



# First Aid and Medication Policy

## Legal Status:

- Complies with Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Complies with the Guidance on First Aid for Schools Best Practise Document published by the DfE.
- Complies with the Health and Safety (First Aid) Regulations 1981 (amended 1997)
- The School is mindful of its duty to report to the Health and Safety Executive (0845 3009923) any instances that fall within the Reporting Injuries, Diseases or Dangerous Occurrences Regulations Act 1995 (RIDDOR).

Kingswood School has an Appointed Person for the health and safety of the School's employees and anyone else on the premises. This includes all teaching and non-teaching staff, volunteers, children and visitors (including contractors). This person must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place

## Applies to:

- Whole School including EYFS

## Related Documents:

- Kingswood School Covid-19 Risk Assessment
- Welfare, Health and Safety Policy
- Administration of Medicines Policy
- First Aid Treatment

## Available from:

- the School Office

## Monitoring and Review:

- To be continuously monitored and reviewed by no later than two years from the date shown below.

Signed:  
Date Read: 6 Sep 2024

Acting Headteacher

Signed:  
30.09.24

Proprietor's Representative

## Introduction

This policy is designed to help to ensure that all children can attend school regularly and participate in activities.

This policy outlines the School's statutory responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The School complies with the Guidance on First Aid for Schools Best Practice Document published by the DfE. In order to comply with this best practice document, the School has a requirement for a minimum of three trained First Aiders who have satisfied the requirements of the "First Aid At Work" course. It is a requirement for all teaching and support staff to be trained in basic First Aid. However, staff should NEVER perform any First Aid Procedures that they have not been adequately trained to do.

All companies are required by The Health and Safety (First Aid) Regulations 1981 (amended 1997) to provide trained first aid human resources and treatment for staff in the event of injury or ill health at work. Although the regulations only require the employer to provide cover for staff, it is the School's policy to extend this cover to children and visitors.

## Definitions

- **First Aid**  
The arrangements in place are to manage initially any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.
- **Full First Aider**  
A person who has completed a full (3-day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.
- **Appointed Person**  
A person who has completed a 1-day course of emergency first aid from a competent trainer and holds a current certificate.
- **First Aid Kit**  
An easily identifiable box, with a white cross on a green background that contains as a minimum supply of in-date equipment.

## Contents:

Scissors	Steri-strips
Antiseptic cream	Bandages
Plasters, single and strip	Antiseptic wipes
Cotton wool	Sterile gauze
Disposable gloves	Eye washes
Slings	Dressings
Fever scan	Face masks

The Headteacher of Kingswood School must ensure that the appropriate number of first-aid containers are available according to the risk assessment of the site. (See HSE guidelines on recommended and mandatory contents.)

- All first-aid containers must be marked with a white cross on a green background
- Each school bus must carry a first-aid container
- First aid containers must accompany PE teachers off-site
- First aid containers should be kept near to hand-washing facilities
- Spare stock should be kept in school.
- Responsibility for checking and restocking the first-aid containers is that of the Health and Safety Officer.

Should a pupil feel unwell or be injured at school he/she will see the First Aid Officer or an appropriate deputy who will respond in accordance with the standard procedure.

Both a *full first aider* and at least one *paediatric first aider* will always be on the premises and a *paediatric first aider* will always accompany the EYFS children when using any specialist School facilities and during any offsite activity/education visit.

## **Hygiene/Infection control/HIV Protection**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

## **Medication/Medical Treatment:**

### **Policy on the Administration of Medicines during School Hours**

Parents are responsible for the administration of medicine to their children. For casual ailments it is often possible for doses of medication to be given outside school hours. In principle if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to the School to administer the medicine. In reality this is not realistic and the administration of medicine in Kingswood School falls within our remit for the Duty of Care for the children.

Generally, members of staff will administer medicine to children only at the request of individual parents and with precise instructions as to dosage. Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the child and handed to the School Office. All medicines must be clearly labelled with the child's name and dosage required and handed to the office by the parent/carer. If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvements would be purely on a voluntary basis. Therefore no member of staff is required to administer medication unless willing to do so.

