

Each classroom has a First Aid Kit.

When children go on a visit, there is always a first aider with a travel first kit.

There is an Automatic External Defibrillator in the main area of school.

KEEP US UP TO DATE WITH...

Your contact details (including your email address)

Your child's medical needs

If you have any questions please contact:

Mrs Cannon, First Aid Leader

Miss Latchford, Headteacher



Updated June 2026



FIRST AID AT COTMANHAY INFANT AND NURSERY SCHOOL



This leaflet is a summary of how we organise and manage First Aid.

Please see our website for the full First Aid Policy.

Some key messages:



- ⇒ Parent / carer details must be up to date so we can contact you if needed. If you change your number or email address please let us know straight away.
- ⇒ Your child's medical needs must be up to date. We will check with you every year but please let us know if their condition changes or they are diagnosed with a new condition.
- ⇒ Many of our staff are First Aid trained.
- ⇒ Many of our Early Years staff have Paediatric First Aid training.
- ⇒ Our First Aid Leader is Mrs Nicola Cannon. Mrs Cannon co-ordinates First Aid throughout school and Nursery. You can contact her directly via Dojo message or by phoning school.
- ⇒ We use a secure online system called Medical Tracker for all of our first aid and medical needs.
- ⇒ If a child has a minor injury in school we will notify you via email through Medical Tracker.
- ⇒ If a child bumps their head we will notify you through Medical Tracker and, depending on the severity, we may call or message you to let you know. We will decide, with you, whether your child is ok to stay in school or needs collecting.
- ⇒ If a child comes into school with an injury, always tell us. If we do not know we will contact you to ask about it. This links to our safeguarding duty.
- ⇒ If your child has an ongoing / long term condition Mrs Cannon will complete a Health Care Plan with you.

Children taking medication



- ⇒ Whenever possible, children should take medication at home.
E.g. If they need medicine 3 times a day then, before school / straight after school / bedtime.
 - ⇒ We are able to give medication if it means a child can be in school.
E.g. if they are prescribed antibiotics 4 times a day or take asthmatic medication at midday.
 - ⇒ If we give a child medication in school, you will need to approve the medical permissions form sent via Medical Tracker.
Mrs Cannon will help with these.
 - ⇒ If your child comes to **Breakfast Club** and you need to hand over medication, the Breakfast Club Leader will ask you if Mrs Cannon knows and if the medical permissions have been completed.
 - ⇒ All prescribed medication has to be in the original packaging with the prescription label on.
 - ⇒ All medication must be in date.
 - ⇒ If a child has medication in school, for example an inhaler, please ask the doctor to prescribe enough so we can keep one in school.
- We will always make sure that children with medical needs are never disadvantaged.