FIRST AID & ADMINISTRATION OF MEDICINES POLICY

City of London Academies Trust
Guildhall, PO BOX 270, Gresham Street,
London
EC2P 2EJ

Reviewed: September 2026

1. Statement of Intent

The Board of Trustees believe that ensuring the health, safety and welfare of staff, students and visitors is essential to the success of the Trust.
We are committed to:

- Complete first aid needs risk assessments for every significant activity carried out.
- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students and staff with medical needs are fully supported at each academy, and suitable records of assistance required and provided are kept.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.
- Procedures for administering medicines and providing first aid are in place and are reviewed regularly.
- Promoting an open culture around mental health by increasing awareness, challenging stigma, and providing mental health tools and support.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the Trust is appropriately insured, and that staff are aware that they are insured to support students in this way.

In the event of illness, a staff member will accompany the student to the academy's office/medical room. In order to manage their medical condition effectively, the academies will not prevent students from eating, drinking or taking breaks whenever they need to.

The Trust also has a Control of Infections Policy which may also be relevant, and all staff should be aware of.

This policy has safety as its highest priority: safety for the students and adults receiving first aid or medicines and safety for the adults who administer them

This policy applies to all relevant school/academy activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

Name: _____ **Signature:** _____

(Chair of Trustees)

Name: _____ **Signature:** _____

(CEO)

Date: _____

Review Procedures
This Policy will reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Board of Trustees for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by
V1	17/10/2024		
V2	19/09/2025		Full Local Board Members 02/2026
V3	14/09/2026		Full Local Board Members

Distribution of copies
Copies of the policy and any amendments will be distributed to the Principals; Health and Safety Representatives; All Staff; Board of Trustees and Administration office.

Contents

1. STATEMENT OF INTENT 2

2. ROLES AND RESPONSIBILITIES 6

2.1 The Board of Trustees 6

2.2 The Principal of each academy 6

2.3 The lead First Aider at each Academy 6

2.4 Appointed person(s) and first aiders 7

2.5 Mental Health First Aider 7

2.6 Staff Trained to Administer Medicines 7

2.7 Other Staff 8

3. ARRANGEMENTS 8

3.1 First Aid Boxes 8

3.2 Medication 8

3.3 First Aid Needs Risk Assessment 8

3.4 First Aid Provision 8

3.5 Insurance Arrangements 9

3.6 Educational Visits 9

3.7 Administering Medicines 9

3.8 Storage and Disposal of Medicines 9

3.9 Accidents/Illnesses requiring Hospital Treatment 10

3.10 Allergies 10

3.11 Defibrillators 10

3.12 Students with Special Needs – Individual Healthcare Plans (IHP) and Health and Care (EHC) plans 10

3.13 Emergency Procedures 11

3.14 Accident Recording and Reporting 11

3.15 Mental Health First Aid 12

4. CONCLUSIONS 13

APPENDIX 1 - CONTACTING EMERGENCY SERVICES 14

APPENDIX 2 - HEALTH CARE PLAN 15

APPENDIX 3 - PARENTAL AGREEMENT FOR ACADEMY TO ADMINISTER MEDICINE 17

APPENDIX 4 - RECORD OF REGULAR MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD (PARTS A AND B) 18

APPENDIX 5 - ADMINISTRATION OF MEDICATION DURING SEIZURES..... 21

APPENDIX 6 - SEIZURE MEDICATION CHART 22

APPENDIX 7 - EPIPEN®: EMERGENCY INSTRUCTIONS 23

APPENDIX 8 – ANAPEN®: EMERGENCY INSTRUCTIONS 27

APPENDIX 9 – NOTE TO PARENT/CARER FOR MEDICATION GIVEN 29

APPENDIX 10 - STAFF TRAINING RECORD..... 30

FURTHER GUIDANCE 32

2. Roles and Responsibilities

2.1 The Board of Trustees

2.1.1. The Board of Trustees has ultimate responsibility for health and safety matters - including First Aid in each academy.

2.1.2. Ensure the first aid needs risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.

2.1.3. Provide first aid materials, equipment and facilities according to the findings of the risk assessment.

2.1.4. Ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

2.2 The Principal of each academy

2.2.1. To carry out a first aid needs assessment for the school site, review annually and/or after any significant changes.

