



ST JOHN'S COLLEGE
Cardiff

First Aid Medication Policy

St John's College, Cardiff

FIRST AID MEDICATION POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: September 2025

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Policy Statement

St John's College sets out to provide first aid care and support to pupils, staff and visitors if they become injured or unwell on the school premises. First aid arrangements will be managed in compliance with the Health and Safety (First-Aid) Regulations 1981.¹

Aims²

The aims of first aid are to preserve life, prevent further injury and promote recovery. The main duties of a first aider are: to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; when necessary, ensure that an ambulance or other professional medical help is called.

The College aims to:

- provide adequate and appropriate equipment, facilities and qualified first-aid personnel.
- ensure relevant training is provided and up to date in line with the school's needs.
- keep a record of all accidents and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- inform pupils, staff and parents of the school's first aid arrangements.

Appointed Person

The **appointed person** for St John's College is:



Ms Meredyth Holland - Health & Wellbeing Officer

Email: mholland@stjohnscollegecardiff.com

The role of appointed person is to monitor first aid equipment and to take charge when someone is injured or becomes ill and ensure that an ambulance or other professional medical help is summoned when appropriate. When pupils go offsite for school trips or sports games the trip leader or the sports teachers assumes the role of the appointed person. The school insurance arrangements provide full cover for staff acting within the scope of their employment.

The first aid team at St John's College is clearly displayed around the school and in the appendix of this document. In the EYFS at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.³

Medical Room⁴

Pupils should report any minor injuries to their class teacher during a lesson, if a qualified first aider is required the staff member will contact reception or send the pupil to reception if they are well enough to do so. Break time supervisors will send minor injuries to the main reception during break times, a member of staff will then advise on an appropriate course of action. A medical room is located on the ground floor behind the reception desk in the cottage. The medical room contains a medical bed, adjacent room with washing facilities, wheelchair, crutches and suitable first aid materials which are regularly reviewed and restocked.

¹ Health and Safety Executive, *First aid at work: The health and Safety (First-Aid) Regulations 1981*, Published 2013, <http://www.hse.gov.uk/pubns/ priced/ l74.pdf>

² Department for Education and Employment, *Guidance on first aid for schools*, Update February 2014, <https://www.gov.uk/government/publications/first-aid-in-schools>

³ Department for Education, *Statutory framework for the early years foundation stage*, Published March 2017, https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf

⁴ Department of Education, *Advice on standards for school premises*, Update March 2015, <https://www.gov.uk/government/publications/standards-for-school-premises>

Reporting of Incidents

All injuries and accidents that require first aid treatment should be logged on a digitalised accident report form, which can be accessed via the school computer system/hard copies are also available. If pupils are involved in an accident then an accident report form should be completed and a copy will be sent home or emailed to the parent with the pupil detailing any treatment they have received, a note may be added to the homework diary for younger pupils. Pupils who are unfit to remain in school will be sent home and may be referred to seek further medical advice. All head injuries should be reported to a parent/guardian by means of a phone call. We request that a parent or carer should always be available to collect their child should they need to recover at home. Whilst awaiting to be collected the pupil will be made comfortable in the medical room and always be accompanied by a trained first aider.

If a pupil requires an ambulance/ further medical attention and a parent/guardian is unable to get to school before the ambulance travels to the hospital, then a member of staff will accompany the pupil and stay with them until the arrival of parent/guardians arrival.

Medical Conditions

Parents are asked to inform the school if their son/daughter has a medical condition which may affect any aspect of their schooling. The College has a Medical Information form (***see Appendix 2***) for parents to complete prior to their child's commencement at St John's College.

The College will utilise the medical information and consent obtained from these forms for the duration of your son/daughter's education. Do please ensure that you communicate any changes/updates to your child's medical information. A copy of the medical form can be found on the College website – parent portal under the section 'medical matters.' Care Plans can also be found in this section and are hugely beneficial to the ongoing care of a pupil with a medical need. Again please update this form should any changes arise.

The College will regularly prompt all parents to ensure information remains current and up to-date in all correspondence relating to trips and excursions. From time to time, we may require additional forms to be completed for overnight trips or where an external partner or organisation supplies their own medical forms for completion. Information collected will be processed in line with General Data Protection (GDPR) legislation. It will be used for the purposes of safeguarding pupils' welfare and providing appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident.

This includes disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so; for example, for medical advice, safeguarding, to caterers or organisers of school trips who need to be made aware of dietary or medical needs.

Please visit the College website to view a full copy of our Privacy Statement.

