



First Aid and Medicines Policy

Date of next Review: October 2026

Review by: Senior Leadership Team

Final Approval: Finance, Audit and Risk Committee

Context

The Core Values of which relate specifically to this policy state that we are working together to form relationships based on

- **Truth** - everyone is required to be honest and to communicate in a positive manner
- **Responsibility** - everyone is expected to understand the consequences of their actions
- **Justice** - everyone is entitled to be treated fairly and to promote the self-esteem of others
- **Compassion** - everyone is encouraged to be generous in their concern for others.

These values contribute to our common purpose of “Striving for high quality education with a strong Christian ethos”, and as such underpin the Academy’s approach to wellbeing.

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy Data Protection Policy.

Introduction

This policy applies to all relevant academy activities and is written in compliance with all current UK health and safety legislation including but not exhaustive, The Health and Safety (First Aid) Regulations 1981 and the Education (Academy Premises) Regulations 1999.

This should be read in conjunction with the relevant academy policies, health and safety policy, safeguarding policy and educational visits policy. The first aid requirements specific to educational visits and in the educational visits policy. The first aid and medicines procedures should also be read to ensure the correct processes are followed.

Policy Statement

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

This policy has safety as its highest priority: safety for the children and adults receiving first aid or medicines and safety for the adults who administer them.

We are committed to:

- completing first aid needs risk assessments for every significant activity carried out;
- providing adequate first aid provision for students, staff and visitors;
- ensuring that students and staff with medical needs are fully supported at the academy;
- maintaining suitable records of assistance required and provided which are compliant with expected health and safety standards;
- ensuring first-aid materials, equipment and facilities are available, according to the findings of the risk assessment;
- reviewing regularly procedures for administering medicines and providing first aid.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

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.

We will also ensure that the academy is appropriately insured, and that staff are aware that they are insured to support students in this way.

This Policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

Aims

- To identify the first aid needs of the academy
- To ensure that first aid provision is available at all times when people are on academy premises, and also off the premises whilst on academy trips or other essential and agreed academy purposes

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the academy
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Definitions

- A First Aider is a person who has successfully completed a suitably approved first aid course.
- A Medical Officer is a first aider who had a specific role in the academy to provide first aid.
- An Emergency First Aider is a person who has successfully completed a suitably approved 1-day course. This person will administer First Aid in the absence of a First Aider or will provide assistance to the First Aider in the case of an emergency.

N.B. courses should be renewed in line with advised guidance.

Responsibilities

The Trust Board (some responsibility delegated to the Finance, Audit and Risk Committee) will:

- recognises a duty to make adequate provision to students in its care;
- take ultimate responsibility for health and safety matters, including first aid in the academy; ensure adequate first aid cover is provided, as outlined in the Health and Safety (first aid) Regulations 1981;
- provide adequate first aid for staff and visitors on site, during academy hours and whilst open for other reasons;
- monitor systems and respond to any shortcomings identified to ensure the academy is meeting its legal obligations.

The Headteacher will:

- ensure day to day procedures are in place to meet the academy's obligations in a safe and effective manner;
- Ensure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensure that First Aid is available to staff and visitors as well as students in the academy
- Make the final decision on any contentious First Aid matter brought to their attention:

The Deputy Head (Pastoral, Safeguarding, Wellbeing) will, in liaison with the SENDCO:

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

- ensure that students with medical conditions are identified and properly supported in the academy, including supporting staff on implementing a student’s healthcare plan.

The Business Manager will:

- carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes;
- ensure there are an appropriate number of appointed persons and/or trained first aid employees;
- ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- ensure all staff are aware of first aid procedures;
- ensure that adequate space is available for all activities;
- report specified incidents to the Health and Safety Executive (HSE);
- complete accident investigations;
- Monitoring the accident record book for any trends;
- ensure first aid resources are budgeted for.

The Medical Officer (in addition to first aid responsibilities) will:

- administer first aid and medicines in line with current training and the requirements of this policy;
- check the contents of each first aid box and any associated first aid equipment (e.g., defibrillators, eye washes) and ensure these meet the minimum 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;
- assist with completing accident report forms and investigations;
- notify line manager if taking leave to ensure continual cover is provided during absence.

First Aiders will:

- act as first responders to any incidents, assess the situation and provide immediate and appropriate support and/or treatment;
- ensure that an ambulance or other professional medical help is summoned, when appropriate;
- advise on send students home to recover, where necessary;
- complete an accident report on the same day, or as soon as is reasonably practicable, after attending an incident;
- Notify the line manager if taking leave to ensure continual cover is provided during absence;
- Highlight any issues or requirements in their area.

Staff Trained to Administer Medicines

Those who have been trained to administer medicines must ensure that:

- only prescribed medicines are administered, and that they have checked written parental permission which must detail the name of the medicine, the dosage, and the time the medicine needs to be given;
- wherever possible, the student administers their own medicine under the supervision of a trained member of staff. In cases where this is not possible, the trained staff member will administer the medicine after training has been received if necessary;
- if a student refuses to take their medication, staff will accept the decision and not challenge it, but inform parents accordingly;
- accurate records are kept of any medication given.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version

Other Staff will:

- ensure they follow first aid procedures;
- ensure they know who the first aiders in the academy are and contact them straight away if necessary;
- complete accident reports for all incidents they attend to where a first aider is not called;
- be aware of specific medical details of individual students where appropriate;
- not treat anyone unless they have received valid Emergency First Aid training or other training e.g., Epipen, Midazolam;
- Inform the Headteacher or their manager of any specific health conditions or first aid needs.

NB

- Teachers' and the majority of associate staff conditions of employment do not include the giving of First Aid, although any member of staff may volunteer to undertake these tasks.
- Employees working on site during holiday periods will have adequate First Aid supplies for use during these times and will have access to the Medical Room.

The current version of any policy, procedure, protocol or guideline is the version held on the Bishop Stopford School internet. It is the responsibility of all staff to ensure that they are following the current version