



# SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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Executive Headteacher: Mrs Nicky Wright



## First Aid Policy

### 2026-2027

Date of Approval	Date of Review
March 2026	March 2027
Status and Review Cycle	Non-Statutory, every year



## **Aims**

Our school aims to:

- Ensure the health, safety and welfare of all staff, pupils, visitors and volunteers.
- Ensure that staff and governors are aware of their responsibilities in relation to health safety and the care of our pupils
- Ensure that appropriate procedures are in place to support pupils with identified medical conditions and healthcare needs.
- Provide a clear framework for responding to an incident, including the recording, reporting and monitoring of outcomes.
- To ensure medicines are stored, handled and administered safely and in accordance with statutory guidance and school procedures.

## **Legislation and guidance**

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and the following legislation:

- The Health & Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees and qualified first aid personnel
- The management of Health & Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health & safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

## **Sections within this policy:**

1. Roles & Responsibilities
2. Administration of medication
3. Storage of Medication
4. First Aid & dealing with minor ailments
5. Illness
6. Supporting children with medical needs in school
7. Needlestick Policy

## **Introduction**

Most children at some time have a medical condition, which could affect their participation in school activities.

This may be a short-term situation or a long-term medical condition which, if not properly managed could limit their access to education. The Governors and Staff of South Camberley Primary and Nursery School wish to ensure that children's medical needs receive care and support in our school. We firmly believe children should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school or other activities.

## **1 Roles & Responsibilities**

### **1.1 Appointed Persons & Qualified First Aiders**

The school's appointed persons & qualified first aiders are:

- Kirsty Newton (Juniors)
- Najaf Syed (James Road)

- Ann-Marie Upton (France Hill Drive)
- Camelia Voicu (France Hill Drive)

They are responsible for:

- Taking charge when someone is seriously injured / ill
- Monitoring supply of medical materials in first aid kits and replenishing the contents of these kits if needed
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Completing serious injury reports and carrying out accident investigations (when required)

Emergency and Paediatric trained first aiders (see appendix 1) are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any minor incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Engage the assistance of an appointed person / emergency first aider
- person if the situation appears more serious
- Consult with Head of Site with regards to sending pupils home to recover, where necessary
- Recording details of minor injuries as soon as reasonably practicable, preferably the same day and reporting the injury to the appointed person / emergency first aider for further investigation as appropriate.

Posters of our Emergency & Paediatric first aiders are displayed prominently around the school.

### **1.2 The Local Advisory Committee (LAC)**

The LAC has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

### **1.3 The Executive Headteacher (EHT)**

The EHT is responsible for the implementation of this policy including:

- Ensuring that an appropriate number of appointed persons / emergency & paediatric first aiders are present in the school at all times
- Ensuring that emergency & paediatric first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **1.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the emergency & paediatric first aiders in school are
- Administering first aid treatment for minor injuries
- Seeking the support of an appointed person / emergency & paediatric first aider for more serious injuries
- Reporting all incidents / accidents that they deal with on Medical Tracker and sending notifications to parents and carers
- Informing the EHT or their manager of any specific health conditions or first aid needs

## 2 Medication

### 2.1 Administering Medication

South Camberley has clear guidance on providing care, support and administering medication at school.

### 2.2 Non-prescription Medication

South Camberley will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. Ibuprofen, Paracetamol, antihistamines, and inhalers may be given if the accompanying medication request form has been completed (see Appendix 2). All medicines must be provided in their original packaging, be in-date, and clearly labelled with the child's name and dosage instructions, in addition to the completed medical request form. If a child has been given ibuprofen, paracetamol or an antihistamine before school, parents/carers should inform the school office so that staff can record the time and dosage. This is in case a further dose needs to be administered later that day.

### 2.3 Prescription Medications

- We will make sure that there are sufficient members of staff who have been trained to administer the medication. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. South Camberley's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- When administering medication, for example pain relief, the staff member will check the maximum dosage and when the previous dose was given. Administration of medication will be logged on medical tracker and parents will be informed.
- Parents at South Camberley understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parents are informed as soon as possible, and the school's disciplinary procedures are followed.

We can administer prescription medicines for occasions where it would be detrimental to the child's health if not taken during the school day (8.30 am - 3.00 pm). For example, if a child is on a course of antibiotics which requires FOUR doses a day, then we are able give them the lunch time dose with parental permission.

