St Ninian's Primary School

First Aid and Administration of Medication Policy

First Aid

Introduction

The aim of this policy is to set out guidelines for St Ninian's Primary School staff in administering First Aid to children, staff and visitors.

First aid is defined as "the initial assistance or treatment given to a casualty for an injury or sudden illness before the arrival of an ambulance, doctor or other medically qualified person". First aid can save lives and prevent minor injuries becoming major ones.

This guidance is shared with all staff to ensure that they are familiar with the school's first aid procedures.

First Aiders / First Aid boxes

- The names of First Aiders are displayed on notice boards (staff room and clerical office) and on the door of the medical room.
- First aid boxes are located across the school and are easily accessible to all Emergency First Aiders.
- First aiders are responsible for the upkeep and replenishing of their allocated first aid box.
- Medical supplies are kept in the medical room; stocks of medical supplies are regularly monitored by the First Aider at Work, and ordered when necessary.
- Use by dates are checked and adhered to by all First Aiders.

First aid boxes should contain at least the following items:

- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile, un-medicated dressing (approximately 18cm x 18cm);
- 2 triangular bandages;
- 2 safety pins;
- Individually wrapped moist cleansing wipes;
- 2 pairs of disposable gloves.

Recording and Reporting First Aid Incidents

At St Ninian's Primary, we keep a record of all first aid treatment given by first aiders (see Appendix 1). This includes:

- the date, time and place of the incident;
- the name and class of the child requiring first aid;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards;
- the initials of the first aider dealing with the incident.

The first aid log book is kept in a cabinet in the clerical office. Incidents should be recorded in the log book at an appropriate time soon after first aid has been administered.
The majority of incidents which happen at St Ninian's Primary are minor bumps and bruises. If an incident is more serious, these are recorded on an AR1 form. A copy should be forwarded to **corporate.safety@south-ayrshire.gov.uk** within 10 days of the incident. A copy is retained in the main school office.

Notifying parents/carers

Parents/carers are informed of all accidents, injuries sustained and/or first aid treatment given to their child whilst at St Ninian's Primary School. This is done either by a notification slip (see Appendix 2) given to the child and put in their schoolbag, or by a telephone call. A telephone call will always be made at the earliest opportunity in all instances of a knock to the head (no matter how insignificant the injury may appear to be) and where an injury is deemed to be more serious. Where staff have been unable to contact parents/carers by telephone, a voicemail and text will be sent.

Analysis of first aid incidents

Each term the management team will carry out an analysis of the First Aid logbook. This will be done by examining the locations of incidents, type of injuries sustained and those children involved.to identify and patterns of injuries to help minimize such incidents longer term and help keep our pupils safe within the school environment..

Administration of Medicines

Management of Medication

If a child requires to be given medication whilst in St Ninian's Primary, an Administration of Medicines form (see Appendix 3) must be completed and signed by the parent or carer. This form must also be signed when the medication is received by either the Head Teacher, Depute Head Teacher, or the named First Aider at Work. Medication supplied should always be supplied by the parent/carer in its original packaging, and labelled by the pharmacy. The pharmacy labelling must include the child's name and give clear dosage instructions. All medications must be within their expiry date. At St Ninian's Primary School, we keep a digital record of all medicines kept on the premises.

Clerical staff should open a new folder for each pupil who is to be administered medicine in school. Each folder is labelled with the child's name, date of birth, and the name of the medicine supplied. Each folder should contain the following:

- Completed and signed 'Administration of Medicines' form
- 'Daily medicine' administration sheet (see Appendix 4) to record date, time and level of dosage
- Medicine to be administered (unless kept in the fridge)
- Photograph of the pupil

St Ninian's Primary School will not purchase and keep stocks of medicines for communal use just in case a child displays symptoms of a minor ailment or allergy. Such medicines would include paracetamol, ibuprofen and chlorphenamine. The school will make sure that parents and carers provide written consent for their child to be given medicine for a minor ailment or allergy. Parents should supply the medication to be used. Staff should obtain time-limited consent for its use, administer the medicine as directed and keep appropriate records as they would with any other medicine. Administering medicines to children should always be at the parent/carer's request for a specific illness or incident. The school will not ask parents to give general permission for the school to administer at any other time.

Controlled medicines must be held in the locked cabinet in the clerical office. If the medication requires to be refrigerated, it will be held in the fridge in the clerical office. Inhalers should be kept in the children's classes in a safe area specified by the class teacher.

Medication will not be administered if the Administration of Medicines from has not been completed and signed.

Procedure for the Administration of Medicines

In order to assist in the observation of safe practices, staff are asked to follow the procedures as follows:-

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.

- Ensure that the Administration of Medicine form is completed by the parent/carer. A new entry/new form should be completed where there is a change in circumstances.

