



St Augustine's High School

First Aid & Administration of Medicines Policy

We are committed to providing a safe and supportive environment where medical needs are managed with care and professionalism to ensure the health, safety and wellbeing of our students and that first aid is administered appropriately and that medicines are managed in a safe, accountable manner. We value clear communication, staff training, and collaboration with families so that we can provide the best possible care for each student.

Approved by:	Governing Body	Date: January 2025
Last reviewed on:	January 2023	
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St Augustine's Federated Schools have consciously considered how this policy may affect people who share protected characteristics and have due regard for those whose identity is protected under the Equality Act 2010.



Statement of Intent

The Governing Body believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Complete first aid needs risk assessments for every significant activity carried out
- Providing adequate provision for first aid for students, staff and visitors
- Ensuring that students and staff with medical needs are fully supported at school and suitable records of assistance required and provided are kept
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment
- Procedures for administering medicines and providing first aid are in place and are reviewed regularly

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

This policy reflects the school's serious intent to accept its responsibilities in all matters relating to management of first aid and the administration of medicines, including the storage, organisation and administration of first aid and medicines provision.

The school carries out regular reviews to check the systems in place meet the objectives of this policy. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This policy has safety as its highest priority: safety for the children and adults receiving first aid treatment, and safety for the adults who are either administering medicines, or supporting the management of students with medical conditions.

This policy should be read in conjunction with the School's *Supporting Students with Medical Conditions* policy for further guidance and procedures.

We will also make sure that the school is appropriately insured and that staff are aware that they are insured to support students in this way.

This policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).



Contents

Statement of Intent	2
2. Roles and Responsibilities	4
2.1 The Governing Body	4
2.2 The School Business Manager	4
2.3 The Medical Officer/First Aid Assistant	4
2.4 First Aider(s)/Appointed Person(s)	5
2.5 Other Staff	5
2.6 Staff Trained to Administer Medicines/Medication	6
3. Arrangements	7
3.1 Managing Accidents/Incidents/Illness	7
3.2 Accidents/Incidents/Illness requiring Hospital Treatment	7
3.3 Contacting the Emergency Services	8
3.4 Educational Visits	8
3.5 Insurance Arrangements	9
4. Medical Facilities and First Aid Equipment	9
4.1 Medical Facilities	9
4.2 First Aid Kits	9
4.3 Contents of a First Aid Kit	9
4.4 Defibrillators	10
4.5 Emergency Equipment	10
5. Infection Control	10
5.1 Storage & Disposal of Medicines	10
5.2 Infectious Diseases & Hygiene Control	10
6. Accident Recording and Reporting	11
6.1 Reporting to the Health & Safety Executive	11
6.2 Accident Recording and Reporting	12
6.3 Reporting to Other Agencies	12
Appendix I – Further Guidance	12/13

2. Roles and Responsibilities

2.1 The Governing Body

- 2.1.1 The governing body of St Augustine's CE High school is responsible for the health and safety of its employees and anyone else on the premises. The governors are responsible for ensuring that appropriate equipment, facilities, and qualified first aiders are in place in order to provide and administer first-aid to pupils, staff and visitors.
- 2.1.2 The governing body must ensure that a risk assessment of the school is undertaken and should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their duties.
- 2.1.3 Provide first aid materials, equipment and facilities according to the findings of the risk assessment.

2.2 The School Business Manager

- 2.2.1 Carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- 2.2.2 Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times and that their names are prominently displayed throughout the school.
- 2.2.3 Ensuring all staff are aware of first aid procedures, and what to do in an emergency
- 2.2.4 Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- 2.2.5 Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- 2.2.6 Ensuring that adequate space is available for catering to the medical needs of students.
- 2.2.7 The School Business Manager will inform all staff and students, including those with reading and language difficulties of first-aid arrangements. This information should also form part of the induction programme for new members of staff.
Signage indicating first aiders and first aid posts are located in the following areas:
 - First Aiders List – medical room, main office, all floors, sports hall,
 - First Aid Post sign – school lobby/reception area
 - First Aid Room sign – medical room
- 2.2.8 Ensure that a list of children with medical conditions, dietary requirements and allergies is held in the school's information system, the accident reporting portal (Medical Tracker) and on student's file. A list of students with medical or healthcare needs is communicated to all staff, and staff are aware of students in their care with medical conditions, and what to do in an emergency.

2.3 The Medical Officer/First Aid Assistant

- 2.3.1 Ensure that students with medical conditions are identified and properly supported in the school.
- 2.3.2 Work with the pastoral year teams, the school nurse, and external healthcare professionals to support students in developing and reviewing healthcare plans, and ensure staff are aware of the school's emergency procedures for those students.
- 2.3.3 Administer first aid and medicines and support the health of students in line with current training requirements, HSE, and Public Health England guidance, and the requirements of this policy.



- 2.3.4 Work with the School Business Manager to determine the training needs of school staff.
- 2.3.5 Carry out regular checks of each first aid box and any associated first aid equipment (e.g. defibrillators) and ensure these meet the minimum recommended requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.
- 2.3.6 Notify the appropriate Line Manager when going on leave to ensure continual cover is provided during absence.
- 2.3.7 Inform the Senior Leadership Team of emergency situations, or those that require the emergency services being called.

2.4 First Aider(s) and Appointed Person(s)

First aider role and responsibilities:

- 2.4.1 A first aider will attend the site where there is an injured or ill person. They will risk assess the incident and provide immediate and appropriate first aid treatment to casualties who are ill or injured, and those arising from specific hazards at school. They will make appropriate decisions as to when to call for assistance, contact the emergency services, or refer to other medical professionals.
- 2.4.2 First aid should only be administered by a qualified first aider. Staff must have attended either a 1 day Emergency First Aid at Work or 3 day First Aid at Work course.
- 2.4.3 First aid at work does not include giving tablets or medicines to treat illness, and staff should refer to Section 2.6 for the school's procedures on administering medication. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice.
- 2.4.4 To administer emergency medication to those with medical conditions that may require it in an emergency situation.
- 2.4.5 To record and report injuries/incidents as appropriate on the school's portals, and if appropriate report to the Health & Safety Executive under RIDDOR guidance as soon as is reasonably practicable after the incident.

Appointed person role and responsibilities:

- 2.4.6 An Appointed person does not have a first aid certificate to treat an ill or injured person Their role will be to meet basic first aid arrangements for the school, such as, being assigned to call for help or emergency services, reassure and monitor the casualty, and report and record incidents. They can assist first aiders in the immediate help to casualties with common injuries or illnesses, and those arising from specific hazards at school, however they should **not** administer first aid treatment unless they have been trained to do so.
- 2.4.7 Ensure first aid boxes are stocked accordingly and safely dispose of any expired medication according to the packaging instructions.
- 2.4.8 Ensure adequate surplus stock is maintained and first aid kits are replenished after each use.

2.5 Other Staff must;

- 2.5.1 Know who the school's first aid trained staff are and how to contact them in case of emergency.
- 2.5.2 Use their best endeavours to assist students who are injured or ill.
- 2.5.3 Familiarise themselves with the School's emergency and evacuation procedures, and how to contact emergency services.



- 2.5.4 Follow first aid/emergency procedures as outlined in this policy.
- 2.5.5 Complete accident reports for all incidents they attend to, or by emailing the Medical Team with details of the incident/illness.
- 2.5.6 Inform their Line Manager of any specific health conditions or first aid needs.