However, if a child is on a course of antibiotics which requires THREE doses a day, then we have been advised to ask parents/carers to administer the medicine at home e.g. at breakfast time, at 3.00pm and one evening dose.

Parents are welcome to make arrangements to come in and administer the medication to their own child if they wish to do so. A suitable time must be agreed in order to reduce any disruption to the school day.

### 2.4 Emergencies

In emergency cases e.g. extreme high temperature or allergic reaction, school office staff can administer Paracetamol, inhalers and/or antihistamine as needed. This can only occur **if written consent from a parent/carer** has been provided.

**If we are unable to contact parents/carers or the child's emergency contact during an emergency, then the Executive Headteacher or member of the Senior Leadership Team will seek advice from medical professionals (e.g. 111 service).**

### 2.5 Epi Pens & Asthma Inhalers

Parents / carers must fill out a medication form and provide any related medical documentation which will be copied and kept with their child's epi-pen/inhaler. Parents/carers are responsible for ensuring their child's inhalers and epi-pens are up to date.

Epi-pens, for anaphylaxis sufferers, are kept out of reach in the school office and can be administered by any member of staff in an emergency.

## **2.6 School Visits**

During school visits it is the class teacher's responsibility to ensure the children in their class have the appropriate medication e.g. inhaler/epi pen when going off-site. Medical details should be outlined on the trip risk assessment and there should be a named adult responsible for the administration of the medication.

## **2.7 Storage of medication**

South Camberley has clear guidance on the storage of medication and equipment at school.

- South Camberley makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities and are not locked away.
- Where appropriate, South Camberley will store controlled drugs securely in a non-portable container, with only named staff having access. A record should be kept for audit and safety purposes of any doses used and the amount of the controlled drug held.
- South Camberley will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes/bags.
- South Camberley will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, whilst still being in date, should generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- South Camberley disposes of needles and other sharps in line with local policies. The Head of Site and the member of staff with responsibility for first aid at the relevant campus will be aware of the location of any sharp's boxes. Sharps boxes should accompany a child on off-site visits. They should be collected and disposed of in line with local authority procedures.

## **3 First Aid Procedures**

### **3.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury. If it is minor injury, they can provide first aid themselves or if the injury is more serious, they may need to seek the assistance of one of the appointed persons & qualified first aiders, if appropriate, who will provide the required first aid treatment
- The appointed person & qualified first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The appointed person & qualified first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed person & qualified first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.
- If emergency services are called, the appointed person & qualified first aider / SLT / admin will contact parents immediately.
- A serious injury form will be completed on the same day or as soon as is reasonably practical after an incident resulting in a serious injury. An accident investigation will then be carried out and completed by an appointed person & qualified first aider.

### **3.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A first aid kit
- Information about the specific medical needs of pupils and any medication required e.g. Asthma inhalers or EpiPens.

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one emergency & paediatric first aider on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **3.3 Basic First Aid Equipment**

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Eye wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

First aid kits are stored/available to use in the following locations:

- Basic kits are available in every classroom & in the main school office at each campus
- First aid boxes are positioned in main corridors at each site
- First aid kit bags are also available for staff to use at break and lunchtimes

### **3.4 Record-keeping and reporting**

- Every care is taken to ensure that injuries are not missed. All accidents / injuries are to be recorded on Medical Tracker as soon after the time of the accident / incident as possible.
- An accident form (on Medical Tracker) will be completed by the person administering first aid as soon as possible after an incident (on the same day) which records the following information:
  - Name of person
  - Date and time of incident
  - Detail of injury and first aid given
  - Comment on how they appeared and/or returned to class
- The member of staff reporting the accident / incident on Medical Tracker will ensure a notification is sent to parents informing them of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.
- If a child sustains a more severe injury, every effort will be made to contact the parent/carer or other emergency contact as recorded on the child's file. A mutual decision will be made as to whether the pupil will remain in school or is to be collected.
- Where there is any uncertainty, medical assistance will be sought, and where it is required urgently due to the severity of the child's injury or condition, this is done by ambulance.
- If parents/carers cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, he/she will be accompanied by an adult from school who will remain with the child until parents can arrive to relieve them.
- Records held on medical tracker will be retained by the school 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.

