

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



Responsible Committee/Individual	Local Governing Board
Author	Lead Deputy Headteacher Senior First Aider
Target Audience	All Stakeholders
Date Policy Agreed	Autumn 2025
Review Date	Summer 2026
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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.

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 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

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/Principal 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/ Principal 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 and actions to take, and to provide relevant contact numbers. Any changes to this information must be notified to the school immediately. **(SEE APPENDIX 1)**. Where medication is supplied via the parent to the school for distribution on the school premises, 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.

Senior Leaders 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 Four defibrillators situated on site, one in **First Aid** room, one in the Exams kitchen, One in the Maths block 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 2**), 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.

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 on the Medical Tracker platform 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

Parents/Carers will be sent correspondence using the online platform Medical Tracker if their child has attended first aid throughout the school day.

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: 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	
Work	

GP Details

Name and Address of GP Practice	
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Phone number	
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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 2: Parental agreement to administer medicine Short Term use form

Administration of Medication Permission and Record

Name of child: _____ Class: _____ Date: _____

Details of illness: _____

Medicine: _____

Medication Expiry Date: _____

Times and dosage of medicine: _____

Relevant side effects to be observed if any: _____

Medicine to be administered from: _____ to: _____

Parent/Carer: _____

I hereby give permission that the above medication, ordered by the doctor/dentist for my child _____ be administered by school personnel.

I understand that I must supply the school with the prescribed medicine in the original container dispensed and properly labelled by pharmacist and will provide no more than a 5-day supply of said medication.

I understand that this medication will be destroyed if it is not picked up on the day this order terminates.

Signature: _____ Relationship to child: _____ Telephone: _____

Date	Time Given	Dose Given	Member of Staff	Initials