

Hungerhill School: First Aid Policy (Including Administering Medicines to Children and Young People)



Responsible Committee/Individual	Headteacher
Author	Senior First Aider
Target Audience	All Stakeholders
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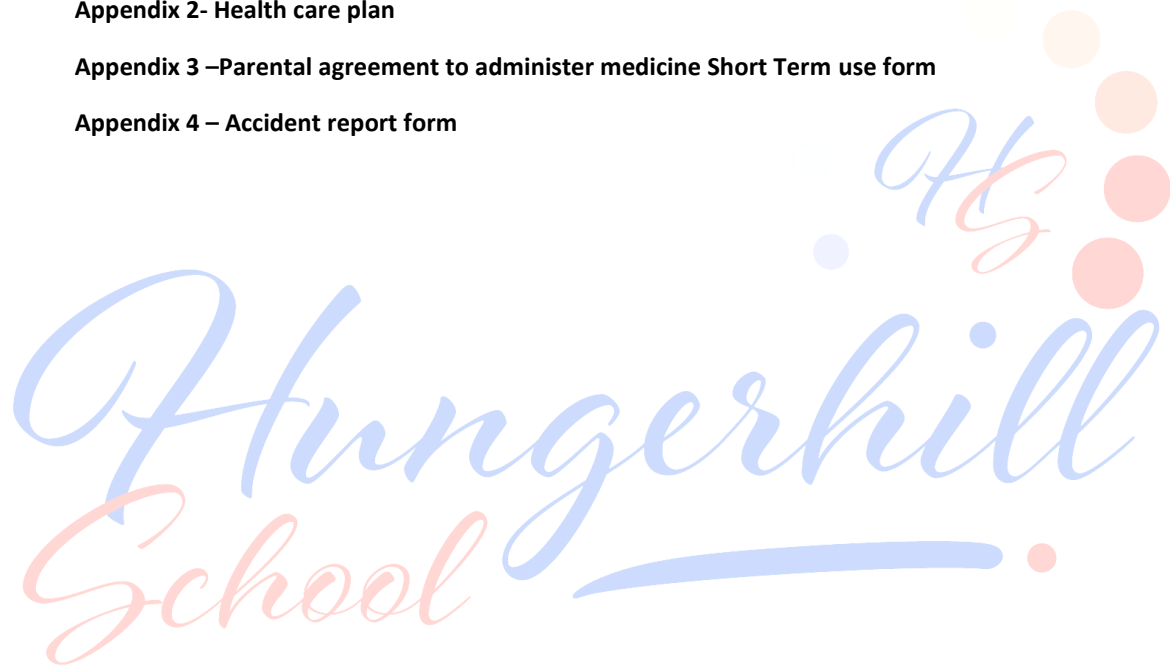
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1: First Aid Policy

This policy outlines (Brighter Futures Learning Partnerships Trust / Hungerhill School) responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors, and the procedures in place to meet that responsibility. First Aid is the initial help a person gives a casualty for treatment of any sudden injury, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

(Brighter Futures Learning Partnerships Trust / Hungerhill School) will provide First Aid such that all students attending our school have full access to learning, including those with medical needs. The school will endeavour to keep every student safe and comfortable whilst at school. If a student requires First Aid the school will inform parents as appropriate. **(SEE APPENDIX 1)**

2: Aims & Objectives

2.1 Aims

To ensure that First Aid provision is available at all times while students and staff are on school premises, and also off the school premises whilst on school trips and extra curricula activities. Ensure that staff and governors are aware of their responsibilities with regards to health and safety.

2.2 Objectives

To appoint the appropriate number of suitably trained people to meet the needs of the School. To provide relevant training and ensure monitoring of the training needs of staff. To provide sufficient and appropriate resources and facilities. To make the School's First Aid and administering medicines arrangements available for staff and parents via the school website and staff network drive. To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3. 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, decide 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

4: Responsibilities

4.1 The Trust Board as the employer, accepts overall responsibility for ensuring it complies with current regulations within the Brighter Futures Learning Partnerships Trust

4.2 The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teaching staff, non-teaching staff, students and visitors (including contractors). Ensure that a risk assessment of the School is undertaken and that the appropriate training and resources for First Aid arrangements are appropriate and in place. Ensure that the



insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. Any complaints regarding First Aid or administering medications should be made by following the procedure for complaints as set out in the school's complaint's policy, which can be found on the website.

