



## **First Aid Policy Statement**

This policy should be read in conjunction with the Trust Policy which can be found here: <https://www.suatrust.co.uk/policy/first-aid/>

### **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines to dealing with Asthma and headache.

### **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and the staff
3. Enables staff to see where their responsibilities end
4. Ensures the safe use and storage of medicines in the school
5. Ensures the safe administration of medicines in the school
6. Ensures good first aid cover is available in the academy and on visits

### **Guidelines**

New staff to the academy are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

### **Conclusion**

The administration and organisation of first aid and medicines provision is taken very seriously at Moorgate School. There are annual procedures that check on the safety and systems that are in place in this policy. The academy takes part in the Health and Safety checks by Staffordshire County Council – these happen in the autumn term each year. The academy also discusses its first aid and medicines procedures with the academy nurse each year. Adjustments are made immediately if necessary.

### **First aid kits**

Midday Assistants are issued with their own first aid kit and carry this with them at lunchtime.



First aid kits are stored in the classrooms and the staffroom

## **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts do not need to be recorded in the accident file.

Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file and parents informed.

**ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.** All blood waste is disposed of in the yellow bin, located in the first aid boxes around school.

## **Bumped heads**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and guardians must be informed BY TELEPHONE. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file.

### **Accident file**

The accident file is located in the main academy office, hanging on the notice board. Each year there is a new file. Old files are stored in the academy office store.

For major accidents, a further county form must be completed within 24 of the accident. These forms are located in the red accident file. These forms need to be signed by the Headteacher, a copy taken and placed in the child's section and the original copy forwarded to county.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name



3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the academy gate on Moorgate and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the academy office.

#### **Local Authority guidelines:**

School staff have no legal obligation to administer medicines to pupils unless they have been specifically contracted to do so. It is generally accepted, and stated in LA policies, that all staff are acting voluntarily.

Staff may volunteer to assist in administering medicines to pupils but must be given training and guidance. Where they decide that they will administer medication, schools should ensure that they have sufficient members of staff who are appropriately trained to manage medicines as part of their duties. It is the responsibility of the Headteacher to ensure that all staff are trained appropriately and have read and understood the current medication policy and the LA guidance document. Also see LA guidance – 'Guidance on the administration of medication'

#### **Procedure for the administration of medicines in school:**

All medicines that are to be administered in school must be accompanied by written instructions from the parent or GP. A parental request form (see enclosed) must be made available and completed by parents – consent to share with staff should be sought. Copies of this should be filed in an 'Administration of medicines' folder in the school office. Teaching staff of that pupil should also receive a copy of the form, along with the medication, to ensure correct procedures are followed. The medicine should be in its original packaging with a pharmacy label. This label must state the Child's name, dose, expiry date, name of medicine and enclosed safety leaflet. The medicine should be accompanied by a school procedure leaflet which also contains a picture of the child in question. Parents who decide to nominate another adult to administer medicine to their child must be the parent with 'parental responsibility' and this decision MUST go through the Headteacher at all times.



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IF THE ABOVE CONDITIONS ARE NOT MET THE MEDICATION SHOULD NOT BE TAKEN FROM THE PARENT.

### **Storage of medicines:**

Medicines must at all times be stored in the original containers they were dispensed in. Medicines should be kept in a safe and accessible place:

### **Inhalers –**

Key stage one – in a class lunchbox on a shelf out of the reach of children, with all staff aware of their location

key stage 2 – in an accessible place for self-administration under staff supervision. A discussion on safety will need to be addressed to the whole class at least each term.

Epi-pens – these will be stored in the child's classroom, out of the reach of the children. With all staff aware of their location. Spare epi-pens will be kept in the office, again out of the reach of children.

Controlled drugs (such as Buccal Midazolam) – will be kept in a locked cupboard. A lockable cupboard will be available in the Hygiene Room with key entry. All staff will be aware of where the key is kept (lockable key cupboard in the main school office). See further guidance on page 6.

### **Self-administration of medicines:**

It is good practice to support and encourage children, who are able, to take responsibility for managing their own medicines from a relatively early age and schools should encourage this. Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent or setting staff.

The age at which children are ready to take care of, and be responsible for, their own medicines, varies. There is no set age when this transition should be made, and there may be circumstances where it is not appropriate for a child of any age to self-manage. Where this is agreed it must be added to the Parental Consent Form. Health professionals need to assess, with parents and children, the appropriate time to make this transition. If children can take their medicines themselves, staff will still be required to supervise and suitable storage arrangements must still be provided.

### **Controlled Drugs Register**

It is essential practice for this to keep a separate record of controlled drugs to include the receipt, administration and possible disposal of controlled drugs.



