



First-Aid and Medicine administration Policy
City of Birmingham Foundation



City of Birmingham Foundation

Contents

1.Statement of Intent.....	1
2. Roles and Responsibilities.....	3
3. Arrangements.....	6
4. Conclusions.....	16
Links with other Policies and Procedures.....	16



City of Birmingham Foundation

1. Statement of Intent

The Board of Trustees believe that ensuring the health, safety and welfare of staff, pupils, adult learners and visitors is essential to the success of our academies.

We are committed to:

- Complete first aid needs risk assessments for every significant activity carried out.
- Providing adequate provision for first aid for pupils, learners staff and visitors.
- Ensuring that pupils, learners and staff with medical needs are fully supported at their academy or learning centre and suitable records of assistance required and provided are kept.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.
- Procedures for administering medicines and providing first aid are in place and are reviewed regularly.
- Promoting an open culture around mental health by increasing awareness, challenging stigma, and providing mental health tools and support.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

In the event of illness, a staff member will accompany the pupil or learner to the office/medical room. In order to manage their medical condition effectively, the academy or learning centre will not prevent pupils from eating, drinking or taking breaks whenever they need to.



City of Birmingham Foundation

Our academies and learning centres also have a Control of Infections Policy which may also be relevant and all staff should be aware of.

This policy has safety as its highest priority: safety for the pupils, learners and adults receiving first aid or medicines and safety for the adults who administer them.

This policy applies to all relevant academy and learning centre activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

Where a person under the age of 18 attends a college or learning centre for adults they will be treated as a pupils for the purposes of this policy

Name:

Signature:

(Principal)

Date:

2. Roles and Responsibilities

2.1 The Board of Trustees

2.1.1. The Board of Trustees has ultimate responsibility for health and safety matters - including First Aid in the academy or learning centre.



City of Birmingham Foundation

2.1.2. Ensuring that the first aid needs risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.

2.1.3. Provide first aid materials, equipment and facilities according to the findings of the risk assessment.

2.1.4. Ensuring that academy, college or learning centre leaders consult health and social care professionals, pupils, adult learners and parents to ensure that the needs of children and adults with medical conditions are properly understood and effectively supported.

2.2 The Principal

2.2.1. To carry out a first aid needs assessment for the school site, review annually and/or after any significant changes. Assessment is available via the Academy's Judicium portal (Jedu).

2.2.2. Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the academy or learning centre and that their names are prominently displayed throughout the academy or learning centre.

2.2.3. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

2.2.4. Ensuring all staff are aware of first aid procedures.

2.2.5. Ensuring appropriate risk assessments are completed and appropriate measures are put in place.

2.2.6. Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place.

2.2.7. Ensuring that adequate space is available for catering to the medical needs of pupils and adult learners.

2.2.8. Reporting specified incidents to the Health and Safety Executive (HSE), when necessary, the Academy's RIDDOR reporting procedure (refer to Accident and Incident reporting procedure).



City of Birmingham Foundation

2.3 The Senior First Aider / Healthcare Professional

2.3.1. Ensuring that pupils and adult learners with medical conditions are identified and properly supported in the academy or learning centre, including supporting staff on implementing a pupil's Healthcare Plan. Ensure appropriate records are maintained.

2.3.2. Work with the Principal to determine the training needs of academy or learning centre staff, including administration of medicines.

2.3.3. Administer first aid and medicines in line with current training and the requirements of this policy.

2.3.4. Periodically (monthly) check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators and pads) and ensure these meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date. Minimum requirements for the contents of the First Aid Box and a checklist can be found in the Appendix 11.

2.3.5. Assist with completing accident report forms and investigations as per the Accident Reporting Policy.

2.3.6. Notify manager when going on leave to ensure continual cover is provided during absence.

2.4 Appointed person(s) and first aiders

2.4.1. The appointed persons are responsible for:

- a) Taking charge when someone is injured or becomes ill
- b) Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- c) Ensuring that an ambulance or other professional medical help is summoned, when appropriate.

2.4.2. First aiders are trained and qualified to carry out the role and are responsible for:



City of Birmingham Foundation

- a) 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.
- b) Sending pupils or adult learners home to recover, where necessary.
- c) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- d) Keeping their contact details up to date.
- e) Keeping the safeguarding team at the academy appropriately informed of incidents requiring first aid intervention with pupils.

2.5 Mental Health First Aider

2.5.1. The appointed persons are responsible for:

- a) Providing mental health first aid as needed, at their level of competence and training.
- b) Providing help to prevent mental health issues from becoming more serious before professional help can be accessed.
- c) Promoting the recovery of good mental health.
- d) Providing comfort to an individual with a mental health issue.
- e) also act as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.
- f) Escalate and document any matters if required within a suitable timeframe.
- g) Ensuring they maintain confidentiality as appropriate.
- h) Be carried away from their normal duties at short notice
- i) Listen non-judgmentally.
- j) Keeping the safeguarding team at the academy appropriately informed of incidents
first aid intervention with pupils.