4.3 Chief Operating Officer is responsible for ensuring that adequate resources and appropriate facilities are available to meet the requirements of the policy by ensuring the Trust has systems and processes in place to implement this Policy. Ensure resources provided by the Trust Board are managed effectively at each of the schools. Responsibilities and authority are effectively assigned and delegated to nominated individuals.

4.4 Responsibilities Head Teacher/Principles is to ensure they have overall responsibility for ensuring that the administering of First Aid and medication within their school is carried out safely and effectively in line with this policy. Head Teachers/Principles will delegate the responsibility for day-to-day management of administering First Aid and medication to nominated individuals within their school. The Head Teacher will ensure that: An Assessment of First Aid Needs is carried out and that there are sufficient appointed First Aiders and resources available. A Designated First Aider is appointed and communicated to all staff. Accident Reporting is carried out effectively, fully documented and investigations made if an accident is RIDDOR reportable. Accident Reporting data is made available for the Local Governing Body and Trustees as required Where any of the above operational responsibilities are passed by the Head Teacher to nominated individuals, the Head Teacher must ensure that this is done via effective communication methods.

4.5 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students, this will be secured by reading and understanding Individual Health Care Plans and Education Health Care Plans for SEN students as identified by the SENCO, of the students they teach and take out of school on trips and extra curricula activities; by reading and understanding this policy; by referring any concerns they might have about the health of a student to the school's safeguarding team.

4.6 It is the parent/ carer's responsibility to send their child to school, and to make the decision as to whether their child is fit enough to attend school or not. They must also inform the Senior First Aider/Student Support, of any changes in relation to their child's medical condition if and when changes occur. Parent/carers are asked to complete a Health Care Plan when starting at the school, including medical conditions, needs actions to take and contact numbers. Any changes to this information must be notified to the school immediately. **(SEE APPENDIX 2)**. Where medication is supplied via the parent to the school for distribution at school, parent/carers have responsibility to note expiry dates and to ensure that all medication kept in school is within date. They must deal with the correct disposal and replenishment as necessary.

4.7 It is individual student's responsibility that where possible, each person will manage their own indicators of health, ensuring that they report to an adult in the school if they feel unwell and that where agreed, they manage their own medication; for example, reporting as appropriate to the First Aid room to measure bloods and take prescribed medication in the case of diabetes.

4.8 If a student is feeling unwell **Student Support/First Aid** will notify parent/carers if their child is so unwell that they require immediate collection from school. Students are not permitted to make this decision - they must not phone or text parent/carers and request to be collected. If a student is unwell, they must go to the Student Support office/First Aid where appropriate action will be taken.

4.9 If a student requires first aid due to injury that has occurred in school they must contact a member of staff and a First Aider will be contacted. First Aiders in school cannot diagnose medical conditions. They are trained to give the initial help of any sudden injury, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

4.10 if a student requires Medical Emergency in classroom the member of staff should send a responsible student with the medical emergency red card to reception where they will immediately alert a member of the first aid team.



All First Aiders in school hold a valid certificate, issued by an organisation approved by HSE. Other named school staff hold a 1 day first aid certificate especially designed for schools call First Aid at Work. A list of named staff can be found around school.

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

The school will appoint a designated person as a Senior First Aider.

They will

- Take charge when someone is injured.
- Liaise with student support where necessary.
- Look after the first aid equipment e.g. re-stocking the first aid boxes, checking battery of defibrillator.
- Checks the contents of the first-aid boxes monthly.
- Responsible for arranging a first aid rota to ensure that the required level of cover of First Aiders is available at all times within school hours.

SLT will consider the needs of specific times, places out of school hours regarding parents evening, after school events.

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
- Foil Blankets
- Conforming Bandages
- Sterile dressings
- Eye Wash
- Finger dressings
- Face shield
- No medication is kept in first aid kits.

