



# First Aid and Supporting Children with Medical Needs Policy.

**School:** Jigsaw Pupil Referral Unit

**Date Approved by Management Committee:** May 26

**Signed by Chair:** D. Hains

**Headteacher:** Ms E. Rothlisberger

**Review Date:** May 27

# First Aid Policy and Dealing with Children with Medical Needs.

## JIGSAW PRU

### 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

### 2. The Legal Position

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents

### 3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting any injuries to Headteacher/Deputy Head
- Reporting to parents/guardian using the yellow injury form and a phone call if necessary.
- Recording details of any injury and treatment given in the accident book.
- Restock their First Aid kits from the store in the Kitchen Cupboard ensuring that they are always well stocked.
- Please inform Claire Green if the first aid stocks in the kitchen cupboard are low, allowing time for replacements to be ordered before they run out.

#### **4. Practical Arrangements and First Aid Procedure**

##### **NO LOTIONS, SPRAYS, CREAMS OR MEDICINES SHOULD BE USED**

First aid will normally be dealt with by the qualified first aiders. Where possible, make sure another adult is informed of any action taken.

Hands must be washed before and after dealing with any cuts or grazes. Use disposable gloves if the wound is bleeding.

Use water only to clean cuts or grazes. **No lotions or creams should be used.**

If necessary, cover the cut with a plaster or other dressing.

Enter the child's name, injury and treatment in the accident book.

Please add your name and the date. This must be numbered consecutively on the form and on the tear off strip and handed to the Head/Deputy to sign then filed by the office staff. These must be kept and filed until the child reaches 21.

Injuries to staff and visitors must also be entered into the accident book, handed to the Head/Deputy to be signed/ filed and kept for three years

Accident books are held in the office.

All minor bumps to the head should be recorded and a yellow 'Bumped Head' note sent home with the child.

**Any other head injury must be reported to parents immediately and usually by first aid staff, class teacher or the head teacher.**

If a child is feeling unwell and needs to go home the class teacher should be consulted and the parents/carers contacted.

Children normally stay with their class until collected or in the foyer area accompanied by an adult. Ms. Rothlisberger or Mr. Mathews must be informed if a pupil is sent home.

- A first aid pack is kept in the office for use on trips/visits out of school.
- On visits out of school a first aider is expected to carry a first aid kit with them at all times. They are responsible for completing the accident book, reporting to Head/Deputy and Parents/Guardians and then restocking the kit if required on their return.

**Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them.**

## **5. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book.

## **6. Dealing with Children with Medical Needs**

On admission to Jigsaw a passport is filled in by parents/carers regarding medical needs. It is the responsibility of parents to ensure that these are kept up-to-date.

Many pupils will have short-term medical needs at some time during their school life, involving the need to take medication at school. A few pupils may have long-term medical needs which may involve special requirements and/or medication. The Headteacher is prepared to allow school staff to give medicine to children during the school day, although there is no obligation for staff to do so. Parents must fill in and sign a medication form giving permission for staff to give medicine to their child. This is strictly at the head teacher's discretion.

No child should have any medicines in his/her possession. However, Asthma inhalers and AAls(for Anaphylaxis) must always be accessible to the child that it is prescribed for. An Individual Healthcare Plan should be completed for these children.

We also have an emergency inhaler kit and as of September 2026 we should have an emergency AAls(for anaphylaxis) kit. These can be used in the case of a child who is registered with asthma or a serious allergy that requires an AAI, forgetting their inhaler or AAI. Or in the event that it doesn't work. All parents of these children must have completed the forms to allow the use of the emergency kits. Parents must be advised if this has been necessary and usage forms must be completed.

Any NON-PRESCRIPTION MEDICINES which the child may need occasionally (such as creams), which parents feel it is necessary for the child to use should be labelled and given to the CLASS TEACHER by the PARENT. Please discourage children from bringing these unless they are absolutely essential

### **Prescription Medicines**

**If a child is unwell he/she should not be in school.**

There are, however, times when a child is recovering but still taking prescription medicines or he/she may have long-term medical needs.

In these cases it may be possible to give doses of **PRESCRIPTION MEDICINES**, provided that these are brought to school by a parent/guardian who signs a medicine form to state the dosage, etc. and that this concurs with the drug's pharmacy label which must also have the child's name on and date prescribed. The medicines will be kept in a locked cupboard (or stored in the fridge in the office kitchen)

Again, this is at the discretion of the Headteacher.

Please note that we will not be able to give the medicine without the signature of a parent/guardian on the medication form.