2.2.2. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in their respective academy and that their names are prominently displayed throughout their respective academy.

2.2.3. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

2.2.4. Contacting the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

2.2.5. Ensuring all staff are aware of first aid procedures.

2.2.6. Ensuring appropriate risk assessments are completed and appropriate measures are put in place.

2.2.7. Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.

2.2.8. Ensuring that adequate space is available for catering to the medical needs of students.

2.2.9. Reporting specified incidents to the Health and Safety Executive (HSE), when necessary.

2.3 The lead First Aider at each Academy (Medical Lead)

2.3.1. Ensure that students with medical conditions are identified and properly supported in their respective academy, including supporting staff on implementing a student's Healthcare Plan.

2.3.2. Work with the Principal to determine the training needs of academy staff, including administration of medicines.

2.3.3. Administer first aid and medicines in line with current training and the requirements of this policy.

2.3.4. Periodically check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.

2.3.5. Assist with completing accident report forms and investigations.

2.3.6. Notify manager when going on leave to ensure continual cover is provided during absence.

2.4 Appointed person(s) and first aiders

2.4.1. The appointed persons are responsible for:

a) Taking charge when someone is injured or becomes ill

b) Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

c) Ensuring that an ambulance or other professional medical help is summoned, when appropriate

2.4.2. First aiders are trained and qualified to carry out the role and are responsible for:

a) Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.

b) Sending students home to recover, where necessary

c) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

d) Keeping their contact details up to date.

2.5 Mental Health First Aider

2.5.1. The appointed persons are responsible for:

a) Provide mental health first aid as needed, at their level of competence and training.
b) Providing help to prevent mental health issues from becoming more serios before professional help can be accessed
c) Promoting the recovery of good mental health
d) Providing comfort to an individual with a mental health issue
e) also act as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.
f) Escalate and document any matters if required within a suitable timeframe.
g) Ensure they maintain confidentiality as appropriate.
h) Be carried away from their normal duties at short notice
i) Listen non-judgmentally

2.6 Staff Trained to Administer Medicines

2.6.1. Members of staff in each academy who have been trained to administer medicines must ensure that:

a) Only prescribed medicines are administered and that the trained member if staff is aware of the written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given.

b) Wherever possible, the student will administer their own medicine, under the supervision of a trained member of staff. In cases where this is not possible, the trained staff member will administer the medicine.

c) If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

d) Records are kept of any medication given.

2.7 Other Staff

2.7.1. Ensuring they follow first aid procedures.

2.7.2. Ensuring they know who the first aiders in their respective academy are and contact them straight away.

2.7.3. Completing accident reports for all incidents they attend to where a first aider is not called.

2.7.4. Informing the Principal or their manager of any specific health conditions or first aid needs.

3. Arrangements

3.1 First Aid Boxes

3.1.1. The first aid posts are located in:

- City of London Academy – Islington: Main Reception Office, Library, Student Reception

3.2 Medication

3.2.1. Students' medication is stored in:

- City of London Academy – Islington: Medical Cupboard in Reception Office and fridge in Medical Room (Ground Floor)

3.3 First Aid Needs Risk Assessment

3.3.1. Each academy will ensure a first aid needs risk assessment is completed to establish if there is adequate and appropriate first aid provisions in place.

3.3.2. Each academy will ensure this assessment is reviewed when significant changes occur.

3.3.3. A sufficient number of staff will be trained in First Aid At Work and/or Emergency First Aid A Work as per the outcome of the first aid risk assessment. Re-fresher training will be provided as required.

3.3.4. A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment or as required within student's individual health care plans.

3.4 First Aid Provision

3.4.1. In the case of a student accident, the procedures are as follows:

a) The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first-aid post and calls for a first aider.

b) The first aider administers first aid and records details in our treatment book.

c) If the child has had a bump on the head, they must be given a "bump on the head" note.

d) Full details of the accident are recorded in our accident book

e) If the child has to be taken to hospital or the injury is `work-related' then the accident is reported to the Governing Body.

f) If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then as the employer the Governing Body will arrange for this to be done.