City of Birmingham Foundation

2.6 Staff Trained to Administer Medicines

2.6.1. Members of staff in the academy who have been trained to administer medicines must ensure that:

- a) Prescribed medicines may be administered by a trained member of staff who is aware of the written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given.
- b) Wherever possible, the pupil or adult learner will administer their own medicine under the supervision of a trained member of staff if appropriate for adult learners. In cases where this is not possible, the trained staff member will administer the medicine.
- c) If a pupil refuses to take their medication, staff will accept their decision and inform the parents accordingly.
- d) Records are kept of any medication given.
- e) Paracetamol may be administered within the parameters of the 'Administering Non-Prescribed Medicines – Paracetamol Policy'.

2.7 Other Staff

2.7.1. Ensuring they follow first aid procedures.

2.7.2. Ensuring they know who the first aiders in academy are and contact them straight away.

2.7.3. Completing accident reports for all incidents they attend to where a first aider is not called.

2.7.4. Informing the Principal or their manager of any specific health conditions or first aid needs.

3. Arrangements

A list of First Aiders and location of First Aid Boxes is to be displayed in the Academy Staff room. These are to be made specific to the Academy.

3.1 First Aid Boxes



City of Birmingham Foundation

Use Appendix 12 to list the location of the Academy's First Aid boxes and defibrillator and display this list on the staff notice board and main offices

3.1.1. The first aid posts are located in: TO BE MADE ACADEMY/LEARNING CENTRESPECIFIC

1. The academy Office

3.2 Medication

3.2.1. Pupils' medication is stored in: TO BE MADE ACADEMY/LEARNING CENTRE SPECIFIC

3. The academy Office

3.3 First Aid Needs Risk Assessment

3.3.1. The Principal will ensure a first aid needs risk assessment is completed (the draft assessment is accessed via the Academy's Judicium portal (Jedu) to establish if there is adequate and appropriate first aid provisions in place.

3.3.2. The academy will ensure this assessment is reviewed when significant changes occur or annually.

3.3.3. A sufficient number of staff will be trained in First Aid At Work and/or Emergency First Aid At Work as per the outcome of the first aid risk assessment. Re-fresher training will be provided as required.

3.3.4. A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment (refer to 3.3.1) or as required within pupil's individual health care plans.

3.4 Early Years Requirements (Delete this section if Secondary or Learning Centre)

3.4.1. The academy ensures first aid requirements set out in the statutory framework for early years foundation stage are in place.

3.4.2. The academy will ensure sufficient paediatric first aiders are in place as per the academy's first aid needs risk assessment and early years requirements.



City of Birmingham Foundation

3.4.3. The academy will ensure all staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 have either a full PFA or an emergency PFA certificate within 3 months of starting work to be included in the required staff to pupil ratios at level 2 or level 3 in an early years' setting.

3.4.4. The academy will ensure paediatric first aid training is renewed every 3 years.

3.4.5. The academy will aim to achieve the Millie's Mark Award (<https://www.milliesmark.com/>). The aim of Millie's Mark is to keep children safe and minimise risk and accidents by:

- Raising standards in paediatric first aid.
- Increasing number of paediatric first aid trained staff.
- Increasing confidence and competencies in applying paediatric first aid – no matter what the situation.
- Enabling trained staff to respond quickly in emergencies.
- Raising the quality and skills of the early years' workforce and helping them with day-to-day first aid issues, such as allergies.
- Providing reassurance to parents.

3.5 First Aid Provision

3.5.1. In the case of a pupil or adult learner accident, the procedures are as follows:

a)The member of staff on duty calls for a first aider; or if the pupil or adult learner can walk, takes him/her to a first-aid post and calls for a first aider.

b)The first aider administers first aid and records details in our treatment book that is kept (insert location).

c)In first aid cases where there is a suspected head injury, staff/pupils/vulnerable adults etc. should not be left unaccompanied. Where first aiders consider it necessary, parents/carers will be contacted and asked to come and collect the pupil/vulnerable adult to monitor them or take them for



City of Birmingham Foundation

further treatment. A letter is issued to parent/carers of pupils advising them on what symptoms to look out for with a head injury.

d) Full details of the accident are recorded in our accident book that is kept which is a secure location that is available to first aiders (insert location).

e) If the pupil or adult learner has to be taken to hospital or the injury is 'work-related' then the accident is reported to the Principal as per the Accident Reporting Policy

f) If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then as the employer the Principal will arrange for this to be done as per the Accident Reporting Policy

g) Bodily fluids; guidance on the response to and the cleaning up of bodily fluids can be found in the 'Arrangements' section of the 'Control of Infections Policy' (sections 3.10 and 3.11). Available via the Trust's intranet.

