

First Aid and Medication Policy



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| Approved by: | CEO | Date: 26 th April 2024 |
| Last reviewed by: | Head of School | |
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| Next review due by: | 25 th April 2026 | |

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1. Introduction.

Releasing Potential School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by Releasing Potential School regarding all staff, pupils and visitors.

Releasing Potential School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies: Health and Safety Policy, Behaviour Policy, Safeguarding Policy, and in the Standard Operating Procedures for all activities.

This policy aims to comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed. All staff will use their best endeavours, at all times, to secure the welfare of the pupils and other staff members. Anyone on Releasing Potential School premises is expected to take reasonable care for their own and others' safety.

2. Aims of this Policy.

- To ensure that Releasing School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are available for individual students as per their individual needs when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the Releasing Potential School sites.

To achieve the Policy Aims, Releasing Potential School will:

- Have suitably stocked and up to date first aid kits located on school sites.
- All delivery staff will complete a two day (16-hour) first aid training course, which will be renewed every three years to ensure that it is current. For new delivery staff, an equivalent and current First Aid certificate is acceptable and must be provided on induction. If the presented first aid certificate expires before the next available first aid course is run, the new staff member will need to complete the online training course to ensure compliance. Delivery staff that do not hold a current certificate, will undertake online training and must take part in the next available 16-hour course; where exceptional circumstances make this

untenable, agreement must be sought from the Charity SLT to postpone the training. Training must be renewed before the current certificate expires. Releasing Potential School will maintain a record of employees who have undergone first aid training.

- All delivery staff carry a first aid kit when off-site.
- Where required information will be provided to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, staff and parents.
- Ensure that a student accident record is completed on CPOMS and any staff accident is recorded using the Accident and incident form. Forms are stored with the facilities manager.
- Staff completing Accident and incident forms will contact parents to inform them of the events and treatment given.
- Ensure that appropriate hygiene is observed at all times and protective gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).
- Parents will complete and sign a Medical Consent Form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated annually. Details of allergies and chronic conditions will be included on this form.

3. First Aid Boxes and First Aid Kits.

The first aid boxes are located on school sites as identified by the First Aid risk assessment. School delivery staff members are issued with their own first aid kit which they are required to carry when off-site. Administration team will issue the kits and keep records of when it is due to be replaced. If a first aid kit is used, staff will inform Admin and replenish as required.

4. First Aiders.

The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

It may be appropriate on occasions to transport a student or member of staff to an A&E department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

5. Emergency Procedure in the event of an accident, illness or injury.

If an accident, illness or injury occurs, the member of staff in charge will be the Lead first aider, or if in a group situation, assign this task to another member of qualified staff so the member of staff in charge can oversee the whole situation.

The Lead first aider will assess the situation and decide on the appropriate next course of action, which may involve calling for an ambulance.

If Lead first aider doesn't consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

If the initial assessment indicates that a minor injury has occurred, then, the following actions will be taken:

- First aid administered as necessary.
- Contact Attendance phone with basic details.
- Parents informed that day.
- Complete CPOMs entry and load a completed 'Accident and incident form to students' documents, tag for H&S attention.

Where an initial assessment by the Lead first aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

- Administer emergency help and first aid.
- If moderate, take injured person to minor injuries, if major, Lead first aider calls or asks someone to call the emergency services.
- Make sure that no further injury can result from the accident.
- Allocate staff resources between helping the injured person (e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident.
- See to any student who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved.
- Make arrangements for the return to school.
- Contact Releasing Potential School office at the earliest safe opportunity and reported incident to:
 - a) CEO and/or Head of School
 - b) The parents (or other closest relatives) of the injured person and
 - c) The police, if a criminal offence may have occurred.
- Complete CPOMS and an 'Accident/Incident report form for the incident.
- Staff who attended or witnesses the incident to independently write down in, their own words, exactly what they saw and heard.
- Debrief with a member of SLT.

