

# ***First Aid and Medication Policy***

***Next to be reviewed: September 2025***

***Agreed by Governing Body***

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## Aims

The aims of this policy are to:

- Ensure the Health and Safety of all staff, pupils, and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to Health and Safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## Roles and responsibilities

### Key Staff and First Aiders

The School Primary First Aider is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits, including the school AED (Automated External Defibrillator)
- Co-ordinating and planning immunisation sessions with the school immunisation team
- Liaising with any specialist nursing teams for additional support for pupils with epilepsy and diabetes
- Organising additional staff training sessions for anaphylaxis, asthma, and epilepsy awareness
- Recording the incident report on SIMS and completing the Local Authority Reporting procedure where required on the same day, or as soon as is reasonably practicable, after an incident (LA reportable incident should be recorded within 5 days)

The Facilities Manager is responsible for:

- Overseeing the Risk Assessments for the general areas of the school site.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents
- Assessing the situation where there is an injured person

- Giving immediate and appropriate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensuring that an ambulance or other professional medical help is called
- Sending pupils home to recover, where necessary
- Recording the incident report on SIMS and ensuring that details are passed immediately to the primary first aider if a report is required to be logged with the Local Authority

A list of qualified first aiders is held by the HR (Human Resources) Manager and their names are also displayed around the school.

### The Local Authority and Governing Body

Wakefield Metropolitan District Council has ultimate responsibility for Health and Safety matters in the School and the reporting of specified incidents to the HSE (Health and Safety Executive) when necessary, but delegates responsibility for the strategic management of such matters to the School's Governing Body.

The Governing Body has ultimate responsibility for Health and Safety matters in the School, but delegate operational matters and day-to-day tasks to the Headteacher and staff members.

### The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

### Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in School are via referring to lists/posters
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Informing a first aider of any incident that has occurred where a first aider was not called

### First Aid Needs

Kettlethorpe High School reviews the needs in relation to first aid, alongside the review of this policy. Changes in staffing, pupils, premises, and the curriculum are considered. The outcomes are used to guide decisions on:

- The number of first aiders needed
- The number and locations of first-aid containers
- Arrangements for off-site activities/trips
- Out of school hours arrangements e.g. parents' evenings, clubs

- Adequate provision for leave and in case of absences

Kettlethorpe High School is generally a low risk environment; however, consideration is given to adequate first aid cover in higher risk areas such as PE, science, technology, art, and drama

## Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Staff who undertake responsibilities within this policy are covered by the School's public liability insurance which is arranged through Wakefield District Council.

## First Aid Procedures

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### 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
- If assistance from a first aider is required, the staff member is to contact a first aider
- 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.
- If emergency services are called for a pupil (see appendix 3), an appropriate member of staff will contact parents immediately
- If emergency services are called for an adult (see appendix 3), their emergency contacts will be informed immediately by the most appropriate member of staff. At an appropriate point during the care of the member of staff, SLT will be informed that the emergency services have been contacted
- If emergency services are called for a pupil, and a parent/carer is not available, a member of staff or parent/carer must accompany the person to hospital and remain there.
- Before administering first aid, consideration should be given to potential allergies (for example with plasters). Reference can be made to the pupil as secondary school pupils should be considered competent and fully aware of their allergies.
- In the event of a head injury, the first aider will ascertain:
  - how it happened
  - when it happened
  - where it happened
  - how the individual feels
- If the first aider/staff member judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child
- Upon their arrival, the member of staff will recommend next steps to the parents. Reference should be made by the first aider to the Health Protection Agency (HPA) Guidance on Infection Control in Schools and other Childcare Settings to advise on timescales for periods

off school in case of illness (for example: nausea/vomiting/diarrhoea – 48 hours from last bout)

- Where required the first aider will record the incident/accident details on SIMS and ensure, where necessary, that the details are logged on the LA reporting website as soon as is practical after an incident resulting in an injury.

### Off-Site Procedures

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

- A mobile phone
- A portable first aid kit including the asthma emergency kit and Adrenaline Auto Injector (AAI) if appropriate
- Information about the specific medical needs of pupils
- Parents' contact details.

Risk assessments will be completed by the Group Leader prior to any educational visit that necessitates taking pupils off school premises. First aider requirement should be determined by the initial risk assessment and pre-visit planning in line with the Off-Site Visits Policy. There must always be an 'appointed' supervising adult who will take charge of a situation and organise assistance in the event of a first aid incident.

## First Aid Equipment

### First Aid Equipment Locations

The main supply of first aid products are held in the First Aid room near pupil reception. Also in the first aid room is:

- The emergency asthma kit (school salbutamol inhaler and disposable spacers)
- Emergency epilepsy medication if supplied with individual HCP
- Pupils' spare insulin stored in fridge
- Diabetic pupils spare hypo rescue boxes .

School Spare AAI's are stored in Reprographics, next to pupil individual named spares, behind pupil reception.

There are additional first aid kits in Visitor Reception, Catering Classrooms, Inclusion Hub, MFL, Science Prep Area, Gym, and Sports Hall.

Travel first aid kits are provided to all staff where off site trips are taking place.

Trip Leaders must collect a kit (and any required pupil medication, spare AAI's etc.) from reprographics on the day of departure and return it to the reprographics upon the trip's return.

### Defibrillator

There are 3 emergency defibrillators located on site. They can be found in:-

- First Aid Office
- KS leader Office
- Staff Changing room – Gym area of the MFL building

All accessible by a P1 key which all staff have access to. They can be used in an emergency by following the verbal instructions and visual prompts on the defibrillator.

