



Sharples

S C H O O L

Sharples School A Multi Academy Trust First Aid and Medication Policy and Procedures

Reviewed

November 2025

Date of Next Review:

November 2026

Responsible Officer:

Director of Business & Finance/First Aid Lead

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

AIMS

- To identify the first aid needs of the School in line with The Health and Safety (First-Aid) Regulations 1981.
- To ensure that adequate first aid provision is available at all times while people are on school premises, and also off the premises during planned activities.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure medicines are only administered at the school when express permission has been granted by a parent/carer or medical practitioner.
- To ensure medicines are appropriately stored and disposed of.
- 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 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 onto the school site.

OBJECTIVES

- To ensure an appropriate number of suitably trained First Aiders are available on the site.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To ensure that the accident record file is maintained and every incident that requires first aid is recorded and filed including any treatment given. First aid treatment should be recorded on Bromcom
- To ensure where possible that a current first aider accompanies trips
- To provide clear notices around school indicating the location of first aid boxes and names of first aiders.

First Aiders

The recommended number of certified first-aiders is one per 100 pupils/staff. Each First Aider must hold a current HSE recognised First Aid certificate. For a list of the school's qualified First Aiders please see **Appendix A**. All members of staff have the option to become First Aid trained, but no member of staff is obliged to become a qualified First Aider. The main duties are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary

Appointed Person

An appointed person is someone who is trained to take charge when someone is injured or becomes ill. They ensure appropriate medical help is summoned. They need not be First Aiders and will not necessarily administer First Aid. Any member of staff can assume the role of appointed person until a more qualified member of staff is available.

First Aid Facilities

The school has a First Aid room located in **G12B** on the ground floor in the main building. This is where the majority of treatment is provided. There is an additional treatment room in **U55** where the lead first aider and educational healthcare worker is based. First Aid boxes are available in various locations around the school. For a list of locations please see **Appendix B**

Treatment of injuries/illness

Administering First Aid

First Aiders should treat injuries for which they are trained and they feel comfortable treating. If a first aider is unsure they can call for assistance from another first aider.

Reporting

The school publishes a medical register each half term to alert staff to pupils with specific medical needs or allergies. Electronic copies are on Bromcom and on the shared drive (student Healthcare/ Staff Operational Resources). Hard copy is kept in U55 by the EHCW & First Aid lead.

Minor injuries

All First Aid treatment should normally be given by a qualified First Aider. If a First Aider is not immediately available, members of staff are advised to use their best judgement regarding immediate treatment.

During break times, pupils who are injured will normally be taken to the First aid room. However, an assessment of the injuries and treatment can be carried out in other locations with appropriate equipment. The teacher on duty should not normally take the child to the office, another member of staff, duty prefect or another child should do this.

If a pupil becomes ill or is injured during a lesson, the teacher should assess the situation and summon appropriate first aid assistance. Pupils should be accompanied to the first aid room.

If a pupil is injured or becomes ill on the school field, the teacher should make a decision about appropriate action. The pupil can be sent to the first aid assistance (accompanied) or First Aid assistance can be called to the field (call on 01204 333253 ex 152) . All members of staff on the field should have the ability to call for assistance, through the use of a mobile phone.

If a member of staff is injured or becomes ill, they should inform a First Aider who will assess the situation and take appropriate action.

More serious injuries

More serious injuries should initially be treated “on site” and the injured person should not be moved until they are assessed by a qualified First Aider. They must NOT be moved if a spinal injury is suspected. If an ambulance is required, the office should normally call (9) 999, but in an emergency any member of staff should call for an ambulance.

If a First Aider is unsure about how to treat an injury, they should call another First Aider for support. The Leading First Aider can be called away from other duties whenever they are needed as First Aid takes priority over other tasks. This would be in addition to contacting the emergency services.

If a child has vomited, the area should be cleaned thoroughly by a member of the site team. The pupil should remove any clothing that has vomit on. They can change into their PE kit or other suitable clothes.

Transport to Hospital

It may be appropriate to transport a pupil to A&E without using the ambulance service. Staff transporting a child to A&E should do so on a voluntary basis. The school will always attempt to contact parents if a pupil requires treatment A&E.

Head injury

If a pupil receives a bump to the head in school, we will attempt to contact parents during the day or send a message via Bromcom. If a pupil is collected by someone other than their parent, then the person collecting the child will be informed of the injury.

