



## MEDICAL AND FIRST AID POLICY

**This policy must be read in conjunction with the policy – Supporting Pupils with Medical Conditions**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc. Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The following documentation is also related to this policy:
- Equality Act 2010: Advice for Schools (DfE)

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We ensure that the majority of our teachers (those who join and do not have a certificate and enrolled in the next available course)

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or Auto injectors.

If a child is prescribed an EpiPen, Jext or Emerade for use in serious allergies or emergencies we ensure that members of staff receive the appropriate training by a clinician.

Parents are asked to provide the school with an Auto-Injector and copies of its prescription, together with clear written instructions from the diagnosing clinician.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **AIMS AND OBJECTIVES**

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **ROLE OF THE PRINCIPAL**

The Principal has:

- delegated powers and responsibilities to the Bursar to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place;
- ensure that the nominated person is suitably trained and has sufficient time to undertake their role;
- organise training for all school personnel in first aid arrangements;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff.

### **ROLE OF THE NOMINATED PERSON**

The nominated person will:

- organise and maintain the medical room as suggested by HSE:

- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure school personnel are aware of the specific health needs and disabilities
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- ensure first aid notices are displayed in the appropriate places;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor.

#### **ROLE OF FIRST AID STOCK CHECK (Miss Tighe)**

- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
  - *a leaflet giving general guidance on first aid;*
  - *individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);*
  - *sterile eye pads;*
  - *individually wrapped triangular bandages, preferably sterile;*
  - *safety pins;*
  - *large sterile individually wrapped unmedicated wound dressings;*
  - *medium-sized sterile individually wrapped unmedicated wound dressings;*
  - *disposable gloves.*

#### **ROLE OF SCHOOL PERSONNEL (all teaching and support staff)**

All school personnel must:

- be aware of first aid arrangements;
- be responsible for administering any First Aid needed to children in their care.
- ensure all accidents and injuries are recorded and reported;
- ensure the appropriate medical resources (asthma inhalers, insulin, auto-injectors) are available for those pupils with specific health needs at all times; (form Teachers)
- determine the level of provision:
  - *at breaktimes and lunch times*
  - *when school personnel are absent*
  - *for all educational visits and sporting activities*
  - *for curriculum activities*
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- inform parents of any accident especially head injuries and of any first aid administered;
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

## **ROLE OF PUPILS**

Pupils will:

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council.

## **ROLE OF PARENTS**

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child.

## **RECORDING ACCIDENTS AND INJURIES**

All accidents and injuries will be:

- recorded in the Accident Book with all details given; and
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE). Serious injuries should be reported to Ofsted following the list published in the government guidelines. Guidance on reporting children's accidents and injuries.[www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries](http://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries)

## **TRAINING FOR SCHOOL PERSONNEL**

All school personnel:

- have equal chances of training, career development and promotion;
- receive training related to this policy on induction which specifically covers:
  - *Health and Safety*
  - *Basic first aid*
  - *Medical care*
  - *Dealing with emergencies*
  - *Safeguarding and Child Protection*
  - *Administering Medicines*
  - *Hygiene*
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction.

## **EQUALITY IMPACT ASSESSMENT**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**MONITORING THE EFFECTIVENESS OF THIS POLICY**

The practical application of this policy will be reviewed annually or when the need arises by the Principal, in consultation with the Senior Management team.

<b>Principal:</b>	<i>E. J. Liffen Surge</i>	<b>Date:</b>	January 2023

**REVIEW DATE: January 2024**