## Wheelchair

The School has a transit wheelchair which is stored in the first aid room when it is necessary to move a patient from one location to another, providing it is safe to do so.

## Eye Irrigation

The Science Department has eye wash facilities in case of eye contact with chemicals.

## First Aid Facilities

Every school must have a suitable room that can be used when required for the assessment of pupils who are injured or who report they are unwell during school hours. The area must contain a washbasin and be near to a WC. At Kettlethorpe High School the room used for this purpose is next to reprographics behind pupil reception. The disabled WC room located on the same corridor can also be used as reserve medical room if needed.

## Administering Medicines

The only medication which pupils are allowed to carry in school are emergency medications such as Adrenalin Auto Injectors (e.g. Epipen) Asthma Inhalers and Diabetes medication.

No child under the age of 16 should be given medicines containing aspirin or ibuprofen unless it has been prescribed by a doctor and a written consent form has been signed by their parent/carer.

### Prescription medication

A consent form (available on the school website) enabling a member of staff to administer medication to a child must be completed by the parent/carer each time a new medication is prescribed. Once the form has been completed the medication should be handed into Pupil Reception upon arrival at school it will then be kept securely in the First Aid room until it is required. It is the pupil's responsibility to remember to collect medicines at the end of the day where appropriate.

The school will keep a record of medicines brought into school by a parent/carer for administration to a pupil during the school day. The register will be signed by a member of staff and the pupil when medication has been administered.

Medicines should only be taken into school when essential; e.g. where it would be detrimental to a pupil's health if the medicine was not administered during the school day. It is recognised that it may be necessary at times for a student to take medication to minimise absence. Where this happens, it is advised that the parent/carer request that the prescription is such that the student does not need to take any medication whilst in school e.g. a dose frequency of three times per day rather than four times per day. The school will only accept medication of a frequency of four times per day or more unless a specific time is detailed on the medication label. Medications that state 'as and when required' must be accompanied with a minimum and maximum dose.

Where medicines must be administered during the day they must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. Prescribers should be encouraged to provide two prescriptions for a student's medication, where appropriate and practicable: one for home and one for use in school. It is the responsibility of the parent/carer to ensure that all medications which are kept in school for longer term medical conditions/allergies etc. are in date and provide new medications when required.

## Non-prescription medication

Pupils should not bring over the counter medications to school, it is the responsibility of the parent to identify if their child is well enough to attend school.

Staff will not give medication to a child unless it has been prescribed by a Doctor, Dentist or Nurse Practitioner and a request for school to administer medication form has been completed.

In cases where paracetamol is advised by a medical practitioner but not prescribed, a letter must be obtained from a medical practitioner by the parent/carer confirming it is safe to administer the paracetamol, detailing the dosage and period of time this should be taken for the school to consider the administration.

## Medical needs

Students with short-term, long-term and/or complex medical conditions may require ongoing support, medicines or care whilst attending Kettlethorpe High School to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents/carers communicate with school so that effective support can be put in place.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. See SEND Policy. Where a student does have long term and/or complex medical needs an Individual Health Care Plan is essential to manage their needs, The Individual Health Care Plan should be provided to the appropriate school staff member by parents/carers and relevant healthcare professionals. It is the parents/carers responsibility to inform school of any changes.

## Record-Keeping and Reporting

### Accident Recording

A record of the accident/incident will be recorded on the school information management system (SIMS) completed by the first aider on the same day or as soon as possible after an incident resulting in an injury in as much detail as possible. This includes:

- the date, time, and place of incident
- the name of the injured person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- name of the first aider or person dealing with the incident
- to whom the incident has been reported.

A blank copy of an Accident Report Form is available for any visitor who may be injured whilst on site this is available on the medical shared drive or from the Admin Office Manager.

Any incident which meets the Local Authority requirements for reporting will be logged by the primary first aider or admin office manager to be logged on the Local Authority Health & Safety Incident Portal. Where required the Facilities Manager or department staff will be asked to investigate and provide further details.



All first aid incidents reported to first aiders are recorded on SIMS as a Medical Note/Event.

### Reporting to the HSE

As a maintained school the Local Authority have the responsibility to notify the HSE of any incidents reportable under the RIDDOR legislation.

### Notifying Parents

Pupils do not contact their parents directly in the event of them feeling unwell or if they are injured. The first aider, relevant year manager or pupil support team member will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The following events must be notified to parents/carers:

- A rash of which the parents are not already aware or where it is suspected to be contagious
- An injury to the head
- A non-accidental injury.

There is no need to inform parents for:

- Minor cuts and grazes
- A headache that goes away
- Minor complaints of feeling unwell.

Pupils are expected to take responsibility for their own health. They are also expected to be resilient and responsibly assess their need for adult assistance in terms of first aid. Pupils are then expected, if possible, to inform an adult if they need first aid assistance. Where the school does not contact parents (see above), the pupil is expected inform their parent/carer of any minor injury/illness that has occurred during the school day.

### Training

All school staff can undertake first aid training if they would like to. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The HR Manager keeps a register of all trained first aiders, what training they have received and when this is valid until. From time-to-time, the school will arrange group first aid training on an INSET day which will cover a maximum of 12 delegates. Alternatively, training can be arranged through HR Manager if off-site training is required

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

### Monitoring Arrangements

This policy will be reviewed annually. At every review, the policy will be approved by the Headteacher and the governors.

A report from SIMS for Medical Events is run by the Facilities Manager to review and analyse incidents to spot trends, identify training needs and areas for improvement.

### Links with Other Policies

This first aid policy is linked to the:

- Health and Safety policy
- SEND Policy.