Medication

If any medication is needed during the school day, please complete a 'Request to Store/Administer Medication in School form' (***see Appendix 3***). The form can be downloaded from the Medical Matters section in the parent portal or blank copies can be accessed in the pupil's diaries. The College may require an accompanying prescription note for medication prescribed by a GP or medical professional. Medication for senior pupils must be delivered to the College reception in its original packaging with written permission and instructions for its use. Medication for pupils in the Nursery, Infant or Junior sections of the school, may be handed to the child's form teacher. Medication must be collected and if necessary replaced or exchanged in a timely fashion when it is due to expire or is no longer required. All medication must be delivered and collected by a parent/guardian. Medication will not be administered if it is out of date. It is school policy not to administer homeopathic treatments.

A record will be kept of any medication administered by a staff member or under staff supervision and a note written, ideally in the pupil's diary, giving the time of day and dose of medicine taken. A limited stock of over counter medication is kept in the school medical cabinet and may be given at the first aider's discretion providing there is permission from a parent/guardian. The school stocks this medication voluntarily and reserves the right to withdraw this service, it is intended for the limited occasion where a pupil is unwell and should not be seen as a long term supply for any pupil.

Emergency Medication

Where possible, pupils are encouraged to take responsibility for any medication which may be used as a preventative or in an emergency (e.g. asthma inhalers, EpiPens and insulin). Pupils are expected to carry these⁵ with them at all times (where appropriate). Parents are also encouraged to supply spare devices to the school for instances where medication carried by a pupil may be unavailable or unusable, please see our recommendations set out below. Please also review the Allergy Awareness and Management Policy.

St John's College recognises the importance of ensuring that a sufficient number of staff are trained in the administration of emergency medication. The College asks for support from parents and guardians to ensure the best provision is in place; as such we set out the following guidelines for medical conditions.

St John's College aims to stock an emergency medication bag/box for any pupil who has been prescribed emergency medication (***See Appendix 4***).

Anaphylaxis: Two EpiPens, clearly labelled, to be carried by the pupil at all times (where appropriate) and two spare EpiPens to be provided to the school for the Emergency medication store/cabinet. Please complete a 'Request to Store/Administer Medication in School form'. If a pupil is diagnosed with a severe allergy we require an up-to-date care plan from an appropriate medical professional.

Asthma: One **inhaler**, clearly labelled, is to be carried by the pupil at all times, if the pupil is deemed too young to carry their inhaler with them then one inhaler is to be supplied the form tutors for nursery and infants. Parents may also provide one spare inhaler to the school which can be used if the original is not available or not working. Please complete a 'Request to Store/Administer Medication in School form'. If a pupil has a care plan to assist in the management of their asthma, please ensure a copy is sent into school.

Diabetes: The school stocks a range of sugary drinks, sweets and gluco gels and Frube yogurts that are available for treatment of hypoglycaemia. The school cannot cater for a pupil's personal taste and therefore encourages parents to supply high sugar items which can be stored in a pupil's emergency bag. The emergency bag will be checked regularly for an appropriate range of products. If a pupil is diagnosed with diabetes we require an up-to-date care plan from an appropriate medical professional. We are in regular contact with the Diabetes team regarding training and support.

Other medication: Please contact the College's First Aid Coordinator to discuss arrangements.

Storage of Medication

Nursery - R7 pupils: Medication will be stored in the Nursery/Infant department.

Juniors R8 - R11 pupils: Medication will be stored in the medication cabinet located in the junior department, in the **teaching assistant room**, next to 3.1 or in the pupil classroom if necessary.

Seniors R12 and above: Medication will be located in the medication cabinet located in the **Medical Room**.

Sixth Form: Ground Floor Reception, EBP.

⁵ Department of Education, *Supporting pupils at school with medical conditions*, Updated December 2015, <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Arrangements for Emergency Medication offsite

PE: When operating offsite, PE teachers are required to ensure that a pupil has their emergency medication with them or sign out a pupil's emergency medication box before leaving the school site if necessary. This will be transported in the staff member's first aid kit and returned as soon as the member of staff returns onsite. This task may be delegated to another member of staff who accompanies pupils' off-site for PE. If a pupil in attendance has a severe allergy or medical need then a member of staff trained in the administration of an EpiPen or a presenting medical need should accompany pupils for any lessons or sports games.

Trips: Prior to any trips commencing, the trip leader will need to check that a pupil has any medication they require and check that all the medication is in date and staff are familiar with the storage and administration of it. If a pupil in attendance has a severe allergy or medical need, then a member of staff trained in the administration of an EpiPen or a presenting medical need should accompany pupils for any the duration of the trip.

Head injuries and Concussion

If a pupil sustains a minor head injury during school, they will be allowed to continue with their activities if they show no signs of concussion.

If as a result of a head injury a student appears confused or disorientated they should be referred to a member of the first aid team who may refer them to casualty. Parents should be phoned directly to notify them of all head injuries.

