicine name
- Dose
- Times of administration
- The amount of medicine brought into school.
- A running balance of the amount of medicine in school must be recorded on the chart.

The member of staff administering the medicine must sign the chart when the medicine has been administered and record the balance of medicine remaining

The details MUST be checked by a second member of staff who has completed the 'Administration of Medicines' course. Both members of staff must sign the chart to indicate that they have completed all the details. A copy of the 'Parental Agreement For School To Administer Medicine' form must be attached to the Medicine Administration Records Chart and kept in the administrators office.

If the medicine is a Controlled Drug, a witness must also sign the chart when the medicine is administered.

The medicine must be left in the original dispensed pack or purchased pack and have a label giving the child's name and dose to be given.

Storage of Medicines

Medicines brought into school must be stored in the LOCKED medicines cupboard stored in the administrator's office/boarding house/Pre-Prep. Medicines which require refrigerated storage must be stored in the locked refrigerator, or a locked box within the refrigerator, located in the administrator's office, boarding house or Prep-Prep Staff Room. Children must not have access to medicines – intentionally or inadvertently.

Exceptions are –

- Inhalers for the relief of asthma which may be carried by the child for emergency use, with approval from the parents
- EpiPens for the emergency treatment of allergic reactions which may be stored in safe, accessible locations approved by the Health and Safety Committee e.g. dining room, pre-prep building, boarding house.

Competency

Only staff who have completed an approved 'Administration of Medicines' course may administer medicines. Only staff who are trained and competent in the administration of a medicine via a route other than the oral route may administer or assist a child to self-administer a medicine by one of these routes. This will include inhalers and injections.

Glebe House School procedure for the administration of medicines brought into school

(with appendices as follows: Appendix 1: Parental agreement for school to administer medicine / Appendix 2: Checklist for administration of medicines / Appendix 3: Procedure for the administration of paracetamol)

Introduction

Medicines may be brought into school by parents for administration to a named child in accordance with the 'Procedure for Bringing Medicines to School Policy'

Please review Appendix 3 for guidance on the Procedure for the administration of paracetamol.

Administration.

Before giving a medicine check the following:

- The Parental Agreement for school to administer medicine is available. See Appendix 1
- The 'Checklist for Administration of Medicines' is available. See Appendix 2
- The identity of the child corresponds with the label on the medicine and the MAR chart
- The name of the medicine, the dose and the due time of administration correspond with the MAR chart
- The expiry date of the medicine (this will be either on the dispensed label eg for antibiotics or on the original packaging). If a medicine is out-of-date it must NOT be given and the parent must be contacted

To give the medicine:

- Remove the correct dose from the box or bottle
- Give the dose of medicine to the child and watch them take it with, or follow with, a small drink of water

Documentation:

- Sign the MAR chart in the box corresponding to the date and time
- Record the balance of the remaining medicine on the MAR chart
- If the medicine is a Controlled Drug a second member of staff must witness and sign for the dose given on the MAR chart

Return of medicine and documentation

The medicines and a copy of the MAR chart must be returned to the parents with the child at the end of the school day, or for boarders, the next time they go home.

For medicines which are being given for a chronic condition, the parent may request that a supply of medicine remains in school. In this case, a copy of the MAR chart should be sent to the parents at an agreed interval, but not less than once every half term. Medicines for chronic conditions may

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be stored in school in the locked medicine cupboard / refrigerator and returned at the end of each half term.

Appendix 1

Parental agreement for school to administer medicine form

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Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine. For long term administration of medicines a new form must be completed at the start of each school year, and whenever there is a change to the medicine or dose.

Name of child

Date of birth

Division

Medical condition or illness

Name of medicine (as described on the label)

Dose

Time/s to be given

Further instructions for administration and storage (e.g. store in the fridge/take after food etc)

I understand that I must deliver the medicine personally to School Administrator

Parent/legal guardian nameSignature

Contact Number Date

The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication in accordance with the school Policy. I will inform the school in writing of any changes to the above information.

Appendix 2

Glebe House School checklist for administration of medicines

Before giving a medicine check the following:

- The identity of the child corresponds with the label on the medicine and the Medical Administration Records (MAR) Chart and the Parental Agreement for School to Administer Medicine form
- The name of the medicine, the dose and the time at which the medicine is to be given correspond with the MAR chart
- The expiry date of the medicine. This will either be on the dispensed label (eg for antibiotics) or on the original packaging. If a medicine is out-of-date it must not be given and the parent must be contacted

To give the medicine:

- Remove the correct dose from the box or bottle
- Give the medicine to the child and watch them take it with/follow with a small drink of water

Documentation:

- Sign the MAR chart in the box corresponding to the date and time
- Record the balance of the remaining medicine on the MAR chart
- For a Controlled Drug the administration must be witnessed and the MAR chart signed by a second trained member of staff
- A copy of the MAR chart must be sent home to the parent at the end of the school day and a copy kept in school. For boarders the MAR chart must be handed to the boarding master/mistress

Return of medicines:

All unused medicines must be returned to the parent at the end of the school day or for boarders the next time they go home.