These records must be kept in a bound book or register with numbered pages (This can be purchased from a pharmacist).

The book will include the balance remaining for each product with a separate record page being maintained for each child. It is recommended that the balance of controlled drugs be checked at each administration and also on a regular basis e.g. monthly. The book should be locked away (in the drugs cupboard) when not in use.

### **Storage of Controlled Drugs**

In all settings, controlled drugs must be stored behind double lock and key. This must be a metal cupboard with an inner lockable cupboard or a metal lockable container within a cupboard. The cupboard must be secured to the wall.

### **Administration of Controlled Drugs**

Any authorised member of staff may administer a controlled drug to the child for whom it has been prescribed and they should do so in accordance with the prescriber's instructions in the presence of another member of staff as witness.

The administration of controlled drugs is recorded using the Controlled Drugs Register which can be purchased from a pharmacist and on the Medication Administration Record sheet. Staff MUST NOT sign the record of administration unless they have been involved in the administration of the medication and have checked details.

The recommended procedure for the administration of controlled drugs is as follows:

1. Check the child's care plan for details of dosage required etc.
2. Verify the quantity of medication as stated on the controlled drug register to ensure that the dose has not already been given
3. Ensure two members of staff are present; one member of staff must witness the other administer the medication to the young person.
4. Both staff must sign the Medication Administration Record sheet and controlled drug register to confirm that the dose was given and the amount remaining.

If medication is refused or only partly taken both staff must witness the disposal of the remaining medication and record the details and sign to that effect.

If a dose of medication is refused or only partly taken then the parents/carer/paramedic or GP should be contacted for advice on any adverse reactions and risk to the young person.

### **Return or Discontinued Controlled Drugs**

A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy).



### Staff training:

The Headteacher will ensure that all relevant staff are aware of pupils who are taking medication and who is responsible for administering the medication.

The Headteacher will keep a record of all relevant and approved training by staff. Prior to any medication being administered by staff the Headteacher will be satisfied that the staff member is competent. It is good practice to keep a detailed record of all training, with staff names and dates, to ensure re-training takes place at appropriate intervals.

WHERE TRAINING HAS NOT BEEN GIVEN THE EMPLOYEE MUST NOT UNDERTAKE THE ADMINISTRATION OF MEDICINE AND MUST IMMEDIATELY INFORM THE HEADTEACHER/ASSISTANT HEAD.

### Safety guidelines:

Each person who may administer medication must:

Have received appropriate training

Receive a copy of this policy and LA guidelines

Ensure they have read and understand all care plans

Ensure they have a witness before administering the drug

Check the medication belongs to the named pupil and it is within the expiry date

Record the administration as soon as possible on the records sheet

Understand and take appropriate hygiene precautions to minimise cross infection

Ensure all medications are returned for safe storage or handed to paramedics

Notify the Headteacher as soon as possible after the administration, especially if further medical assistance is required

Record of pupils on long term medication/care plans:

A record of pupils on long term medication/care plans will be kept with the staff training register. This will be distributed to all staff on an annual basis, or when new additions are made. Staff must be aware of the confidentiality of this document. A copy should also be kept in the safeguarding confidential records file.

### Care Plans:

For all pupils who may require specialist individual treatment a clear care plan will be set up. School will liaise with parents and the school nurse to ensure that this is provided. The care plan will be provided to the school and fully agreed before any medical treatment will be carried out. Full training will also be given if required. The plan will be reviewed annually, preferably with parents and school nurse.



UNDER NO CIRCUMSTANCES WILL SCHOOL PROVIDE ANY MEDICAL CARE OR TREATMENT UNTIL A CARE PLAN IS AGREED, IN PLACE AND FULL TRAINING GIVEN.

If the child transfers to another school a copy of the care plan will be provided as soon as possible.

### **Educational visits:**

The administration of medicines during educational visits and other out of school activities requires special attention and pre-planning. Staff should liaise with the educational visits coordinator, parents, Headteacher and medical professionals, if required. The guidelines and procedures as already outlined must be applied in this situation.

No educational visit must take place without prior planning in this area. School staff will be expected to alert off site trainers or centre staff of a child's medical condition and care plan, if necessary – please discuss this need with parents prior to the visit so they are aware of the information you are sharing.

