



PRE-PREPARATORY DEPARTMENT

EYFS First Aid & Administering of Medicines 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.

PAEDIATRIC FIRST AIDERS

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Kim Alderman	Sister	2029	May 2019
Susan Allen	Nursery Nurse	2026	Nov 2019
Olivia Ash	Teaching	2027	May 2019
Leslie Baker	Teaching		Sept 2018
Helen Blencoe	Teaching	2012	Sept 2020
Dawn Blundy	Nursery Nurse	2033	July 2018
Emma Breen	Teaching	2026	Sept 2020
Judith Broadley	Teaching	2027	Sept 2020
Faye Burley	Teaching	2007	Sept 2018
Corinne Clarke	Nursery Nurse	2027	Sept 2020
Nicola Coleman	Nursery Nurse	2033	Sept 2020
Catherine Curtis	Lunchtime Supervisor		Sept 2020
Nicola Dexter	Head of Nursery/Pre-Prep	2016	May 2019
Georgina Gregory	Nursery Nurse	2027	May 2019
Amanda Jarrett	Lunchtime Supervisor		Sept 2020
Saffron Jelley	Teaching		Sept 2018
Margaret Kewell	Teaching	2003	Sept 2018
Andrea Kocsmar	Nursery Nurse	2033	Mar 2019
Rebecca Large	Lunchtime Supervisor		Sept 2018
Tom Markham	Teaching		Sept 2020
Elizabeth McDermott	Teaching	2007	Sept 2020
Hannah Merritt	Teaching (SEN)	2024	Sept 2020
Sharon Norris	Teaching		Sept 2018
Jeff Oldham	Teaching	2031	Sept 2018
Erika Scattergood	Teaching	2027	Sept 2020
Alison Simpson	Nursery Nurse	2026	Sept 2020
Charlotte Stevens	Nursery Nurse	2033	Oct 2018
Angela Tallett	Teaching	2017/2031	Sept 2020

Claire Tatton	Teaching	2014	Nov 2018
Sara Taylor	Teaching	2024	Sept 2020
Linda Turner	Tiffin	2028	Sept 2020
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 **must be** 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.
- **Any ongoing medicine administration will be monitored and reviewed by both parents and Sister.**

(Reviewed Sister & ND Sept 2017)