

Treetops Learning Community

Medical and First Aid Policy

June 2022



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Medical and First Aid Policy

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Contents

Section Number	Section Title	Page No.
1	List of First Aiders and review dates	3
2	Introduction	3/4
2	Aims	4
4	Responsibility for Policy and Procedure	5/6/7/8
5	Recording Accidents and Injuries	9
6	Raising Awareness of this Policy	9
7	Training	9
8	Equality Impact Assessment	9
9	Monitoring the Effectiveness of the Policy	10
10	Linked policies	10

Medical & First Aiders

Date	Review Date	First Aid Nominated Persons				
		June Brooks and Jackie Hodge				
3 Day First Aiders	Frequency	Trainer	Area of school	Training recorded.	Date	Review
Holly Evenden	3 Years	First Aid	Primary	Noted on SIMS	29.06.19	06.10.22
June Brooks	3 years	St. John's	Whole	Noted on SIMS	15.09.20	14.09.23
Jill WIngham	3 years	St. John's	VI Form	Noted on SIMS	15.09.20	14.09.23
Maxine Murray	3 years	St. John's	Primary	Noted on SIMS	15.09.20	14.09.23
Laura Rice	3 years	St. John's	Post 19	Noted on SIMS	15.09.20	14.09.23
Kelly Schofield	3 years	St. John's	Post 19	Noted on SIMS	18.09.20	17.09.23
Jackie Hodge	3 years	St. John's	Admin	Noted on SIMS	30.11.20	29.11.23
Sally Clements	3 years	St. John's	KS4	Noted on SIMS	09.03.21	08.03.24
Tony Cunliffe	3 years	St. John's	KS3	Noted on SIMS	09.06.21	10.06.24
Hannah Dennis	3 years	St John's	Whole	Noted on SIMS	09.06.21	10.06.24
Dan Wood	3 years	St John's	VB	Noted on SIMS	06.07.21	05.07.24
Marcia Spurrell	3 Years	St John's	Post 19	Noted on SIMS	07.09.21	09.09.24
Kate Blake	3 Years	St John's	VB	Noted on SIMS	22.09.21	21.09.24
Chelsea Lucas	3 Years	St John's	VB	Noted on SIMS	22.09.21	21.09.24
Lisa Foster	3 Years	St Johns	KS4	Noted on SIMS	22.11.21	25.11.24
Gabriella Gyongyi	3 Years	St Johns	KS3	Noted on SIMS	22.11.21	25.11.24
Lucy Meek	3 Years	St Johns	VI Form	Noted on SIMS	03.12.21	02.12.24
Bradley Davis	3 years	FOFAO	S&L	Noted on SIMS	05.03.22	06.03.25

Introduction

This policy has been developed by Treetops Learning Community (TLC), when the policy refers to school(s) it relates to any school that is a member of the TLC. Current schools that are members of TLC include.

- Treetops School
- Treetops Free School

We believe this policy relates to the following legislation:

- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Coronavirus Act 2020

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

1. Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To work with other schools in order to share good practice in order to improve this policy.
- To ensure delegated staff are fully trained in the administration of medication for specific health conditions as outlined in the pupils' individual health care plans.

2. Responsibility for the policy and Procedure

2.1 Role of the Trustees

The Trustees:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in first aid arrangements;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Trustees on the success and development of this policy

2.3 Role of the Nominated Person

The nominated person will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years, which must be conducted prior to the expiry of their current certificate.
- organise and maintain the medical room;

- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure school personnel are aware of the specific health needs and disabilities
- determine the level of provision:
 - at breaktimes and lunch times
 - when school personnel are absent
 - for all educational visits and sporting activities
 - for curriculum activities
 - before and after school clubs

- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success of this policy.

First aid containers

As a minimum, TLC will provide at least one fully stocked first aid container for each site. Additional first aid containers may be needed distant sports fields or playgrounds, any other high-risk areas and any offsite activities. All first aid containers should be marked with a white cross on a green background. Each first aid container will include.

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 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

2.4 Role of the Health and Safety Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

2.5 Role of the Nominated Trustee

The Nominated Trustee will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Trustees every term;
- annually report to the Trustees on the success and development of this policy

2.6 Role of School Personnel

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

2.7 Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

2.8 Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- will be given the opportunity to attend first aid training during organised after school activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

2.9 Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

3. Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given;

All head and serious injuries will be:

- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

4. Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as EHCP reviews to parents and Headteacher reports to the Trustees
- information displays in the main school entrance and other areas of the school

5. Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - basic first aid
 - medical care
 - dealing with emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

6. Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

7. Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

8. Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety	▪ Medication Policy
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