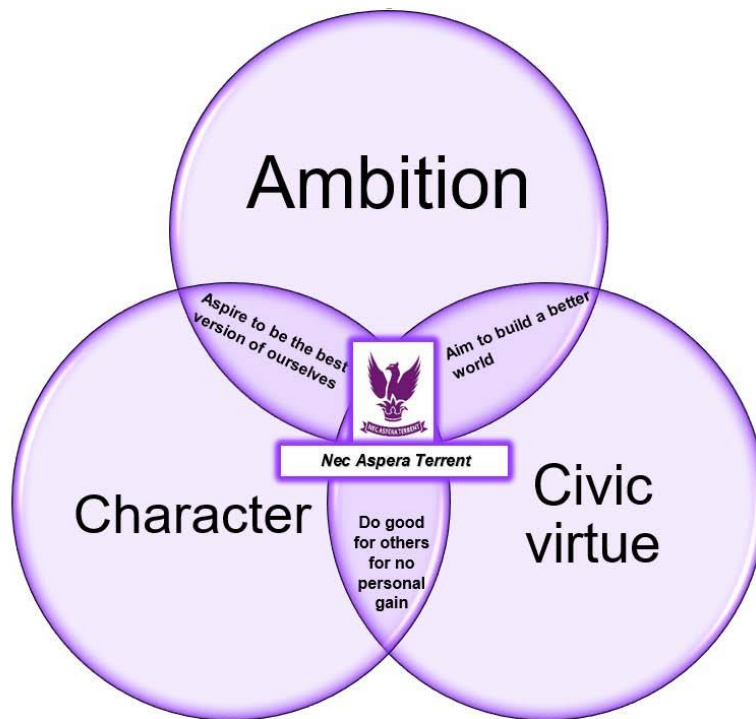




# DRAYTON MANOR HIGH SCHOOL

## STUDENT FIRST AID POLICY



Reviewed by CSWP: 27 February 2025  
Ratified by Full Governing Body: 27 March 2025  
Date of Next Review: March 2026

## STUDENT WELFARE OFFICE

- Pastoral Manager EXT 1312
- Pastoral Administrator for Safeguarding, Inclusion and Welfare
- Welfare Assistant EXT 1350

The Student Welfare Office is situated in A block (A129), opposite the main reception. If closed for any reason please go to Student Reception. The Welfare Office is open to all students during break and lunch times. Outside of these times, the office is available to students with medical needs or who need immediate first aid.

The Student Welfare staff are responsible for administering all first aid and medication for students. There are a number of certified first aiders and first aid boxes located throughout the school, should they be required.

This policy should be read in conjunction with the Health and Safety (First Aid) Regulations 1981 and the following guidance document from the DfE: 'Guidance on first aid for schools: a good practice guide'.

[www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid](http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010622/first-aid).

It should also be read in conjunction with the school's health and safety policy as drawn up with health and safety consultants and the policies Pupils with medical conditions and Administration of medicines.

### **Introduction**

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

Similarly, while basic first aid is now taught to pupils in both secondary and primary schools as part of compulsory health education it is not dealt with in this policy.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Drayton Manor High school, this is the governing board.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the governing board is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times.

Any first aider must receive training but since the Health and Safety Executive (HSE) no longer approves first aid training, it is up to the school to ensure that any training provider that is selected for the purposes of first aid training is competent to deliver it. We use guidance from HSE to appoint suitable trainers.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under the school's public liability insurance policy.

### **Responsibilities of the headteacher**

In discharging its duty of care, the governing board delegates to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
- Consideration of the size of the school and its layout and location.
- Specific hazards or risks on the site.
- Specific needs.
- Accident statistics.
- Selection of first aiders, and number required.
- Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
- Ensuring that the medical room and adjacent WC are available at all times for first aid provision and suitably furnished and supplied while people are on the school premises.
- Ensuring that first aid provision is available while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

### **Responsibilities of the site manager**

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

### **Responsibilities of the first aid officer**

- On a day-to-day basis, the first aid officers have the responsibility to:
- Complete an appropriate training course.
- Be aware of the details of all first aiders and the location of, and signage to, all first aid boxes (see appendix 1 at the end of this policy).
- Maintain fully stocked first aid provisions (see below for details).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.

- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'. An HSE 'Health and safety incident report' form will also need to be completed in these circumstances.
- Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant, and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.
- Any member of staff giving medicine to a pupil should check on each occasion:
  - Name of pupil.
  - Written instructions provided by the parents/carers or doctor.
  - That the medication is labelled and provided in the original container as dispensed by a pharmacist and includes the 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 inside an insulin pen or a pump, rather than in its original container).
  - Expiry date of the medication and of the request to administer it.
  - That permission has been granted by the headteacher to administer medication to the child.
  - That any needles and other sharps are placed in the sharps box for disposal.
- If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.
- Staff must complete and sign the form 'School record of the administration of medication' (see appendix 5) each time they give medicine to a child. School staff involved in the administration of medicines will receive training and advice from health professionals.

### **Roles and responsibilities: parents/carers**

At Drayton Manor High School we expect parents/carers to administer medication to their children at home if at all possible. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (eg crushing of tablets). A 'Parent request for school to administer medication' form must be completed (see appendix 1).

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs.
- Provide any medication in a container clearly labelled with the following:
  - The child's name.
  - Name of medicine.
  - Dose and frequency of medication.
  - Any special storage arrangements.
- Collect and dispose of any medications held in school at the end of each term.
- Ensure that medicines have NOT passed the expiry date.

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. The information must be updated as and when required and at least annually.

- Details of pupil's medical needs.
- Medication including any side effects.
- Allergies.
- Name of GP/consultants.
- Special requirements, eg dietary needs, pre-activity precautions.
- What to do and who to contact in an emergency.
- Cultural and religious views regarding medical care.

Written permission from parents/carers will be required for pupils to self-administer medicine(s). A 'Request to self-administer medication' form (see appendix 4) must be completed.

### **Responsibilities on off-site activities**

A first aid kit compliant with BS 8599 must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits. Medication (including inhalers and AAls) must be available for students with medical needs.

### **Responsibilities of hirers**

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises, the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school and location of first aid kits and the school's automatic external defibrillator (AED) for emergency use by a trained operator.

### **Maintenance of fully stocked first aid containers**

- On a half-termly basis, an appointed first aid officer will check the following and arrange for stocks to be replenished where necessary:
  - The number of first aid containers the school has and their contents.
  - That there are sufficient first aid containers.
  - Travelling first-aid containers.
  - First aid containers in public service vehicles.
  - First aid accommodation

### **Contents of first aid containers**

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers at Drayton Manor High school.

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 large and medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

### **Impaired mobility or ongoing injuries**

Providing the GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety. Any major injuries such as fractures should be reported to the child's Head of Year so a risk assessment can be completed.

### **Carrying and storage of medicines**

For safety reasons, pupils are not allowed to carry medication unless agreed on an individual basis (see 'Request for child to carry his/her own medication' – appendix 3). All other medicines must be handed into the Student Reception or the Welfare Office on entry to the school premises where it will be kept locked in the Welfare Office and logged onto the school's file. Pupils must be made aware of where their medication will be stored. Teachers may store pupils' inhalers, which must be labelled with the pupil's name. Where children have been prescribed controlled drugs, staff must be made aware that these should be kept in safe custody. However, children could access them for self-medication if it is agreed that it is appropriate.

Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips.

### **Paracetamol, aspirin and other over-the counter medicines**

Pupils sometimes ask for painkillers, but school staff will not give any nonprescribed medication (also known as 'over the counter' medicines) to pupils unless instructed directly by a medical professional, for example within an agreed Care Plan.

### **Procedure for sick pupils and those with medical needs**

Students who feel unwell should be sent to the Welfare room to explain the nature of their illness. The decision to send a sick student home will be made by the duty member of the leadership team on the recommendation of the Welfare officer. If a member of the leadership team is not available, the Welfare office will make an informed decision. Unwell students must be signed out when leaving school for medical reasons.

