

**HARTFORD CHURCH OF ENGLAND HIGH SCHOOL  
Medical & First Aid Policy**

| <b>Date</b>          | <b>Review Date</b>      | <b>Nominated First Aid Coordinator</b> | <b>Nominated Governors Committee</b> |
|----------------------|-------------------------|--|--------------------------------------|
| <b>November 2017</b> | <b>Autumn term 2020</b> | <b>P Mahoney</b>                       | <b>Pupil Welfare Committee</b>       |

We believe this policy relates to the following legislation:

- 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
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Medicines Act 1968
- Misuse of Drugs Act 1971
- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Special Education Needs and Disability Act 2001
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014

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 and school personnel qualified in first aid.

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.

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.

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 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 adequate first aid equipment.
- To outline the procedures for administering prescribed and non-prescribed medicines to pupils.
- To have in place excellent lines of communication with the emergency services and other external agencies.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to appoint 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;
- 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 the development, approval, implementation and review of this policy;
- delegated responsibility to the Welfare Committee, to liaise with the Headteacher and the coordinator and to report back to the Governing Body where necessary;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

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- 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);
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- ensure that all school personnel are made aware of the first aid arrangements;
- ensure the administration of medicines by putting into practice effective strategies and examples of good practice;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governors' Welfare Committee and the First Aid Coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

### Role of the Nominated Health, Safety and First Aid Coordinator

The nominated person will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor with responsibility for Health & Safety;
- provide training for all staff on induction and when the need arises regarding first aid arrangements and the procedures to be followed in the event of a medical emergency;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- ensure all school first aid staff are trained in first aid and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years;
- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- conduct 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;
- 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 as appropriate;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- ensure that parents are informed of any accident especially head injuries and of any first aid administered;

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- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- keep up to date with new developments and resources;
- review and monitor first aid arrangements;
- ensure the following information is supplied by the parent/carer regarding medication:
  - Name and date of birth of the child
  - Name and contact details of the parent/carer
  - Name and contact details of GP
  - Name of medicines
  - Details of prescribed dosage
  - Date and time of last dosage given
  - Consent given by parent/carer for staff to administer medication
  - Expiry date of medication
  - Storage details
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge;
- provide guidance and support to all staff;
- ensure a designated person will attend all educational visits in order to administer medications;
- ensure pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs;

### **Role of the Governors' Welfare Committee**

The Welfare Committee will:

- 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;
- review this policy every three years (or sooner if required);
- review first aid and accident statistics at least once per term

### **Role of School First Aid Staff**

All designated First Aid Staff must:

- undergo training in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- administer first aid when required in accordance with their training and call emergency services when necessary;
- receive refresher training every three years;
- ensure that there are adequate stocks of first aid equipment in the first aid kit under their control;
- inform parents of any accident especially head injuries and of any first aid administered;
- record all accidents and first aid treatment administered and inform the Coordinator;
- implement the school's equalities policy and schemes;
- be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens;

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure cabinet for storage;
- always take appropriate hygiene precautions;
- record when a child refuses to take medication;
- immediately inform the parent/carer of this refusal

### **Role of Other School Personnel**

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- report and record all accidents and first aid treatment administered
- 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:
  - written permission by completing the Medication Consent Form;
  - sufficient medical information on their child's medical condition;
  - the medication in its original container;
  - sufficient medicine for the dosage to be given in school
- be encouraged to work in school as volunteers;
- be asked to take part in 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 should:

- be aware of and comply with this policy;
- report all accidents;

- 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
  - Pupils with asthma are required to carry an in date inhaler in their school bag at all times. A second inhaler must be clearly labelled and stored in school in case of emergencies.
  - Pupils **MUST NOT** carry medication (including paracetamol) in their school bag/pockets etc. This is to ensure the safety of all children in school. If a pupil is found to have medication which has not been correctly signed for, a parent/carer will be contacted and asked to come into school to remove the medication.

### **Role of the School Council**

The School Council will be involved 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;

### **Recording Accidents and Injuries**

All accidents and injuries will be:

- recorded on the Accident Forms 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:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as end of term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance and other areas of the school

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
  - first aid arrangements in the school
  - medical care
  - dealing with emergencies
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction;

## 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.

## Linked Policies

|                                 |                 |
|---------------------------------|-----------------|
| Safeguarding & Child Protection | Health & Safety |
|---------------------------------|-----------------|

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

| Policy Title        | The aim(s) of this policy | Existing policy (✓) | New/Proposed Policy (✓) | Updated Policy (✓) |
|---------------------|---------------------------|---------------------|-------------------------|--------------------|
| Medical & First Aid | See Aims Section          |                     |                         | ✓                  |

| This policy affects or is likely to affect the following members of the school community (✓) | Pupils | School Personnel | Parents/carers | Governors | School Volunteers | School Visitors | Wider School Community |
|--|--------|------------------|----------------|-----------|-------------------|-----------------|------------------------|
|  | ✓      | ✓                | ✓              | ✓         |                   | ✓               |                        |

| Question  | Equality Groups |    |   |            |    |   |        |    |   |                 |    |   |                        |    |   |      |    |   | Conclusion         |    |   |                    |    |  |   |     |
|---|-----------------|----|---|------------|----|---|--------|----|---|-----------------|----|---|------------------------|----|---|------|----|---|--------------------|----|---|--------------------|----|--|---|-----|
|   | Age             |    |   | Disability |    |   | Gender |    |   | Gender identity |    |   | Pregnancy or maternity |    |   | Race |    |   | Religion or belief |    |   | Sexual orientation |    |  | Undertake a full EIA if the answer is 'yes' or 'not sure' | Yes |
| Y   | N               | NS | Y | N          | NS | Y | N      | NS | Y | N               | NS | Y | N                      | NS | Y | N    | NS | Y | N                  | NS | Y | N                  | NS |  |   |     |
| Does or could this policy have a negative impact on any of the following?           |                 | ✓  |   |            | ✓  |   |        | ✓  |   |                 | ✓  |   |                        | ✓  |   |      | ✓  |   |                    | ✓  |   |                    | ✓  |  |   | ✓   |
| Does or could this policy help promote equality for any of the following?           |                 | ✓  |   |            | ✓  |   |        | ✓  |   |                 | ✓  |   |                        | ✓  |   |      | ✓  |   |                    | ✓  |   |                    | ✓  |  |   | ✓   |
| Does data collected from the equality groups have a positive impact on this policy? |                 | ✓  |   |            | ✓  |   |        | ✓  |   |                 | ✓  |   |                        | ✓  |   |      | ✓  |   |                    | ✓  |   |                    | ✓  |  |   | ✓   |

|                   |   |
|-------------------|---|
| <b>Conclusion</b> | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required. |
|-------------------|---|

|                                     |             |                                    |             |
|-------------------------------------|-------------|------------------------------------|-------------|
| <b>Preliminary EIA completed by</b> | <b>Date</b> | <b>Preliminary EIA approved by</b> | <b>Date</b> |
| David Nield                         | 06/11/17    | Governors' Welfare Committee       | 13/11/2017  |