Burns

If you think someone has a burn or scald, there are five key things to look for:

- Red skin
- Swelling
- Blisters may form on the skin later on
- The skin may peel
- The skin may be white or scorched

What you need to do.....

Stop the burning getting any worse, by moving the pupil away from the source of heat.

Start cooling the burn as quickly as possible. Run it under cool water for at least ten minutes. Burn gel is only to be used when there is no access to running water.

Assess how bad the burn is. It is serious if it is:

- Larger than the size of the casualty's hand
- On the face, hands or feet, or
- A deep burn

If it is serious, call (9) 999 or (9) 112 for emergency medical help.

Remove any jewellery or clothing near the burn (unless it is stuck to it).

Cover the burned area with kitchen cling film or another clean, non-fluffy material, like a clean plastic bag. This will protect from infection.

If you are unsure if the burn is serious then tell the person to see a doctor and inform the parents by telephone as soon as possible.

Medicine

There is no legal obligation upon the school to administer medicine and the school has the right to withdraw this service.

The Education Health Care Worker will administer medication prescribed by a doctor providing the medication is necessary and we have a written request to administer the medication from a parent/carer or medical practitioner.

Non-prescription medicine will be administered as deemed necessary providing written consent that has been signed by the pupil's parents.

Wherever possible, the pupil should only have sufficient medication in school for one day, but it **MUST** be in the actual medical container containing the pupils' name and the stated dosage. During the day medication will be kept in U55 as necessary unless special circumstances require it to be kept in another location.

Paracetamol

Pupils sometimes ask for painkillers (analgesics) at school, including aspirin and paracetamol. School staff must **NOT** give non-prescribed medication to pupils. They may not know whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken. A child under 12 should never be given aspirin, unless prescribed by a doctor.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate pain killers for their child's use, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents using the medication slips, on the day painkillers are taken.

A record must be kept on the school database of all Paracetamol and Nurofen given to children. If any cause for concern is noticed in the records, the leading First Aider or co-ordinator should be contacted.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Contacting parents

If a pupil is injured or becomes ill during the day, with permission from the co-ordinator or a senior member of staff the first aider or year coordinator will contact the parents. When it is not possible to contact a parent/carer the pupil must remain in the first aid room under constant supervision.

If a member of staff or other adult is injured or taken ill, the school may need to contact their "appointed person"

Allergies and special medical needs

A record of pupils with allergies and special medical is kept on Bromcom and in a folder in the Medical Room, all staff must make themselves aware of the needs of the pupils they teach. If information about such children is given to a class teacher by a parent, the information must be passed to the school office as soon as possible. There is an allergy register on the shared drive (student healthcare), this is accessible to all school staff.

Asthma

Asthma inhalers should be kept on a pupil's person for immediate access. Pupils are responsible for their inhalers and they should be taken with them as they move around the school. An additional inhaler can be kept in the medical cupboard in the medication room.

The school has spare inhalers that can be used in an emergency. These are kept in the first Aid Room, PE Department, with each Year Coordinator and in U55 (medical room). School emergency inhalers should only be used in line with the school asthma policy.

Allergies

- Staff should be aware of which pupils have any allergies that could lead to a severe allergic reaction, this information will be updated on the allergy register (shared drive/student healthcare)
- Training must be provided to staff as appropriate to deal with specific emergencies. Access to online training is available on NCT College and links on the shared drive.
- Sufficient Epi pens must be provided by parents. Two pens should always be on the child. Additional pens can be stored in the U55 medical room.
- Each EpiPen/Jext Pen must be clearly named and parents are responsible for ensuring the EpiPen/Jext Pens are in date.

Plasters

Before applying plasters, First Aiders should try to make sure the child is not allergic to. We have an obligation to treat all wounds and if you can't use plasters, other forms of dressing should be used.

Specific medical needs

Some pupils may have specific medical needs and relevant staff will need specific information about treatment for these pupils. First Aiders (or other staff if specifically trained) may, on a voluntary basis, administer medication (including applying creams) to these pupils only if a letter from the parents specifies the exact procedure. Parents must demonstrate, or arrange training for any treatment which requires the use of injections (other than epi pens/Jext pens).