3.5 Insurance Arrangements

3.5.1. RPA Insurance Certificate 2025-2026

3.6 Educational Visits

3.6.1. In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

3.6.2. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

3.6.3. Where identified within an educational visits First Aid Needs Assessment, the Lead First Aider will arrange for additional equipment such as epi-pens, inhalers as relevant to health care plans.

3.7 Administering Medicines

3.7.1. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

3.7.2. **Prescribed medicines** may be administered in each academy (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the student will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

3.7.3. If a student refuses to take their medication, staff will accept their decision and inform the parents accordingly.

3.7.4 In all cases, each academy must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in each academy office.

3.7.5 Staff will ensure that records are kept of any medication given. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

3.7.6 Non-Prescribed medicines must not be taken in any academy.

3.8 Storage and Disposal of Medicines

3.8.1. Wherever possible, students will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in each academy office for self-medication, quickly and easily. Students' medicine will not be locked away out of the student's access; this is especially important on academy trips. It is the responsibility of each academy to return medicines that are no longer required, to the parent for safe disposal.

3.8.2. Asthma inhalers / epi-pens will be held by each academy for emergency use, as per the Department of Health's protocol.

3.8.3. When medication is no longer required, suitable disposal will be arranged, or medication will be collected by parents

3.9 Accidents/Illnesses requiring Hospital Treatment

3.9.1. If a student has an incident, which requires urgent or non-urgent hospital treatment, The academy will be responsible for calling an ambulance in order for the student to receive treatment. When an ambulance has been arranged, a staff member will stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance if required.

3.9.2. Parents will then be informed, and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the relevant academy with up-to-date contact names and telephone numbers.

3.10 Allergies

3.10.1. Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).

3.10.2. Arrangements are in place for whole-school awareness training on allergies.

3.10.3. Allergy Awareness is covered in depth in the Allergy Awareness policy that supports this First Aid & Administration of Medicines policy.

3.11 Defibrillators

3.11.1. Defibrillators are available within the school/academy as part of the first aid equipment. First aiders are trained in the use of defibrillators.

3.11.2. The local NHS ambulance service has been notified of its location.

3.11.3. Procedures are in place to maintain the equipment in accordance with manufacturers recommendations.

3.11.4. The equipment is regularly checked by the lead first aider at each academy

3.12 Students with Special Needs – Individual Healthcare Plans (IHP) and Health and Care (EHC) plans.

3.12.1. Some students have medical conditions or special educational needs (SENs) that, if not properly managed, could limit their access to education. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Such students are regarded as having special needs. Most students with special needs are able to attend academy regularly and, with support from the academy, can take part in most academy activities, unless evidence from a clinician/GP states that this is not possible.

3.12.2. Each academy will consider what reasonable adjustments they might make to enable students with special needs to participate fully and safely on academy visits. A risk assessment will be used to take account of any steps needed to ensure that students with special needs are included.

3.12.3. Each academy will not send students with special needs home frequently or create unnecessary barriers to students participating in any aspect of academy life. However, academy staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

3.12.4. Individual health care plans (IHP) and Education, Health and Care (EHC) plans will help each academy to identify the necessary safety measures to support students with special needs and ensure that they are not put at risk. The Trust appreciates that students with the same medical condition do not necessarily require the same treatment. Not all pupils with a special need will require an IHP or EHC. It will be agreed with a healthcare professional and the parents when an IHP or EHC would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Principal will make the final decision. Where a student has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their IHP.

3.12.5. Parents/carers have prime responsibility for their child's health and should provide the relevant academy with information about their child's medical condition or special educational needs. Parents, and the student if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The Healthcare Professional may also provide additional background information and practical training for academy staff.

3.12.6 The procedure that will be followed when an academy is first notified of a student's medical condition or special educational needs:

Please refer to the Senior Inclusion Office who is based on the SEND Team.

This will be in place in time for the start of the relevant term for a new student starting at the academy or no longer than two weeks after a new diagnosis or in the case of a new student moving to the academy mid-term.

3.12.7 The procedure that will be followed annually or when there is a significant change in a student's medical condition or special educational needs:

Please refer to the Medical Lead who is based on the Administration Office.

