



First Aid Policy

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Next review: September 2025



The purpose of the Policy is:

- To assist with the provision of safe, effective First Aid for pupils, staff, and visitors.
- To ensure that all staff and pupils are aware of the procedures.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- The term First Aider refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

The First Aid procedure at The Davenport School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter the severity.

It is emphasised that the team consists of qualified First Aiders and not trained Doctors or Nurses. In the event of an accident all members of the school community should be aware of correct procedures and the support available. All staff must be aware of the locations of First Aid equipment and the identity of the nominated First Aider on duty.

All staff must be aware of the company policies and procedures on recording accidents, injuries and Health and Safety Issues. All incidents and accidents must be recorded as part of the health and safety monitoring procedure, all serious incidents and accidents should be reviewed by a senior member of staff, and it is the responsibility of the Head of Health and Safety to inform RIDDOR as required.

It is the responsibility of the organisation to report any incident or accident to Ofsted if it involves any emergency services, it is the responsibility of the school to report the incident to the home where the young person is living.

Roles and responsibilities

First Aiders

- Ensure that their qualification and insurance (provided by the school) are always up to date – this responsibility is shared by the company who should keep up to date records of First Aiders.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always support any person with any injury to attend Accident and Emergency when requested to do so and treat the casualty to the best of their ability in the safest way possible prior to this.
- Help fellow First Aiders at an incident and provide support after the event.
- Ensure that their portable First Aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parent/carers to take them to hospital; ensure that parent/carers are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either.
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a parent/carer cannot be contacted.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.



- Liaison must occur with the Teacher in Charge, to ensure that lessons are covered in the event of an absent teacher.
- Complete an Accident Report if first aid is required or provided.
- Ensure that after First Aid is administered all items used are disposed of appropriately and medical kits are restocked. Any blood must be washed away from surfaces using an antibacterial cleaner.

Teacher in Charge

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

Medication officer

The Medication Officer is responsible for:

- Managing all medication kept on the school premises,
- Providing training on the administration and storage of medication to education staff,
- Maintaining medication records.

Teaching and support staff who are not First Aiders

- Familiarise themselves with the First Aid procedures and ensure are aware of current First Aiders.
- Be aware of specific medical details of individual pupils when publicised by the Teacher in Charge, Head Teacher, or the First Aiders.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of an appropriate qualification. Staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if needed.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regards to personal safety.

Office staff

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. Support First Aiders in calling for an ambulance or contacting the home staff in an emergency.



Facilities

- The Old Priory School has a First Aid room within the school. Where possible, children are to be safely taken to the room so that they can be assessed and support in quiet calm surroundings away from other children and distractions.
- There are First Aid Kits stored in the school office, staff room and outside the main door leading into the main building. These are checked and monitored monthly to ensure that they are well stocked.

Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have carers/parents'/medical professionals' consent

No Aspirin will be administered unless written confirmation from a medical expert. Aspirin are not kept on school site.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Carers/Parents will always be contacted first.

- The school will only accept prescribed medicines that are:
 - In-date
 - Labelled
 - Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
 - They are brought into school with the correct paperwork

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely and correctly. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to carers/parents to arrange for safe disposal when no longer required or going out of date. It is then their responsibility to make sure the school has more if required.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs regulations 2001 and subsequent amendments, such as morphine or methadone.

Carers/Parents must bring in the controlled meds to the school office with the correct paperwork. This will be signed into the school and locked away in the secure medication cabinet. All controlled drugs are kept in a secure cupboard in the school office and only named staff who have received medication training have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept in the Meds folder.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected in their Individual Medical Form, and the school will be given a form stating the pupil can self-administer. Medicines will remain in the school office during the school day, and will only go off site with a member of staff holding the medication and are signed out and back in.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the company procedure, which may be to call an ambulance (this is dependent on the medication/condition they have). Carer/parent/Senior Managers will be informed.

Qualified First Aiders

As of January 2025

- Natalie Turner
 - Beth Ansell
 - Isabelle Reynolds
 - India Morgan
 - Mia Fry
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