- Medications spreadsheet is updated.

- Staff should administer medication only for the length of time stated on the bottle. Staff will not administer medication beyond this timescale, unless we have a Doctor's letter. Staff should check that all medicines are within the expiry date.

- Ensure that the medicine container is clearly labelled with:

  a. the name of the child
  b. the name of the medicine
  c. the dosage and time

- Staff must record the date, time and how much medicine has been administered. This is recorded on the Daily Medicines sheet and countersigned by a witness member of staff.

- Staff should ensure that the medication is returned home each day, unless it is retained in school.

- Expiry dates of all medicines kept on school premises are checked at least once per term. If medication is out of date, parents/carers are notified and asked to collect it from the school and advised to return it to their community pharmacy.

Parents must regularly renew the school supply of medicine and are responsible for providing these on time. At the end of the school year, all medicine should be returned to parents/carers. St Ninian's Primary School staff should not dispose of medication. Date expired medication, or those no longer required for treatment, should be returned directly to parents/carers to return to a pharmacy for safe disposal. Where this isn't possible, school staff will organise to send the medication to a community pharmacy.

Epi-pens

Where a child requires an epi-pen for allergic reactions, if the child has capacity they must carry one with them at all times and the school should also be issued with one, if possible. All details should be recorded on our medication conditions form. Whilst St Ninian's Primary School aspires that all members of staff receive the required training, parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that St Ninian's Primary School is kept up to date.

Asthma Medications

Inhalers may be kept in school within each child's classroom, in the case of an emergency. Class teachers should ensure that inhalers are stored in a safe area within the class. Date, time and dosage must be recorded each time by the person administering the inhaler and countersigned by a witnessing member of staff. Parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that St Ninian's Primary School is kept up to date.

Fire/Emergency Evacuations

In all cases where the school building requires to be evacuated, staff members responsible for the safe-keeping of emergency medication (for example, inhalers, epi-pens) should take the medication with them to the assembly point.

School Outings

Class Teachers should check the medical requirements of all their pupils prior to school outings; a first aider will gather all medications required for particular groups and will be responsible for the administration of medication as stated on the parental form.

List of Appendices

Appendix 1 First Aid/Accident Log

Appendix 2 First Aid Parental Notification Slip

Appendix 3 Parental Medication Request Form

Appendix 4 Medication Record Sheet

Appendix 1 First Aid/Accident Log

Date	Name	Class	Incident (including location) Reason	Time	Treatment/Outcome	Staff	Parent Contact

N McNicol – August 2026

Appendix 2 First Aid Parent Notification Slip

south AYRSHIRE COUNCIL	**St Ninian's Primary School** **First Aid Information for Parents/Carers**	ST NINIAN'S PRESTWICK

Dear Parent/Carer

Your child …… Primary class……..

Was treated by a first aider in school today because:

……..

……..

……..

……..

All details of the incident are recorded in school.

Signed …… Date……..

PEOPLE DIRECTORATE

Parental Request for Medication to be administered by a member of staff

1. PUPILS DETAILS

Pupil's Name: ..... Date of Birth: .....

Address: .....

.....

School: .....

Tel no: Home: ..... Emergency: .....

2. DETAILS OF MEDICATION/MEDICAL CONDITION

I wish my son/daughter for a member of staff to administer the following prescribed medication as indicated:

a Nature of medical condition: .....

b Name of medicine(s): .....

c Prescribed by (please tick as appropriate):

General Practitioner	Hospital	Other
Name ……	Name ……..	Specify ……..
Address ……...	Address ……...	Address ……...
……...	……...	……...

NB: Written instructions from a medical professional are required

d Times at which medicine(s) to be taken (please specify **times** or **as required**):

.....

e Dose of medicine(s) to be taken and means of administration:

.....

f Length of time current supply of medicine will cover

.....

3. PARENTAL RESPONSIBILITY

(i) I give permission for a member of staff to administer medication as detailed overleaf.

(ii) I accept responsibility for replacement of medication wherever necessary.

(iii) I accept responsibility for advising the school immediately of any change of treatment prescribed by any doctor or hospital.

Signature: ..... Date: .....

Parent/Carer

Date Received by School: .....

Signature: .....

Head Teacher/Depute Head Teacher/Named First Aider at Work
(Delete as appropriate)

ACTION TAKEN

Appendix 4 Medication Record Sheet

St Ninian's Primary School

Pupil Medication Sheet

Pupil Name: _____ Class: _____

Medication: _____

Dosage/Administration instructions: _____

NB: Staff should initial, stating time and dosage each time medication is administered. A witnessing staff member should also initial each dose.

W/B	Monday	Tuesday	Wednesday	Thursday	Friday