First Aid and Medical Policy

Headteacher: Date:
Chair of Governors: Date:

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Statement of intent

Menorah Foundation School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will 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 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Definition and background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations

require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE 'Supporting children and young people with medical conditions and allergy'
- DfE 'First aid in schools, early years and further education'
- DfE 'Early years foundation stage (EYFS) statutory framework'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy will be implemented in conjunction with the following school policies:

- Administering Medication Risk Assessment
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Mental Health and Wellbeing Policy
- Intimate Care Policy
- Child with Health Needs Who Cannot Attend School Policy

2. Roles and responsibilities

The Governing Body will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
    - A suitably stocked first-aid kit.
    - An appointed person to take charge of first-aid arrangements.
    - Information for all employees giving details of first-aid arrangements.

The Headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff will be responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aiders will be responsible for:

- Completing and renewing training as dictated by the Governing Body.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person First Aid and Allergy Lead will be responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.

- Calling the emergency services where necessary.

3. First aid provision

First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aids needs assessment, at least annually.

The school will maintain a register of trained first aiders, ensuring at least one staff member has a current pediatric first aid ('PFA') certificate and having a well-stocked first aid kit. The PFA certificate must be updated every 3 years.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- At regular intervals.
- After serious accidents, incidents or near misses.
- After any significant changes to the workplace, working practices or staffing.
- Following any identified trends or accident statistics.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid bags

The school will ensure it has suitably stocked first aid bags in line with the first aids needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A school's First Aid Response Form
- Individually wrapped sterile adhesive dressings, of assorted size
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings.
- Large and medium-sized individually wrapped sterile unmedicated wound dressings
- Disposable gloves

All first aid bags will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid bags, including any mobile first aid bags for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid bags will be located in the following areas:

- The school office
- In every classroom

Information for staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

4. First aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards, using the School's First Aid Response Form.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government guidelines:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The First Aid Lead will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Location	Date of first aid qualification
Mrs Solomon	School Office	14.10.25
Mrs Da Silva	Nursery	09.12.24
Mrs Wajsman	Nursery	09.12.24
Miri Garber	Nursery	15.09.26
Lisa Bernstein	Reception	28.11.23
Miss Newman	Reception	09.12.24
Miss Shelton	Reception	15.09.26
Miss Levy	Reception	15.09.26
Mrs Jowell	Year 1	25.01.24

Mrs Hochhauser	Year 1	09.12.24
Miss Temesgen	Year 4	23.05.25
Mrs Malaj	Year 5	09.12.24
Miss Reuben	Year 5/6	20.06.24
Rabbi Schuurder	Year 5/6	15.09.26

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

First aid training

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the First Aid Lead.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Mental Health and Wellbeing Policy.

5. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where appropriate, the school may contact Hatzola to attend the school and provide emergency medical assessment and treatment. Hatzola may advise on the appropriate next steps, including whether further medical attention or an ambulance is required. This does not replace the school's responsibility to call 999 where an emergency ambulance is required.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges]'.

6. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Staff members will take mobile phones with them when undertaking off-site visits or events, as well as information about specific medical needs of pupils, and parents' contact details. The school will also take a fully-stocked first aid kit on all offsite visits which contains at a minimum:

- A School's First Aid Response Form.- yes
- Individually wrapped sterile adhesive dressings.
- Large sterile unmedicated dressing.
- Triangular bandages individually wrapped and preferably sterile.
- Safety pins.
- Individually wrapped moist cleansing wipes.
- Disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- Antiseptic wipes, foil packed.
- Conforming disposable bandage that is not less than 7.5cm wide.
- Triangular bandages.
- Packet of 24 assorted adhesive dressings.
- Large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- Sterile eye pads, with attachments.
- Assorted safety pins.
- A pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

7. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room may be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

8. Medicines and Administration of Medication

Administration of medicines

The school recognises that some pupils may require medication during the school day in order to manage a medical condition and participate fully in school life.

The school will make appropriate arrangements to support pupils with medical conditions and will have regard to the Department for Education's statutory guidance, Supporting pupils at school with medical conditions, where applicable. The school will ensure that its arrangements take account of pupils' individual medical needs, including those requiring emergency or lifesaving medication.

First aid provision does not, in itself, include the routine administration of tablets or medicines. First aiders will not administer medication unless they have been appropriately trained and authorised to do so, where such training is required.

Any member of staff may volunteer to administer or support the administration of medication to a pupil. Staff will not be required to administer medication unless administering medication or supporting pupils with medical conditions forms a specific and necessary part of their role.

The school will ensure that staff who undertake responsibility for administering medication are provided with appropriate information, instruction and training. Where medication is specific to an individual pupil or medical condition, appropriate training will be provided by a suitably competent healthcare professional or other appropriately qualified person where required.

Staff will not administer medication until they have received appropriate training and have been given sufficient information about:

- the pupil's medical condition and relevant symptoms;
- the medication to be administered;
- the purpose and expected effect of the medication;

- the dose and method of administration;
- the circumstances in which the medication should be administered;
- any relevant precautions, contraindications or possible side effects;
- what to do in the event of an adverse reaction, error or emergency;
- how medication must be recorded; and
- when further medical assistance or emergency services should be sought.

The school will maintain a record of staff who have received medication-related training and will ensure that training is refreshed or updated when necessary, including where there is a change in medication, dosage, method of administration or the pupil's medical condition.

Consent

Medication will only be administered with appropriate parental consent and, where appropriate, supporting information from a medical professional.

The school will obtain written consent and appropriate instructions before administering routine medication to a pupil. The consent and instructions will identify:

- the name of the pupil;
- the name and strength of the medication;
- the dose to be administered;
- the method and route of administration;
- the frequency and timing of administration;
- the circumstances in which the medication should be administered;
- the date on which the medication should be reviewed or cease, where applicable; and
- any other relevant instructions or precautions.

Where a pupil has a medical condition requiring ongoing support, the school will ensure that appropriate arrangements are recorded in the pupil's Individual Healthcare Plan (IHP), where one is required.

Emergency medication required to manage a known medical condition will be readily accessible to the pupil and identified staff. Staff responsible for supporting the pupil will be made aware of the pupil's medical needs and the actions required in an emergency.

Individual Healthcare Plans

Where appropriate, an Individual Healthcare Plan will be developed for a pupil with a medical condition. The plan will be developed in consultation with the parent/carer, the pupil where appropriate, relevant healthcare professionals and school staff.

An IHP will identify, where relevant:

- the pupil's medical condition and associated needs;
- medication required during the school day;

- the circumstances in which medication should be administered;
- emergency procedures;
- the arrangements for storing and accessing medication;
- the staff who have agreed to support the pupil;
- the training required by staff;
- arrangements for educational visits and other off-site activities; and
- arrangements for monitoring and reviewing the plan.

The school will review IHPs when the pupil's needs change and otherwise at appropriate intervals.

Storage of medicines

Medicines will be stored securely and appropriately in accordance with the manufacturer's instructions and the needs of the individual pupil.

Medicines will normally be kept in the original container in which they were dispensed and will be clearly labelled with:

- the pupil's name;
- the name of the medication;
- the prescribed dose;
- instructions for administration;
- the date of dispensing or prescription, where applicable; and
- the expiry date.

Medicines will not be stored in first aid boxes unless they are specifically intended and authorised for use as part of the school's emergency arrangements.

Medication requiring refrigeration will be stored in accordance with the manufacturer's instructions and in a secure and appropriate location.

Emergency medication, including emergency medication for conditions such as asthma, diabetes, epilepsy and anaphylaxis, will be readily accessible and must not be stored in a location that would cause unreasonable delay in an emergency.

Where a pupil is competent and has been assessed as able to carry and/or administer their own medication, the school will support this where appropriate and in accordance with the pupil's individual healthcare arrangements.

Administration procedure

Before administering medication, the member of staff will, as far as reasonably practicable, confirm:

- the identity of the pupil;

- the medication;
- the prescribed or authorised dose;
- the method and route of administration;
- the time or circumstances for administration; and
- that the medication is within its expiry date.

Medication will be administered in accordance with the instructions provided by the prescriber, pharmacist, parent/carer and/or Individual Healthcare Plan, as appropriate.

Where appropriate, a second member of staff will be present to support the administration and provide an additional check.

Staff will never alter the prescribed dose, form or method of administration unless this has been authorised by an appropriate healthcare professional and the school's records and instructions have been updated accordingly.

If a member of staff is concerned that a medication instruction is unclear, incomplete or inconsistent, they will not administer the medication until appropriate clarification has been obtained, except where an emergency protocol or Individual Healthcare Plan provides clear instructions for lifesaving treatment.

Emergency medication

Where a pupil has been prescribed emergency or lifesaving medication, the school will ensure that appropriate arrangements are in place for the medication to be available without delay.

Identified staff will receive appropriate training in the recognition of the relevant condition and the administration of the emergency medication where required.

Where a first aid needs assessment identifies that first aiders may need to administer emergency medication, the school will consider additional medication-specific training. The Department for Education advises that prescription-only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be administered by those trained to do so.

In a medical emergency, staff will call 999 where appropriate and follow the emergency instructions contained in the pupil's Individual Healthcare Plan and/or the instructions provided by the emergency services.

Asthma, diabetes, epilepsy and anaphylaxis

The school will make appropriate arrangements for pupils with medical conditions that may require emergency medication or intervention, including asthma, diabetes, epilepsy and anaphylaxis.

Pupils will have immediate access to their prescribed emergency medication where appropriate. Identified staff will be aware of the pupil's condition, the location of their medication and the emergency procedure to be followed.

Where a pupil has an allergy that may result in anaphylaxis, arrangements will be made in accordance with the school's allergy safety arrangements and any relevant Individual Healthcare Plan. Staff will receive appropriate allergy awareness and emergency response training as required.

Recording the administration of medication

Every occasion on which medication is administered by a member of staff will be recorded promptly.

The record will include, as appropriate:

- the pupil's name;
- the name and dose of the medication;
- the date and time of administration;
- the method of administration;
- the name/signature of the member of staff administering the medication;
- the name/signature of a second member of staff where applicable; and
- any relevant observations, including where medication was refused, omitted, not available, incorrectly administered or where an adverse reaction occurred.

Any medication error, missed dose, adverse reaction or other concern will be reported immediately to the Headteacher or designated member of staff and, where appropriate, to the pupil's parent/carer and relevant healthcare professional. Emergency medical assistance will be sought where necessary.

Records relating to medication will be retained securely in accordance with the school's records management arrangements.

Refusal or inability to administer medication

A member of staff will not administer medication where they do not have the appropriate training, authority or information to do so.

Where medication cannot be administered as required, the school will take appropriate action based on the pupil's medical needs and the instructions in their Individual Healthcare Plan, including contacting the parent/carer, healthcare professional or emergency services where necessary.

A pupil's refusal to take medication will be recorded and managed in accordance with their individual healthcare arrangements. Staff will not force a pupil to take medication.

Disposal and expiry

Expired, unwanted or discontinued medication will be returned to the parent/carer for safe disposal unless alternative arrangements have been agreed with a pharmacist or other appropriate healthcare professional.

Staff will not dispose of medication via general household or school waste unless this is confirmed as appropriate by a pharmacist or other competent professional.

Educational visits and off-site activities

Where a pupil requires medication during an educational visit or other off-site activity, appropriate arrangements will be made before the activity takes place.

The member of staff responsible for the pupil will have access to the necessary medication, relevant medical information, emergency contact details and, where applicable, the pupil's Individual Healthcare Plan.

The level of medication and medical support required on an educational visit will be considered as part of the relevant risk assessment.

Staff training

The school will ensure that an appropriate number of staff have the knowledge and training necessary to support pupils with medical conditions safely.

General first aid or paediatric first aid training does not, by itself, constitute training in the administration of all types of medication. Where a pupil requires specific medication to be administered, additional training will be provided where necessary.

Training will be appropriate to the medication and the pupil's needs and may include practical training delivered by a healthcare professional or other suitably competent person.

The school will maintain records of medication-related training and will arrange refresher or update training when required.

Staff will be informed during induction of the school's arrangements for supporting pupils with medical conditions and will be made aware of where relevant medication and emergency information is located.

Responsibilities

The Headteacher will ensure that:

- appropriate arrangements are in place for pupils who require medication;

- sufficient appropriately trained staff are available to support pupils with medical conditions;
- parental consent and relevant medical information are obtained;
- Individual Healthcare Plans are developed and reviewed where required;
- medication is stored securely and remains accessible where required for emergency use;
- medication administration is appropriately recorded; and
- staff training needs are identified and addressed.

Staff who administer medication will:

- only administer medication for which they have appropriate information and training;
- follow the pupil's authorised instructions and Individual Healthcare Plan;
- check medication before administration;
- maintain accurate records;
- report any concerns, errors or adverse reactions immediately; and
- seek emergency medical assistance where necessary.

Relationship with first aid

The school recognises that first aid and medication administration are related but separate functions. First aiders will provide first aid within the scope of their training and competence. The administration of medication will only take place where the appropriate consent, instructions, training and authorisation are in place.

Nothing in this section prevents any member of staff from contacting the emergency services or providing emergency first aid within the scope of their training and competence.

Where an emergency requires immediate action, staff will follow the pupil's emergency healthcare plan and the instructions of the emergency services.

9. Illnesses and allergies

If a pupil becomes ill or injured, parents will be contacted to collect them as soon as possible, and emergency services will be contacted where necessary.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school’s Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

10. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law.
Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

11. Reporting and Recording

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the office staff will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use a system for reporting and recording accidents, injuries and illnesses and notify Ofsted and relevant child protection agencies for serious incidents. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

12. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

13. Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so, the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- A member of staff is in the room with a valid PFA certificate whilst children are eating.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in the school office.

14. Monitoring and review

This policy will be reviewed annually by the Governing Body, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is October 2027.