

First Aid, Medication and Chronic Illness Policy



This policy applies to the whole school and is published to parents, pupils and staff.

This policy has regard to the Department for Education Guidance: First Aid in Schools, 2014; The Education (School Premises) Regulations, 1996; Health & Safety at Work Act, 1974.

1. Introduction

This policy outlines Bradford Grammar School's (the "School") responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

The Headmaster is responsible for putting the School's policy into practice and for developing detailed procedures which can be found in the First Aid Medication and Chronic Illness Guidance (guidance). The Headmaster also has a responsibility to make sure that parents are aware of the School's 'Health and Safety' policy, including arrangements for first aid.

The Headmaster shall delegate the day to day responsibility for First Aid to the Health and Safety Officer (H & S Officer) and the School Nurses.

The H & S Officer and the School Nurses shall be responsible for the drafting and dissemination of the guidance (as above) and for ensuring it is kept up to date. Such guidance shall take into account all relevant statutory and other regulations/or recommendations in connection with First Aid Medication and Chronic Illness in schools.

The Deputy Head is responsible for ensuring that the H & S Officer and School Nurses assess and review the effectiveness of this policy and the relevant guidance document on a regular basis, but at least annually. As part of this review process the H & S Officer, School Nurses and the Deputy Head will meet annually with the Headmaster to make any recommendations for improvement to this policy and/or the guidance document.

Pupil records and information regarding specific pupil's medical needs are required by the School. All personal information is kept in accordance with the School's 'Data Protection' policy.

The Board of Governors is responsible for the approval of this policy.

2. Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999, providing all staff with a practical and informative document.
- To ensure that first aid provision is available at all times whilst pupils are on School

premises and whilst off the premises on School visits.

- The minimum for first aid provision is to provide a suitably stocked first aid container; to identify an appointed person to take charge of first aid arrangements; and to provide information for staff on first aid arrangements. This minimal provision must be supplemented with a risk assessment to determine any additional provision which may be required.

3. Objectives

- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's first aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and 2013.
- To provide additional detailed guidance for staff involved with pupils with chronic health conditions.

4. Personnel

The Headmaster is responsible for the health and safety of the staff and anyone else on the premises. This includes employees, pupils and visitors (including contractors).

There is a designated H & S Officer who reports to the Estates Manager, who has overall operational responsibility for Health and Safety.

Any member of staff who is taking medication that has the potential to affect their ability to carry out their role within School must inform the H & S Officer and their line manager. All medication brought into School by staff must be kept securely and be inaccessible to other members of the School community.

5. Named first aiders

The recommended number of certified First Aiders is one per 100 people on site.

There is always a School Nurse or First Aider on site and a list of first aiders and locations can be found on the IT network in the All Staff Shared Area, Health and Safety files. This list is also accessible via the First Aid icon found on the computer desktops:



- There will always be a First Aider or School Nurse available whilst pupils are on site.
- The First Aiders must have undertaken up to date training approved by the HSE.
- At School, the main duties of a First Aider are to give immediate help to injured or ill pupils, employee and visitors to the School, and when necessary to ensure that an ambulance or other professional medical help is called.
- The School will base its first aid provision on the results of its risk assessment. If there are parts of the School where different levels of risk are identified the School will consider the need to make different levels of provision in different areas/departments.
- When considering how many first aid personnel are required, the Headmaster will also

consider adequate provision for lunchtimes and breaks.

- All educational visit approval forms must include the level of first aid provision required in relation to the identified risk by the trip leader. The staff list should identify who is first aid trained and to what level. This then enables the H & S Officer to assess the risk element and the suitability of the level of first aid staff provision.

6. Qualifications and training

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- First Aiders will undertake one-day emergency first aid training, or three-day first aid training in some circumstances. Those staff who attend or lead school residential trips may attend outdoor first aid courses.
- The School will keep a record of First Aiders and certification dates.

7. First aid kit provision

There are first aid kits readily available at the School and staff have a responsibility to know the location these and must report their usage to the School Nurse or H & S Officer. Staff who are supervising activities off the School site must ensure they always have access to a first aid kit.

8. Spillage

Spillages of body fluids may present an infection risk to others and must be dealt with immediately.

9. Recording and Reporting accidents and incidents

- Whenever a pupil is sent to the School Nurse following an accident or incident an accident form will be completed by the adult on scene and sent to the School Nurse. This is also sent on to the H & S Officer.
- All visits to the School Nurse will be documented on the pupil's record.
- Parents will be informed by a School Nurse or the member of staff who dealt with the pupil
- Accident statistics will be recorded by the H & S Officer and sent to the SLT whenever requested and also on a termly basis.

10. Record keeping

Statutory accident records: The H & S Officer/School Nurse must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

Accident records can be used to help the SLT, H & S Officer and School Nurse to identify trends and areas for improvement, training or other needs and the records may be useful for insurance or investigative purposes.

11. Calling an ambulance

Prior to requesting an ambulance, the pupil/person in need will be seen and assessed by the School Nurse or a First Aider whenever possible.

12. RIDDOR Reporting

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 and 2013) requires the School to inform the HSE of any reportable incidents.

The School will keep a record of any reportable injury, disease or dangerous occurrence.

13. Reportable incidents

- HSE must be notified of fatal and major injuries and dangerous occurrences without delay. This must be followed up within 10 days with a written report.
- Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days.

The Headmaster is responsible for ensuring that this happens but may delegate the duty to the H & S Officer.

14. Support for pupils with chronic medical conditions

The School aims to offer a full and supportive curriculum to all of its pupils.

To assist staff and parents to meet the needs of pupils with chronic conditions, the School has detailed guidelines which can be found in the School's First Aid, Medication and Chronic Illness Guidance.

Policy reviewed by: Miss A Moss, (H & S Officer) and Mrs S Martindale, (School Nurse)
Last policy review date: March 2021
Next policy review date: March 2022