### **3.5 Reporting to the HSE**

The School Business Manager (Sue Steel) and the appointed person & qualified first aider at Junior campus (Kirsty Newton) will report 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) to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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), which:
  - Cover more than 10% of the body
  - Cause significant damage to the eyes, respiratory system or other vital organs.
- 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)
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools 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

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

**How to make a RIDDOR report, HSE - <http://www.hse.gov.uk/riddor/report.htm>**

### **3.6 Reporting to Ofsted and child protection agencies**

The Designated Safeguarding Lead will notify any relevant agencies of any serious accident or injury to, or the death of, a Looked After pupil while in the school's care.

### **3.7 Training**

All school staff are expected to undertake basic first aid training through the National College.

All Emergency & Paediatric first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their training when it is no longer valid.

At all times, on all sites, we will have at least 1 staff member who holds a current Emergency & Paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and this training will be updated at least every 3 years.

## **4. Dealing with minor ailments**

Children who are unwell and not fit to be at school should remain at home. Children who are suffering from an infection should also remain off school as there is a risk of passing it on to another child or staff member. Parents/carers should follow NHS guidelines for childhood illnesses and abide by these when considering whether their child should attend school. The list illnesses is many and varied so families can visit <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> or discuss their specific circumstance with the School Office. We have elected to cover some of the more common ailments below as they do cause confusion amongst our parent community.

### **Head Lice**

Any case of head lice should be reported to the school. Where a case of headlice is identified during the school day parents/carers will be advised on an appropriate course of action as advised by the local health authority. The child will not be sent home early from school.

## **Diarrhoea/Vomiting**

To limit the spread of these conditions, a child should not remain in school if they are experiencing diarrhoea or vomiting. The child must not return to the setting until they have been free from symptoms for at least 24 hours.

## **5. Supporting children with medical needs in school**

### **5.1 South Camberley is an inclusive community that is welcoming and supportive of pupils with medical conditions.**

- South Camberley provides children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place at South Camberley because arrangements for their medical condition have not been made.
- Staff understand the medical conditions of pupils at South Camberley and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- South Camberley understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- All staff understand and are trained in what to do in an emergency for children with medical conditions at South Camberley
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at South Camberley have an individual healthcare plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- South Camberley makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence. South Camberley keeps an up-to-date record of all training undertaken and by whom.
- If a pupil needs to attend hospital, two members of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. If necessary, staff with business insurance, may transport a child to hospital in their car.
- Consent is generally not required for any life-saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The members of staff accompanying the child/young person cannot give consent for any medical treatment, as they do not have parental responsibility for the child/young person.
- South Camberley understands the importance of medication being taken and care received as detailed in the pupil's IHCP.
- South Camberley will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. South Camberley's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- South Camberley will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. Every effort will be made to encourage the pupil to involve their parents, while respecting their confidentiality.
- South Camberley will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at South Camberley understand that they should let the school know immediately if their child's needs change.

- South Camberley makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities and are not locked away.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHCP in agreement with parents.
- The appointed person & qualified first aider will gather information on any new children starting the school and in conjunction with the Head of Site, coordinate any new IHCP.
- As part of the school's admissions process and annual data collection exercise parents are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- South Camberley uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parents, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have a statement or EHCP plan, their special educational needs are mentioned in their IHCP. Appendix 3 is used to identify and agree the support a child needs and the development of an IHCP.
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.
- South Camberley makes sure that the pupil's confidentiality is protected.
- South Camberley seeks permission from parents before sharing any medical information with any other party.
- South Camberley keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

## **5.2 South Camberley ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

- South Camberley is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. South Camberley is also committed to an accessible physical environment for out-of-school activities.
- South Camberley makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- South Camberley understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities to ensure they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- South Camberley understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

## **5.3 South Camberley makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits**

- South Camberley makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

- South Camberley will not penalise pupils for their attendance if their absences relate to their medical condition.
- South Camberley will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parents and the pupil's healthcare professional.
- Pupils at South Camberley learn what to do in an emergency.
- South Camberley makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**5.4 South Camberley is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this**

- South Camberley is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, considering the needs of pupils with medical needs.
- South Camberley reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

## **6 Needlestick Policy**

### **6.1 A sharp or needle stick injury:**

Defined as an incident, which causes a needle, blade (such as scalpel) or other medical instrument to penetrate the skin (cutting or pricking the skin). There is a potential health risk that such an injury can result in staff and pupils being exposed to blood borne viral infections, such as Hepatitis B, Hepatitis C or HIV.

