



First Aid and Medicine Policy

First aid is the treatment of minor injuries, which do not need treatment by a professional medical practitioner or the actions taken to preserve life or minimise the consequence of injury until such medical help arrives. First aid does not extend to giving medical treatment or medication such as pain relief.

Aims

- To provide a safe, positive learning environment in which children grow, flourish and thrive both emotionally and physically
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every children and adult to take responsibility for their health needs

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.



Roles and responsibilities

The Somerset Road Education Trust board of trustees has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The appointed person is the Headteacher, Gareth Flemington.

The appointed person takes charge when someone is injured or becomes ill. The appointed person also ensures that an ambulance or other professional medical help is summoned when appropriate. Catherine Preshaw, Teaching Assistant/HLTA, looks after the first aid equipment and ensures that there is a plentiful supply of first aid equipment.

All of our first aiders have completed a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance or other professional medical help is called.

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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

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 Headteacher or a member of staff he instructs to do so if he is dealing with a casualty, will 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

General injuries

There is a first aid box kept in each corridor. There are also medical supplies in the large box besides the SENCO's office (East Corridor). These boxes are stocked for children's minor first aid treatment e.g. wipes, plasters etc.

First aid for children is generally limited to the use of cold water, compress along with reassurance/care and/or plaster (after checking the child is not allergic). All types of first aid given should be recorded in the first aid book (in box next to SENCO's office). Most first aid incidents may be dealt with outside in the playground and generally children are only sent inside for head injuries, suspected breaks or bleeding.

If there are suspected breaks/fractures, severe sprains or heavy bleeding or severe bumped heads in curriculum time, this should be referred to the school first aiders. Any other incident can be treated in the classroom or by the emergency TA.

Head injuries

All head injuries including bumped heads, should be reported to the first aider and the following procedure completed:

- Report child to first aider – Catherine Preshaw or Gareth Flemington
- Complete head injury letter, accident book and apply dated sticker to child
- Inform the teacher personally
- If the head injury is serious a phonecall is often made to a parent to notify them and give them the option to see for themselves
- If the school deems it necessary we will call 999 for a paramedic or ambulance after appropriate advice e.g. 999 caller, NHS 111

Anaphylaxis

Information concerning children who suffer from anaphylaxis is displayed prominently in the staffroom. If anaphylaxis shock is suspected, action should be taken immediately following specific training and instruction stated in the child's information pack.

1. Calm child (ask another adult to ring 999 and parents)
2. Administer epipen
3. Phone 999 and parents if not already done
4. If no improvement after 5 minutes, administer second epipen
5. The child must be taken to hospital (with used and unused epipens)



Relevant staff in the child's class are trained annually in procedures of anaphylaxis in conjunction with the school nurse team (Wiltshire)

Asthma

Children suffering from asthma should be encouraged in their independence concerning their condition.

- They should know when they need their inhaler
- They should administer their own medication

Class teachers are responsible for ensuring that inhalers are easily accessible during PE lessons and that they are taken on all school trips and offsite activities.

Points to Remember

- Children cannot overdose on Ventolin (about 200 puffs would be dangerous).
- Staff should be aware of when children are using their inhalers

Long-term conditions

- Children suffering haemophilia, epilepsy, diabetes etc. will have equal access to the curriculum.
- The school will consider each individual case with the parents to make appropriate provision.

Administration of medication

Short-term prescriptions

As a school, we do not automatically administer short term prescribed medication. Parents are advised to ask their doctor for an antibiotic that can be taken around the hours of the school day or to come and administer the antibiotic themselves. We always endeavour to discuss and do what is best for the child.

Long-term medication

Children with long-term medical conditions may require medication during the course of the school day. Where this is the case, an individual healthcare plan for the child will be completed by the SENCO and parents. More information about individual healthcare plans can be found in the school's supporting pupils with medical conditions policy. Parents must complete the parental agreement for the school to administer medication form (appendix 2) detailing the medication and frequency. The school will support pupils with medical conditions but no member of staff is obliged to administer medication. Training in administering of specific medications and dosages will be given to all staff involved with administering the medication.

Record keeping

A first aid log is kept in school and all injuries (except for minor grazes) are recorded. An additional first aid book is held in the school office to record accidents and injuries involved



staff and also significant injuries involving children, where they have need further medical attention. Records of injuries and first aid treatment given need to be completed by the member of staff who deals with the incident.

Reporting

Notifying parents

Parents are notified of bumps to the head through a letter and a sticker on the child. We do not notify parents about small cuts and grazes to the arms and legs if they have been sustained through normal trips and falls on the playground. If children sustain a bump to their teeth, we phone parents immediately to make them aware of what has happened. If a child requires first aid beyond cleaning and covering, we contact parents to inform them.

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 Headteacher 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>

Off-site activities

On every off-site visit there is a nominated first aider. All necessary first aid equipment will be carried by a qualified first aider.

Appendices

Appendix 1: Parental agreement for school to administer medication

Appendix 2: Record of medicine administered to an individual child

This policy should be read in conjunction with Somerset Road Education Trust's health and safety policy, the school's supporting pupils with medical conditions policy and the school's risk assessment policy.



APPENDIX 1

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]



The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



APPENDIX 2

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Record of medicine administered to an individual child (continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			