



Subject: <b>First Aid and Assisting with Medication</b>	Number: <b>POL00119</b>
Approved by: <b>Managing Director</b>	Type: <b>Policy</b>
	Issued: <b>October 2021</b>
	Revision: <b>2.3</b>
	Effective: <b>September 2024</b>

## 1. Objectives

**IMPORTANT NOTE**

All accidents and injuries occurring at the premises, including any sustained through physical violence must be formally recorded. Serious accidents, incidents and dangerous occurrences or near misses under must be reported under RIDDOR.

### 1.1 Overall Aims

The Robert Holme Academy recognises its duty of care to its staff, pupils and visitors and recognises compliance with statutory regulation for health and safety as a legal requirement.

The Robert Holme Academy aim to provide appropriate support and intervention with first aid and assisting with medications for those with disabilities, chronic conditions and in medical emergencies.

However, our aim is always to maintain excellence in health and safety and, as far as is possible, avoid accidents and injuries in the workplace, by taking appropriate precautions, while maintaining effective training systems equipment and practices for providing immediate first aid should an incident occur.

The Robert Holme Academy will ensure that first aid is given to pupils, staff, visitors, parents, carers, volunteers, agency staff and any persons engaged in support activities, if they become ill or are injured either on or off site.

## 2. Scope and Applicability

This document specifies the policy and mandated responsibilities necessary to ensure the welfare, health and safety of everyone attending the Robert Holme Academy, including the provision of first aid and any assistance required with administering medications.

This policy applies to all members of staff and pupils attending the Robert Holme Academy, along with any visitors including parents/carers, contractors, and all other guests.

## 3. Procedures

### 3.1 Responsibilities

#### 3.1.1 Responsibilities of the Managing Director

The Managing Director has overall responsibility for health and safety within the Robert Holme Academy and fulfils the statutory duty to appoint one or more competent person(s) to ensure the we establish and maintain the necessary controls needed to comply with the requirements and prohibitions imposed under statutory provisions.



In this capacity, the Managing Director will:

- ensure policies, procedures, systems, guidance and working practices are freely available and are compliant, and up to date, with legal obligations for health and safety;
- co-ordinate their implementation of the health and safety policies and practices and monitoring their effectiveness in meeting obligations, including the provision of first aid training and equipment;
- ensure reporting and investigation of all accidents and incidents are completed to identify learning or improvements needed to maintain adequate levels of safety;
- ensure that all staff are accountable for health and safety in areas of their control and compliance is monitored;
- review ongoing compliance and ensure any corrective or preventive actions are taken to mitigate risks and potential hazards are completed within a timely manner;
- coordinate any necessary activities with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters, including reporting of injuries diseases and dangerous occurrences (RIDDOR).

The Managing Director also personally delivers health and safety training during the induction program for new members of staff. The training stresses the importance of the health and safety, the need for personal responsibility in all aspects of health and safety, along with the corresponding systems and controls implemented within the organisation to minimise the risk of accidents and the spread of disease.

Training also explains the arrangements for first aid and the procedures for assisting with medications.

The Managing Director also has overall responsibility for maintaining first aid supplies and stocks.

### **3.1.2 Responsibilities of the Headteacher**

The Headteacher has a primary responsibility for the implementation of our health and safety practices and for monitoring their effective implementation on a day-to-day basis. As part of this the headteacher is responsible for the selection of any First Aider(s).

The Headteacher ensures that candidates for first aid training are physically and educationally suited and are willing to undergo training and act as a qualified first aider. The Headteacher ensures that candidates are fully briefed on the role and requirements of being a First Aider.

The Headteacher will therefore:

- ensure sufficient staff are adequately trained in our health and safety related policies, procedures, systems and working practices and make arrangements to inform staff and pupils, of relevant safety procedures;
- be aware of and oversee the reporting of injuries disease and dangerous occurrences in line with Regulations 2013 (RIDDOR), in conjunction with the Managing Director;
- maintain an adequate supply of first aid resources, and will check supplies on a regular basis;
- ensure that health and safety matters are embedded within the curriculum to ensure that all learning activities are conducted in a safe manner that minimise the risk of accidents;
- ensure staff are competent in the tasks they are undertaking and are aware of the health and safety practices and do not behave in a way that would endanger themselves or others;
- ensure, at all times, that classrooms, learning environments and other areas of the premises have safe and appropriate equipment and resources;



- ensure staff are provided with all necessary equipment and resources to undertake their role safely;
- ensure that all unsafe practices are stopped immediately or modified in order to render them safe;

### 3.1.3 *Responsibilities of all Staff*

All staff are responsible for making sure that they are aware of, and comply with, all safety rules, policies and procedures for safe working practices that are implemented including the material provided in this policy, the current Health and Safety policy and the Health and Safety handbook.

Similarly, all staff must take reasonable steps and avoid taking risks to ensure their health and safety at work and those who may be affected by their acts or omissions. This includes, but is not limited to:

- effectively supervising and protecting all staff, pupils and visitors they are responsible for;
- making sure their workspace and surroundings are safe, including ensuring all safety-related instructions are complied with;
- checking all equipment is safe before using it or allowing anyone else to use it;
- ensuring that walkie talkies and other personal safety equipment is charged, on-hand and used in line with procedures;
- report immediately, or as soon as reasonably practicable, and defects noticed with equipment, machinery, fittings, security devices, etc.;
- using all personal protective equipment provided and as required to prevent injury;
- ensuring pupils, visitors, contractors or new staff members (who have not completed the induction process), are not left unsupervised anywhere within the premises;
- ensuring no pupil is left unsupervised;
- minimise the need for isolated working and one-to-one teaching without others present.
- exercising high standards of cleanliness and ensuring workspaces and the premises in general are kept clean and tidy;
- knowing and following the current first aid policy and supporting procedures;
- complying with the dress codes in order to conform with safety and hygiene standards;

Staff are required to seek guidance from a assigned First Aider if they have any concerns regarding the health of a pupil, member of staff or visitor.

### 3.1.4 *Responsibility of all Pupils*

All pupils are also expected to comply with the Robert Holme Academy rules to ensure they act safely around the premises and when offsite.

While pupils are not expected to know or appreciate the details and complexities our health and safety systems and practices, they are expected to understand and uphold the principles of health and safety and take all necessary precautions to protect themselves and others from accidents.

Pupils are encouraged to report any potential hazards and concerns they have and these should be dealt with sympathetically and appropriately.

Pupils are expected to listen to and follow all safety instructions given by staff immediately and without question.

Pupils are encouraged to bring attention to a member of staff if they have an accident, feel unwell or notice another pupil is feeling unwell.



### 3.1.5 *Responsibilities of a First Aider*

The First Aider must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice. First aiders are required to complete training courses approved by the Health and Safety Executive (HSE).

First Aiders ensure their own immunisations are up to date and report any illness or injuries that may hinder their ability to offer first aid support.

The First Aiders role is to administer first aid up to, but not exceeding the level of their training. As part of their role, the First Aider must:

- give immediate help to casualties with common injuries or illnesses and those arising from incidents;
- when necessary, ensure that an ambulance or other professional medical help is called;
- ensure up to date records of any first aid treatment given is recorded in the accident book and in pupil files;
- make sure parents are contacted following an accident or medical incident;
- take immediate action to ensure all spillages of bodily fluids are cleaned up quickly, following appropriate guidelines;
- report immediately to the Headteacher or Managing Director any incidents that require a pupil, visitor or staff member to go home or to hospital;
- regularly check first aid kits and ensure these are fully stocked and fit for purpose.

The first aider is also responsible for reporting reportable accidents as soon as possible to the Headteacher after dealing with the immediate effects.

### 3.2 *Availability of First Aid*

First aiders include members of staff who have training in specialist areas such as:

- assisting with medication;
- diabetic awareness;
- defibrillator training;
- use of epinephrine pens (EpiPen);
- epilepsy awareness and associated medications.

Only first aiders issue plasters. Pupil records are checked to ensure parental permission has been granted to administer plasters and ensure the pupil does not have an allergy to plasters before they are administered.

First aid boxes are available around the premises. There are first aid boxes in the upstairs office, kitchen and office/medical room. There is also a 'trips' box stored which is stored in the office for use when on trips and visits.

The kitchen first aid box has blue coloured plasters that are used to avoid potential contamination while preparing meals.

First aid boxes are checked every week by an assigned First Aider to ensure they are located in the right position and are fully stocked. Any used or missing items are replaced immediately.



**3.3 *First aid Protocol***

The first aid room is the staff room and office located on the ground floor. Facilities including a sofa-bed, bedding (blankets and pillows) and first aid boxes are available at all times in case of emergency, along with a hand wash basin and personal protective equipment (PPE). Additional stocks of PPE are available in the ground floor store cupboard.

Pupils can contact a First Aider directly or be referred by a member of staff if they have an accident that requires treatment, or they feel unwell.

A pupil who is concerned about an injury that occurred outside the premises is dealt with in the same way as any other injury. In serious cases, parents/carers are contacted, and safeguarding authorities are informed, in line with the Safeguarding & Child protection Policy.

If staff or pupils are unsure on how to contact a first aider for support, they should go either to the main office or Headteacher.

First Aiders assess every situation and recommend a course of action. If a first aider is unsure, they will seek advice from another first aider or call 111 for guidance.

If it is recommended that a child goes home or to hospital, the first aider or Headteacher informs parents/carers about the proposed actions.

If an injured pupil needs to go home, the First Aider will inform the main office, who should send the information immediately to the pupil's teacher.

First Aiders will issue a formal head injury letter in every case where a head injury has occurred, and contact parents/carers immediately to inform them about incident. Parents are expected to return a signed acknowledgement within 24 hours.

Any used first aid boxes are refilled as soon as possible by the First Aider that has used the equipment. A stock of extra first aid is stored in the main office. If stocks are low, first aiders must inform the Headteacher to replenish stock. The Headteacher also disposes of and replaces first aid equipment and stock that is beyond its expiry date.

**3.4 *Medical Emergencies***

A first aider is contacted immediately in the case of a medical emergency. If the person is seriously injured, they should be left where they are but should be protected from the weather and kept warm.

If an ambulance is required, any member of staff can accompany the pupil to hospital, but the pupil's Teacher and the parents/carers are informed immediately. 999 and other emergency calls can be made by any staff.

If the decision is made to call an ambulance, the first aider with the injured person will make the call from a mobile to enable them to give as much information as possible. Where possible, another staff member should contact the main office immediately to inform them that an ambulance has been called, along with the name of the injured person. In the case of this being a pupil, the office or a member of the senior leadership team calls the parents/carers.

Staff may only use their own transport to take a sick child if properly insured and in line with the guidance in the staff handbook.

Any member of staff accompanying an ambulance may order a taxi for the return trip if alternatives are not immediately available. Reasonable expenses, including travel and any meal costs, are repaid at the discretion of the Managing Director.

**3.5 *Reporting Accidents***

All accidents to staff, pupils and visitors must be reported and recorded in accordance with Health and Safety regulations. Accidents involving pupils are also recorded electronically within individual pupil files using a First Aid Record sheet.



Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Headteacher will ensure that the Health and Safety Executive is informed of reportable incidents.

All records of incidents/accidents/first aid are written up in the Accident report book, which is held in the main office. Incidents involving pupils are also logged in their pupil file. The book is updated as soon as possible after the incident by the First Aider.

The current accident report book is stored in the main office. Accident records, including archived accident report books are stored for a minimum of 3 years.

Accidents and first aid should also be reported to parents on every occasion. First Aiders can call home, send a letter or an email, depending on the circumstances of the incident. This is done as soon as possible after the incident.

### 3.6 *Pupils with Reported Medical Conditions*

Pupils who have specific medical conditions have all the information about their condition held on a Medical Form in their file. Particular attention is given to pupils who need regular medication or who may require special treatment in the event of an emergency. This is necessary to ensure that suitable arrangements are made to administer medication. Conditions requiring close attention include, but are not limited to:

- attention deficit disorders;
- asthma;
- epilepsy;
- diabetes mellitus;
- allergies (see below); etc.

All nominated First Aiders are briefed about the medical conditions of pupils, along with any updates that are received from parents.

A risk assessment is completed for any pupil that has either a temporary or permanent medical condition that may cause them to be at risk while on the premises. The risk assessment is communicated to all staff as required. A copy of the risk assessment is available for parents/carers so that they are aware of support and planned actions that have been put in place to support the pupil. The risk assessment will be reviewed on a regular basis.

Medical records also detail any medication that is required by the pupil and when this should be administered during the day. Further information may guidance on the action to be taken in case of a medical emergency related to their specific medical condition and how a First Aider and medical professionals such as an ambulance crew need to respond to an emergency.

### 3.7 *Nuts, Allergies and Dietary Requirements*

Allergies and dietary requirements are noted on the pupil health form which is completed on application to the Robert Holme Academy. Information for new starters must be received before commencement to ensure all necessary precautions are taken and all dietary requirements are catered for. A copy of the pupil health for is kept in the pupil's file.

It is a parents responsibility highlight any specific allergies or dietary requirements that the pupil has. Parents must inform us of any changes regarding the pupil's allergies or dietary requirements immediately these have been identified.

Where possible, a documentation and guidance from the pupil's doctor(s) should be provided to ensure the pupils needs can be catered for.





We have a strict no nuts or nut products on site policy which is applicable to all pupils, staff and visitors. Parents and staff must always be vigilant and ensure any food that comes onto the premises is nut free. Visitors and contractors are also briefed on entry that they must not bring nuts or nut products onto the site. Staff must be informed if a pupil has any food or environmental allergies and may be at risk of an anaphylactic reaction. A risk analysis is completed for that pupil to fully document the nature of the allergy and identify appropriate mitigating actions. An epinephrine pen (EpiPen) should also be provided for emergency treatment in these circumstances.

### 3.8 *Diabetic Awareness*

Basic training on the symptoms and treatment of diabetes mellitus is provided. Additional training is provided where staff may be supervising a pupil with diabetes mellitus, particularly for pupils with type-1 diabetes who require the administration of regular insulin doses.

Training includes the instruction on how to recognise the signs and symptoms of low blood sugar (hypoglycemia) and how it is treated.

### 3.9 *Anaphylaxis*

If a pupil, member of staff or visitor appears to be suffering an Anaphylaxis reaction staff should take immediate action to treat the individual. This may include the use of an epinephrine pen (EpiPen). However, except in extreme circumstances, epinephrine pen (EpiPen) doses should only be administered by staff who have been trained in their use.

Anaphylaxis is a medical emergency and can be life-threatening. An ambulance should therefore be called immediately in all cases where Anaphylaxis is suspected, particularly if the pupil or member of staff has a record of possible allergic reactions.

### 3.10 *HIV/AIDS*

The Robert Holme Academy must be informed a pupil has, or is at risk of, HIV/AIDS. Further guidance will then be obtained regarding any additional precautions that are required to prevent transmission. As far as possible information about the pupil is kept confidential, however staff will be briefed on the required medical precautions.

A separate risk assessment will also be completed to identify what arrangements, if any, need to be taken to provide bespoke support.

### 3.11 *Assisting with Medication*

Controlled medication will only be accepted and administered by staff if it has been prescribed by a Doctor and is provided with full written and properly authorised instructions for use.

Medications must be provided in their original containers with NHS or dispensary labels providing details of the pupil they are intended for. These must be handed to a member of staff by a responsible adult so that they can be stored securely. Pupils are not permitted to bring medication onto the premises themselves.

Medications are only accepted if they are accompanied with a clear authorisation for use, along with supporting documentation stating:

- the name of the medication;
- storage instructions;
- dosage and time of administration;
- date of dispensing and expiry date;
- contact details for the prescribing doctor or Family doctor in case further information or guidance is required.

Over-the-counter medicines are not permitted and are not to be administered by staff.



A private room is used by First Aiders providing medication and by pupils who require self-administered treatment who will be monitored by First Aiders.

Staff member must not administer medication unless authorised to do so. The management team is responsible for overseeing and authorising the administration of medication.

A Medicine Administration Record (MAR Chart) is used to record any medication provided. This is completed by the First Aider immediately after the medication has been provided. Medicine Administration Records are maintained in a secure location after completion.

If a pupil requires medication for a long-term condition, then each individual case will be considered, and appropriate procedures are put in place to support the pupil.

If off site for a trip or activity, the trip leader will be provided with the medication and instructions for administering, provided it is safe to do so.

Medications kept on the premises are stored in inside a locked first aid cabinet (or fridge) in the main office and are dispensed by a member of the management team.

### **3.12 Educational Visits**

A risk assessment is undertaken for all off-site trips. The risk assessment is used to evaluate all exposures including potential medical risks. As with all risks assessments, mitigating actions are identified to minimise the likelihood of accident or medical emergency while making appropriate provisions for safeguarding participants.

The visit leader must ensure that a trip first aid box is collected from the main office, along with any other equipment which is recommended by the risk assessment. The visit leader is responsible for ensuring that the first aid pack and equipment is sufficient for the trip. All visits must have a first aider in attendance. Medication cannot be issued by any member of staff other than a qualified First Aider.

Any incidents requiring first aid should be reported back to the main office as soon as possible to ensure parents can be informed and the incident logged.

Serious accidents or near-misses are reported according to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements (above).

### **3.13 Headlice**

Robert Holme Academy is aware of the national problem of head lice and how it can sometimes affect young children at home and in school.

Staff take appropriate precautions to minimise the potential spread of headlice and will alert parents via letter, email or wristband<sup>1</sup> if an outbreak is noted on the premises and will provide current information encouraging parents to seek advice on treatment for the pupil and immediate family.

We also request that parents assist us in reducing the number and severity of outbreaks by undertaking weekly and, when necessary, daily checks to ensure pupils are not affected.

In cases where a pupil is affected parents are asked to seek advice from a medical practitioner (such as General Practitioner or Pharmacist) about approved medications and treat the pupil and other family members in the recommended manner.

Parents of children with repeated or severe occurrences of headlice will be asked to treat their children thoroughly before returning them.

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<sup>1</sup> Disposable paper wristbands with short messages may be used from time to time to ensure, as far as possible, that appropriate information is received by parents.





### 4 **References**

This policy has been developed in line with the following policies and we comply with this guidance set out in the policies.

1. The Health and Safety at Work Act 1974, available at: <https://www.hse.gov.uk/legislation/hswa.htm>
2. The Education (Independent School Standards) Regulations 2014, available at: <https://www.hse.gov.uk/services/education/index.htm>
3. HSE Education, available at <https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>
4. Roles and Responsibilities (HSE The Role of School Leaders who does what), available at <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>
5. Control of Substances Hazardous to Health (COSHH) Regulations 2002, available at: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
6. Health Protection (Notification) Regulations 2010, available at <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>
7. The Management of Health and Safety at Work Regulations 1999 (as amended) Construction (Design and Management) Regulations 2015.
8. Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1988.
9. Health and Safety (Display Screen Equipment) Regulations 1992.
10. Regulatory Reform (Fire Safety) Order 2005
11. HSE publication HSG65 Successful Health & Safety Management.
12. Health & Safety at Work Regulations 1999 available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)
13. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, available at: <https://www.hse.gov.uk/riddor/>
14. Health and Safety (First Aid) Regulations 1981, available at: <https://www.hse.gov.uk/pubns/books/174.htm>
15. School trips and outdoor learning activities, available at: <https://www.hse.gov.uk/services/education/school-trips.pdf>
16. Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers, available at: <https://www.hse.gov.uk/pubns/edis1.pdf>
17. Guidance on First Aid for Schools, available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)