3.13 Emergency Procedures

3.13.1. Staff will follow the school's normal emergency procedures (for example, calling 999).

3.13.2. Each student's IHP will clearly set out what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

3.13.3. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

3.14 Accident Recording and Reporting

3.14.1. First aid and accident record book

a) An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. A copy will be emailed or printed out and sent to parents.

b) As much detail as possible should be supplied when completing the accident form – which must be completed fully.

c) A copy of the accident report form will also be added to the student's educational record by the relevant member of staff.

d) Records held in the first aid and accident book will be retained by the City of London Academy Islington for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.14.2. Reporting to the HSE

a) The Principal of each academy and Trust H&S lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

b) The Principal of each academy and/or Trust H&S lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have been done. Examples of near-miss events include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

c) Information on how to make a RIDDOR report is available here:

http://www.hse.gov.uk/riddor/report.htm

3.14.3. Notifying parents

The first aider who has administered the first aid check will inform the parent/carer of any accident or injury sustained by the student, and any first aid treatment given or if the student refused to have first aid assistance, on the same day.

3.14.4. Reporting to Ofsted and child protection agencies

a) Registered Early Years Providers will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in their care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

b) The Principal will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a student while in the academy care.

3.15 Mental Health First Aid

3.15.1. The Trust is committed to ensuring mental health first aid is provided to staff. A mental health first aider's role in the Trust is to act as the first point of contact for people with mental health issues,

providing support and guidance to staff. The academy's mental health first aiders will also act as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.

3.15.2. The academy mental health first aiders are here to support individuals who are struggling with mental health. They have been trained to actively listen without judgment and signpost staff to appropriate services where necessary.

3.15.3. The Trust recognises that respecting the privacy of information relating to individuals who have received mental health first aid or may be experiencing a mental health problem or mental health crisis at work is of high importance.

3.15.4. All mental health first aiders and human resources representatives are obligated to treat all matters sensitively and privately in accordance with the Trust's confidentiality policy.

3.15.5. Where a mental health first aider assesses there is a risk of harm to another individual, they must escalate the matter to HR/Line Manager who will advise on the next steps to be taken.

3.15.6. All staff are encouraged to speak to a mental health first aider at any time should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental health illness or experiencing a mental health crisis.

3.15.7. If at any time a member of staff forms a belief that another colleague may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis, they should contact a mental health first aider or HR/Line Manager.

3.15.8. The Trust ensures all staff have access to supporting documentation and information. All staff are encouraged to access this information at any time.

4. Conclusions

4.1. This First Aid and Medicine policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to the management of first aid and the administration of medicines. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2. The storage, organisation, and administration of first aid and medicines provision is taken very seriously. The Trust and individual academies carries out regular reviews to check the systems in place meet the objectives of this policy.

Appendix 1 - Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

   _____

2. Give your location as follows *(insert academy address*)

   _____

   _____

   _____

3. State that the postcode is:

   _____

4. Give exact location in the academy (insert brief description)

   _____

   _____

   _____

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms

   _____

   _____

   _____

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone.

Appendix 2 - Health Care Plan

academy	
Student Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who needs to know about the student condition and what constitutes an emergency?	
Action to be taken in emergency and by whom	
Follow Up Care	
Family Contacts **Names** **Telephone Numbers**	
Clinic/Hospital Contacts **Name** **Number**	
GP **Name** **Number**	
Description of medical needs and signs and symptoms	
Daily Care Requirements	
Who is Responsible for Daily Care	

Transport Arrangements ***If the student has life-threatening condition, specific transport healthcare plans will be carried on vehicles***	
academy Trip Support/Activities outside school Hours **(e.g. risk assessments, who is responsible in an emergency)**	
Form Distributed To	

Date _____

Review date _____

This will be reviewed at least annually or earlier if the child's needs change

Arrangements that will be made in relation to the child travelling to and from the academy. ***If the student has life-threatening condition, specific transport healthcare plans will be carried on vehicles***

_____

_____

_____

_____

_____

_____

Appendix 3 - Parental agreement for academy to administer medicine

One form to be completed for each medicine.

The academy will not give your child medicine unless this form is fully completed and signed.

Name of child _____

Date of Birth _____/_____/_____

Medical condition or illness _____

Medicine: To be in original container with label as dispensed by pharmacy

Name/type and strength of medicine _____
(as described on the container)

_____

Date commenced _____/_____/_____

Dosage and method _____

Time to be given _____

Special precautions _____

Are there any side effects that the academy should know about? _____

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency _____

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

_____

I understand that I must deliver the medicine safely to academy office.
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer's signature _____

Print Name _____

Date _____

Appendix 4 - Record of regular medicine administered to an individual child (Parts A and B)

Part A - Parent/Carer Authorisation

Name of child _____

Date of medicine provided by parent _____/_____/_____

Group/class/form _____

Name and strength of medicine _____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Part B - Records

Name of child _____

Name and strength of medicine _____

Dose and time medicine to be given * _____

Check the medication given coincides with the information stated on Part A.

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Date	____/____/____	____/____/____	____/____/____
Time given			
Dose given			
Name of member of staff			
Staff initials			
Observations/comments			

Appendix 5 - Administration of medication during seizures

INDICATION FOR ADMINISTRATION OF MEDICATION DURING SEIZURES

Name _____ D.O.B. _____

Initial medication prescribed: _____

Route to be given: _____

Usual presentation of seizures: _____

_____

_____

When to give medication: _____

_____

_____

Usual recovery from seizure: _____

_____

_____

Action to be taken if initial dose not effective: _____

_____

_____

_____

This criterion is agreed with parents' consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in academy will be recorded. These criteria will be reviewed annually unless a change of recommendations is instructed sooner.

This information will not be locked away to ensure quick and easy access should it be required.

Appendix 6 - Seizure Medication Chart

Name: _____

Medication type and dose: _____

Criteria for administration: _____

Date	Time	Given by	Observation/evaluation of care	Signed/date/time

Appendix 7 - EpiPen®: Emergency Instructions

EpiPen®: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name: _____

DOB: _____

Allergic to: _____

ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTION

- Give _____ (Antihistamine) immediately
- Monitor child until you are happy he/she has returned to normal.
- If symptoms worsen see –

ACTIONS

1. Get _____EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an

'ANAPHYLACTIC REACTION'

2. Sit or lay child on floor.
3. Take EpiPen® and remove grey safety cap.
4. Hold EpiPen® approximately 10cm away from outer thigh.
5. Swing and jab black tip of EpiPen® firmly into outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the child until the ambulance arrives.
7. Place used EpiPen® into a container without touching the needle.
8. Contact parent/carer as overleaf.

Emergency Contact Numbers

Mother: _____

Father: _____

Other: _____

Signed Headteacher/Principal/Principal: _____Print Name: _____

Signed parent/guardian: _____ Print Name: _____

Relationship to child: _____Date agreed: _____

Signed Paediatrician/GP: _____Print Name: _____

Care Plan written by: _____Print Name: _____

Designation: _____

Date of review: _____

Date	Time	Given by (print name)	Observation/evaluation of care	Signed/date/time

Check expiry date of EpiPen® every few months

Appendix 8 – ANAPEN®: Emergency Instructions

ANAPEN®: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name: _____

DOB: _____

Allergic to: _____

ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTION

- Give _____ (Antihistamine) immediately
- Monitor child until you are happy he/she has returned to normal.
- If symptoms worsen see –

ACTIONS

1. Get _____ANAPEN® out and send someone to telephone 999 and tell the operator that the child is having an
   'ANAPHYLACTIC REACTION'
2. Sit or lay the child on the floor.
3. Get ANAPEN® and remove the black needle cap.
4. Remove the black safety cap from firing button.
5. Hold ANAPEN® against the outer thigh and press the red firing button.
6. Hold ANAPEN® in position for 10 seconds.
7. Remain with the child until an ambulance arrives. Accompany the child to the hospital in an ambulance.
8. Place used ANAPEN® into a container without touching the needle.
9. Contact parent/carer as overleaf.

Appendix 9 – Note to parent/carer for medication given

Note to parent/carer.

Name of academy _____

Name of child _____

Group/class/form _____

Medicine given _____

Date and time given _____

Reason _____

Signed by _____

Print Name _____

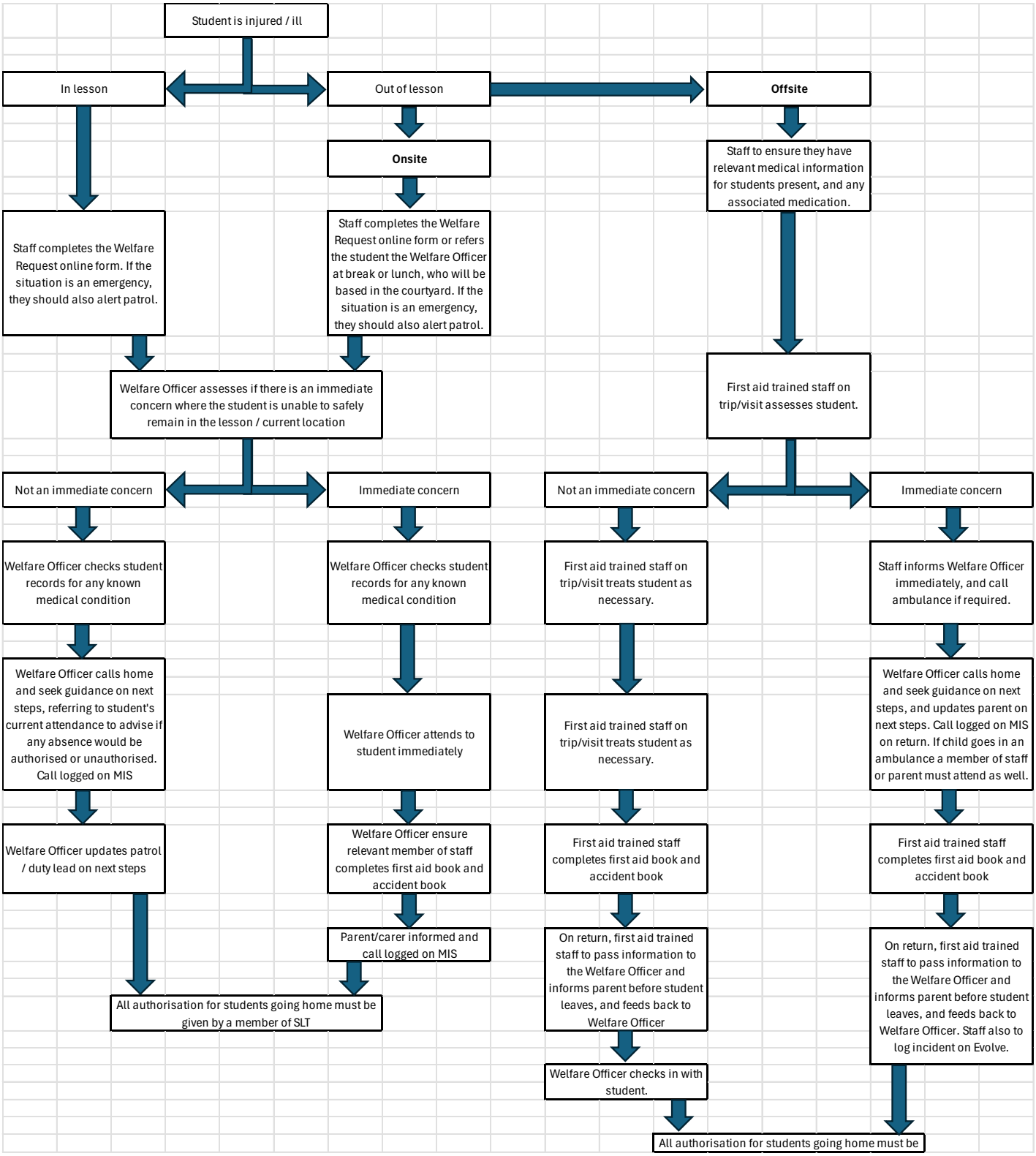
Designation _____

Appendix 10 - STAFF TRAINING RECORD

Name	Job Title	Name of Training Course	Date Undertaken	Date Refresher Required	Date Refresher Undertaken
Dorina Cunningham	Principal PA	First Aid Training Level 3	26.04.2024	26.04.2027	
Zaria Daniel	Receptionist	First Aid Training Level 3	04.12.2024	04.12.2027	
Jennifer Stephenson	Head of Operations and Finance	Emergency First Aid at Work	11.04.2025	11.03.2028	
Shaina Shah	Teacher	Full Paediatric First Aid	09.11.2024	08.10.2027	
Bediya Rencber	Sixth Form Administrator	First Aid Training Level 3	15.12.2025	14.12.2028	
Robert Vassie	Curriculum Leader PE	Emergency First Aid at Work	15.01.2026	14.01.2029	
Camilla Lopez Pulido	Teaching Assistant	Emergency First Aid at Work	06.01.2026	05.01.2029	
Sayagi Senthuran	Teaching Assistant	Emergency First Aid at Work	20.03.2026	19.03.2029	
Andreia Moreno	Welfare Officer	Emergency First Aid at Work	14.11.2025	13.11.2028	
Havva Mustafa (PE)	2ic / Teacher of PE	Emergency First Aid at Work	05.12.2025	04.12.2028	
Katie Wilding (PE)	Teacher of PE	Emergency First Aid at Work	19.11.2025	18.11.2028	
Anthony Norris (PE)	PE Technician	Emergency First Aid at Work	08.06.2025	08.06.2028	
Monika Figel	Premises Manager	Emergency First Aid at Work	06.01.2026	05.01.2029	
Fay McKnight	Librarian	Emergency First Aid at Work	04.09.2026	04.09.2029	
Bradley Courtney Pinn	Assistant Principal / PE	Emergency First Aid at Work	04.09.2026	04.09.2029	
Rasina Brooks	Pastoral Support Manager	Emergency First Aid at Work	04.09.2026	04.09.2029	

Theo Moore	Science Technician	Emergency First Aid at Work	04.09.2026	04.09.2029	
Wendy Ward	Art and Technology Technician	Emergency First Aid at Work	04.09.2026	04.09.2029	