First aid kits are stored in:

- Admin Office
- Reception
- DT Technician's Office
- DT6 (Food Tech)
- P.E. Office
- West Block Lab Prep Room
- Lab 9
- Lab 10
- New Build Kitchen (Exams)
- Bungalow
- Maths Block - First Floor Office
- English Block - Ground Floor Office
- The Hub Office
- Geography Office –West Block
- Room 26- Maths Block



- AS2
- DT3- Main Block
- DT7- Main Block

6: Procedures

6.1 Re-assessment of First Aid provision as part of the School's procedures, The Administration Officer alerts them to the need for refresher courses and organises their training sessions.

6.2 First Aid equipment The Senior First Aider must ensure that the appropriate number of first-aid Kits are available around the site. There are two defibrillators situated on site, one in First Aid and one opposite the school field. Yellow SHARPS boxes are kept, clearly labelled, for individual students for safe disposal of needles and other sharps. Responsibility for checking and re-stocking the first aid Kits is that of Senior First Aider.

6.3 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 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 member of staff who attended the incident will contact parents immediately

The First Aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

6.4 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 by the Educational Visit Coordinator prior to any educational visit that necessitates taking students off school premises.

During coronavirus: First Aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). 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.

7: Medication - Supervision and Administration

7.1 Arrangements for Administering Medicines; students are not encouraged to take medication at school. In the main, the need to do so will be recorded on specific Individual Health Care Plans, which are updated regularly by parent/carers, the health services and school. In this way, the school will supervise the administration of medication for students who have long term medical needs. This includes children and young people with asthma, epilepsy, diabetes, those taking medication for ADHD, severe allergies and other such conditions that have been diagnosed and are monitored by health professionals.



7.2 If students have short term medical conditions where medication is required to be taken during the school day, the parent/carer must complete a request for medicine to be administered form (**SEE APPENDIX 3**), which is available from reception the form would then need to be handed into the school receptionist. It is the parent/carer's responsibility to ensure that the medication arrives at school, is within the required expiry date and is sufficient to cover the short-term period as noted on the form. All medication brought into school must be clearly labelled with the student's name, dosage and frequency of administration, date of dispensing, cautionary advice and expiry date. If the medication is not collected by the end date, it will be disposed of by the school. All medication will be kept in a locked cabinet in First Aid and will be filed in the correct place for easy and swift access. The only medication that a student (aged under 16) is permitted to have with them are asthma inhalers and EpiPens as prescribed on their Individual Health Care Plans.

7.3 Administering paracetamol

Paracetamol will not be issued to any student under the age of 18 unless written permission has been received, for a student with an ongoing medical condition and a health care plan is in place. When a student whose parent has given written permission for paracetamol to be administered, the medication will not be issued automatically, until a parent is contacted to ensure that no medication has been given within the time scales. It is the parent/carer's responsibility to inform the school if circumstances should change such that their child must no longer be offered paracetamol.

If a student is feeling unwell or has a headache and is well enough to stay in school, they must go to the Student Support office/First Aid where a phone call home may be made for a parent/carer to bring some paracetamol in to school, where the paracetamol is administered by the parent/carer on arrival at school.

7.4 If a member of staff has a medical condition, they are asked to complete the Employee Health Care form

8: Hygiene / Infection Control

Basic hygiene procedures must be followed by First Aiders. Single issue disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

9: Accidents/ injuries and illnesses

9.1 Reporting Accidents Statutory requirements are followed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE. For definitions, see HSC/E guidance on RIDDOR 2013, and information on Reporting School Accidents (**SEE APPENDIX 4**).

All accident forms **MUST** be completed and passed to the Site Manager immediately. The Site Manager then carries out the necessary requirements and all accidents forms must be given to the Headteacher.

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.

10. Informing parents/carers

The student will be given a first aid slip if they have attended first aid during that day. It's the student's responsibility to ensure that the slip is passed to parents.

10.1 Parent/carers will always be contacted if

- Need to attend hospital.
- If an ambulance is called.




- Has an injury to the head of any kind?
- Appear to be unfit to continue their day at school.
- Who has an existing health care plan in place and is feeling unwell.
- If the injury is deemed not accidental.

11. Monitoring arrangements

This policy will be reviewed by the headteacher every year.