The normal procedure is for any necessary medication to be given by designated persons. However sometimes arrangements are made (by agreement with the Headteacher of Kingswood School) for special circumstances to prevail- as in the administering of "Ritalin" for example. Staff giving medication need to be aware of any schedule requiring completion in the School Office. Where staff have indicated that they are willing to give a child Ritalin they need to be aware that there is a relating schedule for completion in the School Office. Where it is agreed that medication is kept at school, it must be named and locked in the medical cabinet or fridge in the medical room. In the case of life saving treatment/medication a letter from the child's doctor (GP or Consultant) must be required stating the child's condition and details of treatment/medication that the School may be required to administer.

For the School to agree to assist in long term medication:

- Parents must write to the School giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the School will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the School and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The First Aid Officer or an appropriate deputy will administer prescribed medicines in accordance with parental wishes. The First Aid Officer or an appointed deputy will also administer proprietary medicines as required and in accordance with a signed prior agreement. The First Aider or an appointed deputy is present at the School whenever pupils are in attendance.

Prescribed or preferred medicine should be brought to the First Aid Officer in the original container with the child's name and dosage instructions. If the medicine needs to be refrigerated the bottle should be placed in a plastic container labelled with the child's name.

Prescribed or proprietary medicine administered will be recorded in the day book detailing the child's name, dose and time given. Before medicine is given the day book will be checked to ensure that a duplicate dose is not given. With the exception of the First Aid Officer and appointed deputy, staff will not administer medicine of any sort. The First Aid Officer and other trained First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available in the First Aid room. And each classroom. Any action taken should be recorded in the day book. Accidents of a more serious nature should be recorded in the accident book and parents should be informed either by telephone or when they arrive to fetch their child. If an injury or illness involves spillage of body fluids gloves should be worn.

Children who use asthma inhalers, EpiPens and diabetic pens may keep these with them and store a spare in the First Aid room. Children are not permitted to carry medicines other than the above. All medicines brought to school must be handed to the First Aid Officer or their deputy.

Medicines held by the First Aid Officer, other than those refrigerated, will be held in a locked cabinet. The First Aid Officer will hold the key to the cabinet but administration staff will be aware of the location of the spare key. (Asthma inhalers, not held by the children, will not be locked away but labelled and available to the children concerned through consultation with the First Aid Officer.

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

The First Aid Officer is First Aid trained and has had specific instruction regarding some other health conditions. There are other staff in the School with current First Aid Certificates whose names are listed in the First Aid room and at Appendix 1 to this Policy. All First Aid qualifications are updated every three years in accordance with regulations.

### **Policy on First Aid in School**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. During lesson time first aid is administered by the class teacher or First Aid Officer. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come inside and request the assistance of the child's class teacher or first aider.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted. The Headteacher of Kingswood School will be a qualified first aider and will be responsible for taking control in the event of an accident or injury. All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept in the School Office. All details need to be filled in, including any treatment given

### **Aims**

- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To provide First Aid treatment where appropriate for all users of the School (with particular reference to pupils and staff)
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School

- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements

#### **The First Aid Officer's procedure for dealing with sick or injured pupils:**

1. Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
2. Comfort or advice as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature of any concerns if appropriate.
3. Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists. If child is in pain and four hours have elapsed since last painkiller provided, another may be given. Parents will be informed if a painkiller is given after lunch.
4. Record action taken in daybook.
5. If child is then well enough he/she will return to class.
6. If problem persists or there are doubts as to the seriousness of any injury then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child appropriate arrangements are made. If he/she is unable to fetch the child then with permission of the parent(s) the First Aid Officer may make arrangements for the child to travel home by taxi accompanied by a member of staff. She will always use the School's registered taxi company. Parents will be billed for any such taxi journey at the end of term.
7. If a severe illness or injury is suspected then the First Aid Officer will take the child to hospital or the emergency services will be called and administrative staff will contact the parents to inform them. No child under 14 years old will travel in an ambulance unaccompanied.
8. If any issue arises during treatment or discussion with the child that the First Aid Officer feels should be taken further, she will telephone or speak to the parents and/or the Child Protection Officer or most appropriate member of staff.

