



PRE-PREPARATORY DEPARTMENT

EYFS First Aid Policy

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

- First Aiders
- EYFS Policy on the Administration of Medicine

EYFS First Aid Policy

In addition to the main School Policy the following additional information applies to children in the EYFS.

Any pupil in EYFS who requires First Aid will be administered by a qualified Paediatric First Aider or School Nurse.



FIRST AIDERS FOR GRACE DIEU MANOR SCHOOL

PAEDIATRIC FIRST AIDERS

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Kim Alderman	Sister	2029	May 2019
Susan Allen	Nursery Nurse	2027	Nov 2019
Olivia Ash	Teaching	2026	May 2019
Leslie Baker	Teaching	2027	Sept 2017
Dawn Blundy	Nursery Nurse	2033	July 2018
Emma Breen	Teaching	2026	July 2017
Faye Burley	Teaching	2007	Sept 2017
Corinne Clarke	Nursery Nurse	2026	July 2017
Nicola Coleman	Nursery Nurse	2033	Aug 2017
Nicola Dexter	Head of Nursery/Pre-Prep	2016	May 2019
Georgina Gregory	Nursery Nurse	2026	May 2019

Margaret James	Lunchtime Supervisor		July 2017
Saffron Jelley	Teaching	2026	Sept 2017
Margaret Kewell	Teaching	2018	Sept 2017
Rebecca Large	Lunchtime Supervisor		Sept 2017
Elizabeth McDermott	Teaching	2008	July 2017
Sharon Norris	Teaching	2019	Sept 2018
Jeff Oldham	Teaching	2031	Sept 2017
Alison Simpson	Nursery Nurse	2026	July 2017
Charlotte Stevens	Nursery Nurse	2033	Oct 2018
Claire Tatton	Teacher	2014	Nov 2018
Linda Turner	Tiffin	2028	July 2017
Rachel Wardle	Tiffin Leader	2028	Nov 2019
Julia Wilks	Tiffin	2028	Nov 2019
Lisa Woolley	Nursery Nurse	2027	May 2019

EYFS Policy on the Administration of Medicine

Before we agree to administer medication on behalf of a parent with a child in EYFS, we ensure the following conditions are met:

- The child's parent or guardian should provide written, signed consent, giving clear instructions about dosage and timings. A form is available (Administration of Medicines Form) from Reception or from Sister which is completed together with Sister. This is signed for the period the medicine(s) is to be administered, stating the exact time and dosage for each medicine.
- Medication should be delivered to Sister or given to Reception for Sister to collect.
- The medication should be prescribed by a doctor, and should be in its original packaging.
- The instructions from the parent should match the instructions on the pharmacy label or packaging.
- The exact time and dosage given each time it is administered is recorded.
- Medication is stored in a safe place, out of the sight and reach of children.
- Completed medication records are stored safely in case they are required for insurance purposes at a later date.

(Reviewed PSF, Sister & ND November 2016)