School Trips

First aid provision should form part of the risk assessment of all school trips (including away sports fixtures). A First Aider will where possible accompany school trips. This may not be necessary for all sports fixtures as the organisation hosting the event will normally have first aid provision, it will be the responsibility of the activity leader to check provision.

Record keeping

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years for employee accidents and 3 years from the pupils 18th birthday.

An accident report form must be completed for all injuries requiring first aid treatment requiring the child to go home and emergency hospital treatment, by the member of staff who witnessed the accident or whilst it happened under their supervision, the form must be passed over to the EHCW within 24hrs.

All First Aid treatment should be recorded on Bromcom. This should include:

- the date, time and place of incident
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- Name of the person(s) dealing with the incident.
- A record of which parent has been informed by telephone and followed up with letter of medication/injury:
 - Medication: parent informed if medication was given after midday.
 - Injury: parent informed if serious incident or head injury.

Reporting incidents

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Guidance can be found under:-

- <http://www.hse.gov.uk/pubns/edis1.pdf>
- <http://www.hse.gov.uk/riddor/>

Accidents the school need to report

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- For definitions of major injuries, dangerous occurrences and reportable diseases see: <http://www.hse.gov.uk/pubns/edis1.pdf>

HSE must be notified of **fatal and specified major injuries and specified dangerous occurrences without delay** (e.g. by telephone).

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Deciding if an accident 'arises out of or is in connection with work'

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

<https://extranet.hse.gov.uk/lfserver/external/F25081E> Riddor reporting online

All injuries to staff and pupils which require the following must be reported:

- Medical attention sought – i.e. referred to GP, sent to A&E
- Unable to participate in normal activities e.g. class work P.E.
- Individual goes home after the incident

All must be recorded on an accident report form, kept in the school office or logged in the daily record book in the duty room.

This form must then be passed to the Facilities Manager / Business Manager and stored in a secure location as per record keeping guidelines above

This policy will be reviewed by the governing body every two years, or earlier if it is considered necessary.

APPENDIX A

Name:	Course:	Date:	Renewal date:
Samantha Hardy	First aid in the workplace level 3	March 2023	March 2026
Craig Denton	First aid in the workplace level 3	May 2023	May 2026
Emma Bullivant	First aid in the workplace level 3	March 2023	March 2026
John Hansom	First aid in the workplace level 3	February 2022	February 2025
Phil Grundy	Emergency first aid	June 2022	June 2025
Alpha Patel	Emergency first aid	June 2022	June 2025
Kim Battersby	Emergency first aid	June 2022	June 2025
Adam Haslam	Emergency first aid	June 2022	June 2025
Sophie Curzon	Emergency first aid	June 2022	June 2025
Jaren Baldwin	Emergency first aid	June 2022	June 2025
Callum Charlton	Emergency first aid	June 2022	June 2025
Nadia Walters	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Lucy Hartley	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Claire Finney	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
David Simpson	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Sarah Booth, (SBO)	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Rumana Patel	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Stephanie Sweeney	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Natalie Seels	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Sarah Booth, (SJB)	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
Catherine Liddy	Level 3 Award in Emergency First Aid at Work (RQF)	November 2023	November 2026
J Garth	Paediatric first aid level 3	January 2021	January 2024

Appendix B to the First Aid policy

First Aid Boxes

The first aid boxes will be checked and re-supplied regularly.

LOCATION OF FIRST AID BOXES:

H3 - Reception x 1
H27 - Site manager office x 1
H 26 - Site Office x 1
G12B - First Aid Room, 2 x First Aid, 1 x Burns, 2 x Trip Bag
G58 - Science Prep Room, 1 x First Aid, 1 x Burns, 1 x Eye Wash
G77 - D&T Saw Room, 1 x First Aid, 1 x Burns, 1 x Eye Wash
G81 - Food Tech Office, 1 x First Aid, 1 x Burns
N12 - New Build Staff Room x 1
Minibus x 2
PE office, 2 x Outdoor Grab Bag
Poolside x 1
Healthhub - Reception x 1
U55
all Year Coordinators offices

DEFIBRILLATOR LOCATED IN MAIN RECEPTION (H3), FIRST AID ROOM (G12B), NEW BUILD (N12), FITNESS SUITE (S28) AND IN THE HEALTH HUB RECEPTION (S9)