



**DROYLSDEN**  
Academy

# **Medical Treatment & First Aid Policy**

Review Cycle: Two Years  
Next Review Date: September 2022  
Person Responsible: Student Services Manager  
Approving Body: Headteacher

## **1 Introduction**

- 1.1 Droylsden Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at the Academy. In addition, the Academy has adopted the guidance published by the DfEE/Department of Health entitled “Supporting Pupils with Medical Needs: a good practice guide”.

This publication may be accessed through [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

- 1.2 All medical information received by the Academy will be shared with staff so that they are aware of individual student conditions and needs. Details of all student conditions will be kept centrally on T Drive and, although accessible to all, staff will be expected to treat any information as absolutely confidential. In addition, any student with a medical condition will have the initials MCL (Medical Conditions Log) or SCL (Significant Conditions Log) included on ‘Quick note’ on their SIMS Personal Details page to alert staff as appropriate.

## **2 Students with Medical Needs**

- 2.1 Students with significant or long term medical needs entering Droylsden Academy from local primary schools will usually be identified through discussions with the Year 6 teacher. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.
- 2.2 Parents are asked to record any medical information about their child on the admission forms, either at transition from Year 6 to Year 7 or on admission for in year transfers. Parents are contacted for further details and clarification as necessary. Parents of students with allergies or asthma are asked to complete a follow up questionnaire to provide further information.
- 2.3 Parents are responsible for informing the Academy of medical issues that arise during the student’s time in the Academy.
- 2.4 Personalised Care Plans are drawn up for individual students as appropriate. Care Plans are also kept centrally on T Drive and are accessible to all staff. The existence of a Care Plan for a student is also recorded on ‘Quick note’ as detailed in paragraph 1.2. Parents are asked to review Care Plans annually and check that all of the information is still correct.

## **3 Medicines in the Academy**

- 3.1 Student Services should be informed of any medication brought into the Academy at any time.
- 3.2 Information regarding any prescribed medication should be made available to Student Services.
- 3.3 In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

#### **4 Academy off-premises visits**

- 4.1 Droylsden Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

#### **5 Policy on specific medical issues**

- 5.1 The Academy welcomes all students and encourages them to participate fully in all activities.
- 5.2 Information on managing and supporting a student who is experiencing an asthma attack, low blood sugar (Diabetes), an epileptic attack or an extreme allergic reaction (anaphylactic shock) can be found on 'Emergency First Aid' posters which are in every classroom. Staff can use this information to help manage a student who is unwell until help arrives or, in the unlikely event, that support was not available. In addition, 'Emergency First Aid Boxes' can be found at Student Services and Reprographics. These boxes are easily identifiable and accessible and contain a spare inhaler, fast acting sugar, piriton and an Epipen.
- 5.3 A record of those students who suffer from Asthma, Diabetes, Epilepsy and Allergies is available to all staff as detailed in paragraph 1.2.
- 5.4 The Academy expects all parents whose children may require treatment for specific medical issues to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

#### **6 Illness in the Academy**

- 6.1 If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the member of SLT on call should be contacted to escort the student to Student Services. In the event of an emergency, Student Services should be contacted directly.
- 6.2 The Academy has a strict policy that no medication will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.
- 6.3 If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered as appropriate and precautions taken to avoid infection. All First Aid staff have access to single use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. If it is thought that follow-up treatment is required, the parent will be contacted.
- 6.4 In more serious cases, where hospital attention is deemed necessary an ambulance must be called once the Principal or his representative has been informed. A member of Student Services will contact the parent(s) to inform them of the situation.
- 6.5 In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.
- 6.6 If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

## 7 First Aid

### 7.1: The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, students 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 outcomes

## 8 Legislation and Guidance:

- This policy is based on advice from the Department for Education on [first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak](#), 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 students.

## 9 Roles and Responsibilities:

### 9.1: Appointed Person and First Aiders:

The school's appointed person is Mr B Wakefield, the Student Services and Support Staff Manager. He is responsible for:

- Ensuring that there are a sufficient number of first aid trained staff at the Academy and that their accreditation is up to date.
- Organising and arranging first aid training when staff accreditation is due for renewal.
- Liaising with the First Aid Team over any queries or concerns.
- Ensuring that the 'standard' and 'emergency' first aid boxes are fully stocked and that any 'time limited' contents are in date.
- Preparing and updating emergency first aid posters for display around the school.