2.6 Staff Trained to Administer Medicines/Medication

- 2.6.1 Medicines should only be given in school when it is necessary and essential to a child's health or school attendance. Where a student has a medical condition that requires administering specialist medical treatment or medication, staff must ensure they have received appropriate training, and are confident and competent in administering the treatment or medication.
- 2.6.2 Occasionally, students may require short-term medication to be taken during school hours, such as a dose of antibiotics, or over-the-counter medication. Long term use of over-the-counter medication should not be relied on to support the health of a student, and parents/carers should refer to their child's GP or health professional. All medication provided to the school will require the parent/carer to complete a consent form for each individual medication.
- 2.6.3 Medication should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers will be notified when medication has been given to their child.
- 2.6.4 The school does not provide medication for students, nor will staff purchase medication on behalf of students or parents/carers. Parents/carers are responsible for providing the school with appropriate over-the-counter medication, or medication prescribed by their child's health professional.
- 2.6.5 All prescribed medication, including emergency treatment, such as asthma inhalers or auto-injectors, must be clearly labelled on the packaging/container with the student's name and directions for use. Staff must ensure they have read and understood the instructions for use on the packaging prior to administering medication to students, and any concerns should be reported to the Medical Team, or the Safeguarding Team if appropriate.
- 2.6.6 Parents/carers must submit all medication to the medical team so that a record can be kept of medication held by the school. Students must take their medication in the medical room, and a record kept of the student's name, type of medication, dosage, and the time the medication was taken. Parents/carers will receive monthly notices, alerting them of any expiring medication to allow adequate time to obtain new medication.
- 2.6.7 A controlled drug administered to a student must be recorded and counter-signed by staff. Controlled drugs should be kept in the medical room in a secure, non-portable lockable cabinet. Staff must be trained to administer a controlled drug.
- 2.6.8 Students under 16 years of age must not be given aspirin, unless prescribed by a doctor. See link for guidance.
<https://www.nhs.uk/medicines/aspirin-for-pain-relief/who-can-and-cannot-take-aspirin-for-pain-relief/>
- 2.6.9 Wherever possible, the student will administer their own medication under the supervision of a first aider or member of the medical team. In cases where this is not possible, for example, when administering emergency medication to those with medical conditions, the first aider will administer it. If a student refuses to take their medication, staff will not force them to do so, but will follow procedures agreed in the individual healthcare plan, if the student has one. In all cases parents/carers will be informed so that alternative options can be considered.

- 2.7 Medication legislation also restricts the administration of injectable medicine unless self-administered, for example if the child has diabetes, or in accordance with the instructions of a doctor. However, in the case of administering adrenaline in an emergency, a layperson is permitted to administer an adrenaline auto-injector (AAI) for the purpose of saving life to treat anaphylactic shock. Therefore, first-aiders may administer an AAI pen if they are dealing with an emergency involving a casualty who has been prescribed and is in possession of an auto-injector pen, and where the first-aiders is trained to use it. This exemption also extends to the use of an asthma inhaler to assist a child who is experiencing an asthma attack.

3. Arrangements

3.1 Managing Accidents/Incidents/Illness

- 3.1.1 Section 3 of the Children Act 1989 states that a person who does not have parental responsibility but nonetheless has care of a child... *may do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.* This allows school staff to act 'in loco parentis' (in place of a parent). In case of an emergency, parents/carers, including those who have asked to be kept informed of events involving the child, should be informed as soon as possible.
- 3.1.2 When dealing with student illness/injury that does not require urgent medical attention or support to manage a student's medical condition, staff will refer to the school's internal procedures for managing students with low level illness. Students who are not in need of urgent medical care will be assessed by the pastoral year teams in the first instance before referring the student to the medical team for further assessment.
- 3.1.3 Minor injuries during break or lunch time will be treated by the duty first aiders deployed in each playground. All injuries/incidents should be reported to the Medical Team for record purposes.
- 3.1.4 Parents/carers will be notified as soon as is reasonable practicable by phone and electronic mail if their child sustains a head, facial or neck injury, or injury/trauma to a limb.

3.2 Accidents/Incidents/Illness requiring Hospital Treatment

- 3.2.1 Where a student sustains an injury that prevents them from walking, the student **must not** be moved, for example;
- a spinal injury is suspected
 - a major injury such as a fractured limb
 - any injury that results in shock or loss of consciousness, including anaphylactic shock
- The first aider or staff member on the scene will call the emergency services, and parents/carers contacted.
- 3.2.2 Staff must use their best endeavours at all times to promote the health and safety of students in their care, and should refer to the emergency procedures as specified in the student's Individual Healthcare plan (IHCP) if one is in place, or default to the school's emergency procedures in cases of serious injury or illness. See Section 3.3.
- 3.2.3 If a student requires urgent hospital treatment, the school will be responsible for calling an ambulance. Parents/carers will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents/carers provide the school with up-to-date emergency contact information. If the parent/carer cannot be contacted or cannot meet their child at school, a staff member will accompany the student to hospital until the parent arrives at the hospital.



- 3.2.4 The first aider/Medical Team will hand over to the paramedics, including a copy of the student's details and any medication/medical history. The incident will be recorded, and reported to the HSE. See Section 6.
- 3.2.5 A member of the Senior Leadership Team will be notified whenever the emergency services have been called.

