

Change Log

Date	Changes to Policy
December 2016	Emergency Procedures updated
May 18	Reference to LAP changed to 'The Trust'
May 18	First Aid provision Responsibility to ensure sufficient First aid trained staff changed from Estates Compliance Lead to Head Teacher. Definition of first aid cover added.
May 18	Administration of Medicines Removed administrator changed to nominee
May 18	Administration of Medicines The procedures have been updated
May 18	Employee Medication – new guidelines
May 18	Medical Information Medical information is sensitive data and should not be on display. The academy may seek parental consent to display information regarding pupils with acute or severe medical conditions which may need 'instant response' as they may be life threatening.
March 19	Two members of staff should accompany a child if they are transported in a member of staff's vehicle to a hospital/minor injuries unit, if the parent or carer is unavailable.
March 19	If the office is unattended alternative arrangements should be sought through the Head of Academy or senior member of staff but at no time should the injured/ill person be left unattended.
January 2023	Head of Academy amended to Head Teacher and Estates & Services Manager amended to Head Teacher

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1. Rationale

The Learning Academy Partnership (here in after 'The Trust') accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of children, staff and others using the Trust premises or participating in academy-sponsored activities. It believes the prevention of accidents or injury is essential to the efficient operations of the partnership and is part of the good education of its children.

The Trust is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring at work and where necessary members of the public on academy premises. To this end, the Trust will ensure that the statutory requirements and the needs of the Trust are met.

Should employees have concerns about the provision of First Aid within their setting, they should inform the Head Teacher to review and rectify the situation if necessary.

2. Purpose of our Policy

This Policy will:

- Give clear structures and guidelines to all staff regarding all areas of First Aid
- Clearly define the responsibilities of the staff
- Enable staff to see where their responsibilities end
- Ensure good First Aid cover is available in the academies and on visits

3. Arrangements

3.1 First Aid Personnel

First Aid personnel are Trust employees who have completed a Basic First Aid course. All staff undertaking First Aid duties will be given full training in accordance with current legal requirements. First Aiders will be provided with retraining at regular intervals using a rolling program.

3.2 Paediatric First Aid Personnel

Paediatric First Aid personnel are Trust employees who have completed a Paediatric First Aid course. All staff undertaking Paediatric First Aid duties will be given full training in accordance with current legal requirements. First Aiders will be provided with refresher training at regular intervals using a rolling program.

3.3 Appointed Person

An Appointed Person is an employee of the Trust, who has sufficient knowledge and training to enable them to take charge in an emergency. Any appointed person will attend a 3 day First Aid at Work course provided by an HSE approved provider. Appointed First Aiders will be provided with refresher training at regular intervals using a rolling program.

3.4 First Aid Provision

The Head Teacher will ensure there are sufficient numbers of First Aid Personnel, Paediatric First Aid personnel and Appointed personnel within their academy to provide adequate cover. An assessment will be carried out to ascertain the numbers of First Aiders required to meet the needs of each academy/setting.

There are no rules on exact numbers. The Head Teacher should make a judgement based on the academy circumstances and the risk assessment.

If there are parts of the academy where different levels of risk can be identified, it will be necessary to consider the need to make different levels of provision in different areas/departments.

When considering how many first-aid trained staff are required, the Head Teacher should also consider:

- adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime staff to have first-aid training;
- adequate provision for leave and in case of absences;
- first-aid provision for off-site activities i.e. school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?
- adequate provision for practical departments, such as science, technology, home economics, physical education;

- adequate provision for out of hours activities eg sports activities, clubs;
- adequate provision for visitors/ trainees/volunteers working on site. They have the same status as staff for the purposes of health and safety legislation.

In Early Years at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on school trips.

3.5 All Members of Staff

All members of staff in the academies are able to deal with minor incidents requiring First Aid. Advice should be sought if required.

During lessons, the child will be taken/sent to the office and if necessary their parents will be informed. If the office is unattended alternative arrangements should be sought through the Head Teacher or senior member of staff but at no time should the injured/ill person be left unattended.

If First Aid is required, this will be administered by a trained First Aider wherever possible. If an accident occurs in the playground and First Aid is required, the member of staff on duty will request the assistance of a First Aider. At lunchtime the First Aid trained MTA's will administer First Aid. The Appointed First Aider will deal with more serious injuries or illness.

At no time should the injured/ill person be left unattended.

If there is a concern over an injury or illness, then an opinion should be sought from the Appointed First Aider along with the Head Teacher or senior teacher on duty.

Reference can be made to the Infectious Diseases In School and Childcare Settings (Spotty Book). If concern over the injury/illness is upheld and if it is felt that further treatment may be necessary, all efforts will be made to contact the child's parents/guardians.

If unable to make contact, then effort will be made to contact the next named adult on the child's record.

If unable to make contact, then an assessment will be made as to whether to call for medical assistance or make the ill or injured person comfortable in school until a family contact can be made.