Appendix 1: First Aid slip

Date	Time In	Time Out	Page Name	Form	Location of Incident	Completed By
Details of Treatment and Additional Comments						<input checked="" type="checkbox"/>
Bump / Bruise	Burn	Head Injury	Cut / Laceration	Muscle Strain / Sprain	Other	Parent contacted
Unable to contact Parent.			The child was well enough following First Aid to remain in school.		The child was collected from school.	
Photo of Injury Captured			<p style="text-align: center;">IMPORTANT</p> <p style="text-align: center;">FOR THE ATTENTION OF THE PARENT / CARER</p>		<p>Any child who has a head injury should be watched carefully, especially in the first 48 hours after the injury.</p> <p>Children should be seen at hospital if they develop any of the following:</p> <ol style="list-style-type: none"> 1. Does not wake up when called or gently shaken. 2. Headache not relieved by paracetamol such as paracetamol. 3. Repeated vomiting. 4. Weakness in an arm or leg. 5. Fits or convulsions. 	
<p>Authorised Signature:</p>						
		Hungerhill School 01302 885811		INCIDENT / ILLNESS REPORT SLIP		REPORT SLIP No. 004033

Hungerhill School



Appendix 2: Student Health Care Plan



School Health Care Plan

School Health Care Plan for:

Child's name	
Date of birth	
Class/form	
Home address	
Medical Diagnosis/Condition	
Date condition was diagnosed	

Family Contact Information

Parent/Carer name	
Phone numbers:	Please tick the number that is your preferred contact
Home	
Mobile	
Work	
Second emergency contact:	
Name & relationship to child	
Phone numbers:	Please tick the number that is your preferred contact
Home	
Mobile	
Phone number	

Clinic/Hospital Contact (if applicable)

Name of consultant	
Phone number	

Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY





School Health Care Plan



Parents/Carers please remember it is your responsibility to:

- Tell school about any changes in your child's condition, including medication
- Ensure that your child has a reliever medication and spacer in school with them and that it is clearly labelled with their name
- Ensure that your child's medication has not expired

Request for a child to carry their own medication

To be completed by parent/carer

Child's Name	
Class/form	
Home address	
Name of medication and frequency	

Contact Information

Name	
Daytime phone number	
Relationship to child	

Describe how condition/illness affects your child, including their signs, symptoms and triggers





School Health Care Plan

What are your child's daily care requirements? Include the name of any medication, dose and how often it is required

Describe what an attack looks like for your child and the action to be taken

Who is to be contacted in an emergency? Ensure all contact details are shared

Copies to:

Signed	
Print Name	
Relationship to Pupil:	
Date Completed:	
Review Date:	

Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY



Appendix 3: Parental agreement to administer medicine Short Term use form

FORM A:

Parental agreement for Hungerhill School to administer medicine for SHORT-TERM USE.

Commencement date	
Name of child	
Form	
Name of medicine	
Strength of medicine – as described in original packaging	
Expiry date	
Dosage specified on medicine	
Time of day when medicine must be given	
Any other instructions	
Quantity of medication being handed over to school	
Note: medicines must be in the original container as dispensed by your pharmacy	
Daytimes telephone number of parent or agreed contact	
Name and telephone number of GP	
Agreed finish/review date	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Hungerhill School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/guardian signature


Print name

If more than one medicine is to be given, a separate form should be completed for each one.

Forms taken from:
Administration of Medicines and Medical Conditions in School Policy



Appendix 4: Accident report form

AIR1 Form – Issue 7 2013	July	Doncaster Council	
Report of Accident/Incident – ACCRAS No.			
Accident/Incident Report Line 01302 736903, please make verbal (within 24 hrs) report, before forwarding FULLY completed form.			
Send original to Corporate Safety, Floor 4, Civic Office, <u>Waterdale</u> , Doncaster. DN1 3BU marked Accident/Incident Report – Confidential or via emailing electronic copy to Accident/Incident Reporting (internal email ONLY). Sending completed forms from external email addresses is not secure; the reporter should forward hard copies of completed forms through a secure method. The information you are providing is being collected and used for accident/incident reporting, however, the information may also be shared with both other relevant Departments within Doncaster Council as allowed under <u>Data Protection</u> legislation; and also with the Health & Safety Executive as part of the Council's duties under the RIDDOR regulations. If you have any queries please telephone or write using the contact details above. <i>(Retain a copy of this form in a secure place, and protect the security of the information held on this form.)</i>			

Part A – Type of Accident / Incident

(In most instances, only one box below would be ticked, please call if incident does not fit into a single type)

Accident	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Violence & Aggression	<input type="checkbox"/>	Dangerous Occurrence	<input type="checkbox"/>
Occupational Disease	<input type="checkbox"/>	Road Traffic Collision	<input type="checkbox"/>

Was this an Accident/Incident which led to an injury to a person or a near miss?

