



Medical and First Aid Policy

Date	Review Date
7/2/23	7/2/24

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

Annually we carry out an assessment of medical and first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment we should provide.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.



Head Teacher: Mr Phil Croke
Main Street, Sedgeberrow, WR117UE

(01386) 881391

office@sedgeberrow.worcs.sch.uk

sedgeberrow.worcs.sch.uk





We ensure all school personnel and supply teachers:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We are aware that following a change in the law, we are allowed to purchase spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies.

We acknowledge that these spare devices can only be used on pupils at risk of anaphylaxis (a life-threatening allergic reaction) where consent from doctors and parents has already been obtained.

We believe that parents will now feel more confident about their children's safety during school time knowing that we have in place spare adrenaline auto-injectors.

We believe all school pupils should be taught basic first aid such as dealing with head injuries, CPR, the purpose of defibrillators and how to call the emergency services.

We have introduced a programme of first aid into the school curriculum as we believe young people need the tools to be ready to thrive when they leave school. We firmly believe simple yet vital first aid skills can save lives.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.



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We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place health and safety control measures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To teach basic first aid to all pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;

Head Teacher: Mr Phil Croke

🏠 Main Street, Sedgeberrow, WR117UE

☎ (01386) 881391

✉ office@sedgeberrow.worcs.sch.uk

sedgeberrow.worcs.sch.uk





- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - ☐ determining this policy with the Governing Body;
 - ☐ discussing improvements to this policy during the school year;
 - ☐ organising surveys to gauge the thoughts of all pupils;
 - ☐ reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher and the coordinator;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
 - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake an assessment of first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment that is required;
- ensure risk assessments are:
 - ☐ in place and cover all aspects of medical and first aid;
 - ☐ accurate and suitable;
 - ☐ reviewed annually;
 - ☐ easily available for all school personnel.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- have in place the following health and safety control measures:



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- ☐ Adequate and appropriate first aid equipment and resources available.
 - ☐ Any faulty equipment restored or replaced.
 - ☐ Well maintained medical room.
 - ☐ First aid boxes strategically placed around the school.
 - ☐ First aid boxes well resourced and maintained.
 - ☐ All school personnel trained in first aid.
 - ☐ Named first aiders in place and well qualified.
 - ☐ First aiders attend all off-site visits and activities.
 - ☐ School personnel aware of first aid procedures.
 - ☐ Policy in place.
 - ☐ All stakeholders aware of school policy.
 - ☐ School policy published on school website, school handbook and staff handbook.
 - ☐ Training in place for all new staff.
 - ☐ Handbook for temporary staff outlines all first aid procedures.
 - ☐ On-going monitoring in place.
 - ☐ Annual review to ensure adequacy for identified hazards, allergies etc.
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- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies;
 - train all school personnel in first aid arrangements;
 - ensure basic first aid is firmly embedded into the school curriculum;
 - give pupils the opportunity to attend first aid training during organised after school activities;
 - organise first aid workshops for parents;
 - have in place the following health and safety control measures for medical inspections for pupils:
 - ☐ Parents notified well in advance.
 - ☐ Parents invited to attend.
 - ☐ Information about medical inspections published on the school website, school handbook and staff handbook.
 - ☐ Medical room in place.
 - ☐ Risk assessment for medical room in place.
 - ☐ Medical room provides enough privacy for medical inspections to take place
 - ☐ Access denied to the area near the medical room
-
- work closely with the link governor and coordinator;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
 - annually report to the Governing Body on the success and development of this policy.



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Role of the Nominated Person – Headteacher

The nominated person will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years;
- organise and maintain the medical room as suggested by HSE:
 - ☐ a sink with hot and cold running water;
 - ☐ drinking water and disposable cups;
 - ☐ soap and paper towels;
 - ☐ a store for first-aid materials;
 - ☐ foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
 - ☐ an examination/medical couch with waterproof protection and clean pillows and blankets;
 - ☐ a chair;
 - ☐ a telephone or other communication equipment; and
 - ☐ a record book for recording incidents attended by a first-aider or appointed person.
- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - ☐ a leaflet giving general guidance on first aid;
 - ☐ individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - ☐ sterile eye pads;
 - ☐ individually wrapped triangular bandages, preferably sterile;
 - ☐ safety pins;
 - ☐ large sterile individually wrapped unmedicated wound dressings;
 - ☐ medium-sized sterile individually wrapped unmedicated wound dressings;
 - ☐ disposable gloves.
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;



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- ensure school personnel are aware of the specific health needs and disabilities
- determine the level of provision:
 - ☐ at breaktimes and lunch times
 - ☐ when school personnel are absent
 - ☐ for all educational visits and sporting activities
 - ☐ for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success of this policy.

Role of the Health and Safety Coordinator – Headteacher

The coordinator will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

All school personnel must:

- be aware of first aid arrangements;



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- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered;
- teach basic first aid to their pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be given the opportunity to attend first aid workshops in order to understand and be familiar with basic first aid skills;
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- will be given the opportunity to attend first aid training during organised after school activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Recording Accidents and Injuries



Head Teacher: Mr Phil Croke
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All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - ☐ Facebook
 - ☐ Twitter
 - ☐ Virtual pin boards
 - ☐ School blog

Training

We:

- ensure all school personnel have received appropriate training for all health and safety policies that is undertaken by a registered training provider that covers:
 - Health and Safety
 - Basic first aid
 - Medical care
 - Dealing with emergencies
 - Safeguarding and Child Protection
 - Administering Medicines
 - Hygiene
 - Risk management and risk assessment
- ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;



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- can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
- have in place evidence for all staff:
 - ☐ that highlights the knowledge gaps in the training;
 - ☐ that shows how those knowledge gaps were corrected

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.



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The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Health and Safety
- Safeguarding and Child Protection
- Administering Medicines
- Hygiene
- Risk Management and Risk Assessment

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

We believe this policy:

- has been reviewed thoroughly by the governor responsible for health and safety and the Headteacher has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;



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- is provided to all school personnel and a hard copy can be found in the staffroom reference library

Headteacher:	Philip Croke	Date:	7 th February 2023
Chair of Governing Body:	Mike Xifaras	Date:	7 th February 2023



Head Teacher: Mr Phil Croke
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