3.6 Emergency Procedures

If a child requires emergency care a member of the academy staff will telephone 999 and request an ambulance, and then contact the parent/s or named contact to request them to come to where the child is. A member of staff is to remain with the child at all times. A further member of staff if possible would take a phone to where the child is to liaise with the ambulance service.

If the child requires hospitalisation and the parent/contact does not arrive before the ambulance leaves a member of staff is to remain with the child until the parent/contact arrives.

Two members of staff should accompany a child if they are transported in a member of staff's vehicle to a hospital/minor injuries unit, if the parent or carer is unavailable.

3.7 Reporting and Recording of incidents

All accidents incurred anywhere on Trust premises that result in first aid treatment should be recorded in the on site Accident book which is kept with the First Aid kit.

All head injuries must be referred to a qualified first aider. Any head injury should be recorded in the accident book and reported to parents via a telephone call. As per 'emergency care' a serious head injury, eg. loss of consciousness or other side effects should instigate a call to the emergency services via 999.

Any serious incidents/accidents or any healthcare concerns involving pupils where further medical assistance such as hospital treatment or ambulance attendance is required must be reported to the Estates Compliance Lead as soon as possible using the online Accident/Incident Report Form.

The Head Teacher should be informed of any serious concerns.

The report form is available via the link on Trust laptops – windows – Accident Report Form. A link to the form can also be shared by a member of the admin team or the Estates Compliance Lead at any time upon request.

At no point should the injured/ill person be left unattended.

3.8 First Aid Kits

All staff will be made aware of the location of First Aid kits in each establishment.

It is the responsibility of the Appointed First Aider to replenish the First Aid Kit.

3.9 Employee Accidents

Any accident/incident involving an employee must be recorded and reported to the Head Teacher and the Estates Compliance Lead via the online Accident/Incident Report Form.

Any accident to an employee resulting in a severe or fatal injury should be reported to the HSE immediately by telephone or email. This will be done by the Estates Compliance Lead.

3.10 Pupil Accidents

Severe or fatal incidents to children on academy premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in the playground arising from collision, slips and falls need not be reported unless they are attributable to:

- The conditions of the premises (for example, potholes, ice, damaged or worn steps, etc)
- Plant or equipment on the academy premises
- The lack of proper supervision

Severe and fatal injuries to children occurring on sponsored or controlled activities, organised by the academy but off school site, should be reported if the accident arose out of, or in connection with these activities.

4. Administration of Medicine

4.1 Medicines

Medication can only be administered to children by the Head Teacher or the Head Teacher nominee(s). Following the Department for Education guidance, in exceptional circumstances, non prescribed medicine can be administered if written parental permission is provided.

There are two forms which require completion:

1. 'Administration of Medicines in Schools' declaration form to be completed by the parent or guardian of the child and be delivered personally, together with the medicine, to the Head Teacher or to the academy office. (Appendix 1)
2. 'Record of Medicine Administered to an Individual' (Appendix 2). This form is to be completed by a member of staff and signed by a second member of staff (to confirm the correct dosage and medication) prior to administering each dose of medicine.

4.2 Process of Administering Medicine

The medicine should be clearly labelled with;

- Contents
- Name of person
- Dosage and frequency
- Quantity received ml/number of tablets
- Expiry Date (checked)
- Name of prescribing doctor (if required)
- Expiry date

Medicines must be kept in an individual class container in a locked cupboard within a staff only area, preferably the academy office. If the medicine requires refrigeration it should be placed in a suitably labelled container in a fridge only accessible to staff.

Medication should only be administered in the academy office or staffroom by the nominee(s). Only one child should be in the office/staffroom at any one time.

For further clarification, see the Trust Administering of Medication Policy.

4.3 Employee Medication

Staff have a legal responsibility to advise the Trust, as their employer, if they are taking medication that could have adverse side effects e.g. drowsiness, blood thinning medication or medication that may impair decision making. This may be prescribed or purchased medication.

4.4 Inhalers

Asthma inhalers should be kept in the child's classroom under the charge of the teacher. Parents must complete the 'Administration of Medicines in Schools' declaration form to give their permission to administer the medicine to their son/daughter during the time he/she is at school. All inhalers and spacers should be clearly marked with the child's name. If the child has an Asthma plan prescribed by his/her own GP this must be discussed with and made available to the class teacher.

Parents who require the school to administer an asthma inhaler to their child on an ad-hoc basis must make their request known to the office first thing in the morning.

- An updated list of all children who are Asthmatic must be kept and relevant staff advised
- Asthma inhalers must be kept as per storage of medicines
- Inhalers for children with Asthma in KS2 must be made easily accessible for them to self administer
- Staff must ensure that inhalers are taken on school trips, visits and P.E. lessons
- All inhalers should be clearly labelled and sent home at the end of each term to be checked

4.5 Medical Information

Under the terms of GDPR medical information is sensitive data and should not be on display.

The academy may seek **parental consent** to display information regarding children with acute or severe medical conditions which may need 'instant response' as they may be life threatening.

The Head Teacher or their nominee has the right to decline the administration of medicine and in this event it is the parent's responsibility to make appropriate alternative arrangements.