**First Aid Policy and Medication**

UPDATED COURSE

R|onnie Mitchell (valid Mar 2026) Lynne Moxon (Valid January 2025), and Josephine Furness (Valid Nov 2026) are all qualified to give First Aid and all staff know this. They refer any accidents or medical emergencies to them. There is always a First Aider on site, and they will have had training within the last 3 years.

All staff have had some training in basic first aid and undertakes risk assessments for subjects they teach and activities they supervise. They have access to First Aid Kits.

Our First Aid kit:

* is regularly checked by a designated member of staff on-site and re-stocked as necessary;

• is easily accessible to adults; and

• is kept out of the reach of children.

At the time of admission, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

* All staff should know which of their colleagues are qualified to give first aid and should refer any accidents or other medical emergencies to them promptly.
* At all times there should be at least one qualified first aider on every site occupied by the school. The school should have contingency plans so that first aid cover is still provided if one qualified first aider is absent or accompanying a trip.
* All first aiders should have attended a training course within the last three years, should follow the guidelines given at the course, and should have easy access to first aid kits. First-aid training should be appropriate to the age of the children in the setting. Where babies are being cared for, the certificate must cover first aid for babies.
* Accidents and other medical emergencies should be recorded appropriately. Parents should be informed when necessary and a record kept of occasions when they have been.
* Members of staff should be made aware of any hazards in the subjects that they teach or the activities that they supervise and should have appropriate training and access to first aid kits.
* Pupils with medical conditions, such as epilepsy, asthma, or severe allergies, should be identified. All staff should be aware of their conditions and alert to the need for prompt action.
* There should be clear guidance on what levels of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital.
* There should be guidance on hygiene procedures in case of spillage of blood or body fluid.

**Our Accident Book:**

• is kept safely and accessibly;

• All staff and volunteers know where it is kept and how to complete it; and is reviewed at least half termly to identify any potential or actual hazards.

• We will follow Bromley's accident reporting procedures.

The appropriate party is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

* Any accident to a member of staff requiring treatment by a General Practitioner or hospital; and any dangerous occurrences (Le. an event which does not cause an accident but could have done).

All minor injuries are dealt with on site. Any major incidents are dealt with offsite. If someone loses consciousness or is dizzy for more than 5 minutes along with other adverse symptoms, emergency ambulance services will be called, or they will be taken to hospital.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

**Spillage of blood or bodily fluids**

Disposable gloves are always used when dealing with bodily fluids. These are disposed of in a sealed bag.

**Sharps**

There is a sharps box for disposable of these items.

**Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill.

The appropriate party is notified of any infectious diseases which a qualified medical person considers notifiable.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 09.01.2016 |
| Reviewed by | Josephine Furness | 10.11.2025 |
| Next Review By | Julia Low | 10.11.2025 |