




**CLOVER HILL
PRIMARY
SCHOOL**

 Glenhurst Drive, Whickham, Newcastle Upon Tyne, NE16 5SJ
 0191 433 4056  www.cloverhillprimary.org
 cloverhillprimary@gateshead.gov.uk

Headteacher: Mrs Ailsa Holden

Clover Hill - First Aiders and Administration of Medication in schools

The Qualified Paediatric First Aiders are:

Mrs G Tote (First aid at work & Paediatric First aid)
Mrs T Potts
Miss A Sinclair
Mrs C Johnson

All Clover Hill staff access annual Basic Emergency First Aid training

Administration of medication

Clover Hill Primary School follow Gateshead Councils policy on 'Administration of Medication and Management of Health Needs in Schools'

The school can only administer medicines that are prescribed by a doctor to be taken four times a day. First Aiders are responsible for administration of medicines- linked to class responsibilities. No child should carry their own medication. The school can only administer medicine if the parent/guardian has completed a consent form. The Medication Register must be completed every time a dose of medication is given.

Schools will accept medicines (4 x daily dosage) which have been prescribed by a doctor, dentist or other medical practitioner. Prescribed medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. The container should be clearly marked with:

- the pupil's full name
- the name of the drug and the dosage frequency
- the date of issue and expiry
- the written instruction on the label or container
- storage requirements (if applicable)

Schools should never accept medicines that have been taken out of the container as originally dispensed, nor make changes to the dosages even if requested by parents/ carers.

Illness at school

If a child appears unwell, they will be sent by their teacher to see a first aider, who will decide the appropriate course of action, which may be:

- Send the child back to class to be monitored by his/her class teacher
- Monitor the child in the administration area of the school
- Contact the child's parent/guardian to take him/her home or to seek medical opinion. The Head teacher should always be informed at this stage
- If hospital treatment is considered urgent, it may be necessary for the child to be taken to hospital by ambulance. Two school staff will always be in attendance- 1 to go in ambulance, 1 to follow by car. The school will always contact parents as quickly as possible.

First aid boxes/bags

* There is a First Aid box in Reception class and Year 1.

* A First Aid bag is hung in the Junior Cloakroom for easy access during playtimes and lunchtimes.

* 4 handy travel first aid kits are available (to be taken on all educational visits). These are located by the doorway to the ICT Suite underneath the first aid locked cabinet.

A lockable first aid cabinet is situated near the photocopier in the Staff Resource Area. All medication should be stored in this cabinet, which should be locked at all times. First Aiders and members of the Senior Leadership Team can unlock the cabinet.

Head bumps or injuries

If the first aider deems any bump or injury concerning enough to be formally reported to parents, the injury form for parents must be completed and a copy kept in school.

If a child has bumped his head, the correct procedure must always be followed. No matter how slight, the child must be examined by a first aider who will take the correct course of action. Children being sent back to class should be given a sticker identifying them as having had a head bump with a letter that will go home to parents.

Reporting accidents

For more serious accidents parents and/or emergency services are contacted. If hospital treatment was required, Gateshead Council online incident report form must be completed (HS20).

Inclusion

Medical needs or continuing health problems cannot be used by a school as a reason to deny admission. The school will liaise with Gateshead Council and the 0-19 service so that there is a plan in place to meet the medical/health needs.

This policy will be reviewed in September 2026