Automated External Defibrillator

An Automated External Defibrillator (AED) is available onsite to treat someone who experiencing signs of severe cardiac arrest. **Devices are located next to the medical room (onsite), in the PE store at Began road playing field (offsite) and on the ground floor at our sixth form centre, Eastern Business Park. The devices are equipped with adult and paediatric defibrillator pads.**

These are only to applied to someone, who is unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. All First aiders have been trained in how to use an AED. However, the automated model is designed to give instructions that enable any member of staff to be talked through how to use it in an emergency.

First Aid Kits

First aid kits are located around the school and are checked and re-stocked regularly. They can be found in the Senior Staff Room, Reception, Canteen, Homework Club, The DNH, Room 2.2, Mrs Jones Room and the Wellbeing Room. Each junior classroom has a small box of essential items. All Nursery and Infant classrooms contain full First Aid kits and Lunchtime Supervisors carry a First Aid Kit. The DT Department and ART rooms have kits as well as all of the Science Labs. Main reception has an extensive first aid box alongside a trip first aid bag which can be collected at any time. The medical room also stores additional first aid kits which can be assembled for residential and trips There are several well stocked first aid kits at our 6th form centre located at Eastern Business Park.

The PE department have several first aid kits to be taken off-site; a member of the PE staff is responsible for checking and stocking these kits prior to any lessons or fixtures.

First aid kits should be taken on all one day and residential trips; these can be requested in advance from the appointed person. A first aid kit is available in the minibus at all times.

Hygiene Procedures⁶

Bodily fluids (blood, faeces, saliva, vomit and urine) are a source of infectious microorganisms (viruses or bacteria and fungi). The main risk to a person is through hand to mouth/nose or eye contact, there is also a risk of infection via broken skin (cuts or scratches). Staff must wear gloves when dealing with accidents involving spillage of bodily fluids to reduce the risk of cross infection.

All spillages of must be cleaned up immediately using the appropriate personal protective equipment and cleaning products. Cleaning products should contain a mix of detergent and disinfectant to ensure it is effective against both bacteria and viruses. A member of the ⁷ cleaning staff should be contacted to ensure the area is cleaned appropriately after an incident. Disposable paper is available in each classroom for spillages of drinks.

Specific Hazards

Teachers who operate in areas of the school that are deemed to present specific hazards e.g. Science and DT will be required to perform a risk assessment for any practical work. This should detail the risks and treatment for any injuries which may occur. If injury arises from the use of chemicals, the name and concentration of chemical in question should be provided to the medical professionals if further medical advice is required. The school follows Cleappss guidance for creating risk assessments.

Illness

If your child has an infection or virus and is unable to come to school, or is sent home from school, we advise that parents/guardians refer to the Public Health Agency, health protection in schools and other childcare settings before your child returns to school.⁸ The schools Sickness and Illness policy is available in Medical Matters within the parent portal on the school website.

⁶ Health and Safety Executive, *cleaning up body fluids*, published March 2011, <http://www.hse.gov.uk/pubns/guidance/oce23.pdf>

⁷ Public Health England, *Health protection in schools and other childcare facilities, Chapter 6: cleaning the environment*, <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

towel can be used as an absorbent material; this should be disposed of after use. Absorb powder, designed to absorb body fluids and general spills, is located in the first aid storage cupboard.

⁸ Public Health England, *Health protection in schools and other care settings*, published September 2017, <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Appendices

Appendix 1

SJC First Aiders 2025-2026



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Cardiff

The following staff members have been trained in Emergency First Aid and should be called in the event of an emergency.

First Aid Co-ordinator

Ms Meredyth Holland

Senior School

Mr P Campbell-Nichols

Mrs R Lawrie

Mr A Capel

Mrs M McMahon

Ms J Howell

Mr J Evans

Mr Ian Jones

Mr L Turner

Miss E Sanders

Mr G Braithwaite

Mrs E Cooper

Miss T Goldsworthy

Mr James Morgan

Mrs A Kethuda

Ms L Mulcahy

Mr M Ngwenya

Ms C Harrington

Mrs R Bate

Mr A Johnson

Reception

Mrs H Stanworth

Mrs R Bennicassa

PE Staff

Ms R Thomas

Mr J Tertois

Mr B Evans

Mrs C Emms

Mr C Williams

Junior School

Mr R Dennis

Ms N Denman

Ms J Regan

Miss S Taylor

Lunchtime Supervisors

Ms T Murphy

Mrs V Esposti

Mrs G Kaur Taak

Ms C King

Infant staff

Mrs A Banks

Mrs S McCarthy

Mrs L Brodie

Miss I Howell

Mrs B Jenkins

Mrs G Bhagwanani

Mrs S Sellars

Mrs D Porter

EBP

Miss M Sanders

Mrs E John

Mr L Turner

Mr J Morgan

Appendix 2



Medical Information Form

Please complete all relevant information on this form to enable us to update the medical records for your child. Please see the privacy notice on the school website which details why we collect this information and how we use it.