In the instance of a long term **PRESCRIPTION MEDICINE** dosage being changed, a new medicine form must be filled in this must concur with the drug's pharmacy label etc. and be signed by the parent/guardian

For pupils with long-term needs (such as asthma or anaphylaxis) the forms only need to be filled in at the beginning of each academic year.

A list of children who have inhalers, adrenaline auto-injector (AAI) or who have diabetes will be available centrally to staff. The location of each child's inhaler or adrenaline auto-injector (AAI) will appear alongside the child's name.

It is the responsibility of parents to ensure that these medicines are kept up-to-date.

Staff training will be sought for the use of these if required.

If going on a trip - Asthma inhalers, adrenaline auto-injector (AAI) and long term prescription drugs (but only the dose for that day) must also be taken if the trip is involving those children with these specific needs. These must be kept by the responsible adult in charge of the trip and given when/if required. There are medicine safety bags available in the office for the safe storage of medicines whilst on a trip. These have a combination lock so that children cannot access any medication not meant for them. All medication with exception of asthma inhalers and adrenaline auto-injector (AAI) must be stored in these bags when on a trip. Asthma inhalers and adrenaline auto-injector (AAI) must be kept by the adult with responsibility for the child who may require quick access to them.

**Any staff administering medicine must check:**

1. pupil's name
  2. written instructions
  3. dose
  4. expiry date
- They must then sign the giving of medication form and have it countersigned by another member of staff present.

There is also access to:

## **Emergency Inhalers for Asthma**

*From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allowed schools to buy salbutamol inhalers, without a prescription, for use in emergencies.*

*The emergency salbutamol inhaler should only be used by children, for whom written parental consent for the use of emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.*

*The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty)*

## **Emergency Adrenaline Auto-Injectors (AAIs) and Anaphylaxis Management**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allowed schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI(s) can be used if the pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered). This change applies to all primary and secondary schools (including independent schools) in the UK. Schools are not required to hold spare AAI(s) – this is a discretionary change enabling schools to do this if they wish. Only those institutions described in regulation 22 of the Human Medicines (No.2) Regulations 2014, which amends regulation 213 of the Human Medicines Regulations 2012 may legally hold spare AAIs. Regulation 8 of the Human Medicines (Amendment) Regulations 2017 amends schedule 17 of the Human Medicines Regulations 2012, and sets out the principles of supply to schools.

From September 2026 in accordance with current statutory guidance, the requirements of “Benedict’s Law”, and guidance issued by the UK Government regarding the use of emergency adrenaline auto-injectors (AAIs) in schools, the school is committed to safeguarding pupils at risk of anaphylaxis and ensuring an effective emergency response.

Emergency AAIs will only be administered:

To pupils known to be at risk of anaphylaxis; and where written parental consent and medical authorisation have been provided as part of the pupil's healthcare plan.

In an emergency, any member of staff who has received appropriate training and is judged competent may administer an adrenaline auto-injector in order to preserve life.

The Headteacher has overall responsibility for ensuring compliance with this policy and for ensuring that allergy management procedures are reviewed regularly in line with national guidance and legislative requirements.

## **7. Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

Our current First Aiders are:

Shaun O'Hara

Helen Roper

Kate Owens

Claire Green

Dominic Cooke

There is also training planned for Elizabeth Lee.

## **8. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aiders will be provided on notices around the building.

First Aid boxes can be found in the following areas:

- Office (this can also be used for trips),
- Kitchen area (inside first aid cupboard). Topping up supplies are also kept in here.
- KS1 kitchen on top of the First aid cupboard.
- Class 2 in the kitchen area.
- Class 3 on top of the bookshelf near to the playground door.

As a guide, a minimum stock of first-aid items would be:

1. a leaflet giving general guidance on first aid
2. 20 individually wrapped sterile plasters (of assorted sizes)
3. two sterile eye pads;
4. four individually wrapped triangular bandages, preferably sterile;
5. six safety pins;
6. two large, individually wrapped, sterile wound dressings;
7. six medium-sized, individually wrapped, sterile wound dressings;
8. at least three pairs of disposable gloves



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AWARENESS

Also within the building we have available a mobile defibrillator supplied by the Oliver King Foundation. Some staff have been trained in the use of this if required. This training will be updated as required.

#### C.O.S.H.H. within the premises.

All cleaning products should be kept in locked cupboards within the kitchen or in the cleaners cupboard these must be kept locked by staff at all times when the pupils are on the premises. In the unlikely case that anyone should get access to these products a red COSHH file is kept in the office (On the cupboard next to the lockers).

This contains the safety data sheets for cleaning products on the premises. Within these data sheets the first aid measures are highlighted and an extra copy is kept behind each one. This copy must be passed to the ambulance crew dealing with the incident.