Students with medical needs must be brought to the attention of the SEN co-ordinator and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

Students with asthma or allergies are expected to carry their own inhaler or auto-adrenaline injector (AAI) eg. Epi Pen on them at all times. It is a parent's responsibility to ensure the student brings this to school. Students are allowed to keep spare inhalers or auto-adrenaline injectors (AAI) in the Welfare room.

### **Emergency Asthma Inhalers:**

- Drayton Manor High School holds emergency salbutamol inhalers in line with government guidance, ensuring the following requirements are met:
  - Parental consent must be obtained for each child who is eligible to use the emergency inhaler.
  - Emergency inhalers are only to be used for students diagnosed with asthma or prescribed a reliever inhaler.
  - Inhalers must be stored safely but be easily accessible, and their condition and expiration dates regularly monitored.

#### **Emergency Adrenaline Auto-Injectors (AAIs):**

- AAIs (EpiPens) must be available at multiple key points throughout the school, and staff must be aware of their location.
- Written parental consent is required for the use of emergency AAIs, except in emergencies where medical personnel authorize usage over the phone.
- Provisions are made for regular training of staff on how to recognize anaphylaxis and administer AAIs correctly.

#### **First Aid Training:**

- All first aiders must be trained by competent providers in line with HSE guidelines. A schedule for re-certification is maintained.
- Staff involved in administering first aid must undergo regular training to stay current with the latest procedures, including recognizing symptoms of asthma attacks, anaphylaxis, and other medical conditions.

#### **Repeat visits**

All visits to the Welfare room are logged by the Welfare Team and this data is sent to the Senior Leadership Team each day. Any student who is visiting the Welfare room repeatedly without a known medical need will be flagged to the Head of Year. The Head of Year will follow up with families regarding this.

#### **Accident procedures**

Outside of class time, students should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the student should be sent to the Welfare room to be dealt with by the Welfare Assistant or a first aider.

During lesson times, if members of staff of the department are unable to deal with the injury, then the student should be sent to the Welfare room, if necessary accompanied by another student.

Needing plasters, water etc. is not a valid reason to send a student out of a lesson and the teacher should advise them to report to Reception at an appropriate time. The Welfare Room is open during lesson times due students with ongoing medical needs or students who need immediate first aid. All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the Welfare room.

In the event of accident or significant injury to a pupil at least one of the pupil's parents or carers will be informed as soon as practicable. All accidents requiring first aid will be logged and monitored to identify patterns and take preventive measures. Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is ensured.



In the event of a minor injury requiring first aid or minor illnesses, a notification will be sent home to families at the end of the school day via PS connect. Any injury or illness of concern will be followed up by a phone call home, if it is deemed appropriate and/or necessary.

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans

No pupil will be given medicine without the parental consent unless there is clear and dire emergency and ambulance / emergency personnel are in attendance.

The school will arrange for an appropriate member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

If a pupil is having anaphylaxis but does not have the required medical authorisation and parent/guardian consent for a "spare" AAI to be used, the school should immediately call 999 and seek advice: If "spare" AAIs are available, mention this to the call handler/emergency medical dispatcher, as they can authorise its use if appropriate.

If the Welfare assistant believes that the injured person requires medical treatment, they will consult with the duty member of the leadership team (or nominated other person) and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

### **Defibrillator**

Drayton Manor High School possesses an automatic external defibrillator (AED) for emergency use and appropriate staff are trained to operate this equipment.