Pupil Forename:	Pupil Surname:
Date of Birth:	Form Group:

Doctors Information:

Name of Doctor:	Phone Number:
Address:	Postcode:

1. Does your child have a specific medical condition? E.g. Allergies, Asthma, Hay Fever, Epilepsy, Arthritis, Diabetes, Migraines, Travel Sickness, Anaphylaxis etc.	
If yes, please state the condition(s):	

Please note: Although we have the facility to store general medication (i.e. paracetamol, antihistamine etc.) we have a limited supply, so if there is an ongoing need for your child, please could you provide us with the medication required.

2. Does your child require any medication for their condition(s)?	
If yes, please list below and complete the 'Request to Store Medication' form (attached).	

3. Does your child have a recognised disability?	
If yes, please give details:	

4. Is there any further information that you feel the school should be aware of with regards to the care of your child?	
If yes, please give details:	

Any medication to be administered to your child in school must be supplied with a 'Request to Store Medication' form, which authorises school staff to administer the medication to your child. Additional consent forms are available from the school reception or via the school website.

Dietary Requirements:

Artificial colouring allergy	☐	No dairy produce	☐	Gluten Free	☐
Kosher foods only	☐	Halal	☐	No Pork	☐
Seafood Allergy	☐	No nuts of any type or quantity	☐	Vegetarian	☐
Egg Allergy	☐	Other (please give details)			

Please return the completed and signed form to the school reception.

Signature: (parent/guardian)		Date:	
Name:			

For Nursery - R11 Pupils Only:

Pupils may be administered the following medication with permission.

Please indicate the following treatment/medication that may be administered to your son/daughter. Authorised staff may give non-prescribed medication from the schools controlled stock with signed consent. Please circle as appropriate. Staff may refuse to administer medicine if they deem it is not the best course of action.

Medicine

Paracetamol tablets/solution (Aged 10 or below 250mg, Aged 10+ 500mg)

☐

Calpol Infant Suspension 2+ months (as directed on box)

☐

Piriteze Syrup (Aged 6 - 12 up to 5mL/5 mg, Aged 12+ up to 10mL/10 mg of Cetirizine hydrochloride)
(Allergy / hayfever relief) or Piriton Syrup (Aged 2-6 years 2.5mL/1mg of Chlorophenamine maleate)

☐

Antiseptic wipes

☐

Plasters

☐

Sun protection lotion (spray)

☐

Antihistamine cream

☐

Parents or Guardians are encouraged to administer medication outside of school hours where possible, if necessary staff may aid in the administration of prescribed and non-prescribed medicines with signed consent. Please complete a Request to Administer Medication in School form under these circumstances.

For Nursery and Infant Pupils Only:

If my child has a toileting accident, or requires help with personal care, I am happy for staff to assist my child with cleaning and changing. Children's clothes may also be changed if they become wet or very dirty following a messy lunch. ☐

Are there any foods you do not wish your child to eat for religious reasons? Please be aware that children participate in cooking and tasting activities and have birthday cakes sent in by other parents.

When was your child's last anti-tetanus injection?



Request to Store/Administer Medication in School

Please only complete this form if your child requires medication to be stored/administered in school. This form is to be handed in to reception alongside the medication detailed below.

Pupil's Name _____ Date of Birth _____

Pupil's Form Class _____

Condition or Illness _____

Medicine:

Name/type of medication as described on the packaging.	
How long will the medication need to be administered (if known)?	
Quantity of medicine provided to the school.	
Date medication provided to the school	
Storage location: <i>Senior pupils (medical room), Junior pupils (TA room), Nursery and Infants (form class).</i>	

Full directions for use:

Dosage and method of administration						
Time of administration(s)	AM		PM			
Side effects (if any)						
What should we do if we notice any side effects?						
Self-administration (Please tick as appropriate)	Yes (supervision not required)	☐	Yes (only under supervision)	☐	No (Only to be administered by a member of staff)	☐

Agreement

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering the medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped.

Parent/Guardian's Signature _____ Date _____



Emergency Medication Box Label



PHOTO	Pupil's name:	
	Date of Birth:	
	Form class:	
	Reason for medication EG: Allergic to:	
	Medication provided to the school:	Adrenaline auto-injector ☐ Antihistamine solution ☐ Inhalers ☐ Other ☐
	Medication is stored in:	

1st Emergency Contact Name: **Relationship to child:**
Contact numbers:

2nd Emergency Contact Name: **Relationship to child:**
Contact numbers:

GP Contact:

Specialist medical contact: