

# Eaton Bank Academy

## First Aid Policy

including Supporting Students with Medical  
Conditions



**Approved by SID Committee April 2023**

**Next review due April 2024**

This policy will be reviewed annually or sooner in the light of operating procedures and/or changes in regulation and/or legislation.

## 1. Aims:

The aims of the 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

- [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 students

## 3. Appointed person and first aiders

The school's appointed First Aid Officer (supported by the school's first aiders) is 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
- Ensuring 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 students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

#### **4. In-school Procedures**

In the event of an accident resulting in injury or a student requiring medical attention:

- The student will normally report to Student Services
- Alternatively, 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 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 or a Pastoral Manager will contact parents immediately
- The first aider will complete an accident report form (Smartlog) on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **5. Off-site procedures**

When taking students 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 students
- Parents' contact details

Risk assessments will be completed prior to any educational visit that necessitates taking students off school premises.

#### **6. First aid and reporting**

- An accident form will be completed on Smartlog 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

- A copy of the accident report form will also be added to the student's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979

## 7. Notifying parents

Parents will be informed of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as is reasonably practicable.

## 8. Training

All school staff can 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 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.

## 9. Administration of medicine

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition, obtaining details from the GP or paediatrician if needed. A doctor, school nurse or health visitor may also be able to provide information for staff.

Ideally it is preferable that parents, or their nominee, administer medicines to their children. If the parent is unable to visit the school for this purpose a request may be made for medicine to be administered to the young person at school. Each request for medicine to be administered to a young person in school will be considered on its merits.

The school is willing to administer prescribed medicine as a service to parents. A designated member of staff is responsible for medicines in school.

It is parents' responsibility to deliver prescribed medicine to the school office and accept that this is a service that the school is not obliged to undertake.

Parents must provide prior written agreement on the correct form for any prescribed medicine to be given to their child. The prescribed medicine must be clearly labelled indicating contents, dosage and child's name in full. Only prescribed medicines will be given. A separate consent form is required for each medicine to be administered.

Medication will be given as instructed by a medical professional/parents.

Medicines are stored in the lockable medicine cabinet in the attendance office or in the medical refrigerator.

Each time a medicine is administered this is recorded in the medicines log book. Each entry is dated and signed.

On school visits a designated member of staff is in charge of administration of medicines. Parental consent forms are obtained prior to the visit and a log book is kept in line with school procedures. A separate consent form is required for each medicine to be administered.

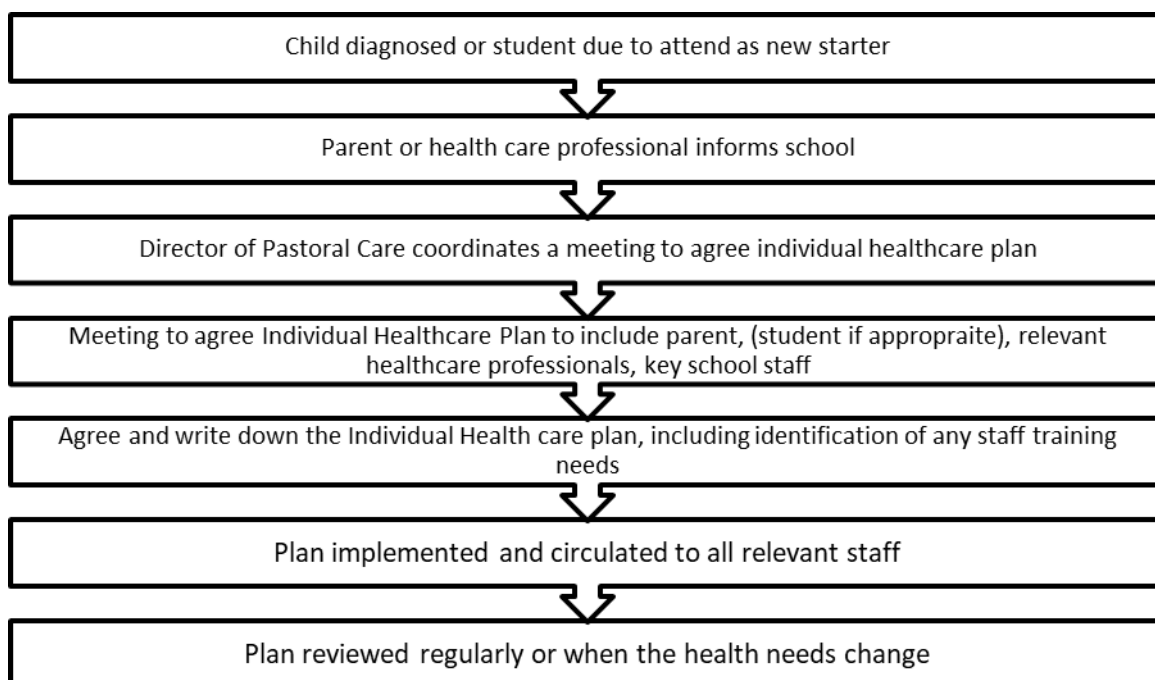
In any emergency an ambulance will be called and parents contacted immediately.

## 10. Students with medical conditions

Through Individual Health Care Plans, students with medical conditions are properly supported so that they have full access to education, including school trips and physical education. We consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.

The Director of Pastoral Care is the named contact in school who has overall responsibility for ensuring students with medical conditions are properly supported. They are responsible for ensuring that sufficient staff are suitably trained, a commitment that all relevant staff will be made aware of the student's condition, cover arrangements in case of staff absence or staff turnover to ensure someone is always available, briefing for supply teachers, risk assessments for school visits and other school activities outside of the normal timetable, and monitoring of individual healthcare plans.

### Procedure to be followed when notification is received that a student has a medical condition



For students starting school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or students moving to a new school mid-term, this should normally take no more than two weeks.

## 11. Individual healthcare plans

Individual healthcare plans can help to ensure that schools effectively support students with medical conditions. Plans are reviewed at least annually or earlier if the student's needs change. They should be developed in the context of assessing and managing risks to the student's education, health and social well-being and to minimise disruption. Where the student has a special educational need, the individual healthcare plan is linked to the student's EHC plan where they have one.

The Individual Healthcare Plan includes the following information:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. movement around school
- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, use of rest periods or additional support in catching up with lessons
- the level of support needed, including in emergencies
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional
- who in the school needs to be aware of the student's condition and the support required
- written permission from parents and the school for medication to be administered by a member of staff or self-administered by individual students during school hours. Written records are kept of all medicines administered to children
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate e.g. risk assessments
- what to do in an emergency, including whom to contact and contingency arrangements. The plan should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a student needs to be taken to hospital, staff stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance. Staff never take students to hospital in their own car.

Anyone wishing to make a complaint concerning support provided to students with medical conditions will be directed to the school complaints policy.

EATON BANK ACADEMY  
INDIVIDUAL HEALTHCARE PLAN

Child's name

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Date of birth

--

Medical diagnosis or condition

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Date of plan

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Review date

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**Names of people involved in setting plan**

Name

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Contact details

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Name

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Contact details

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Name

--

Contact details

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Name

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Contact details

--

**G.P.**

Name

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Phone no.

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision if applicable

Daily care requirements

Specific support for the student's educational, social and emotional needs



Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to