If the accident is serious, the CEO, Head of School or H&S lead will:

- Report the matter to the school trustees and the school's insurers
- Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown
- Decide whether the whole school needs to be informed
- Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures
- If the accident is very serious, or fatal, report the matter to the Health and Safety Executive

6. Ambulances.

Delay in calling an ambulance can be very serious. The opinion of a first aider is sufficient to authorise an ambulance being called and should take place without delay.

The First Aider is to always call an ambulance(999) on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;

- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called, then the First Aider should plan for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

7. Contact with blood or other bodily fluids.

Procedure in the event of contact with blood or other bodily fluids. First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or other bodily fluids;
- Use suitable eye protection and a disposable apron, where splashing may occur;
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation; wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with Blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water and/or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination;
- Take medical advice.

8. Reporting to parents.

In the event of accident or injury to a student, at least one of the students' parents or guardian must be informed as soon as practicable.

When a student accident or injury occurs the staff member will phone or message the Attendance phone with basic details, if any injury to the head, attendance will send an email to the parents or guardian giving guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, the tutor, will telephone the pupil's parents as soon as possible. All delivery staff should have access to parental consent/medical forms of all students in their group.

9. Visits and events off site.

Staff will follow generic guidance and risk assessments from the "Learning Outdoors Activity Handbook". If any external venue is used then their risk assessment should be asked for when booking. Prior permission to access offsite venues should be sought from Head of School.

10. Medication.

Medicines should only be made available for a child to administer themselves when it would be detrimental to their health or school attendance not to do so.

No child under 16 should be given prescription or non-prescription (over the counter) medicines without their parent/carer/guardian's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/ carer(s)/ guardians. Please note, a dispensing label from the community pharmacy is not required for OTC medication, for example Paracetamol; the dosage instructions on the packaging should provide sufficient information for this.

All medication must be kept and stored in its original packaging.

Medicines must be in-date, stored in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available to schools/other settings inside an insulin pen or a pump, rather than in its original container. Medicines kept on site must be checked regularly.

10.1 Non-Prescription Medication.

In order for Releasing Potential to make available non-prescription (over the counter) medication it does not need a prescriber signature / authorisation. This is reflected in the DfE Statutory Framework for the Early Years Foundation Stage guidance and the DfE Supporting Pupils at School with Medical Conditions guidance. Parental consent must be sought before making available any non-prescription medication.

A child under 16 should never be given medicine containing aspirin unless prescribed. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carer(s)/guardians should be informed through the normal route of communication.

There may be a need for students to take over the counter medication such as paracetamol or antihistamines. If the medication is to be taken as a one off, such as pain relief, then written consent including a text message must be gained from legal guardian each time. CPOMS entry stating why, what, when and who gave permission to be completed on the same day or as soon reasonably practical of medication given.

Medication may be required on a more regular basis, such as travel sickness and all efforts should be made for the medication to be taken prior to attending school. If that is not possible then the Prescription Medication procedure below should be followed.

The school administration team will maintain a small supply of paracetamol on each school site kept in a lock container; any other medication should be supplied from home following the process above. Who, when and what medication is provided should be recorded on the form stored alongside the medication.

Staff will complete a CPOMS entry stating why, what, when and who gave written permission to be completed on the same day as medication given. This record offers protection to staff and children and provides evidence that agreed procedures have been followed. Parents/carer(s)/guardians should be informed if their child has been unwell.

10.2 Prescription Medication.

All efforts should be made for a student to take their medication outside of school hours, when this is not possible their legal guardian should complete a Prescription Medication Request form which outlines the medication and dosage. . This option is limited to oral medication only.

It is the responsibility of the legal guardian to ensure all medicines stored at Releasing Potential School are up to date and the correct prescribed drugs. Medication should always be kept in the original dispensed containers. Staff should never transfer medicines from original containers.

