



Medical/First Aid Policy 2021-2022

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1.1 Statement of intent and aims

The aims of our medical 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 outcome.
- Ensure all pupils make a positive contribution to school and the wider community.

This policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. Kelvin Hall School makes sure all staff understand their duty of care to children and young people and are confident in knowing what to do in the event of an emergency. The school understands that certain medical accidents/conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school understands the importance of medication and care being taken as directed by health care professionals and parents.

2.1 Statutory requirements including Legislation and guidance

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

1. [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.
2. [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.
3. [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.
4. [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.
5. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
6. [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.
7. [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3.1 The Local Governing Body responsibility

The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with who may need medical aid or pupils with medical conditions.

3.2 Roles and responsibility of the school

The school's appointed person(s) are Fiona Mason and Chris Sim. They 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.
- Supporting students with both short term and long term medical conditions. First aiders are trained

and qualified to carry out the role 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 or to definitive care to recover, where necessary in consultation with the student support team.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.

Our school has a List of Designated First Aider(s) for first aid and/or trained first aiders which is updated termly.

3.3 The Executive Headteacher / Head of School responsibility

- Ensuring that an appropriate number of Designated First Aider 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 and know what to do in an emergency situation.
- 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.
- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that all staff who need to know are aware of a child's specific condition.
- Take overall responsibility for the development of Healthcare plans.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.4 Whole school staff responsibility and Health care professionals

Supporting all during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical needs. Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Additionally all staff:

- Will ensure they follow first aid procedures.
- Will ensure they know who the first aiders in school are.

- Will complete accident reports for all incidents they attend to where a designated first aider is not called.
- Will Inform their line manager of any specific health conditions or first aid needs where appropriate.

3.5 Parental responsibility

Provide the school with sufficient and up-to-date information about their child's medical needs and any specific conditions

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, the First Aider involved or PYL will contact parents immediately.
- The first aider will complete an accident report record on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will wear full PPE and pay particular attention to sanitation measures immediately afterwards including washing their hands.

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.
- Parents' contact details.

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

In most circumstances there will always be at least 1 first aider on school trips and visits. This could be an adult from our school or at the venue.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5.1 First aid equipment

A typical first aid kit in our school will include the following and are compliant with BS-8599:

- 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 or in the First Aid room unless for students with medical conditions that require emergency medication or regular medication such as Insulin.

First aid kits are stored in:

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

6.1 Record-keeping and reporting

First aid and accident record log:

- A google accident form will be completed by the first aider 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.
- A copy of the accident report form will also be added to SMARTLOG (trust recording system).
- Records held in the first aid and accident folders will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of 6.2.

6.2 Reporting to the HSE:

The person responsible for Health & Safety at the school 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 first aiders 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:

- a. Death
- b. 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 scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
- c. 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
- d. 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)
- e. Where an accident leads to someone being taken to hospital
- f. 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

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>

6.3 Notifying parents

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Head of School/Executive Headteacher or Deputy Headteacher (DSL) will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School/Executive Headteacher or Deputy Headteacher (DSL) will also notify the Local Authority Safeguarding Lead of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they wish to do so.

All first aiders must have completed a suitable accredited first aid 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.

8.1 Administration of Medication within First Aid

Kelvin Hall School is an inclusive community that welcomes and supports pupils with medical conditions. Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

The Governors and staff of Kelvin Hall School wish to ensure that students with medical needs receive proper care and support at school. The Head of School/Executive Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed, emergency or necessary medications during the school day where those members of staff have volunteered to do so. Medication will only be received in school if it has been prescribed by a doctor or on the written request of a parent. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered in its original container and handed directly to an appropriate member of staff in the first aid room, as designated by the SLT. Where the student travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the student, including medication for administration during respite care.

Each item of medication must be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication which are in unlabelled containers. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medical cabinet. Emergency medications such as Salbutamol (Ventolin) inhalers or Adrenaline Autoinjectors (Epipens, Anapens, Jext) MUST NOT be locked away. On request, the school will provide parents/carers with details of when medication has been administered to their child. Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary, under staff supervision. Parents/carers will be asked to confirm in writing or by Google Form if they wish their child to carry their medication with them in school. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication.

8.2 Roles and responsibilities of administering medication.

- Parents are responsible for ensuring emergency medication stored in school is in-date.
- The First Aid Officer - under the supervision of the relevant member of the Senior Leadership Team will regularly monitor that stored medication is in-date, taking action as appropriate.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the school.

- The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.
- It is the responsibility of the First Aider providing medication to ensure relevant policies and guidelines are followed, and relevant documentation completed. These include the recording and checking in of all medication and regular checking of medication dates.

All medication will go home at the end of each academic year and will need to be returned in September by parents/carers.

8.3 Written statement of principles

- Every pupil understands they have the right to attend school and feel safe, valued, respected.
- All pupils, staff and visitors are free from any form of discrimination.
- Staff and volunteers should set an excellent example to pupils at all times.
- The application of this policy should be understood by pupils and staff.
- Pupils should be supported and guided to take responsibility for their actions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

9.1 Links with other policies.

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Supporting pupils with medical conditions policy
- Visits policy
- SEN policy
- Equal Opportunities Policy
- Accessibility Plan
- Child Protection Policy
- Attendance Policy
- Safeguarding Policy
- SRE Policy

10.1. Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they make a formal complaint via the school's complaints procedure on the school website

The school has the following documentation in school:

- List of Designated First Aider(s) for first aid and/or trained first aiders
- Accident report form for serious injuries/medical assistance
- First aid training log