



MONKTON PRIMARY SCHOOL AND EARLY YEARS CENTRE

FIRST AID PROCEDURE (UNCRC Article 39) - August 2025

Rationale

The Health and Safety (First Aid) Regulation 1981 outlines the need for employees and school pupils to be given immediate assistance if they injure themselves. Children and adults in our care need high quality first aid provision (**UNCRC Article 39**). Clear and agreed systems should ensure that all children are given the same care and understanding in school (**UNCRC Articles 1 and 2**).

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid.
2. Clearly defines the responsibilities of all staff.
3. Enables staff to see where they have responsibilities.
4. Ensures good first aid cover is available in the school and on visits.
5. Explains how medicine is administered and recorded.

Guidelines

New staff will be given access to this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school and shown where first aid supplies are stored. This policy is annually reviewed and updated in line with South Ayrshire Council and national guidelines.

Appointed Persons

The Head Teacher is the appointed person within the school to take charge when someone is injured or becomes ill and will call the emergency services if required. In the absence of the Head Teacher the Depute Head Teacher will carry out this role.

First Aid Policy Guidelines

First Aid in School (UNCRC Articles 1, 2 and 39)

At Monkton Primary School and EYC, we ensure that there is at least one emergency first aid trained member of staff in the school campus at all times (during the school day and extended EYC day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible, staff absences.

All School Assistants, Early Years Practitioners and one Clerical Assistant have basic first aid training. There is also a first aider who has had First Aid at Work training.

If a child requires First Aid during classroom time, the teacher can send for a School Assistant or radio for them to come to the child or send the child to the Office (if an older child and they are able to get there).

For each break/lunchtime School Assistants are in the playground to attend to minor injuries. Children with more serious injuries will be accompanied by a school assistant to the office where the medical room is situated.

In the EYC all members of permanent staff have had appropriate emergency first-aid training and a few have completed the paediatric course.

Off Site Visits (UNCRC Articles 1, 2 and 39)

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups or ensure that the place being visited has immediate access to first aid (e.g. a sports centre). Members of staff are expected to identify first aid requirements during the risk assessment and visit planning process.

Training

All staff have access to emergency first-aid training through the 'Book and Go' system. The school/EYC keeps a register of who is first-aid trained and when their training is valid till. The Head Teacher/CLPL Coordinator is responsible for staff accessing first aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

First Aid Facilities (UNCRC Articles 27 and 39)

The medical room in the main school office is the designated medical room.

First aid materials are stored in a First Aid cupboard in the medical room. These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has first-aid packs used for playground duty and off-site visits. These are taken on visits and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Regular audits take place and items are replaced when required.

If a child requires to take medication in school, then their parent / carer will be required to fill out an 'Administration of Medication' form and provide the original medication with the pharmacy label attached. This will be stored safely in the medical room / classroom as required. It is the parent / carer's responsibility to ensure that medication does not expire and that there is a sufficient amount kept in school for use.

Administration of Medicines

If a child requires medicine or an inhaler to be administered during the school day, clerical staff (or EYP in the EYC) ask parents to complete an 'Medication Consent Form' (included in this policy) which covers the academic year including in school / EYC and out of school / EYC on trips or for how long the course of medicine should last (e.g. a short term antibiotic/inhalers). The parent should provide the medication/inhaler in a sealed bottle / box which has a visible pharmacy label with the child's details on it. Depending on the type of medication and the purpose, some medicines will be required to be stored in the fridge within the medical room and others will be stored securely within the classroom area or up in a high cupboard in the EYC.

There is a form to be completed for pupils in the Early Years Centre (a blank is also included in this policy) on which the parent signs each time after medicine is administered and it is recorded on a 'Administration of Medication Record' sheet. The medication is checked and records audited by the HT every 28 days.

Accident and Injury Reporting

All first aid incidents treated by a member of staff should be recorded in the first aid log book in the Medical room or in School Assistants notebooks. Wherever possible staff should make a note in the child's homework diary. Where a child has a serious injury or injury to the head, parents should be contacted immediately.

All serious injuries should be reported to the Head Teacher and an 'Internal incident reporting form' should be completed on The Core and to Mitie for their records (if occurred in school premises).

In the EYC, an accident form is filled out for each injury and stored in a folder. The HT carries out an audit of these accidents every 28 days and they are collated for each child to see if there is a pattern or if there is an area of the EYC which is causing more injuries.

Calling the emergency services

In the case of major accidents any member of staff may call the emergency services as time may be of critical importance.

If a member of staff calls emergency services they should know;

1. How the injury was sustained
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The address of school/EYC - Monkton Primary School, Station Road, Monkton, KA9 2RH.

In the event of the emergency services being called, a member of the staff should wait by the school gate and guide the emergency vehicle to the necessary area of school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are available at the office or through the Click and Go system.

