



**UNICORN SCHOOL**

# **FIRST AID POLICY**

## **(incorporating the Managing Medicine Policy)**

*This policy applies to all children at Unicorn School, including those in the EYFS.*

*The First Aid Co-ordinator is Nicola Simons.*

### **RESPONSIBILITY**

Staff Member:

Bursar

**Reviewed:**  
**Approved by Governors:**  
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**January 2026**  
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## FIRST AID POLICY (incorporating the Managing Medicine Policy)

***This policy applies to all children at Unicorn School, including those in the EYFS.***

### Key Principles of First Aid

As a general rule First Aid is administered to:

- **Prevent** further injury or the condition worsening
- **Preserve** the situation until help arrives and
- **Promote** recovery as far as you are able.

First Aid is given to all pupils and Staff at Unicorn School no matter how minor their injuries are, and in accordance with First Aid at Work, Health and Safety (First-Aid) Regulations 1981.

First Aid is provided, in the first instance, by the member of staff who discovers the incident, or has it reported to them. All staff members have Emergency First Aid at Work training; EYFS staff and other designated staff members have full Paediatric First Aid Training. If the nature of the injury/illness requires the patient to lie down then the Basement acts as the designated “Medical Room” as long as the injury lends itself to accessing the room. An inflatable mattress is stored in this room and there is nearby access to a first aid box, hot & cold running water, drinking water, a chair and a telephone as per HSE’s *“The Health & Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance”*.

All parents (including those of EYFS pupils) will be informed on the same day, or as soon as reasonably practicable, about any accident or injury sustained by a child, and of any first aid given.

Parents are responsible for keeping the School informed about any medical condition or treatment that their child receives. Any such treatment needing to be undertaken during school hours (whether regularly or in the event of an emergency) must be discussed with the First Aid Co-ordinator.

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## Medical Reasons for Not Attending School

If a pupil or member of Staff is unwell, it is the School's policy for them not to return until the risk of spreading the infection has passed. The School follows strictly the guidance laid out by the UK Health Security Agency Details may be found at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

**In particular, no pupil or Staff member may return to School within 48 hours of an incident of vomiting or diarrhoea.**

Particularly common ailments and the actions that should be taken are detailed below

<u>Ailment</u>	<u>Action Required</u>
Conjunctivitis	No requirement to stay at home.
Headlice (Nits)	Please inform the School if your child has head lice (nits). All parents are then alerted by means of the weekly newsletter.
Verrucas	Verrucas should be covered with a waterproof plaster or a verruca sock for swimming. Verrucas should be covered for gym and dance lessons.
Worms	No requirement to stay at home. Please use over the counter treatment for the entire household.

Children with bad colds or coughs, sore throats, etc. are advised not to attend school, but the final judgement is left to the parents.

## Feeling Unwell during the School Day (Practical Arrangements at the Point of Need)

If a child is unwell their parent will be telephoned and asked to take them home. If the parent(s) cannot be reached, the School Office will contact the child's emergency contacts (held on Engage). In the meantime:

- children in the EYFS and Infant Classes will wait in their classrooms under the supervision of teaching staff;
- pupils in Junior Classes will wait in the School Office or their classroom, depending on circumstances.

If a member of Staff becomes unwell and is unable to travel home unaccompanied, the School Office will telephone their Next of Kin (details held on Engage).

## Administration of Medicine

Medication will only be administered if it is essential (i.e. that it would be detrimental to the child's health if the medicine were not administered during the school day). Wherever

possible, dosages of medicine should be worked out so that they can be taken outside of school hours.

The School will not store or administer non-prescription medicine unless absolutely necessary.

Prescription medicine will be administered by the Class Teacher or Teaching Assistant, First Aid Coordinator or a member of the office staff.

In the case of occasional prescription medicine:

- please speak to Mrs Rodgers first thing in the morning
- a Medicine Administration Consent Form/Medical Tracker must be completed;
- the medicine must be clearly labelled with the child's name & dosage, the medicine must be in date and in its original packaging;
- each dose (or refusal to take) will be recorded;
- the medicine will be handed back to the parent/carer at the end of each school day.

The School keeps a copy of all Medicine Administration Consent Forms.

**No medicines can be administered without prior written consent from the child's parents.**

Before administering medicine to a child the member of staff will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If a child refuses to take their medication, Staff will not compel them to do so. They will record in the child's record the refusal and any surrounding circumstances and will inform the parents as soon as possible.

All medicines will be stored in the lockable cupboard or fridge in the SEN office, or in the Coach House kitchen, which is kept locked.

### **Long Term Medical Conditions**

Parents of children with long term medical conditions must inform the School and, if necessary, meet with senior members of staff to agree a health care plan. The School respects the family's right for confidentiality and information will be shared with relevant staff members after discussion with parents about who needs to be informed.

Necessary details of all pupils with long term medical conditions are displayed in every room in the School buildings together with actions to be taken in an emergency and what constitutes an emergency for a particular child.

