

First Aid and Administering Medicines on school trips

- Being a qualified first aider ***does not*** mean that you are able to administer medicines, you need to have completed the administering medicines course.
- Staff administering asthma pumps or epi pens should ensure they have been shown /instructed by an appropriate medical professional such as an asthma nurse.
- School should not purchase and supply over the counter medicines such as paracetamol. If you are to administer 'over the counter' medicines, then written permission is required from the parent, the parent then needs to supply the medicine.
- You ***must*** follow your own schools policy at all times, therefore if you are administering non-prescription medicines on a school trip you need to ensure that the schools policy reflects this.
- Children/staff must have easy and quick access to asthma inhalers, glucose testing and adrenaline pens throughout the visits. They should not be locked away.
- Travel sickness tablets have to be administered as per the schools policy for administering medicines.
- It is strongly recommended that hard copies of an incident form are taken with you on a visit so that you can complete 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/incident.
- Check first aid kits are stocked and the stock is in date.
- 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.
- You should always refer to your schools policy and risk assessment to identify if a first aider is required on a school trip, consider the needs of the group, nature of activity and distance from school site.
- 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.
- You should consider how medication will be stored whilst on a visit, ensuring it is secure and stored at the appropriate temperature as stated on the medication.
- Do not forget the medical needs of the staff or parent helpers.
- Ensure the first aider for the visits is clearly identified on the risk assessment/Exeant.
- Consider taking a mental health first aider on residential visits and overseas visits.