3.3 Contacting the Emergency Services

- 3.3.1 All staff should know how to call the emergency services. Best practice suggests the person/s first to attend or witness the scene of an injury/accident should address the ambulance service upon arrival. An accurate handover of the casualty's details along with the description of the incident and any injuries sustained should be given. See below instructions for calling the emergency services.
- Dial 999, ask for an ambulance and be ready with the information below.
 - Speak clearly and slowly and be ready to repeat information if asked.
 - School telephone number 020 7328 3434 (extension number of known)
 - your name
 - location : St Augustine's CE High School, Oxford Road, Kilburn, London, NW6 5SN
 - provide the exact location of the patient within the school setting
 - provide a brief description of the student/adult symptoms
 - inform Ambulance Control of the best entrance to use (different for Sport Hall)
 - Send someone to meet them and bring to patient

3.4 Educational Visits

- 3.4.1 First Aiders must carry a well stocked first aid kit when attending off-site provision/trips. First Aid trips bags must be checked and signed out by the trip organiser prior to the trip, and signed in and refilled on return.
- 3.4.2 In the case of a residential visit, the residential first aider will administer first aid treatment. Reports will be completed in accordance with procedures at the residential centre.
- 3.4.3 In case of an emergency or incident during a class trip, the staff responsible for the trip will inform the school. If not a serious injury, the staff member must contact the parent/carer and the student should either be collected from site, or returned to school. If a serious injury has occurred, the injured person **should not** be moved, and staff responsible must call an ambulance and accompany the student to hospital until the parent/carer arrives. Staff must keep in contact with the school as often as possible. A member of staff must remain with the rest of the group at all times and students brought back to school.
- 3.4.4 Risk Assessments for offsite provision must be completed in line with Health & Safety guidance for school trips. Departments will ensure that appropriate and safe routes are considered when travelling to and from venues. Special considerations and arrangements should be made for students with mobility issues or those with Special Educational Needs and Disabilities (SEND). SEND students with an Educational Healthcare plan or Individual Healthcare plan will require a First Aider to attend to support them throughout the trip.

3.5 Insurance Arrangements

- 3.5.1 The school's insurance arrangements are managed through the government's Risk Protection Arrangement.

4 Medical Facilities & First Aid Equipment

4.1 Medical Facilities

The Medical Room is fully equipped with first aid supplies in accordance with HSE recommendations, and an emergency evacuation bag. The School is compliant in providing adequate facilities under the School Premises Regulations 2012. The medical room also has a wheel chair, and first aid rest couch.

4.2 First Aid Kits

First Aid boxes including emergency kits, can be located in;

- the Medical Room
- the PE Office
- First aiders on break and lunch duty must carry a first aid kit and wear a Hi-Vis vest
- All offices have a fully equipped first aid kit with in date stock. Stock should be monitored periodically, replenished, and any expired materials returned to the medical room for safe disposal
- A first aid trip bag along with relevant emergency equipment such as; asthma inhalers, and auto-injectors, prescribed medication, student healthcare plans, and student's emergency contact list should be taken when going off-site, or on residential trips.

4.3 Contents of a First Aid Kit

- 4.3.1 There is no mandatory list of items for a first-aid container, however, the HSE recommend a minimum provision of first-aid items based on the provisions assessed for the School when on or off site. The following items should be contained in a first-aid kit:

- Individually wrapped sterile adhesive dressings of assorted sizes (check student medical list for adhesive allergies)
- Large & medium sterile unmedicated wound dressings
- Triangular bandages
- Assortment of Plasters
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Sterile wash
- Sterile eye pads
- Micro-porous adhesive tape
- Rustless blunt-edged scissors
- Travel sick paper-bags
- Disposable instant ice packs
- Notebook to record accidents
- A leaflet with general guidance on first aid (HSE's leaflet Basic advice on first aid)

4.4 Defibrillators

Defibrillators are situated outside the medical room and in the Sports Hall. First aiders are trained in the use of defibrillators and where to locate them in case of emergency. The local NHS ambulance service has been notified of its location. Defibrillators must be checked half termly, and a record of checks must be recorded and countersigned by the medical team.