Individual Health / Emergency Plans

For some pupils, there may need to be individual health or emergency plans e.g. for those with epilepsy or serious health conditions. In these cases, the 'on call' first aider and potentially another member of staff, will attend with someone who has witnessed incident (in case of a seizure someone will be timing). Children may use the disabled toilet area for recovery or to obtain treatment. If necessary, an ambulance may be called. Any such plan will have been agreed by health professionals and parents.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Monkton Primary School and EYC. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Mitie and South Ayrshire Council.

Monkton Primary School
Administration of Medicine Consent Form



The school /establishment will not give your child medical treatment or any medicine unless you complete and sign this form, and the Head Teacher/Manager has agreed that school staff can undertake this. Parents and carers should understand that the administration of medicine may be undertaken by persons not trained in first aid.

Details of Child

Surname _____ Forename(s) _____

Address _____

Date of Birth _____

M ☐ F ☐

Class _____

Condition or illness _____

Instructions from Parent (include signs and symptoms child may display e.g. wheezing

Medication (if applicable)

Name/Type of Medication (as described on the container/label):

Strength e.g. 500mg or 50mg/10ml:-

Dispensed Date: _____ Expiry Date: _____

Dosage and method:

Timing: _____

Form:- Capsule ☐ Tablet ☐ Liquid ☐

Prescribed (P) or Over the Counter (OC) P ☐ OC ☐

Has the child taken this medication before? If so, when? _____

Does the medicine cause any side effects we should be aware of? _____

For how long will your child take this medication? _____

Full directions when to be used: _____

Self Administration (where appropriate) _____

Procedures to take in an Emergency

*Parents must ensure that in date properly labelled medication is supplied.

Parental Contact Details

Name _____

Daytime Telephone No _____

Relationship to child _____

Address _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school/establishment is not obliged to undertake. I also understand that medicines may be administered by persons not trained in first aid. This is also confirmation that this is not the first dose of a new medication.

Signature _____ Date: _____

Relationship to child _____

Staff Use only:

☐ The medical equipment/medicine for this child is stored:

_____ and is labelled with the child's name and Date of Birth;

☐ Medication has the child's name, dose and appropriate dates on the container;

☐ The child has had this medication before, and parents confirm this will not cause any allergic reaction;

☐ Approval has been sought by the HT for administration of this medicine.

Signed: _____ (Head Teacher)

- ☐ The appropriate information leaflet accompanies the medicine;
- ☐ Instructions are more specific than “when required”
- ☐ These instructions to be reviewed after termly; Due: _____
- ☐ Staff are appropriately trained to administer this medication.

Accident* / Incident Record* (* delete as appropriate)

Monkton Early Years Centre	
Date of Accident/Incident	Time of Accident/Incident/Location
Name of Child	Date of birth

Description of Accident/Incident
Action taken by whom and should include whether or not first aid was administered and if so by whom, or if medical aid sought and if so from where.
FUTURE ACTIONS

Signature of attending First Aider Date Time

Signature of adult witness Date..... Time

Signature of parent/carer Date Time

A COPY IS AVAILABLE ON REQUEST

YES/NO

To be reviewd Aug 2027

SCSWIS informed

YES/NO

Copy of report sent to SCSWIS

YES/NO

Parents MUST be informed of any accident/incident and the form signed asap. SCSWIS must be informed of any significant accident or incident that requires medical attention ASAP. An AR1 form must be completed if the child requires a medical professional. All records must be stored with care. Please report to the Centre Manager/Depute

Discussion with parent/carer

Was there anything we could have done to prevent the accident/incident?

Monkton PS - EYC
Accident/Incident Audit (Session)

Name	Term 1	Term 2	Term 3	Term 4	Comments

Location - P (Playroom), O (Outdoor Area), V (External Visit), T (Toilet), H (Hall)

Activity - List brief (one word summary) (e.g. Sand, construction, computer)

Treatment - N (Dealt with by Nursery Staff), FA (School First Aider involved), H (Hospital/Emergency Services involved)

Administration of Medication Record – Short Term



Name of Child: _____ DOB _____

Full name/Type of medication (as described on the container) _____ Dosage _____

Date	Name of Medication	Reason for administration	Time / Dose given				Dose missed Reasons e.g. refused, spat out etc.	Staff Signature	Parent signature		
			Before nursery if applicable		During nursery				By Learning Journals / phone/face to face	Medication returned	Legal guardian/ person collecting signature
			Time	Dose	Time	Dose					
								1. 2.			
								1. 2.			
								1. 2.			
								1. 2.			
								1. 2.			
								1. 2.			
								1. 2.			

August 2025

Use one form per medication

Administration of Medicine Record



Name of Child _____ DOB _____

Date	Name of Medication	Time/amount of dosage given before eyc/school is applicable	Time of Dosage	Dosage	Reason for administration/signs and symptoms seen	Staff signature and Witness	Dose missed/reason /parent informed	Parent signature/ comment