



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

	NAME	DEPARTMENT	PHONE
<u>PAEDIATRIC FIRST AIDERS</u>			
Sept 2017	Faye Burley	Teaching	
Jul 2019	Olivia Ash	Teaching	2026
Jul 2019	Nicola Dexter	Head of Pre-Prep	2016
Jul 2017	Corinne Clarke	Nursery Nurse	2026
Sept 2017	Rebecca Large	Lunchtime Supervisor	
Jul 2017	Margaret James	Lunchtime Supervisor	
Jul 2017	Emma Breen	Teaching	2026
Sept 2017	Saffron Jelley	Teaching	2026
Sept 2017	Margaret Kewell	Teaching	2018
Sept 2017	Jeff Oldham	Teaching	
Jul 2017	Linda Turner	Tiffin Assistant	2028
Jul 2017	Alison Simpson	Nursery Nurse	2026
Jul 2019	Georgina Gregory	Teaching	2026
Jul 2017	Elizabeth McDermott	Teaching	2008
Jul 2019	Lisa Woolley	Nursery Nurse	2026

EMERGENCY FIRST AID AT WORK

Jul 2016	Julia Wilks	Tiffin Assistant	2028
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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 Sister & ND August 2017)