4.5 Emergency Equipment

The school has purchased emergency asthma inhalers, adrenaline auto-injectors, and Defibrillators for emergency use only. The use of any other medical or diagnostic equipment, is therefore **not permitted** to be used in school. Parents/carers whose child/ren have been diagnosed with asthma or at risk of anaphylaxis must give written permission for their child to use the school's emergency inhalers and auto-injectors in cases of emergency. This should be specified in the student's IHCP.

5 Infection Control

5.1 Storage & Disposal of Medicines

5.1.1 All medication is kept in an easily accessible lockable cupboard in the Medical Room. The medical team are responsible for the safe and secure management of all medicines. It is recommended that medication is not kept in first-aid boxes.

5.1.2 The Medical Team are responsible for checking that all medication is within date, and for ensuring that expired medication is disposed of safely and securely. Sharps boxes should always be used for the disposal of needles or glass ampoules. Medication should not be disposed of in clinical waste bins, recycle bins, the sewage system or into the refuse. Collection and disposal of medical waste and expired medication is arranged with PHS.

5.1.3 Medications should only be returned to the parent/carer:

- when labels become detached,
- when the blister pack is broken
- when there is no parental consent form with the medication
- at the end of each term/half term where students need to continue with their medication at home

5.2 Infectious Diseases & Hygiene Control

5.2.1 Public Health England is responsible for producing guidance and precautions on how to avoid infection and contamination through the safe disposal of dressings and equipment. Staff who are exposed to waste which consists of wholly or partly of blood, or other bodily fluids should be disposed of in clinical waste bins. No other waste items should be placed in these bins. Staff should have access to single-use disposable gloves and hand washing facilities, and care should be taken when disposing of dressings and equipment.

5.2.2 Parents are issued with general medical and health information in their child's induction pack prior to starting school. Various posters are distributed around the school informing staff and students about cross-contamination. The school's first-aid kits contain disposable gloves, and when used should be disposed of and replaced immediately. Clinical waste bins are located in the Medical Room and in the Sports Hall. The Medical Room has hand washing facilities, anti-bacterial hand wash and hand sanitizer gel.



6 Accident Recording and Reporting

6.1 Reporting to the Health & Safety Executive

The Medical Team will report any accident that is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The school is required to report to the HSE when work-related incidents, major injuries to students, staff, or visitors arise. RIDDOR reports are completed online and copies kept on file. The Medical Team will report all such incidents as soon as is reasonably practicable and in any event within 15 days of the incident. Information on how to make a RIDDOR report is available here <http://www.hse.gov.uk/riddor/report.htm>

6.2 Accident Recording and Reporting

All accidents/incidents are recorded on the school's portal, Medical Tracker. Records held in the first aid and accident Report Log will be retained by the school.

6.3 Reporting to Other Agencies

The Head of School/Head of Federation will notify the Local Authority's LADO, and child protection agencies of any serious incident concerning a student while in the care of the school.



Appendix I

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The H&S lead in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- The Health and Safety (First-Aid) Regulations 1981
<https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>
- Department for Education and Skills
www.dfes.gov.uk
- Department of Health
www.dh.gov.uk
- Disability Rights Commission (DRC)
www.drc.org.uk
- Health Education Trust
<https://healtheducationtrust.org.uk/>
- Council for Disabled Children
www.ncb.org.uk/cdc
- Contact a Family
www.cafamily.org.uk

Resources for Specific Conditions

- Allergy UK
<https://www.allergyuk.org/>
<https://www.allergyuk.org/information-and-advice/for-schools>
- The Anaphylaxis Campaign
www.anaphylaxis.org.uk
- SHINE - Spina Bifida and Hydrocephalus
www.shinecharity.org.uk
- Asthma UK (formerly the National Asthma Campaign)
www.asthma.org.uk
- Cystic Fibrosis Trust
www.cftrust.org.uk
- Diabetes UK
www.diabetes.org.uk
- Epilepsy Action
www.epilepsy.org.uk
- National Society for Epilepsy



www.epilepsysociety.org.uk

- Hyperactive Children's Support Group
www.hacsg.org.uk
- MENCAP
www.mencap.org.uk
- National Eczema Society
www.eczema.org
- Psoriasis Association
www.psoriasis-association.org.uk/