3.6 Insurance Arrangements

3.6.1. The Academy are part of the Risk Protection Arrangement (RPA) programme. This is not a traditional insurance scheme but it is a mechanism through which the cost of risks that materialise will be covered by government funds, this includes issues that would fall within the public and employers liability. Full details of the RPA can be found via this link [RPA membership rules for academy trusts \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

3.7 Educational Visits

3.7.1. In the case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

3.7.2. In the case of day visits a trained First Aider will carry a travel kit in case of need. Adult learners will be asked to ensure that they are responsible for their own needs regarding medication..



City of Birmingham Foundation

3.7.3. Where identified within an educational visits First Aid Needs Assessment, the First Aider will arrange for additional equipment such as epi-pens, inhalers as relevant to health care plans.

3.8 Administering Medicines

3.8.1. Medicines will only be administered at school or learning centre when it would be detrimental to a pupil's health or school attendance not to do so.

3.8.2. Prescribed medicines may be administered (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal academy hours. Wherever possible, the pupil or adult learner will administer their own medicine, under the supervision of a member of staff if appropriate for adult learners. In cases where this is not possible, the staff member will administer the medicine.

3.8.3. If a pupil refuses to take their medication, staff will accept their decision and inform the parents accordingly.

3.8.4 In all cases, the academy must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the academy office.

3.8.5 Staff will ensure that records are kept of any medication given. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

3.8.6 Non-Prescribed paracetamol may be provided under the 'Administering Non-Prescribed Medicines Policy - Paracetamol'

3.9 Storage and Disposal of Medicines

3.9.1. Wherever possible, pupils and adult learners will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in the academy office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on academy or learning centre trips. It is the responsibility of (insert name) in the academy or learning centre to return medicines that are no longer required, to the parent for safe disposal.



City of Birmingham Foundation

3.9.2. Asthma inhalers / epi-pens will be held by the academy for emergency use, as per the Department of Health's protocol. These are located in the.
(insert)

3.9.3. Expiry dates on medication are to be checked every term This is to be completed by (insert name / role)

3.9.4 When medication is no longer required, suitable disposal will be arranged, or medication will be collected by parents. This is to be completed by (insert name / role)

3.10 Accidents/Illnesses requiring Hospital Treatment

If a pupil or adult learner has an incident, which requires urgent or non-urgent hospital treatment, The academy or learning centre will be responsible for calling an ambulance for the pupil or adult learner to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a pupil taken to hospital by ambulance if required. In the event of an adult learner requiring an ambulance a member of staff will stay with the learner until the next of kin or the ambulance has arrived. This is to be completed by (insert name / role)

Parents of pupils will then be informed, and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the academy with up-to-date contact names and telephone numbers. This is to be completed by (insert name / role).

3.11 Allergies

3.11.1. Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe, causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).



City of Birmingham Foundation

3.11.2. Arrangements are in place for whole-school awareness training on allergies.

3.11.3. Allergy Awareness is covered in depth in the Allergy Awareness policy that supports this First Aid & Administration of Medicines policy.

3.12 Defibrillators

3.12.1 Defibrillators are available within the academy or learning centre as part of the first aid equipment. First aiders are trained in the use of defibrillators. The Defibrillator(s) is located (insert)

3.12.2 The local NHS ambulance service has been notified of its location. Academy to confirm

3.12.3 Procedures are in place to maintain the equipment in accordance with manufacturers' recommendations.

3.12.4 The equipment is regularly checked (monthly) by (INSERT NAME/ROLE).

3.13 Pupils with Special Needs – Individual Healthcare Plans (IHP) and Health and Care (EHC) plans.

3.13.1. Some pupils have medical conditions or special educational needs (SENs) that, if not properly managed, could limit their access to education. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Such pupils are regarded as having special needs. Most pupils with special needs are able to attend the academy or learning centre regularly and, with support from the academy or learning centre, can take part in most academy activities unless evidence from a clinician/GP state that this is not possible.

3.13.2. The academy or learning centre will consider what reasonable adjustments they might make to enable pupils with special needs to participate fully and safely on academy visits. A risk assessment will be used to consider any steps needed to ensure that pupils with special needs are included.

3.13.3. The academy or learning centre will not send pupils with special needs home frequently or create unnecessary barriers to pupils participating in any aspect of academy life. However, academy staff may need to take extra care



City of Birmingham Foundation

in supervising some activities to make sure that these pupils, and others, are not put at risk.

3.13.4. Individual health care plans (IHP) and Education, Health and Care (EHC) plans will help the academy/learning centre to identify the necessary safety measures to support pupils / vulnerable adults with special needs and ensure that they are not put at risk. The academy or learning centre appreciates that pupils / vulnerable adults with the same medical condition do not necessarily require the same treatment. Not all pupils / vulnerable adults with special needs will require an IHP or EHC. It will be agreed with a healthcare professional and the parents when an IHP or EHC would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Principal will make the final decision. Where a pupil has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their IHP.

3.13.5. Parents/carers have prime responsibility for their child's health and should provide the academy or learning centre with information about their child's medical condition or special educational needs. Parents, and the pupil, if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The Senior First Aider /Healthcare Professional may also provide additional background information and practical training for academy staff.

3.13.6 The procedure that will be followed when the academy or learning centre is first notified of a pupil's medical condition or special educational needs:

Enter Details Here

This will be in place in time for the start of the relevant term for a new pupil starting at the academy or learning centre name or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the academy or learning centre name mid-term.

3.13.7 The procedure that will be followed annually or when there is a significant change in a pupil's medical condition or special educational needs:

Enter Details Here



City of Birmingham Foundation

3.14 Emergency Procedures

3.14.1. Staff will follow the school's normal emergency procedures (for example, calling 999)

3.14.2. Each pupil's IHP or vulnerable adult's care plan will clearly set out what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

3.14.3. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

3.15 Accident Recording and Reporting

3.15.1. First aid and accident record book is located(academy or learning centre to complete)

a)An accident form / book will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. A copy will be emailed or printed out and sent to parents.

b)As much detail as possible should be supplied when completing the accident book – which must be completed fully.

c)Records held in the first aid and accident book will be retained by the academy 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.

d)Refer to the 'Accident & Incident Reporting & Investigation Procedure' located on the Trusts intranet / Estates / Polices folder for further information on recording, investigations and reviewing accidents and near misses.

3.15.2. Reporting to the HSE – RIDDOR

a)The Principal 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).



City of Birmingham Foundation

b)The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
 - ♣ 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
 - ♣ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have been done. Examples of near-miss events 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.



City of Birmingham Foundation

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

<http://www.hse.gov.uk/riddor/report.htm>

3.15.3. Notifying parents/carers of pupils/vulnerable adults

The first aider who has administered the first aid check will inform the parent/carer of any accident or injury sustained by the pupil or vulnerable adult, and any first aid treatment given or if the pupil / vulnerable adult refused to have first aid assistance, on the same day.

3.15.4. Reporting to Ofsted and child protection agencies

a) Registered Early Years Providers will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in their care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

b) The Principal will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the academy or learning centre care.

3.16 Mental Health First Aid

3.16.1. The academy or learning centre is committed to ensuring mental health first aid is provided to staff. A mental health first aider's role in the academy is to act as the first point of contact for people with mental health issues, providing support and guidance to staff. The academy's mental health first aiders will also act as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change. A list of the Academy's or learning centre's Mental Health First Aiders should be displayed in the staff room.

3.16.2. The academy or learning centre's mental health first aiders are here to support individuals who are struggling with mental health. They have been trained to actively listen without judgment and signpost staff to appropriate services where necessary.

3.16.3. The academy or learning centre recognises that respecting the privacy of information relating to individuals who have received mental health first aid or may be experiencing a mental health problem or mental health crisis at work is of high importance.



City of Birmingham Foundation

3.16.4. All mental health first aiders and human resources representatives are obligated to treat all matters sensitively and privately in accordance with the academy's confidentiality policy.

3.16.5. Where a mental health first aider assesses there is a risk of harm to another individual, they must escalate the matter to HR/Line Manager who will advise on the next steps to be taken.

3.16.6. All staff are encouraged to speak to a mental health first aider at any time should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental health illness or experiencing a mental health crisis.

3.16.7. If at any time a member of staff forms a belief that another colleague may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis, they should contact a mental health first aider or HR/Line Manager.

3.16.8. The academy or learning centre ensures all staff have access to support and information. All staff are encouraged to access this information at any time.

4. Conclusions

4.1. This First Aid and Medicine policy reflects the academy's or learning centre's serious intent to accept its responsibilities in all matters relating to the management of first aid and the administration of medicines. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2. The storage, organisation, and administration of first aid and medicines provision is taken very seriously. The academy carries out regular reviews to check the systems in place meet the objectives of this policy.

Links with other Policies and Procedures

- Accident & Incident Reporting & Investigation Procedure
- Administering non prescribed medicines (paracetamol)



City of Birmingham Foundation

- First Aid Risk Assessment
- Risk Assessment Policy
- Health & Safety Policy Part 2 Roles & Responsibilities
- Health & Safety Policy Part 3 Arrangements
- Health & Safety Training Policy
- Infection Control Policy
- Pandemic Policy
- Child Protection and Safeguarding Policy