On receiving a Prescription Medication request Form, the School Leadership Team will review the request. If approved, the medication should be signed in by school staff using the Prescription Medication Sign in Record and will only be accepted in its original container, clearly labelled with the student's name, the name of the medication and with administration details attached to the packaging. Any replenishment of medication should also be signed in using the sign in form. If the prescription changes a new request form should be submitted.

Consideration should be given as to how confidentiality can be maintained if the fridge is used for purposes in addition to the storage of medicines. All storage facilities should be in an area which cannot be accessed by children without supervision.

On administration of the medication, it should be logged on to the students Prescription Medication Form, with two staff signing to state they have witnessed the medication being taken by the student . These will all be stored in a designated place within the school building that will only be accessible by staff and have its own separate lock.

In the case of emergency medication, such as inhalers or auto injectors, these should be kept with the student they are prescribed to, alongside information on how to administer them.

All medicines will be returned to the parent when no longer required to arrange for safe disposal.

Parents/carer(s)/guardians should be encouraged to return any unused or expired medication to the community pharmacy.

10.3 Off Site – Away from their designated school site.

When medication is to be taken off site, the above process still applies. For non-emergency prescription medication, staff will need to sign out the medication using the Students Prescription Medication Sign out/In Form and signed it back in on return. Medication is transported by staff in a lock container.

The Student's Prescription Medication Form should be taken, with the medication in its original container and completed in line with protocol.

If working 1 to 1, the staff member will contact the appropriate duty School SLT when the medication is administered by the student. On return to the office the duty SLT will complete the 2nd witness box noting that they were contacted.

11. Illness.

A quiet area (medical room) on each site is set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up (This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

Our first aid arrangements take into consideration the types of activities undertaken at Releasing Potential School, and their levels of risk.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor.

12. School sites First Aid Risk Assessment.



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|--|----------|--|---------------------------------------|------------------------------------|
| Site : Unit 4, St James Works, St Pancras, Chichester, West Sussex, PO19 7NN | | | Date Carried Out: April 2024 | |
| | | | Review Date: April 2025 | |
| | | | Assessor's Name: Steve Skinner | |
| Number of Persons On-Site: | Up to 20 | Number of First Aiders On-Site: | Up to 15 | Number of First Aid Kits: 5 |

| Location & Type of First Aid Kits On-Site | | | |
|---|------------------------|------------------------------------|---|
| Number | Location | Type | Comments |
| 1 | Staff Office | Small 1 to 10 person | Aimed to cover all first aid needs that may occur on a regular basis |
| 2 | Main breakroom/kitchen | Small Catering | Aimed to cover first aid needs within the kitchen environment, such as cuts and burns. |
| 3 | CDT/Workshop room | Small workplace + eye wash station | Aimed to cover first aid needs within the workshop, specifically debris in eye and injuries from power tools. |
| 4 | Medical room | Small workplace | Aimed to cover all first aid needs that may occur on a regular basis |
| 5 | HR office kitchen | Small catering | Aimed to cover the first aid needs of users of the first floor, especially in relation to use of the kitchenette. |

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| Emergency response. |
| Chichester Site is located in PO19 area with Category 2 response time of 8 minutes. Chichester hospital is located 0.4 miles from school site. |
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|--|----------|--|---------------------------------------|-----------------------------------|
| Site : Unit 7 to 9, Kings Croft Court, Ridgway, Havant, Hampshire, PO9 1LS | | | Date Carried Out: April 2024 | |
| | | | Review Date: April 2025 | |
| | | | Assessor's Name: Steve Skinner | |
| Number of Persons On-Site: | Up to 20 | Number of First Aiders On-Site: | 15 | Number of First Aid Kits:6 |