For long term prescription medication/medical conditions (such as epi-pens and inhalers):

- the Medicine Administration Consent Form held will need to state clearly under what circumstances the medication may be administered;
- every use of such medication must be recorded on this form and Medical Tracker by the administering staff;
- it is the responsibility of the parent to ensure that the medication is within date.

#### Storage of medications (Yellow-UV):

- epi-pens and inhalers in School Office on named hooks;
- Yellow and Green Classes: the class teacher is responsible for ensuring that medication accompanies the child on school outings and swimming lessons.
- Blue Class: the class teacher is responsible for ensuring that medication accompanies the child on school outings and swimming lessons. However, during the academic year, responsibility is passed gradually to the child;
- Indigo – UV classes: children are responsible for their own epi-pen and inhaler accompanying them on school outings, swimming lessons, sports and clubs. However school staff will always double check that this medication is with them.

#### Storage of medications (Red and Orange):

- epi-pens & inhalers in classrooms (in safe place, out of sight & reach);
- Staff are responsible for ensuring medication accompanies child on school outings and swimming lessons.

Instructions on the correct use of epi-pens are displayed in every room in the School buildings.

The First Aid Co-ordinator undertakes an annual review of medication for all long term medical conditions at the end of the academic year. Parents are reminded to:

- Take home all medications at the end of the Summer term;
- Renew them over the Summer;
- Return the medication and fill in a new Medicine Administration Consent Form on the first day of the Autumn term;

Children without their epi-pens/inhalers will not be allowed to remain at school.

### **Emergency Adrenaline Auto-Injectors (AAIs) and Salbutamol Inhalers in school**

As a school we are aware of the guidance 'The use of emergency salbutamol inhalers in schools from the Department of Health' (March, 2015) and 'Guidance on the use of adrenaline auto-injectors in schools' (September 2017). As a school we are able to purchase AAIs, salbutamol inhalers and spacers from community pharmacists without a prescription.

We have 2 AAIs (0.15mg and 0.3mg), 4 inhalers and 9 disposable spacers.

#### Locations:

- AAIs – kept in the school office on the wall above the named pegs where the children keep their own medication, in a clearly labelled white plastic case.
- 1 x inhalers and 3 x spacers on the wall above the named pegs where the children keep their own medication, in a clearly labelled white plastic case.

- 1 x inhaler and 2 x spacers in the Coach House kitchen, on the windowsill with the First Aid kit, in a clearly labelled green First Aid bag.
- 1 x inhaler and 2 x spacers in the Games bag, in a clearly labelled green First Aid bag.
- 1 x inhaler and 2 x spacers in the Staff Room, on the shelf under the whiteboard, in a clearly labelled green First Aid bag.

A list of children permitted to use the medication is kept with it, as are instructions for use, a record of administration, a checklist with the details of the medication (including batch number and expiry date) and a record of the monthly checks that the medication is present and in date.

AAIs and inhalers will be checked on a monthly basis by Nicola Simons.

We will ensure that the emergency medications are only used by children who have been prescribed their own medication, in the event that their medication fails or is unavailable, and for whom written parental consent has been given. The parents/carers will always be informed in writing if their child has used the emergency inhaler.

### Allergy Awareness

Unicorn is strictly 'nut free'.

Parents are asked to make sure any food brought into school does not contain any form of nuts, packets of loose nuts, peanuts or nut spread. Children are regularly reminded they should not share food. Class teachers will advise parents in the case of children in the class with other allergies.

With hot lunch provision on site the catering company, Thomas Franks, are responsible for ensuring that allergens are clearly signed and provided for.

### Choking

In line with EYFS Statutory Framework 2025 food such as grapes and strawberries are cut into quarters to prevent choking.

There is a choking action kit in the dining hall.

Any choking incidents will be recorded on Medical Tracker and tracked for any trends or learnings.

### Trips and Outings

Before a trip is undertaken an additional risk assessment will be carried out in relation to children with medical needs. Steps will be taken to minimise risks and to ensure that all children can be included on the trip.

Medicine, for children who may require it on the trip, will be carried by the member of staff allocated to that child for the trip (usually the key person) or by the child's parent if they are attending the trip.

If it is thought that additional staffing is necessary to ensure the safety and enjoyment of the trip by everyone, this will be put into place.

Copies of emergency procedures will be taken on the trip along with relevant contact numbers.

Adults supervising children with medical needs and the trip leader will carry mobile phones.

## **Staff First Aid Qualifications**

### First Aid Training Courses

The School arranges training in Emergency First Aid at Work as part of the INSET programme and all staff are required to attend.

Training in First Aid is repeated at least every 3 years.

### Full Paediatric First Aid

All EYFS staff undertake two-day Paediatric First Aid training every 3 years on a rolling programme basis.

In particular, staff with a full paediatric first aid qualification are present whenever EYFS children are eating and when they are on trips.

## **Recording and Reporting Accidents**

All injuries (unless very minor) are recorded on Medical Tracker, accessible by all staff. The record must be completed by the person on duty when a child is injured. The system automatically emails an advice to the appropriate parent/guardian immediately, with staff also able to edit with specific additional detail. The Class Teacher also receives an advice for discussion with the parent/guardian collecting their child.