N.B. The First Aid Officer has a full and current First Aid at Work Certificate. The First Aid Officer is not, however, medically qualified and hence cannot give medical advice.

#### **Monitoring**

Accident records can be used to help the Headteacher of Kingswood School/Health and Safety Officer to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Headteacher of Kingswood School should establish a regular review and analysis of accident records. This policy will be reviewed annually.

#### **Reporting to HSE**

Statutory requirements: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23). The RIDDOR requirements for schools are detailed at Appendix 2. The following provides a summary of the essential elements of these requirements:

The Headteacher of Kingswood School must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records. The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than seven days;
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to:

- any school activity, both on or off the premises;
- the way the School activity has been organised and managed;
- equipment, machinery or substances;
- the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher of Kingswood School is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer. The Administrator will report the incident to HSE and also to our insurers.

### **Record-keeping**

Statutory accident records: The Headteacher of Kingswood School must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The Headteacher of Kingswood School must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Headteacher of Kingswood School must have in place procedures for ensuring that parents are informed of significant incidents.

### **Training and Assessment**

School staff will follow an agreed training programme, specifically addressing the Safe Administration of Children's Medication. Training must be provided either by the relevant local health agency or an accredited training agency. No member of staff may administer children's medication until they have joined the agreed training programme and successfully completed it. The Headteacher of Kingswood School is to make spot checks during the administration process and of Medication Files and Records.

### **Administration**

This first aid information is a sub-section of the School's Health and Safety Policy. Responsibility for health and safety rests with the Bursar. The First Aid Officer controls the first aid budget and has authority to purchase supplies. The first aid team currently consists of 11 qualified first aiders.

### **The role of teachers in supporting the first aid team**

Teachers should refer to the First Aid Officer only those pupils who have a current illness or injury. Pupils with ongoing medical issues should visit the First Aid Officer before school, during registration with tutors' consent, break and lunchtimes and immediately after school.

Teachers should:

- exercise their judgement when allowing pupils out of their lessons. Some pupils may have a tendency to malingering.
- ensure that pupils feeling unwell or sustaining minor injuries in morning/afternoon break or lunch break proceed to their normal lessons after that break, and not directly to the first aid room. It is the duty of their teachers in periods 2, 3 and 4 to decide whether to allow the pupil to report to the First Aid Officer.

In cases of emergency, please contact the First Aid Officer via the school office - extension 201.

Teachers organising offsite activities and educational visits will consult with Mrs Lilley to ensure appropriate access to first aid, whilst ensuring that daily first aid cover is not depleted. Teachers organising trips are responsible for ensuring that they have appropriate First Aid bag supplies and relevant medical information for all pupils on the trip.

Any member of the School community who perceives that he or she is dealing with an emergency requiring the immediate calling of an ambulance, for example, the onset of a heart attack or stroke, should phone for an ambulance immediately rather than wait until the First Aid Officer or an appropriate deputy appears.

### **First Aiders' responsibilities**

To provide cover in the First Aid Officer's absence and support at all other times as necessary.

To give first response treatment

To summon an ambulance through the School office, when necessary.

To inform the School office when pupils are too unwell to stay at school. The School office will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken.

In cases when the First Aider can see no medical reason for a child to go home, to inform a member of the Senior Management Team (SMT), who will decide whether or not the child should be collected by parents.

To notify the SMT when they suspect that a pupil is abusing the first aid system.

To keep a legible written record of attendances, with dates, times and treatment given and a signature of the First Aid Officer in the accident/incident book.

### **Reporting**

The First Aider should complete a record of first aid provision.

All injuries, accidents and illnesses, however minor, must be reported to the SMT and they are responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.

**School Accident and Illness book:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the SMT) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

**Accident report form:** The First Aider will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

**Reporting to Parents:** In the event of accident or injury, parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headteacher if necessary.

**Further Information:** For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.