



First aid and healthcare policy

Adopted: July 2022

Review date: January 2027

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their school with medical conditions.

This policy is created and maintained by the school leadership team with the assistance of the headteacher and Directors and is put into practice in conjunction with the school's **health and safety policy**. The school expects all staff and pupils to be familiar with this policy, as with all school policies. The SLT will ensure that this policy will be reviewed regularly and be readily accessible to parents and school staff.

The Health and Safety Policy is available on the school website.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

1. Roles and responsibility

The Directors hold the overall responsibility for ensuring that the school has an up to date first aid policy, and effective first aid provision, personnel, and equipment in place.

The Directors must further ensure that arrangements are in place to support pupils in relation to medical and medicinal requests. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. SLT should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils. It is the school headteacher and senior leadership team that monitor the first aid provision in the school on a day-to-day basis.

The Headteacher

The headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and risk assessments are reviewed regularly.

The headteacher (or their nominated representative) is responsible for ensuring that all staff are aware of the policy for supporting pupils and understand their role in its implementation. The headteacher should ensure that all staff are aware of the policy and ensure that sufficient trained numbers of staff are available to implement the policy including contingency and emergency situations.

First aiders

First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]. First aiders receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the school HR Manager. First aiders are required to administer medication to pupils during school hours, where parents have completed medication and permission forms. First Aiders give

immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

The current school first aiders are:

Charlotte Alsop
Salina Price
Dan Weaver
Jamie Clayton
Jenny Hellin
Richard Tart
Jasmine Bradley
Kyle Glazier
Sharon Cranfield

Phil Cheshire -outdoor first aid

School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout the school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with SLT to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to SLT and that piece of equipment should not be used
- know what to do and respond accordingly when they become aware that a pupil had a medical event and needs first aid support
- where appropriate to the needs of the pupil, school staff may be asked to provide support, including the administering of medicines for pupils during the school day. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support the pupils
- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training. The school recognises that a first aid certificate is not appropriate training in this instance
- Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by

- reporting any medical emergencies or incidents to a member of staff immediately.
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour will be dealt with under the school's behaviour policy
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where pupils will be travelling off the school premises.
- all pupils are expected to act in a way which demonstrates a positive awareness of their responsibility for informing a member of staff if a fellow pupil is unwell.

Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in the school office unless there is a specific reason for the child to have it with them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of the school staff
- working with the school to instil a sense of first aid responsibility in their children. This means being alert to health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community.

Names of school first aiders are displayed in the school and in the school office.

2. First aid boxes

Bettws Lifehouse KG has numerous first Aid boxes located around the premises and in all buildings. All buildings are clearly signed, and the box location noted.

Please check with the Main office for exact locations.

They can be replenished from supplies kept by the school administration. It is the responsibility of all members of staff in each faculty to ensure that their first aid boxes are fully stocked at all times with items that are within expiry date.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for emergency services to arrive.

For off-site activities, first aid boxes are present in all school cars.

3. Information on students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. Senior Leaders will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be stored on the school MIS system.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment.

4. Policy for pupils with medical conditions that are known to the school

This covers pupils with medical conditions such as diabetes, epilepsy and asthma. When the school is notified by a parent or healthcare professional that a pupil has been diagnosed with a medical condition or will be transferring to the school or returning after prolonged absence, the school will implement procedures to support the pupil. The school is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of an emergency.

- records of all pupils who have access to asthma inhalers, EpiPens, injections, or similar medical equipment is kept on the school MIS system. This medication will be kept in the school office, suitably labelled and easily accessible in case of an emergency. Staff will be made aware of each individual's circumstances however, under no circumstances will a pupil be prevented from accessing their inhalers and medication and administering their medication when and where necessary
- All staff will ensure that pupils will always be permitted to drink, eat or take toilet or other breaks whenever they require to manage their medical condition effectively. Where a pupil becomes ill, they will be taken to the medical room and monitored by their allocated staff, and parents will be informed
- Emergency services should be contacted where they are needed or thought to be needed.
- If a pupil becomes unwell (eg has an asthma attack, suffers a hypo etc) during the school day the parents will be informed as soon as possible so that this may be monitored for any ongoing effects. A record should be made of all such incidents
- If a pupil needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

5. Managing medicines on school premises

The school is only responsible for administering medicines when not to do so would be detrimental to the pupil's health or school attendance. The school requires that parents should always notify the school of any side effects of any medication to be administered at school.

- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- Other than the exceptional circumstance where a medication has been prescribed to a child without the parent's knowledge, no pupil under the age of 16 will be given prescription or non-prescription medicines without their parent's written consent. In such an eventuality, the school will encourage the young person to involve their parent, but will respect their right to confidentiality.
- No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor.
- Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in date, labelled, and provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form.
- Medicines will be stored safely at all times, pupils will have immediate access to their medication at all times and will be given the name of the key holder so that these can be accessed swiftly. Items such as inhalers, blood glucose meters and adrenaline pens should always be readily available and will not be locked away.
- Where a child has been prescribed a controlled drug, this will be administered by a member of staff in accordance with the prescriber's instructions. Staff administering medicines should do so in accordance with the prescriber's instructions.
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps.
- The school will keep a record of any controlled drugs that have been prescribed for pupils and these will be stored in a locked, non-portable, container. This will be accessible only to nominated staff (give details of names) but will be easily accessible in an emergency. A record will be kept of all dosages administered and the amount held in school.

The current school staff trained to administer medicine are:

Maxine Bond
 Seren Foulkes
 Charlotte Allsop
 Sue Harley
 Jenny Hellin
 Mike Perry
 Julia Richards
 Hannah Oliver Phillips
 Brooke Richardson

6. Procedure in the event of an illness

If a pupil falls ill while in a school they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action.

First Aid will be administered where needed and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain in the medical room until they are able to get there or the taxi arrives.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk.

Reporting absence due to illness

Most cases of absence due to illness are short-term, but parents will need to make a phone call to alert the school on each day of absence.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

7. Procedure in the event of an accident or injury

In the case of an accident or injury, the headteacher or a senior leader should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called.

First aiders should be called whenever necessary. First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury, then they should arrange for access to appropriate medical care without delay.

Emergency services

An ambulance should always be called by staff in the following circumstances:

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported on the MIS.

8. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids

- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination

9. Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid or medication should fill out an incident form in the Medication folder. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **health and safety policy**.

The wellbeing team is responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

Serious incidents

Serious incidents will also be recorded and reviewed by senior leaders. The Directors will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the headteacher or designated person to report to the HSE when necessary. Incidents that need to be reported include but are not limited to the following.

Incidents involving staff

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained).
- Cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).
- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

Incidents involving pupils, parents, or school visitors

- Accidents which result in the death of a person that arose out of or in connection with the school's activities.
- Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital for treatment.

For most types of incidents, including accidents resulting in the death of any person, accidents resulting in specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences, the responsible person must notify without delay, in accordance with the reporting procedure in Schedule 1 of RIDDOR. A report must be received within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, the school will notify the enforcing authority within 15 days of the incident, using the appropriate online form.

The school will keep a record of any reportable injury, over-seven-day injury, disease or dangerous occurrence. This will either be a copy of the submitted RIDDOR report *OR* a separate record which will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Incident investigations

An investigation may be launched by external authorities in the case of accidents or incidents that fall under RIDDOR. Accident reports will be reviewed, and witnesses may be interviewed.

Senior managers may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Signed by

<u> </u> Kay Jones	Managing Director	Date: ...22/09/2025
<u> </u> Nici Jones	Headteacher	Date: ...22/09/2025

This policy will be reviewed:

- at least annually
- after major accidents, incidents and near misses that have first aid implications
- after any significant changes to the workplace, working practices or staffing.