



First Aid and Administering Medicines on School Trips 2023

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# First Aid Qualifications

Paediatric first aid qualification is required for 0-5years, this needs to be adhered to for school visits as well. A paediatric qualification is applicable until the individual child reaches puberty.

If you are leading activities such as forest schools or DofE, you should have an outdoor first aid qualification. This would also be appropriate for other activities taking place in remote outdoor environments such as mountain biking.

# Administering Medicines Course

Being a qualified first aider does not mean that you are able to administer medicines. You need to complete the administrating medicines course.

# Asthma Pumps and Epipens

Staff administering asthma pumps or EpiPens should ensure they have been instructed by an appropriate medical professional. This could be an asthma nurse.

Children and staff must have easy and quick access to asthma inhalers, glucose testing and adrenaline pens throughout the visits. They should not be locked away.

# Over the Counter Medicines

School should not purchase and supply over the counter medicines such as paracetamol. If you are to administer ‘over the counter’ medicines, written permission is required from the parent. The parent then needs to supply the medicine.

You **must** follow your own school’s policy at all times. If you are administering non-prescription medicines on a school trip you need to ensure that the schools policy reflects this.

Travel sickness tables have to be administered as per the school’s policy for administering medicines.

# Recording an Incident

It is strongly recommended that hard copies of an incident form are taken with you on a visit. You can then complete the form at an appropriate time on the visit rather than trying to retain information until you return.

If there is an accident or incident, try to collect witness statements at the time especially if they are not a part of the school party. These will be valuable for a review of the accident or incident.

# First Aid Kits

Check first aid kits are stocked and the stock is in date. You should consider how medication will be stored whilst on a visit. Ensure any medicines are secure and stored at the appropriate temperature as stated on the medication.

# When a First Aider is required

You should always refer to your school’s policy and risk assessment to identify if a first aider is required on a school trip. Consider the needs of the group, nature of the activity and distance from the school site. Do not forget the medical needs of the staff or parent helpers.

If the provider is providing first aid, it is best practice to check that the level of first aid is appropriate for your group and is available for the duration of your visit. Ensure the first aider for the visit is clearly identified on the risk assessment/Exeant.

Consider taking a mental health first aider on residential visits and overseas visits.