Safe handling and disposal procedures of sharps or needles will reduce the risk of staff and pupils coming to harm therefore it is vitally important that all staff required to administer medical care such as injections are aware of these procedures.

- Where staff are required to administer injections, they should only do so after receiving the relevant training from medical professionals.
- It is highly recommended that any staff expecting to encounter used sharps or needles have Hepatitis B inoculation. All relevant staff will be made aware of this service.
- The Head of Site and the Appointed Person & Qualified First Aider at the relevant campus will be aware of the location and disposal procedures of any needles.

### **6.2 Avoiding a Needle stick injury**

Administration of injections will be risk assessed. Where there is a risk of staff encountering discarded needles, they will be supplied with an appropriate sharps container.

Steps for remaining 'sharps safe' are summarised below:

- Staff should avoid leaving sharps lying around or carrying them in their hands or pockets.
- All needles/sharps should be disposed of in an approved small sharps container immediately after use. Disposal containers should meet the BS 7320:1990 standard.
- Avoid re-sheathing any used needles by immediately disposing of used needles.
- Do not bend/break needles before discarding them.
- Do not use makeshift containers, e.g. drinks cans, bottles, cardboard boxes, for sharps disposal.
- Do not try to retrieve items from a sharps container.
- Sharps containers should be carried by the handle, away from the body.

### **6.3 Action to be taken following a needle stick injury**

If the skin is pierced or punctured by a used needle or sharp, the following first aid advice should be followed immediately:

- Do not suck the wound
- Encourage bleeding from the puncture wound
- Wash the area thoroughly under running water and cover with a dressing
- Immediate medical advice should be sought, as further treatment may be required.
- The injury should be reported to the Head of Site and Appointed Person & Qualified First Aider as soon as reasonably practicable.

## Appendix 1

### List of appointed persons and Emergency & Paediatric trained first aiders

Name	Site	Certificate Expires
<b>Appointed Person / Paediatric &amp; Emergency First Aid Trained</b>		
Kirsty Newton	Frimley Road	11/2026
Najaf Syed	James Road	11/2026
Ann-Marie Upton	France Hill Drive	01/2029
Camelia Voicu	France Hill Drive	01/2029
<b>Paediatric &amp; Emergency First Aid Trained</b>		
Jo Allsopp	James Road	02/2028
Natalie Ayers	Frimley Road	01/2029
Emma Best	Frimley Road	01/2029
Gemma Brooker	James Road	01/2029
Anoop Jhitta	France Hill Drive	01/2029
Zoe Lacey	James Road	09/2026
Olivia Lee	France Hill Drive	08/2027
Reshma Mascarenhas	James Road	01/2029
Rachel O'Brien	Frimley Road	01/2029
Pretti Plahe	James Road	05/2028
Sue Russell	James Road	01/2029
Mia Rutherford	All campuses	01/2029
Magda Rybak	Frimley Road	01/2029
Halal Usman Butt	Frimley Road	01/2029
Jay Warden	Frimley Road	02/2028
Coral Wise	France Hill Drive	05/2027



**SOUTH CAMBERLEY SCHOOL MEDICATION REQUEST**

Campus/Class			
Child's Name			
Parent's Name			
Home Address			
Condition/Illness			
Parent's Home No.			
Parent's Work No.			
Doctor's Name & Address		Tel. No.	

Please tick as appropriate:

My child will be responsible for the self-administration of medicines as directed below

With supervision       Without supervision

I agree to members of staff administering medicines/providing treatment to my child as directed below

Name of Medicine	Dose	Frequency/Times	Date Course finished	Expiry date of medicine	Quantity supplied
Special Instructions:	Allergies:		Other prescribed medicines child takes at home:		

Where possible the need for medicines to be administered at the campus should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

School staff administer medicines voluntarily. If staff have difficulty administering the medicine for your child then we will call the person named on this form for them to try.

I agree to update information about my child's medical needs held by the setting and that this information will be verified by GP and/or Medical Consultant.

I will ensure that the medicine held by the campus has not exceeded its expiry date and understand that any medication held in the office will be sent home at the end of each term.

**Signed and Agreed:** Signature: ..... Date: .....

Print Name: .....

## Appendix 3

### Model Process for Developing Individual Healthcare Plans