Extra curricula activities, after school clubs, swimming etc:

Schools must ensure that any arrangements made for pupils to receive medication during normal school hours are also available at other times when pupils are in the care of the school. It is recommended that pupils requiring inhalers, if possible, should be the responsibility of the child able, or a nominated member of staff made responsible for the inhalers safe keeping. In the case of controlled drugs the responsible and trained member of staff should keep the medication and care plan about their person at all times and be readily available if required. Other staff members should be aware of the responsible and trained member of staff. It is recommended that the child who may require the medication is always in the care of this person e.g. in their group. School staff will be expected to alert off site trainers or centre staff of a child's medical condition and care plan, if necessary – please discuss this need with parents prior to the visit so they are aware of the information you are sharing.

\*Staff should be aware of 'Normal Operating Procedures' of other establishments and notify their staff of any potential issues surrounding care plans, keeping in mind child confidentiality.

### **Employee medicines:**

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils have no access to them e.g. locked in a locker in the staff room. Adequate safeguards must be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil.

**Medical confidentiality:**

Staff in school have no automatic right to be informed of any medical condition suffered by any pupil. However, in order that pupils can receive the best possible care, parents should advise school of conditions that may require intervention during the school day. Any medical or related information provided to the school either by parents or health professionals must always be treated in the strictest confidence. Information should only be shared with staff members whose role may lead them to provide treatment or other intervention, as previously agreed.

**Equal Opportunities Statement:**

The County Council is fully committed to ensuring equality in the delivery of this guidance to all young people, regardless of their gender, ethnicity, sexuality and ability.

**Last reviewed: October 2022 (J.Williams HT)**

**Next to be reviewed: June 2024**





## Moorgate Primary Academy – First Aid Policy

### Assessment of First Aid Provision

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**Establishment/Location:** .....Moorgate Primary Academy.....

**Name of Assessor(s):** .... Val Swindell/Penny Mitchell.....

#### Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

**Table 1**

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?		x	If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	x		You will need to consider: <ul style="list-style-type: none"> <li>- specific training for first aiders</li> <li>- extra first-aid equipment</li> <li>- precise siting of first-aid equipment.</li> </ul> PE to be provided with ice packs for immediate responses. COSHH sheets are located in cleaners' cupboards and on the staff drive.
3	Are there parts of the establishment with different levels of risk?	x		You may need to make different levels of provision in different parts of the establishment. (As above – PE)
4	Have you had any accidents or cases of ill-health in the past 12 months?	x		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> <li>- locate your provision in certain areas</li> <li>- review and update the contents of the first aid box</li> </ul>
5	Are there inexperienced workers on site or students/employees with disabilities or special health problems?	x		You will need to consider: <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local siting of equipment</li> <li>- local siting of medication not kept on the person</li> </ul> First aid are updated with health issues/medication requirements for staff and students. Information kept in the first aid room/admin office and on SIMS. Risk assessments for individuals are provided as necessary.



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6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	X		You will need to consider provision in each floor. First Aid boxes located around the academy. First Aiders not in attendance outside office hours. First Aid room is located centrally to the academy in reception and is accessible via lift and stairs dependent on injury. Reception is manned during office hours.
7	Is there shift work or out-of-hours working?	X		Remember that there needs to be first aid provision at all times that people are at work. Risk assessments are put into place for lone working.
8	Is your workplace remote from emergency medical services?		X	You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>
9	Do you have employees who travel a lot or work alone?	X		You will need to consider: <ul style="list-style-type: none"> <li>- issuing personal first aid kits and training staff in their use.</li> </ul>
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	X		You will need to make joint arrangements with the other site occupiers.  Organisations that use Academy facilities for lettings - ensure they have their own First Aid qualified staff in case of emergencies.
11	Do you have any work experience or other trainees?	X		Your first aid provision must cover them. First Aid available to all on site.
12	Do members of the public visit your premises?	X		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: <ul style="list-style-type: none"> <li>- less than 5?</li> <li>- 5 to 49?</li> <li>- 50 to 100?</li> <li>- more than 100?</li> </ul>	X		You may need to employ first aiders – see table 2 below.  270+ students are on site 8.30am – 3.30pm
14	Is a first aid room required?	X		Fully functional to cope with level of demand.

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

	Type of Workplace	Numbers of First Aid Personnel Required
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100:</b> at least one first aider.</p>



		<p><b>More than 100:</b> one additional first aider for every 100 employed.</p> <p>First aiders are employed by Moorgate Primary Academy. All certification is in date and valid.</p>
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

**Assessment of First Aid Requirements**

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.		No.
Qualified First Aiders	13	Qualified Emergency First Aiders	
Appointed Persons	10	First Aid Boxes	3
First Aid Room	1	Eye Wash Bottles	
Travelling First Aid Kits	7		

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes**

**Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

**Signature of Assessor(s): .....Val Swindell.....**

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**Date: .....01/03/2023.....Review Date.....01/03/2024.....**