

## **First aid and medicines checklist**

Please refer to DfE guidance that can be found [here](#).

	Y	N	Evidence/comments/action
<p><b>Medicines and first aid boxes</b></p> <ul style="list-style-type: none"> <li>• Are there arrangements in place to ensure medicines are safely stored?</li> <li>• Are there individual named medical boxes/wallets for each child with a medical plan?</li> <li>• Are first aid boxes marked with a white cross on a green background? Are they appropriately stocked and how is stock reviewed? Are contents suitable and checked for suitability?</li> <li>• Are effective medical practices in place for school trips? Playtimes?</li> </ul>			
<p><b>First aid and medical training:</b> Is there:</p> <ul style="list-style-type: none"> <li>• An appointed person for first aid?</li> <li>• A paediatric trained first aider in the EYFS?</li> <li>• A trained first aider on every trip (EYFS)?</li> <li>• Sufficient numbers of first aiders in the school to cover everything? E.g. clubs, trips</li> <li>• A mix of 3 day, paediatric and 1 day trained first aiders?</li> <li>• Are first aiders names prominently displayed – each building and staffroom/main entrance?</li> <li>• Are staff trained for other appropriate medical needs? –e.g. epi-pen, asthma, diabetes?</li> </ul>			
<p><b>Monitoring and review</b></p> <ul style="list-style-type: none"> <li>• Are the school's first aid needs reviewed annually?</li> <li>• Are medicines/ asthma inhalers/ epi-pens check for being in date?</li> </ul>			
<p><b>Communication to staff and pupils</b></p> <ul style="list-style-type: none"> <li>• Are pupils with medical needs highlighted to staff and pupils (including supply staff?)</li> <li>• Do staff and pupils know who the first aiders are? Do supply teachers?</li> <li>• Are procedures for head injuries in place and fully understood by all?</li> </ul>			
<p><b>Recording:</b> Is all first aid treatment and medicine given (where agreed) recorded to include:</p> <ul style="list-style-type: none"> <li>• Date, time and place of incident</li> <li>• Name of child</li> <li>• Details of injury/illness and 1st aid given</li> <li>• What happened to child after treatment- back to class, home</li> </ul>			

<ul style="list-style-type: none"> <li>• Name and signature of person dealing with injury/incident</li> <li>• In the case of medicine/asthma/epi-pen use does it record date, dosage and when administered</li> </ul>			
<p><b>Asthma:</b> please refer to new guidance on the use of emergency inhalers in schools (Sept 14)</p> <ul style="list-style-type: none"> <li>• Can pupils always access asthma pumps? If they can manage the asthma themselves they should keep the inhaler on them - one in medical room and one in child's class/ on them</li> <li>• Does the school have an asthma register?</li> <li>• Do all staff know the symptoms of an asthma attack? Know the school policy?</li> <li>• Is/are there an emergency salbutamol inhaler (permitted from 1/10/14) and if so (guidance <a href="#">here</a>) <ul style="list-style-type: none"> <li>○ has the school obtained parental permission for its use?</li> <li>○ does the school know it can only be used on pupils with asthma whose parents have given permission for its use?</li> </ul> </li> <li>• Are there at least two volunteers responsible for ensuring protocol for the use of the emergency inhaler is followed? And one named to oversee use of the emergency inhaler?</li> <li>• Do staff know how to use the spacer?</li> </ul>			