Medicines for chronic conditions may remain in school if arrangements have been agreed with the parent as described in the Procedure for Administration of Medicines Brought into School

Appendix 3

Procedure for the administration of paracetamol

Uses

Paracetamol is an antipyrexial analgesic, effective in the treatment of mild to moderate pain and will reduce a high temperature.

Paracetamol is available in school as 500mg tablets and as liquid 250mg/5ml

Paracetamol may be given for:

1. Mild to moderate pain eg headache, sore throat
2. High temperature (> 37°C)
3. Cold symptoms

Administration and Doses

1. Check that written or verbal parental consent has been given for the administration of paracetamol and ensure this consent is recorded on ScholarPack
2. Check identity of the child
3. Ask the child if they have taken any previous doses of paracetamol and ascertain the following:
 - A dose has not been taken within the previous 4 hours eg given before school by the parent
 - The maximum daily dose of paracetamol (4 doses in 24 hours) has not been exceeded

****IF IN DOUBT DO NOT GIVE****
4. Check expiry date on paracetamol packaging
5. Check appropriate dose to be given and watch child take it with small amount of water
6. Complete an 'administration of paracetamol' form and send home with the child that day or if a boarder alert the boarding master/mistress and send form home the next time the child goes home

The following table gives dose ranges for children from Div R to Div VIII

4-5 years	250mg – 5ml of syrup (250mg/5ml)
6-12 years	250 to 500mg – 5 to 10 ml of syrup (250mg/5ml) OR half to one tablet (500mg)
> 12 years	500mg to 1g – one to two tablets (500mg)

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Side Effects

Common 'minor' side effects

Gastro-intestinal – nausea, abdominal discomfort

Drowsiness

Serious side effects

Allergy

Contact GP or emergency services if concerned that child may require treatment for side effects and inform parents

Appendix 4

GLEBE HOUSE SCHOOL POLICY AND GUIDELINES FOR CHILDREN WHO BECOME UNWELL AT SCHOOL

Introduction

The role of school staff when a child becomes unwell at school is to determine whether the child requires medical treatment and whether the child needs to go home. They are acting in loco parentis.

Glebe House school does not have a doctor or nurse on site or a permanently manned sick bay and any child who is unwell or requires medical treatment will normally need to go home.

There is a room with an en-suite toilet in which a child may lie down and be regularly visited by a member of staff. The boarding houses both have rooms in which a pupil may be put to bed if it is inappropriate that they remain in a dormitory during the night. The proximity of parents to the school means that in practice the parent may often come and take their child home if the illness is observed before midnight or they will be alerted early the next morning, if it is inadvisable that the child attends lessons.

Illness in Day Pupils

Any child who is ill should report to the School Office. The school administrator should contact the parents and make arrangements for the child to be collected and taken home if necessary. After discussion with a parent, the child may lie on the bed in the medical room, supervised by a member of staff until either collected to be taken home or until well enough to return to class.

If, after discussion with the child's parent, it is considered that the child may require urgent medical treatment, the administrator or another member of staff may either contact **NHS 111 service (non emergency number)** for advice or call an ambulance (**999**).

Illness in Boarders outside normal school hours

The child should report to the Houseparent on duty that they feel unwell. The houseparent should contact the parents and make arrangements for the child to be collected and taken home if necessary or accommodated appropriately.

If, after discussion with the child's parent, it is considered that the child may require urgent medical treatment, the administrator or another member of staff may either contact **NHS 111 service (non emergency number)** for advice or call an ambulance (**999**).

It is not appropriate for children who are unwell to remain in school for any longer than necessary. Paracetamol may be administered for minor symptoms in accordance with the GHS Procedure for the administration of paracetamol. See Glebe House School procedure for the administration of medicines brought into school policy- Appendix 3: Procedure for the administration of paracetamol.

First aid box checklist

Qty	Contents	Qty	Contents
1	First Aid Guidance Leaflet	1	Hypa Plast Microporous Tape 2.5 cm
6	Hypa Cover First Aid Dressings 12-12 cm	9	Hypa Touch Nitrile Gloves (Pair)
2	Hypa Cover First Aid Dressings 18-18 cm	3	Hypa Cover Finger Dressings
3	Hypa Cover Triangular Bandages	1	Hypa Guard Face Shield
12	Hypa Band Safety Pins	2	Hypa Guard Foil Blankets
3	Hypa Cover Eye Dressing	2	Burn Dressings 10-10 cm
60	Hypa Plast Wash proof Plasters	1	Clothing Cutters
30	Hypa Clean Sterile Wipes	2	Hypa Band Conforming Bandages 7.5 cm

First Aid & Eye Wash Monthly Check List.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec

Please check your first aid box and eye wash bottles monthly

Only tick the month if all items are present.

If any items are missing report this to your First Aider who will then re order missing items.

Please note this is for a medium first aid box (BS 8599-1) only as issued.

Kitchen should only use blue plasters

Approved By:Date.....

S Bottomley on behalf of the GHS Health & Safety Committee