Adam Smith	Year 11 Strategic Lead / PE	Emergency First Aid at Work	04.09.2026	04.09.2029	
Tash Robinson	Teaching Assistant	Emergency First Aid at Work	04.09.2026	04.09.2029	
Rahmi Ebbe	Pastoral Support Manager	Emergency First Aid at Work	04.09.2026	04.09.2029	
Sherrisa George	Pastoral Support Manager	Emergency First Aid at Work	04.09.2026	04.09.2029	
Aimee Kiley-Smith	Curriculum Leader Performing Arts	Emergency First Aid at Work	04.09.2026	04.09.2029	
Mark Smith	Head of Music	Emergency First Aid at Work	04.09.2026	04.09.2029	

Appendix 11 – FIRST AID FLOW CHART



Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The H&S lead in the academy will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- The Health and Safety (First-Aid) Regulations 1981
  https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made
- Department for Education and Skills
  www.dfes.gov.uk
- Department of Health
  www.dh.gov.uk
- Disability Rights Commission (DRC)
  www.drc.org.uk
- Health Education Trust
  https://healtheducationtrust.org.uk/
- Council for Disabled Children
  www.ncb.org.uk/cdc
- Contact a Family
  www.cafamily.org.uk

Resources for Specific Conditions

- Allergy UK
  https://www.allergyuk.org/

  https://www.allergyuk.org/information-and-advice/for-school/academys
- The Anaphylaxis Campaign
  www.anaphylaxis.org.uk
- SHINE - Spina Bifida and Hydrocephalus
  www.shinecharity.org.uk
- Asthma UK (formerly the National Asthma Campaign)
  www.asthma.org.uk
- Cystic Fibrosis Trust
  www.cftrust.org.uk
- Diabetes UK
  www.diabetes.org.uk
- Epilepsy Action
  www.epilepsy.org.uk
- National Society for Epilepsy
  www.epilepsysociety.org.uk

- Hyperactive Children's Support Group
  www.hacsg.org.uk
- MENCAP
  www.mencap.org.uk
- National Eczema Society
  www.eczema.org
- Psoriasis Association
  www.psoriasis-association.org.uk/