



FIRST AID & MEDICINE POLICY/GUIDANCE

Responsible: L Dandy / SLT

Status: Statutory

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has ensured that there are trained first aiders or appointed persons available to deal with incidents at all its sites and on any trips. The trip Co-Ordinator will check, as part of the risk assessment that either a First Aider or appointed person accompanies the trip or that the venue has First Aid arrangements that can be utilised on site if the need arises. The trained first aiders or appointed first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Our school's appointed persons or trained first aiders are listed on our training schedule and their names will also be displayed prominently around the school.

3.2 The local authority and governing board

The Royal Borough of Kingston has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Management Committee

The Management Committee delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

The headteacher is responsible, together with the School Business Manager, for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or the School Business Manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the SLT will arrange someone to contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone

- A portable first aid kit
- Information about the specific medical needs of pupils – Student initials only to identify
- Parents' contact details are not included as process requires member of staff to ring the office who will contact the parents directly.

Risk assessments/Packs will be compiled by the Educational Trips Co-Coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider or responsible person on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record (SIMS).
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Non-Prescribed Medicines

Staff are not permitted to administer non prescribed medication such as paracetamol to students without consent from parents/carers. Parents must complete the 'Administration of Medicines' form. Medication must be provided in its original packaging. A record will be kept each time medication is administered and a member of staff will notify the parent/carer.

Aspirin is not permitted unless it has been prescribed by medical practitioner.

Some medicines may be taken on educational visits however this should be discussed and agreed with School Trip Co-ordinator prior to the trip.'

8. Prescribed Medicines

Prescription Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day. Staff may administer prescription medicines, although there is no statutory or contractual duty for staff to do this. Parents must complete the 'Administration of Medicines' form – Appendix 1.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. This will include:

- Name of child.
- Name of medicine.
- Dose (in some conditions this may vary on a daily basis).
- Method of administration.
- Time/frequency of administration.
- Any side effects.
- Expiry date.

If this is not possible then medication should be kept in individual sealed boxes, with the student's name and expiry/return date of medication on the box.

9. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that these drugs are strictly managed between the school and parents.

Any medication handed over to the school will be recorded including the amount. Controlled drugs will be locked away with only specific named staff allowed access. Each time the drug is administered it will be recorded, including if the student refuses to take it.

If students refuse to take medication, school staff will not force them to do so but will inform the parents as a matter of urgency.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another person is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication will be recorded as being returned back to the parent when no longer required. If this is not possible it will not be thrown away but will be returned to the dispensing pharmacist.

10. Staff Indemnity

There is no statutory or contractual duty for staff to administer medicines. Consequently, to comply with this policy we have trained first aiders on each site who have agreed to carry out these duties.

Staff are fully indemnified against claims for alleged negligence providing they follow the guidance provided in this document and at relevant training courses. Malden Oaks is insured via RBK's Insurance Department.

11. Individual Healthcare Plans

Individual Healthcare Plans (IHCPs) will be prepared for students with medical conditions that are either high risk, or require medicines every day. These provide clarity about what needs to be done, when and by whom. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. Further information can be found in our Supporting Students with Medical Conditions Policy.

12. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

13. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Covid School Risk Assessment