

First Aid, Medication and Chronic Illness Policy

This policy applies to the whole school, including the Early Years Foundation Stage (EYFS) and is published to parents, pupils and employees.

1. Introduction

This policy outlines Bradford Grammar School (the School)'s responsibility to provide adequate and appropriate first aid to pupils, employees and visitors and the procedures to meet that responsibility. The School also has a responsibility to make parents aware of the School's Health and Safety Policy including arrangements for First Aid.

Employees should also read the School's First Aid, Medication and Chronic Illness Guidance for further details of the procedures.

Pupil records and information regarding specific pupil's medical needs are kept in accordance with all relevant statutory guidance and the School's Data Protection Policy.

The Board of Governors is responsible for the approval of this policy.

The Headmaster has these responsibilities which he may delegate as detailed in Section 3 of this policy.

2. Purpose

To identify and ensure the First Aid, Medication and Chronic Illness provision of the School is in line with all relevant statutory regulations whilst pupils are on School premises and on School visits.

To ensure accident records are kept and reported when required to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3. Support for Pupils with Chronic Medical Conditions

The School shall provide a full and supportive curriculum for all pupils including those pupils attending with chronic medical conditions.

Individual healthcare plans are written, implemented and reviewed to support pupils as necessary.

4. Personnel

The Headmaster is responsible for the health and safety of everyone on the premises.

The Headmaster shall delegate the responsibilities as follows:

- The Estates Manager for Health and Safety.
- The Health and Safety Officer (H&S Officer) and the School Nurses for First Aid provision.
- The H & S officer ensures that First Aid Kits are regularly checked.
- The H&S Officer and the School Nurses for Updating the First Aid, Medication and Chronic Illness Guidance (guidance) and reviewing the effectiveness of this policy and updating the policy and guidance document on an annual basis or more frequently if necessary.
- The H&S Officer for RIDDOR reporting.
- The Deputy Head for forwarding this policy to the Compliance Committee for consideration on an annual basis.
- The Deputy Head for forwarding this policy to the Board of Governors (Board) for its adoption.
- The Deputy Head for publicising this policy and the Health and Safety policy to parents and employees on an annual basis.

5. Named First Aiders

The School shall be compliant with the HSE by ensuring there is at least the recommended number of named first aiders on the School premises. The list of named First Aiders can be accessed via the 'First Aiders' desktop icon.

The School shall be compliant with the Early Years Foundation Stage (EYFS) Statutory Framework which states that at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when EYFS pupils are present and must also accompany them on School visits.

6. Qualifications and training

- School Nurses shall be registered with the Nursing and Midwifery Council.
- First Aiders shall hold a valid certificate of competence, issued by an organisation approved by the HSE. The School shall keep a record of certified First Aiders and relevant certification dates; these records are held by the Human Resources (HR) department and the H&S Officer.

7. First Aid Kit Provision

First Aid kits must be readily available on the School premises and employees have a responsibility to know the location of these. Employees must report low or missing stock to the School Nurses or H & S Officer.

Employees who are supervising activities off the School premises must ensure they always have access to a First Aid kit.

8. Spillage

Spillages of bodily fluids may present an infection risk to others and must be dealt with immediately by contacting the Estates department.

9. Recording and Reporting Accidents and Incidents

- In the Junior School, the minor injuries reporting form is used to record small injuries that do not require an accident form.
- Whenever a pupil or an employee suffers an accident or is involved in an incident that results in injury, an accident form shall be completed. In the case of a pupil injury, the form shall be filled out by the employee present or on duty, or the School Nurse.
- All visits to the School Nurse shall be documented on the pupil's Child Protection Online Monitoring System (CPOMS) record.
- Parents shall be informed by a School Nurse or the employee who dealt with the pupil as necessary, for example, if a serious injury is sustained.
- In the case of an employee injury, the employee or line manager is responsible for completing the accident form.
- Accident records must be accurate and will be used to help the Senior Leadership Team (SLT), H&S Officer and School Nurses identify trends and areas for improvement, training, or other needs, the records may be used for insurance or investigative purposes.
- The H&S Officer/School Nurses must ensure that readily accessible statutory accident records, written or electronic, are kept for a minimum of seven years which is in line with the school's Data Protection Policy.
- Accident statistics shall be recorded by the H&S Officer and reported to the SLT, the Information and Consultation Forum and the Board, every term.

10. Calling an Ambulance

Employees shall call an ambulance if any pupil/person requires urgent medical attention.

11. RIDDOR Reporting

RIDDOR requires the School to inform the HSE of any reportable incidents occurring at work as detailed below:

- Fatal and major injuries and dangerous occurrences without delay. This must be followed up within 10 days with a written report.
- Other reportable accidents do not need immediate notification, but they must be reported within 15 days.
- Details of reportable occurrences in schools can be found at <https://www.hse.gov.uk/pubns//edis1.pdf>

The School shall keep a record of any reportable injury, disease or dangerous occurrence.

**Policy reviewed by: Miss A Moss, (H & S Officer),
Mrs N Beynon and Mrs H Khan (School Nurses)**

Last policy review date: Autumn 2024

Next policy review date: Autumn 2025