



First Aid and Medicines Policy

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine which first aid facilities and personnel are necessary to meet the needs of our business. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

3. Responsibilities of First Aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary by informing Emily Alderson if items are required.

First Aid at Work trained staff are:	Emergency First Aid trained staff are:
Emily Alderson	Emily Alderson
Mary Morgan	Mary Morgan
Chloe Lambert	Chloe Lambert
Melanie Van-Stewart	Melanie Van-Stewart
Coral Jackson	Coral Jackson

4. Procedures



The following are general First Aid related procedures to be followed by all staff:

Minor first aid incidents will be treated by emergency first aid staff. All non minor incidents must be treated by the first aid at work trained staff.

- If you are aware that an employee/Pupil has been taken ill, or has had an accident, contact Emily or the applicable member of staff for assistance.
- No employee should use their private car to transport a casualty to hospital.
- A member of staff will accompany the sick or injured to hospital and remain until a family member, parent or guardian attends.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Mary Morgan – all staff have a duty to report this
- If a first aid kit is poorly stocked, this should be reported to Mary Morgan – all staff have a duty to report this
- All forms of transport are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

Procedure to be followed when school is notified that a CYP (child and young people) has a medical condition:

1. Seek further information from parents and health professionals
2. Determine whether an Individual healthcare plan or a risk assessment is required
3. Arrange a meeting to develop the Individual health care plan
4. Arrange any staff training
5. Implement and monitor Individual healthcare plan.

5. Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, Mary Morgan or the applicable member of staff are responsible for ensuring that an entry is made in the accident book/form – all staff have a responsibility of reporting any accidents.

6. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive course and any appointed persons will attend a basic four-hour course. Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

All staff are required to follow DfE guidance with regards to the dispensing and storing of medication.



7. Medication

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYP's health.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will not give Aspirin to any CYP under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.

Medication for children with more complex medication needs will be dispensed by staff trained specifically (please see Medical Dispensing forms).

Non-prescribed medication can only be administered in a school/setting where it is essential to the CYP's health and where it cannot be taken out of the schools/settings hours.

- When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.
- The school/setting should ensure they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be provided by the parents. Schools/setting should not routinely hold their own stocks of medication.

8. Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. Information on the current first-aider/appointed person will be provided on the Fire Evacuation and First Aid Notices.

These can be found in the following locations: -

- Ground floor PT Hub
- First floor PT office

Review date: September 2024

Next review date: September 2025