In the case of more serious accidents/injuries, eg a badly sprained ankle or a suspected fracture, the parents will also be contacted by telephone to take the child home and seek further medical advice, or a member of staff will take the child to Accident and Emergency (written permission to do so is a clause in the Parental Contract). If parents are unobtainable the child's named Emergency Contact will be contacted.

Parents are contacted by phone any time a child sustains a head injury.

## **Emergencies**

In the event of a medical emergency, one member of Staff should call 999 immediately whilst another member of Staff tends to the child.

Relevant care should continue until the paramedics/ambulance arrive and the casualty taken to hospital. The Parental Contract gives permission for the child to be treated off school premises in the absence of a parent.

The child's parent(s) will then be contacted. If the parent(s) is unavailable then their emergency contacts will be contacted. A member of Staff will accompany the child to

hospital whilst awaiting the arrival of a parent/nominated emergency contact, or in the event that no one can be contacted.

If an ambulance fails to arrive then the child may be taken to hospital by a member of staff in a taxi (but never in their own vehicle since an adult must always be able to give full attention to the patient).

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013, the School will report any appropriate cases to the Health and Safety Executive.

## **Accidents Occurring Away from the Main School Site**

It is important for Staff to be aware of the differing circumstances when an accident occurs off-site. In particular:

- there will be fewer Staff members available to provide assistance;
- Staff may not know the child particularly well.

These procedures should be followed in the event of an accident away from the main school site:

- Assess the injury;
- If it is serious then dial 999;
- If it is more than a minor injury then a parent should be contacted. The School Office will be able to provide the child's contact phone numbers. Also the child may have details of their parent's mobile numbers;
- Involve the other adult(s) accompanying the pupils in assessing the injury/managing the other children. If necessary, send a pair of children to find another responsible adult;
- **It is important that the Staff member at the site of the incident talks directly with the parent (or emergency contact if the parent(s) cannot be reached).** Discuss and agree the next steps with them e.g. Staff member to take the child directly to hospital, drop the child home, or parent to come to the incident location;
- One Staff member must remain responsible for the injured child at all times. The other Staff member(s)/accompanying adult(s) will assume responsibility for the other pupils at the site.

Medical Tracker must be completed when the member of Staff dealing with the incident returns to the School. This must include details of any discussions held and decisions agreed with the child's parent(s)/emergency contact.

## **Location of First Aid Kits**

The locations of the First Aid Boxes are:

- Outside the Green/Yellow Corridor Door on the wall (for playground use),
- Coach House Kitchen
- Art Room
- Sports cupboard

- Minibus
- Staff Room
- Science Room

First Aid Kits to take on outings are stored in the School Office.

First Aid Boxes are checked on a regular basis. Staff should inform the Bursar's assistant if items are missing or supplies are low in the First Aid boxes.

Protective gloves are supplied and should be used when there is bleeding/spillage of bodily fluids.

### **Defibrillator**

The Defibrillator is located on the pegs in the School Office. Staff have received defibrillator training as part of the most recent in house First Aid INSET training.

In the event of need, Staff should call 999 and also follow the instructions given by the Defibrillator unit itself.

### **Notifiable Diseases**

The School will act in accordance with current legislation and guidance and will immediately report any notifiable diseases in line with the requirements of the **UK Health Security Agency (UKHSA)**.

Notifications will be made through the appropriate local UKHSA Health Protection Team, following the statutory reporting procedures.

The current list of notifiable diseases and details of how to report them can be found at: <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

The School will act on any advice given by the UK Health Security Agency.

### **Staff Medication and Long Term Medical Conditions**

Staff recruitment checks include verification of mental and physical fitness to carry out the role as per Education (Health Standards)(England) Regulations 2003 which state that, as long as the School is not discriminating against a disabled applicant unfairly, then it can ensure that the applicant has the health & physical capacity to teach.

Staff must inform the School of any medical condition which might potentially affect their ability to carry out their role safely and agree a health care plan. The School respects the Staff member's right for confidentiality and information will only be shared after discussion about who needs to be informed.

Necessary details of all Staff with long term medical conditions will be displayed in every room in the School buildings together with actions to be taken in an emergency and what constitutes an emergency.

Any Staff medication held in the School must be kept in a safe, secure place out of the reach of children.

### **Staff taking medicine, including EYFS staff**

Unicorn staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Staff taking medication which may affect their ability to care for children should seek medical advice. Staff must only work directly with children if medical advice confirms that the medication is unlikely to impair that Staff member's ability to look after children properly.

### **Hygiene procedures for dealing with spillage of body fluids**

- Spills of body fluids – blood, faeces, nasal and eye discharges, saliva and vomit – must be cleaned up immediately.
- Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores.
- Clean and disinfect any surfaces on which body fluids have been spilled. Use a product which combines a detergent and a disinfectant.
- Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
- Use paper towels to clean up blood and body fluid spillages, not mops.
- Ensure contaminated clothing is laundered at the hottest wash the fabric will tolerate.