The trained first aid staff are responsible for:

- Acting as first responders and taking charge when anyone at school becomes ill or is injured; they will assess the situation and provide treatment as appropriate.

- Ensuring that an ambulance is called or other professional medical help sought as required. If non-urgent, the member of the First Aid Team will inform the Head's PA or a member of the Senior Leadership Team before contacting the ambulance service. If urgent, the Head's PA and the Senior Leadership Team will be contacted as soon as is practicable after the ambulance has been called.
- Contacting and informing parents as required.
- Sending students home as necessary, after contacting parents and, if available, liaising with the Attendance Team or Year Team.
- Completing an Accident Report on the same day, or as soon as is reasonably practicable, after a reportable incident (see Appendix 2).

Our school's first aiders are listed in Appendix 1. Their names are also displayed prominently around the school.

## **9.2: The Governing Body:**

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates' operational matters and day-to-day tasks to the Headteacher and staff members.

## **9.3: The Headteacher:**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel 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 students
- Reporting specified incidents to the HSE when necessary (see section 12.2).

## **9.4: Staff:**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a [first aider] is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

## **10. First Aid Procedures:**

### **10.1: In-school procedures:**

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 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 student 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 school will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### 10.2: During Coronavirus:

First aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

### 10.3: Off-site Procedures:

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Student Services & Support Staff Manager prior to any educational visit that necessitates taking students off school premises.

**During coronavirus:** we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

## 11. First Aid Equipment:

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Science Prep Room
- Food Technology
- Reception
- Medical Room
- PE Department

## **12. Record Keeping and Reporting:**

### **12.1: 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
- A copy of the accident report form will also be added to the student's educational record by the Head of Year/Year Manager
- Records held in the first aid and accident book will be retained by the school for a minimum of 7 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **12.2: Reporting to the HSE**

Mr L Jones, Facilities 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).

Mr L Jones, Facilities Manager, will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 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 scalding 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 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

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>

### **13. 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. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

### **14. Monitoring and Review Arrangements:**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

### **15. Links with other Policies:**

This first aid policy is linked to the following Academy Policies:

- Health and Safety Policy
- Administering Medication in School Policy
- Off-site and Residential Activities Guidelines

## Appendix 1: Trained First Aiders

| STAFF MEMBER'S NAME  | LOCTATION        | CONTACT DETAILS                                                                            |
|----------------------|------------------|--------------------------------------------------------------------------------------------|
| Julie Hartigan       | Student Services | <a href="mailto:Jhartigan@droylsdenacademy.com">Jhartigan@droylsdenacademy.com</a>         |
| Vicky Taylor         | Student Services | <a href="mailto:vtaylor@droylsdenacademy.com">vtaylor@droylsdenacademy.com</a>             |
| Joanne Hankinson     | Student Services | <a href="mailto:Jhankinson@droylsdenacademy.com">Jhankinson@droylsdenacademy.com</a>       |
| Lesley Hodges        | Inclusion        | <a href="mailto:lhodges@droylsdenacademy.com">lhodges@droylsdenacademy.com</a>             |
| Lorraine Ball        | Technology       | <a href="mailto:lball@droylsdenacademy.com">lball@droylsdenacademy.com</a>                 |
| Mark Lees            | PE/Sport         | <a href="mailto:mlees@droylsdenacademy.com">mlees@droylsdenacademy.com</a>                 |
| Jackie Owen          | Reprographics    | <a href="mailto:jowen@droylsdenacademy.com">jowen@droylsdenacademy.com</a>                 |
| Sam Pancholi         | Admin Floor      | <a href="mailto:spancholi@droylsdenacademy.com">spancholi@droylsdenacademy.com</a>         |
| Amanda Parkinson     | Kitchens         | <a href="mailto:aparkinson@droylsdenacademy.com">aparkinson@droylsdenacademy.com</a>       |
| Lee Jones            | Site Staff       | <a href="mailto:ljones@droylsdenacademy.com">ljones@droylsdenacademy.com</a>               |
| Robert Wareham       | Site Staff       | <a href="mailto:rwareham@droylsdenacademy.com">rwareham@droylsdenacademy.com</a>           |
| Sophie Meadowcroft   | Pastoral (T7)    | <a href="mailto:smeadowcroft@droylsdenacademy.com">smeadowcroft@droylsdenacademy.com</a>   |
| Lynette Bradley      | Lettings         | <a href="mailto:lbradley@droylsdenacademy.com">lbradley@droylsdenacademy.com</a>           |
| Helen Banks          | Humanities       | <a href="mailto:hbanks@droylsdenacademy.com">hbanks@droylsdenacademy.com</a>               |
| Alison Armstrong Lee | Humanities       | <a href="mailto:aarmstronglee@droylsdenacademy.com">aarmstronglee@droylsdenacademy.com</a> |
| Adele Sherlock       | Inclusion        | <a href="mailto:asherlock@droylsdenacademy.com">asherlock@droylsdenacademy.com</a>         |
| Leanne Seel          | Cover Staff      | <a href="mailto:lseel@droylsdenacademy.com">lseel@droylsdenacademy.com</a>                 |
| Christine Shaw       | Inclusion        | <a href="mailto:cshaw@droylsdenacademy.com">cshaw@droylsdenacademy.com</a>                 |