### **Monitoring and evaluation**

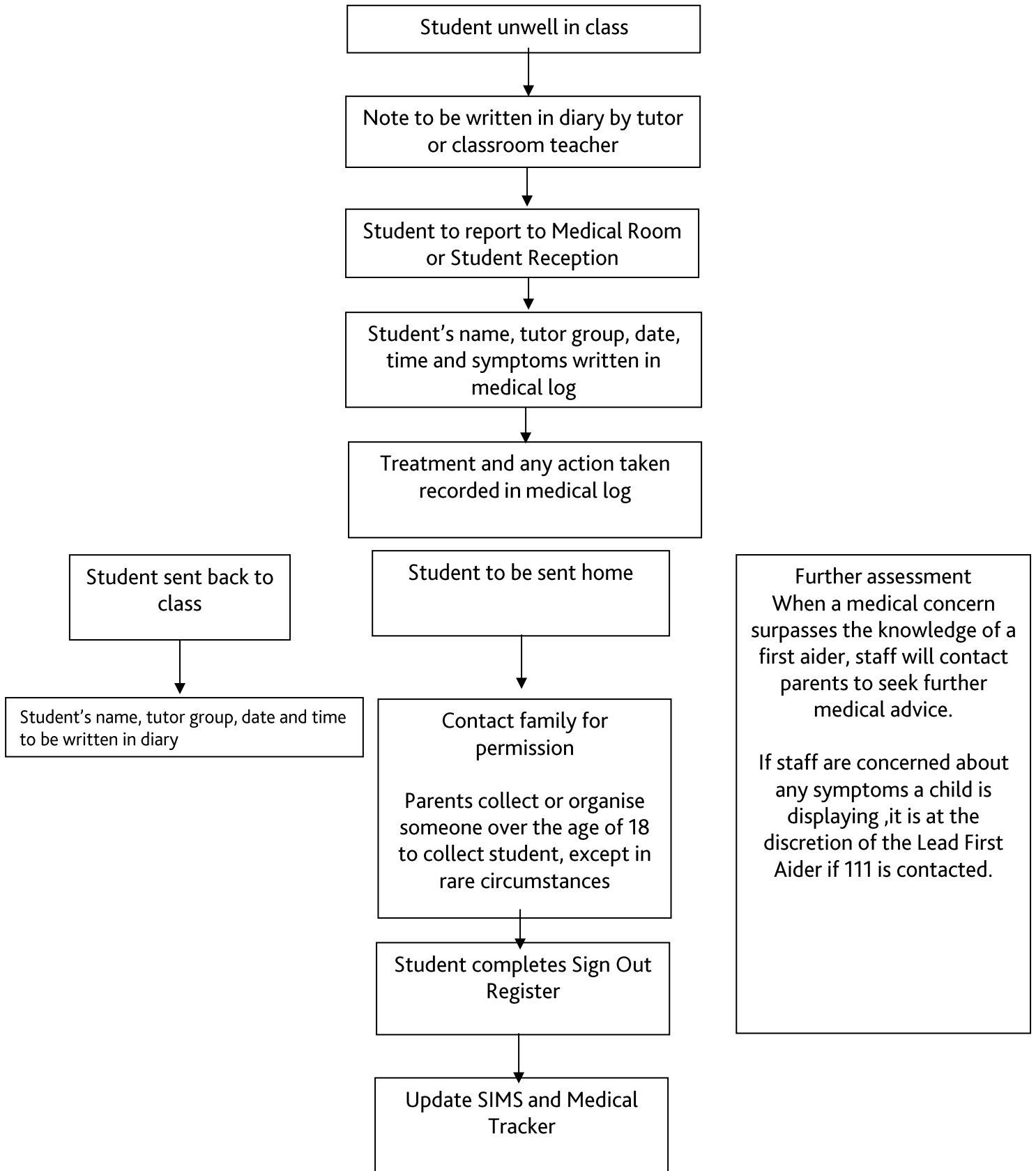
In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.

### **Reviewing**

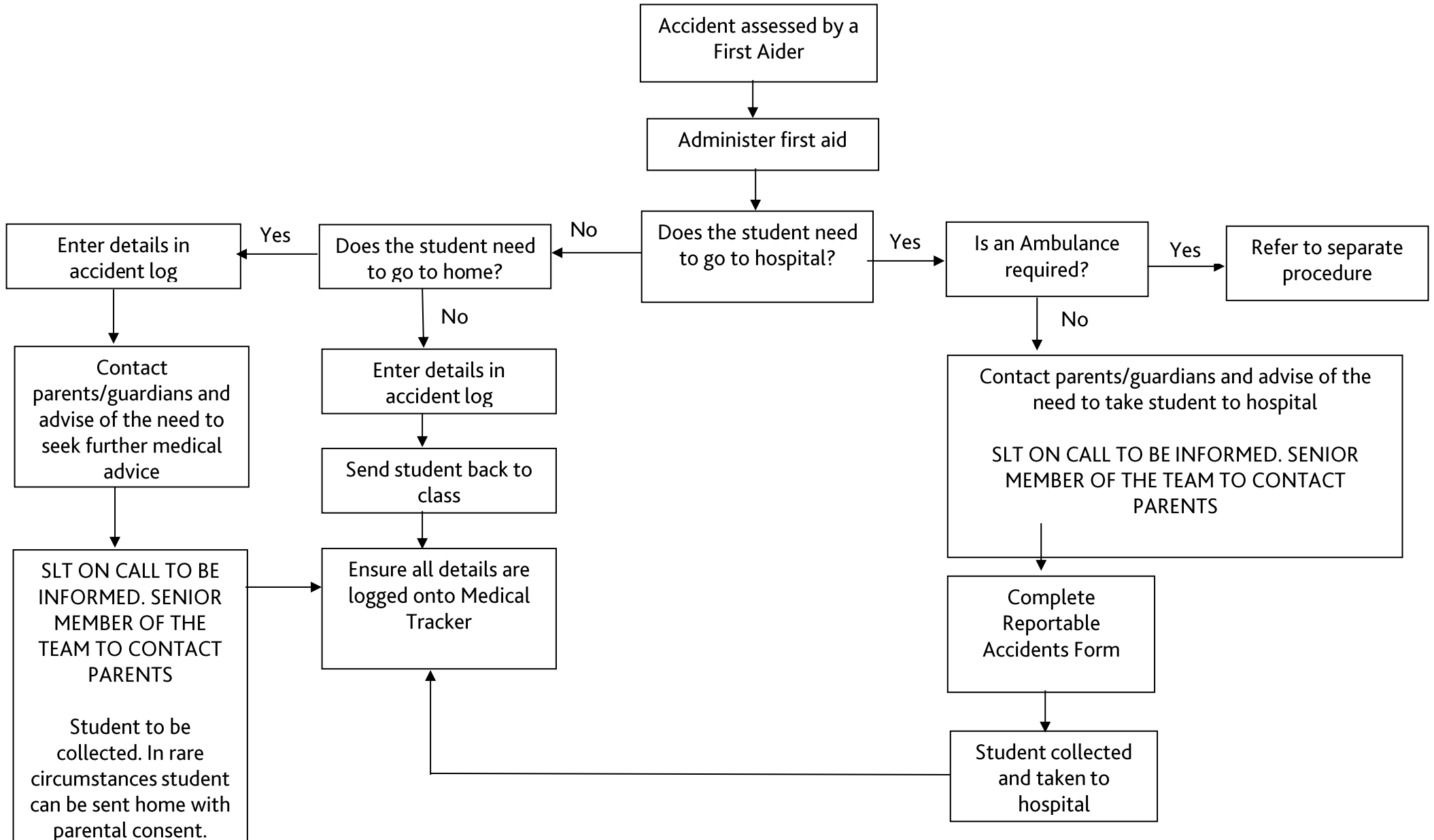
The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Next school review due February 2026

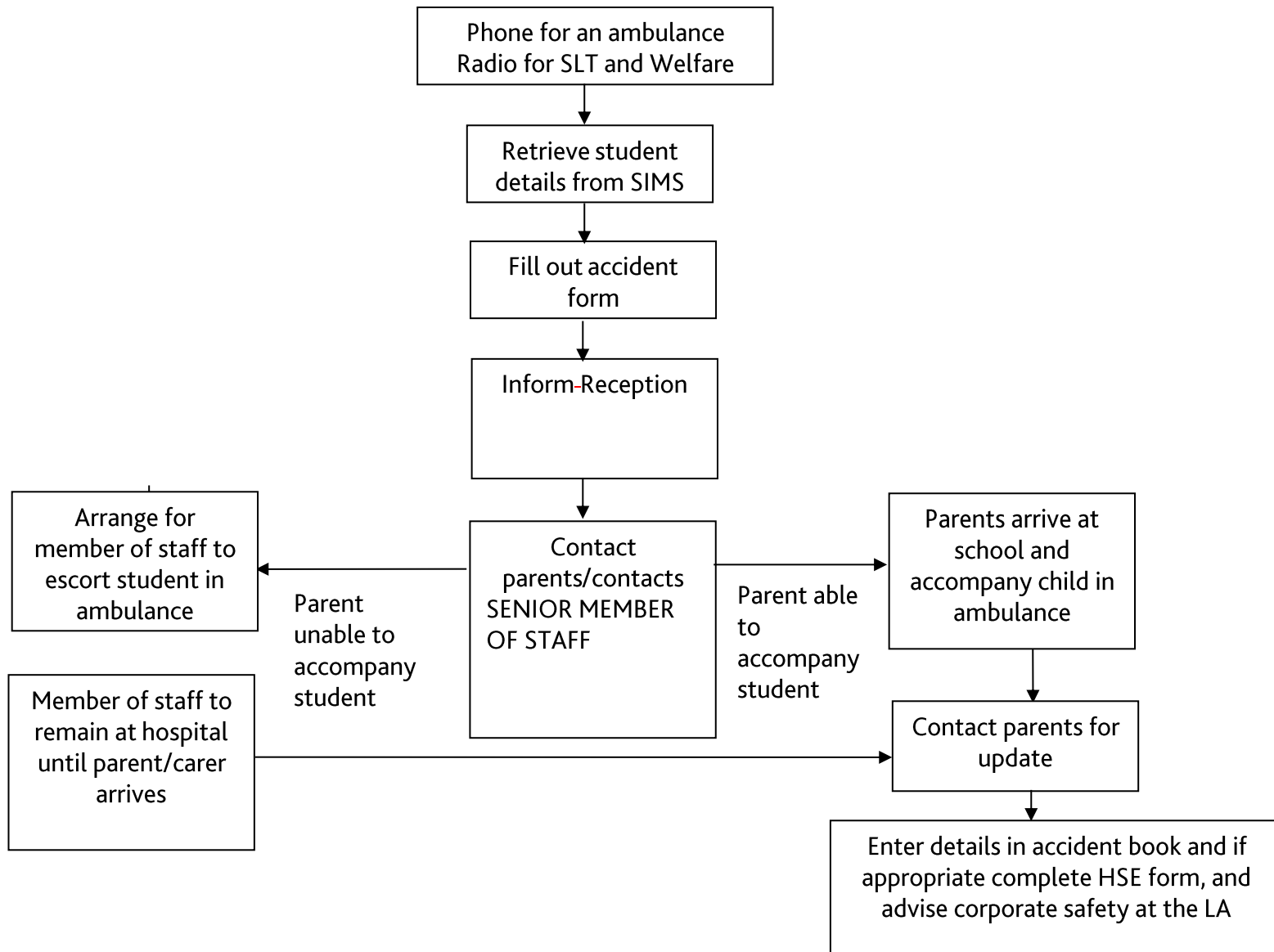
PROCEDURE FOR DEALING WITH STUDENTS WHO ARE UNWELL



### ACCIDENT PROCEDURE (where an ambulance is not required)



## ACCIDENT PROCEDURE (where an ambulance is required)



## ADDITION INFORMATION WHERE AN AMBULANCE IS REQUIRED

- Assess situation
- Do not panic
- Deal with emergency either at site of accident/incident or in the medical room
- If assessed as either life threatening, the student expresses intense pain or is in distress, it will be necessary to call an ambulance immediately
- The student must not be left unattended
- Seek assistance from a staff member who is first-aid qualified and a member of the Senior Leadership Team
- Re-assess the situation at regular intervals and review any decisions made previously
- A decision has to be made on who will contact the emergency services. This will either be you or allocate the responsibility to a staff member
- Dial 999, ask for the ambulance service and be ready with the following information
  - Telephone number of the school
  - Location, address and postcode
  - Give exact location of the school and surrounding roads, normally Drayton Bridge Road or Greenford Avenue
  - Give a brief description of the incident, the student's symptoms and age
  - Medical history may be requested. This should be on SIMS and in file for students with specific medical conditions.
  - Inform Ambulance Control of nearest entrance for access
  - Inform student reception of emergency phone call and the anticipated arrival of an ambulance
  - Allocate a member of staff to greet ambulance for direction
  - Make SLT aware of the situation
  - Contact parents of student. Explain the situation, do not alarm them.
  - If parents or guardian not available to accompany the student in the ambulance, a member of staff will need to escort the student to hospital
  - A member of staff will need to take responsibility for contacting family to inform them of the incident
  - The accompanying staff will need to stay with the student until a family member arrives at the hospital. Make provision for staff returning to school

## FIRST AID BOXES

First Aid Kit	Room Number	Location
1	A129	Main Reception
2	A129	Welfare
3	A115	Science
4	A113	Science
5	A137	Science
6	A103	Caretaker Office
7	A105	PE
8	A17	Student Reception
9	A163	Science
10	A168	Dining Hall
11	A148	Science
12	D113	Inclusion
13	D106	Staff Room
14	S108	DT
15	S114	DT
16	S113	DT
17	C119	Social Sciences
18	A209	Science
19	A236	Science
20	A225	Science
21	D205	Humanities
22	S214	Food Tech
23	S212	Textiles
24	S205	Drama Studio
25	S306	Art
26	F211	English
27	C208	MFL
28	D307	Library
29	FM305	Business
30	Sixth Form Building	Downstairs Café
31	School Field	School Field

### Contents

First Aid Boxes are to contain the following:

- a card giving general first aid guidance
- individually wrapped sterile adhesive dressing
- sterile eye pads, with attachment (ie. standard dressing No. 18 BPC)
- triangular bandages (these should if possible be sterile)
- safety pins
- a selection of sterile unmedicated wound dressings
  - wound dressing No.8 medium

- would dressing No. 9 large
- wound dressing No 3 extra large
- Melolin dressing 5cm x 5cm
- disposable gloves
- moist wipes

The contents of the First Aid boxes are checked termly for the beginning of the academic year. Any supplies required during the year can be obtained from the Welfare Office.

**Please note**

- no other substances are to be used for or administered to students or staff
- no tablets including paracetamol are to be given
- staff administering first aid must wear protective gloves
- it is the job of the caretaking staff to remove, in the prescribed manner, body fluids from basins, furniture, floors etc.

**EMERGENCY FIRST AID SUPPLIES**

Emergency supplies including an asthma inhaler and an AAI (eg. Epi Pen) are available at key points in the school. The locations are;

- Dining Hall
- Sixth Form Café
- Staff Room
- Welfare Room
- Main Reception

These supplies are checked regularly to ensure they are in date. These supplies are sign posted and are accessible to all staff. An up to date list of students with written consent to these supplies is stored with the supplies at each point.

Adrenaline Auto-Injectors and asthma inhalers cannot be used on students who do not have written consent from a parent and a diagnosed medical need, unless staff are instructed otherwise by emergency services on the phone.

**OFF SITE SCHOOL VISITS AND TRIPS**

Teaching staff should inform the Welfare team of any off-site trips or visits and a list of student names a minimum of 72 hours before the trip. The Welfare Team will organise a first aid kit for the trip including any medication or healthcare plans needed for students with ongoing medical needs. All off-site visits will have at least one staff member certified in first aid where possible.

**MEDICAL INFORMATION WHICH IS AVAILABLE IN THE WELFARE OFFICE**

- Asthma attacks
- Diabetic Hypoglycaemia
- Sickle Cell Crisis
- Epilepsy and Fitting

- Fainting
- Meningitis
- Head Lice
- Anaphylaxis

Other information available on request.

## **PRESCRIBED DRUGS AND MEDICINES KEPT IN THE WELFARE OFFICE**

### **Short term medical needs**

- Antibiotics
- Eye drops
- Any prescribed medication or lotion where if it stated that it has to be administered during the school day
- Antihistamine

### **Long term medical needs**

- Spare Ventolin inhalers for students with asthma
- Ritalin
- Adrenaline Auto-Injectors (ie Epipen)
- Antihistamine