

POLICY TITLE: First Aid and Medicine Administration Policy

STATUS: Statutory

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## Contents

1. Aims.....	1
2. Legislation and guidance.....	1
3. Roles and responsibilities.....	2
4. First aid procedures .....	3
5. First aid equipment.....	4
6. Record-keeping and reporting .....	5
7. Training.....	6
8. Monitoring arrangements .....	7
9. Links with other policies .....	7

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## 1 Aims

The aims of our First Aid policy are to:

- Ensure the health and safety of all staff, students 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](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 students.

### **3 Roles and Responsibilities**

#### **3.1 The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the College, but delegates responsibility for the operational matters and day-to-day tasks to the Principal.

#### **3.2 The Principal**

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

- Ensuring that the College carries out a First Aid Needs Risk Assessment and ensure that adequate first aid personnel and equipment are provided for all activities.
- Ensuring that an appropriate number of first aid trained staff are present in the College at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remaining competent to perform their role.
- Ensuring that all staff are aware of first aid procedures.
- Ensuring that appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that leaders 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 students.
- Reporting specified incidents to the HSE when necessary (see section 6).

#### **3.3 Lead First Aider**

The College's appointed Lead First Aider is our Student Services Administrative Assistant who is responsible for:

- Ensuring that all staff know who the trained first aiders are and that their names are displayed prominently around the College
- 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.
- Ensuring that students with medical conditions have an Individual Healthcare Plan (IHCP) in place. This is to record important details about a child's medical needs whilst in school,

their triggers, signs, medication and other treatments. IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

- Ensuring that all medication administered is recorded.
- Ensuring that all medication provided is kept in secure and locked cupboard.
- Maintaining an inventory of all medication received and returned.
- At the end of the college year (or when required), returning all medication and receiving a new supply, if required, for the child at the start of the new college academic year (or when required).
- Acting as a first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending students home to recover, where necessary.
- Ensuring that an accident report is filled out on the same day, or as soon as is reasonably practicable, after an incident.

### **3.4 First Aid Trained Staff**

First Aid trained staff will be responsible for:

- Under-going the relevant training and refresher training when needed.
- Acting as a first responder to any incidents that are brought to their attention; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Responding to a first aid incident in line with the training that they have received, calling for support of an additional trained first aider if required.
- Ensuring that an accident report is filled out on the same day, or as soon as is reasonably practicable, after an incident for which they have been the first responder.
- Where appropriate, wearing the relevant PPE equipment.
- Ensuring that the Estates Team are directed to clean up any areas where necessary following an accident or injury.

### **3.5 College Staff**

College staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Principal of any specific health conditions or first aid needs that a student has, if known.

## **4 First Aid Procedures**

### **4.1 In-college 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 student is too unwell to remain in College, parents or carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or carers.
- If emergency services are called, the first aider or relevant lead member of staff will contact parents or carers immediately.
- The first aider or 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.
- College staff are not permitted to administer pain relief such as paracetamol. However, if the student does require pain relief, their parent or carer can provide this and it can be securely stored on site with the Lead First Aider. The date and time of when the medication is administered will be recorded.

#### **4.1.1 During coronavirus**

First aiders will follow Health and Safety Executive (HSE) guidance. 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 pay particular attention to sanitation measures immediately afterwards including washing their hands.

#### **4.2 Off-site procedures**

Risk assessments will be completed prior to any educational visit that necessitates taking students off College premises. When taking students off the College premises on an enrichment activity, there will always be at least one trained first aider accompanying them.

Staff will also ensure that they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents and carers' contact details

#### **4.2.1 During coronavirus**

We will take account of any government advice in relation to educational visits.

### **5 First Aid Equipment**

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

- A leaflet with general first aid advice

- Contents List
- Disposable Gloves
- Face Shield
- Plasters
- Medium Sterile Dressing
- Large Sterile Dressing
- Triangular bandage
- Adhesive tape
- Safety pins
- Antiseptic wipes
- Scissors
- Burns Dressing
- Foil Blanket
- Sterile Eye Wash
- Steristrips
- Sickness Bags

No medication is kept in first aid kits.

First aid kits are stored in:

- Main Reception
- Medical Room
- The Masque
- Sports Centre
- English Learning Centre
- Humanities and MFL Learning Centre
- Maths Learning Centre
- Science Learning Centre
- Sixth Form Centre
- Food Technology Room
- Technology Learning Centre (2 kits)

Defibrillators

- Visitors' Reception
- Sports Centre
- Masque

## 6 Record-keeping and reporting

- An accident form will be completed by the first aider or 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 will be supplied when reporting an accident.
- Records held in the accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.
- The College 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 College 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 scalding 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 the College 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 Training

All College 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 College 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 Monitoring arrangements**

This policy will be reviewed by the Governing Body at least annually or when legislation changes.

## **9 Links with other policies**

- Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- Children with Health Needs Who Cannot Attend School Policy