| Location & Type of First Aid Kits On-Site | | | |
|--|----------------------------------|---|---|
| Number | Location | Type | Comments |
| 1 | Staff Office | Small 1 to 10 persons | Aimed to cover all first aid needs that may occur on a regular basis |
| 2 | Culinary Kitchen | Small Catering | Aimed to cover first aid needs within the kitchen environment, such as cuts and burns. |
| 3 | CDR/Workshop room | Small workplace + eye wash station | Aimed to cover first aid needs within the workshop, specifically debris in eye and injuries from power tools. |
| 4 | Medical room | Small 1 to 10 persons | Aimed to cover all first aid needs that may occur on a regular basis |
| 5 | U8 First floor break room | Small catering | Aimed to cover the first aid needs of users of the first floor in unit 8, especially in relation to use of the kitchenette. |
| 6 | U8 break room | Small catering | Aimed to cover the first aid needs of users of the ground floor in unit 8, especially in relation to use of the kitchenette. |

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| Emergency response. |
| Havant Site is located in PO9 area with Category 2 response time of 18 minutes. Portsmouth A&E Hospital is located 5.4 miles from school site. |

| HAZARD IDENTIFICATION AND CONTROL MEASURES | | | |
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| Hazard | Who | Type of Harm | Control Measure |
| Inadequate provision of First Aid | Staff, Visitors, Students | Serious Injury | <ul style="list-style-type: none"> • School sites are review by this document to ensure sufficient number of First aid kits and are located on school site to provide first aid in the event of an injury or accident. • Type and size of First aid kit in each location to specified to adequately cover expected activity in that location. • The SLT team are responsible for ensuring staff working outside normal hours have adequate provision. • The SLT team are responsible for assessing whether current arrangements within the school are adequate for their staff and the areas of work which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange 'Outdoor First Aid' • All staff have First Aid training in line with their role within the school. |
| Inadequate First Aid treatment | Staff, Visitors, Students | Serious Injury | <ul style="list-style-type: none"> • All education delivery staff have successfully completed a 16 hour 'Level 3 Award in Outdoor First Aid' every 3 years to ensure certificates and knowledge is kept up to date. • All admin staff have successfully completed a 6 hour 'Level 3 Award in Emergency First Aid at Work' every 3 years to ensure certificates and knowledge is kept up to date. |

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| Insufficient First Aid supplies | Staff, Visitors, Students | Serious Injury | <ul style="list-style-type: none">• The SLT team are responsible for providing delivery staff with an appropriately stocked kit to enable them to undertake their role.• The supplies must be suitable to deal with the type of injuries likely to be received within that area.• Delivery staff are issued a numbered First Aid kit by the admin team who keep records of kit number and when it is due for replacement.• Delivery staff are responsible for notifying Admin when contents from their kit have been used and admin will supply restock items.• In addition, First Aid kits are available at controlled points within the school establishment e.g.<ul style="list-style-type: none">- Staff office- Culinary Kitchen- Break roomMedical Room |
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| Unaware of how to summon First Aid provision or an ambulance. | Staff, Visitors, Students | Serious Injury | <ul style="list-style-type: none"> • The SLT team are responsible for ensuring new staff are made aware of First Aid arrangements by performing an induction which includes this. Adequate information must also be provided to visitors for whom SLT are responsible for. • Staff Responsibilities: <ul style="list-style-type: none"> - On arrival, the First Aider will take control and issue instructions accordingly. - In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure below. - Keep casualty warm, comfortable and as still as possible. - Deliver appropriate first aid where required. • Ambulance Procedure: <ul style="list-style-type: none"> - Dial 999 and ask for ambulance service, give brief details of type of casualty, and ask ambulance to attend whichever building you are located in. Outlined in emergency action cards. - Ensure office staff are aware that an ambulance has been called to an incident within the school. Arrange for someone to meet the ambulance at the entrance and escort the crew to the location of the incident. • One to one work with students <ul style="list-style-type: none"> – Students to be informed on how to summon help in the event of staff becoming unable to do so. |
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I certify that the risk assessment above fully applies to the location under assessment.

Signed:

Name:

Date: