

Medical & First Aid Statement

Compiled by: CIS

Approved by: LGB

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1. Aims

The aims of our Medical and first aid Statement is to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

At Grace Academy we have 18 first aid trained member of staff. Two are 'appointed person's.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Mrs Tracey Millinchip and Mr Jim Ashfield. They are responsible for:

- Taking charge when someone is seriously injured or further medical treatment is required.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary and authorisation has been obtained by the Head, Vice Principal or DSL.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed persons and/or first aiders are listed in appendix 1.

All first aiders are acting on behalf of the school and as such any decisions they make in good faith and best practice at the time of the incident will have full support of the Headteacher and Governing Body.

3.2 The Health and Welfare officer

The Health and Welfare is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or first aid trained are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Quality Assure the Medical Tracker and Bromcom
- Issue medical passes, leave lesson early passes and toilet passes when medical evidence is presented only. If not medical evidence, no pass can be issued unless in extenuating circumstances and a temporary pass can be issued and reviewed within 1 week of issuing. Officer to review all passes half termly.

3.3 First Aid Assistant

- Managed by the Health and Welfare officer
- Aid in ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Administer first aid when situations arise
- Log any first aid administered on the medical tracker
- Ensure Bromcom is up to date with appropriate information

3.4 Staff

School staff:

- Ensuring they follow first aid procedures Section 4:
- Ensuring they know who the first aiders and/or appointment in school are
- Informing the headteacher or their manager of any specific health conditions or first aid. See Health and Welfare Officer for completion of a risk assessment.

4. First aid procedures

4.1 In-school procedures

- If a student needs first aid during a lesson, member of staff will email @darlaston-medical for advise as to action. Staff not to send students to the first aid room until confirmation received
- Science & Design where first aiders are present, first aid incidences will be dealt with within department.
- Science and Design to have specific training relating to their subject areas overseen by Head of Department. Reviewed to ensure all staff are compliant and up to date.
- If student requires emergency treatment or has a medical pass the email system is boycotted
- In Physical Education, if outside, radio to be used instead of email system to ensure rapid and appropriate response
- All students seen in first aid room need to be registered and outcome/treatment logged on Medical Tracker and attendance on Bromcom
- If a student is needed to be sent home, authorisation by Head teacher, Vice Principal or DSL only.
- Text can be sent to parents/carers of update of treatment where necessary
- Any students needing to take paracetamol or over the counter medication are to come to the first aid room at break and lunch only
- Students are not permitted to carry any medication. All Medication must be brought to first aid where it is stored and labelled appropriately. **See section 7 in Policy**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Health and Welfare officer will contact parents immediately
- Defibrillators and bleed kits are located in the first aid room, main reception, outside in the lockable cabinet, DT and food tech areas and on the school bus.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including,
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - 1 individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Disposable ice packs
 - Selection of plasters
 - Face shield
 - Eye bath
 - Emergency blanket
 - Sterile saline pods
 - Burn soothe sachets
 - Wound closing strips
 - Vomit bags
 - Eye bath
 - Dressing scissors
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the EVC/admissions/transition co-ordinator prior to any educational visit that necessitates taking pupils off school premises.

All students and staff with a temporary disability/injury will have a risk assessment completed.

There will always be at least 1 first aider on school trips and visits. This will depend on the trip and the students attending.

All first aid bag/boxes will be :

- Marked with a white cross on a green background.
- Stocked in accordance with HSE recommendations.

5. First aid equipment

- Emergency blankets

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Face shields
- Burn soothe sachets/dressings
- Vomit bowls
- Sterile saline pods
- Eye bath
- Wound closing strips
- Ice packs
- Dressing scissors

No medication is kept in first aid kits.

First aid kits are stored in:

- The first aid room
- Reception
- Science preparation room
- All design and technology classrooms
- The school kitchens
- School vehicles

All first aid bags/boxes are checked by the medical team to ensure that stocks are replenished/ordered.

Where it is known that a staff or students engaged in an out of school activity and have specific medical needs or a disability, resources to meet these needs are taken. E.g. inhaler, spacer, EpiPen. Stock is checked every 6 months and anything found to be disposed of in the correct manner.

EpiPens

All staff receive annual EpiPen training. HR manager keeps central log. Medical officer and Line Manager to ensure all up to date.

5. Chronic medical & IHCP's

- All students with a chronic medical condition will have an independent health care plan in place. These plans are reviewed annually by the Health & Welfare Officer, or when any amendments are needed. The plan will remain with the student during any school trips. Please refer to our Supporting Students with Medical Conditions policy for further information.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the EVC/admissions/transition Co- Ordinator.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The site manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The site manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the site manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- 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)
- Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

- Once authorisation has been obtained by the Principal, Vice Principal or DSL Parents will be contacted via the first aid room if the student needs to go home.
- Permission must be given for student to make their own way home.
- A text can be sent to inform parents of attendance to the first aid room

7. Storage and Administration of Medicines

If a student needs to take medication during the school day, then parents complete a consent form or send email of consent to the medical team. This form is kept in a lockable cabinet located in the first aid room. If the medication needs to be stored in the fridge we can accommodate this. This includes spare EpiPens and inhalers. This form gives:-

* The name of the student

* DOB

* Year

* Name of medication, dosage and how often it should be taken.

* Name of parent/carer, signature and date.

Upon administering of any medication (which should always be supervised). All students have an administration of medication form in their labelled bag with their medication. These are all located in a lockable cabinet. This record will include:-

- The name of the student
- DOB
- The students year group
- What medication has been administered
- Initials and name of the person issuing the medication

All controlled medication is locked away in a separate cabinet. In the original box, with prescription label. This medication will need 2 members of staff when administrating, one to administer, one to check.

- Staff administering medication have to be trained to do so.

8. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. This will be valid for 3 years. The school will keep a register of all trained first aiders, what training they have received and when this is valid until, HR manager keeps central record.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

- Annual Epi pen training is conducted in the Academy for all staff
- IHCP's are shared centrally and shared with trip leads if a student is attending the trip

9. Monitoring arrangements

This policy will be reviewed by the Health and Welfare Officer & DSL every year.

At every review, the policy will be approved by the headteacher and governing board.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Suicide and self-harm statement.
- Diabetic statement

All statements can be found on the Student Medical Portal.

All policies are available on the website or by request.

Appendix 1: list of appointed persons for first aid.

STAFF MEMBER'S NAME	ROLE
Mrs Tracey Millinchip	Health and Welfare Officer/DDSL
Mr Jim Ashfield	Site manager