**Appendix 2: Accident Reporting Form:**

Please use the Accident Book which is located in Student Services, an example of the page is shown below:

|                      |          |                      |          |                      |   |                      |   |                |                      |                                  |
|----------------------|----------|----------------------|----------|----------------------|---|----------------------|---|----------------|----------------------|----------------------------------|
| <input type="text"/> | Book No. | <input type="text"/> | Page No. | <input type="text"/> | / | <input type="text"/> | / | Date Completed | <input type="text"/> | Person Completed sheet handed to |
|----------------------|----------|----------------------|----------|----------------------|---|----------------------|---|----------------|----------------------|----------------------------------|

A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front of the book for safe keeping.

## Accident Record

### About the pupil who had the accident

Name .....

Year ..... Form .....

### About you, the person filling in this record

Teacher  Pupil  Other

Name .....

Department/Form .....

### Accident Details

Date ..... Time .....

Place .....

### Description of Accident and Cause

.....  
.....  
.....

Pupil treated by .....

Position .....

Action taken .....

Parents informed? Yes  No  How? .....

Tick if risk assessment required

Signed ..... Date .....

|                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).</b> |
| How was it reported? .....                                                                                                                       |
| Date reported ..... Print Name ..... Signature .....                                                                                             |

|                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.</b> |
| Signed ..... Dated .....                                                                                                                                                                       |

**Appendix 3: First Aid Training Log:**

| <b>Name</b>          | <b>Location</b>  | <b>Accreditation expiry date</b> |
|----------------------|------------------|----------------------------------|
| Julie Hartigan       | Student Services | June 2022                        |
| Vicky Taylor         | Student Services | June 2022                        |
| Joanne Hankinson     | Student Services | June 2022                        |
| Lesley Hodges        | Inclusion        | June 2022                        |
| Lorraine Ball        | Technology       | June 2022                        |
| Michelle Parker      | Science          | June 2022                        |
| John Barnes          | Science          | June 2022                        |
| Mark Lees            | PE/Sport         | June 2022                        |
| Jackie Owen          | Reprographics    | June 2022                        |
| Sam Pancholi         | Admin Floor      | June 2022                        |
| Amanda Parkinson     | Kitchens         | June 2022                        |
| Lee Jones            | Site Staff       | June 2022                        |
| Robert Wareham       | Site Staff       | June 2022                        |
| Sophie Meadowcroft   | Pastoral (T7)    | June 2022                        |
| Lynette Bradley      | Lettings         | June 2022                        |
| Helen Banks          | Humanities       | June 2022                        |
| Alison Armstrong Lee | Humanities       | June 2022                        |
| Adele Sherlock       | Inclusion        | June 2022                        |
| Leanne Seel          | Cover Staff      | June 2022                        |
| Christine Shaw       | Inclusion        | June 2022                        |