



# Kenningtons Primary Academy First Aid and Medication Policy

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(CHAIR OF GOVERNORS)

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils 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 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.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed first aiders are 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

First aiders are trained and qualified to carry out the role (see section 7) 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 pupils home to recover, where necessary
- Filling in an accident report on the same day via Medical Tracker, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing body**

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher.

### **3.4 The headteacher**

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 (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Checking an incident report (see appendix 2) is completed for all incidents they attend to. One of the Support Officers from the school office will record the incident on Medical Tracker, the school's online First Aid Reporting and Tracking Software.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school 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 (note: casualties are never to be carried) 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, a member of staff from the school office (who are all first aid trained), or headteacher will contact parents immediately
- The first aider will complete an accident report on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

When the school is required to administer medication

- Medication must be brought to the school office by the parent/guardian, marked clearly with the pupil's name.
- A consent form must be completed by the parent/guardian to give permission for the school to administer medication.
- Medication must be kept in the first aid room.
- Qualified first aiders may administer medication to pupils if appropriate written consent has been given, this must be logged.
- In exceptional circumstances, permission may be sought via telephone to administer medication to a pupil.
- In an emergency situation or in exceptional circumstances where it has not been possible to contact parents or guardians, medication may be administered without parental consent.

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (When the activity is taking place outside school office hours)

Risk assessments will be completed by the Class Teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Where possible, there will be at least one first aider on school trips and visits for KS1 and KS2 classes.

## 5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes

- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The School Stationery Cupboard in the main building
- The Annex ICT / Reprographics room
- The Nursery

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- Any accident or incident resulting in an injury to a child will be recorded on Medical Tracker by the Office Staff on the same day or as soon as possible after the accident/incident.
- Any Accident or incident resulting in an injury to a member of staff or visitor will be recorded in the Accident Book held in the First Aid Room by a member of the office staff and the individual involved on the same day or as soon as possible after the accident/incident.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the report recorded on Medical Tracker is emailed to the parents.
- 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, and then securely disposed of

### 6.2 Reporting to the HSE

The Headteacher 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 or Academy Manager 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>

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Thurrock Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **7. Training**

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 (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

### **8. Monitoring arrangements**

This policy will be reviewed by the Academy Manager every 2 years.

At every review, the policy will be approved by the Full Governing Body

### **9. Links with other policies**

This first aid policy is linked to the


- Health and safety policy
- Risk assessment procedure

## Appendix 1: List of First Aiders (Inc. Paediatric First Aiders)

Staff member's name	Role	Contact details
Audrey Worton	TA/Breakfast Club Supervisor	
Bernadine Turrell	TA/Senior MDA	
Bibi Flynn	TA	
Chris Smith	TA	
Elizabeth McGovern	TA	
Hayley Ringrow	TA	
Jayne Shea	Academy Manager	Office Ext.
Jody Montague	Support Officer	Office Ext.
Karen Cooper	TA	
Lisa Bryant	TA	
Nicola Walker	HLTA	
Samantha Grimes	TA	
Sandra Robson (Paediatric)	Nursery Nurse	Nursery Ext.
Sophie Newnes	Specialist TA	
Stacey Stone	TA	
Tina Longhurst	Support Officer/MDA	Office Ext.



## Appendix 2: incident report form (Online via Medical Tracker)



### New Incident

Log, track and manage first aid incidents

**Injury**

**Student's Name\***

**Name of first aider\***

**Date of incident\***

**Time of incident\***

**Location of incident\***

**Injured area\***

**Injury / Symptoms\***

**Injury description**

**How it happened?**

**Treatment administered\***

**What happened next?**

**Notes**