An employee	<input type="checkbox"/>	Non-Employee	<input type="checkbox"/>	Near Miss (if Near Miss completed anonymously go straight Part C)	<input type="checkbox"/>
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Part B – Injured Person Details

If Accident or Violence or Aggression to Employee/Non-employee (i.e. customer, service users, pupil, contractor); or Occupational Disease or Road Traffic Collision affecting Employee provide full details:

1.a Full Name: _____
 Address _____

 Telephone No: _____
 Date of Birth: _____

1.b If Employee complete:

Job Title: _____
 Work Base: _____
 Payroll Number: _____

If incident of fire, dangerous occurrence to be completed by Building Manager, Supervisor etc.

2. Full Name: _____
 Job Title: _____
 Telephone No: _____
 Building Name _____

Part C – About the Accident/Incident

1. Date: _____

2. Time: _____

3. Where did the accident happen?

Address of School / Building / House / Public place _____
 Location within above _____

Part D – Injuries

1. What was the injury(ies)?
 (e.g. Fracture, cut, none)

2. What part(s) of the body was injured?
 (e.g. right or left arm, none).

3. If employee, did the person

- spend over 24 hours in hospital?
- need resuscitation?
- lose consciousness?

4. If non-employee, was the person taken to Hospital directly from the scene of the accident?

Yes No

Part E – Details of Any Witnesses to the Accident/Incident

Full Name: _____
 Address _____

 Telephone No: _____

Full Name: _____
 Address _____

 Telephone No: _____



Part F – Describe what happened

Give as much detail as you can, for instance:

- The name of any substance involved.
- The name of type of hoist or machine involved.
- The events that led to the accident/incident.
- Details about Fire Incidents.
- Details about Dangerous Occurrences etc.
- The part played by any people involved etc.

If necessary use a continuation sheet.

This may be completed by supervisor /witness/third party on behalf of injured person if not available:

Do you, as an employee, give your line manager permission to forward on relevant information to a safety representative (Please tick if you agree)

If Accident/Violence or Aggression/Occupational Disease - Signature of Employee/Non Employee (or supervisor /witness/third party on behalf of injured party if not able):

Date: _____

Or, if Dangerous Occurrence/Near Miss/Fire – Signature of Officer i.e. Building Manager, Headteacher, Registered Manager.

Date: _____

Part G – Investigation

This part of the AIR1 form must be FULLY COMPLETED by the relevant manager i.e. Supervisor, Building Manager, Headteacher, Registered Manager, following the accident or incident investigation and **before submission to Corporate Safety.**

1. Is a documented risk assessment in place in relation to the activity involving the accident or Incident?
 Yes No

2. Has risk assessment(s) been created or amended or reviewed following the accident / incident?
 Created Amended Reviewed
 (If NO to G.1 and no risk assessment created G.2, please explain BELOW why)

3. Please record your investigation/findings. (Identify the cause/s of the accident or Incident. Describe any action that has been taken to prevent a similar occurrence etc.)
If necessary use a continuation sheet.

As line manager, I believe the findings above merit further investigation by a Safety Advisor (Please tick)

4. Has an employee been absent or changed their duties as a result of the accident i.e. light duties?
 Yes No

5. If yes to question 4 please give date of first full day of absence/change of duties

6. Please record length of absence/change of duties in days (not including day of accident)

As line manager, I have passed on the relevant information to a safety representative (Please tick if you have)

Signature of Manager _____

Print Name _____

Date: _____ Contact Number: _____

All attachments must be marked with the ACCRAS Ref No. in the top **right hand** corner of each page.

Data Protection – All documents (whatever format paper/electronic) **should stored securely wherever they are held.** If sending copies of this form by post ensure the sealed envelope is **addressed correctly** and clearly marked **Accident/Incident Report – Confidential.**

For Safety Office Use Only

Date Received:		
RIDDOR Ref. No (If applicable)		Lost Days information requested
Document Retention Period – up to 40 years		

