

# THE ALTERNATIVE SCHOOL GROUP LTD

## First Aid & Medical Conditions Policy



<b>Author:</b>	<b>HB</b>
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### **Purpose of this policy:**

- To ensure adequate and efficient first aid cover and the health and safety for all employees, pupils and visitors in the school at all times.
- To provide a framework for responding to an incident and recording and reporting the outcomes.
- Ensure that staff are aware of their responsibilities with regards to health and safety.

This policy is based on advice from the Department for Education: <https://www.gov.uk/government/publications/first-aid-in-shools>. 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: <http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>
- **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: <http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made>
- **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: <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- **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 time frame for this and how long records of such accidents must be kept: <http://www.legislation.gov.uk/uksi/2013/1371/schedule/1/paragraph/1/made>
- **Social Security (Claims and Payments) Regulations 1987**, which set out rules on the retention of accident records: <http://www.legislation.gov.uk/uksi/1979/628>
- **The Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for medical and therapy needs of pupils.

### **The Alternative School is an inclusive community that aims to welcome and support all pupils including pupils with medical conditions:**

- The school understands that, in addition to the educational impacts, there are social and emotional implications associated with medical conditions, and that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- The school aims to provide all children with any medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- The school aims to include all pupils with medical conditions in all school activities.
- The school has in place appropriate reintegration procedures for pupils following long term absence.
- Parents/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. At The Alternative School we listen to

and value the views of parents/carers and pupils and liaise with and take advice from appropriate healthcare professionals.

- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

### **Qualified First Aiders:**

Appointed First Aiders are based at all schools. All of the outdoor team have specific outdoor first aid training. The appointed first aiders at each school are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as a first responder to any incidents

School Business Managers at each school are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

### **16 Hour Outdoor First Aid (expiry date in brackets)**

- Kirsty Swierkowski (18/10/26)
- Kirsty Anne Pugh (18/10/26)
- Andrew Haines (12/09/26)
- Zoey Duval (12/09/26)
- Nathan Calland-Storey (12/09/26)
- Simon Goodison (12/09/26)
- Heather McEvoy (12/09/26)
- Tracey Morley (18/10/26)
- Alex Halstead (18/10/26)
- Debbie Moore (18/10/26)
- Ben Kershaw (13/12/25)
- Donna Wood (13/12/25)
- Abbie Chadwick-Wood (13/12/25)
- Lindsay Taylor (13/12/25)
- Lyndsey Smith (13/12/25)
- Frankie Hargreaves (23/06/24)
- Mark Walton (23/06/23)
- Ann Flynn (18/10/26)
- Kerrie McAllister (18/10/26)
- Annie Taylor (18/10/26)
- Lucy Trickett (18/10/26)

Training for other members of staff is arranged as and when their first aid certificates expire. All new staff will receive first aid training as soon as it possible upon them starting at TAS. There is a minimum of two members of staff who are outdoor first aid trained at each campus. First Aiders are trained and qualified to carry out the role and are responsible for:

- 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.
- Sending pupils home to recover, where necessary
- Filling in an accident report as soon as possible on the same day, or as soon as is reasonably practicable, after the incident
- Keeping their contact details up to date

<b>Barnoldswick School</b>	<b>Emergency First Aid in Schools – Expiry Date</b>
Lindsay Smith	13/12/25
Mark Walton	23/06/24
Heather Blake	03/01/26
Ben Kershaw	13/12/25
Debbie Moore	18/10/26
Derek Collins	13/12/25

<b>St James School</b>	<b>Emergency First Aid in Schools – Expiry Date</b>
Kirsty Swierkowski	18/10/26
Lyndsay Taylor	13/12/25
Alex Halstead	18/10/26
Simon Goodison	12/09/26
Annie Taylor	18/10/26
Kerrie McAllister	18/10/26
Lucy Trickett	18/10/26

<b>Woodlands</b>	Emergency first aid in school
Donna Wood	13/12/25
Frankie Hargreaves	23/06/24

<b>Blackpool &amp; Fylde School</b>	<b>Emergency First Aid in Schools – Expiry Date</b>
Charlotte Muldoon	23/02/23
Nathan Calland-Storey	12/09/26

<b>The Hub/Central support</b>	<b>Emergency First Aid in Schools – Expiry Date</b>
Andy Haines	12/09/26
Tracey Morley	18/10/26
Kirsty Pugh	18/10/26
Abbie Chadwick-Wood	13/12/25
Ann Flynn	18/10/26
Heather McEvoy	12/09/26
Zoey Duval	12/09/26

The Headteacher at each school is responsible for the implementation of this policy and ensuring that:

- 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, and that appropriate measures are put in place.
- Ensuring that adequate space is available to cater for the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary

### **Location of First Aid Kits**

#### **Barnoldswick**

The first aid kit is located in the office and a catering kit is located in the school kitchen. Locked first aid cabinet in the medical room. Outdoor first aid kits are available for activities.

#### **St James Burnley School**

The first aid kits are located in the Reception Office and a catering kit is located in the school kitchen. Locked first aid cabinet is in the medical room. Outdoor first kits are available for activities.

#### **Abingdon Sports College**

The first aid kit is located in the office and a catering kit is located in the school kitchen. Locked first aid cabinet is in the medical room. Outdoor first aid kits are available for activities.

#### **Warbreck Middle School**

#### **The Woodlands**

The first aid kit is located in the office; classroom areas and a catering kit is located in the kitchen area. Outdoor first aid kits are taken on all activities within the Woodland area.

#### **Forest School - Woodlands**

#### **EdSpace**

The first aid kit is located in the office and a catering kit is located in the kitchen. Locked first aid cabinet is in the medical room. Outdoor first aid kits are available for activities.

#### **Minibuses**

A first aid kit is located in the boot of each minibus in the red emergency kit bag. The minibuses also contain a trauma kit in a green bag for help with serious incidents.

#### **Floating School**

First aid kit stored in a cupboard, under the TV, signed as a first aid point.

#### **Open spaces and allotments**

First aid kit to be kept in a shed in a marked first aid box.

### **Forest School (Harwes Farm)**

There is a first aid kit on site and the provider carries a first aid kit on their person.

### **Defibrillators**

All schools have on display the location and procedure to access the nearest defibrillator to the school in question if needed in an emergency.

### **DofE and Outdoor Activities**

First aid kits are available for designated staff to carry with them when doing outdoor activities and kept in school in a store room allocated for outdoor gear and are specifically equipped to cover all outdoor pursuits. These will be signed out and, in every use, checked each time for stock replenishment and serviceability of stock. If any items are found to be damaged it must be reported immediately so that we can resolve the issue at the earliest opportunity.

Staff on outdoor activities **MUST** have the outdoor first aid qualification and be the main first aider in charge of the patient particularly in the event of an injury occurring on another activity providers site as our staff are best placed to know the injured person and their background.

First aid staff must be able to deal with any injury that may occur in an intimate area around the groin, chest or backside especially if out on a remote area. **MAKE SURE THERE IS A MINIMUM OF TWO MEMBERS OF STAFF ON THE ACTIVITY AT ANYTIME.**

In the event of needing to take an injured person to hospital in a vehicle, there **MUST** be a minimum of one driver and one first aider with the patient.

### **ICE (In Case of Emergency)**

Parents and carers are requested when their child joins the school to ensure that a member of the family or other appointed person is easily contactable at all times in the event of an emergency or a child requiring to be sent home from school due to illness or injury. Emergency contact details are provided to the school for at least 2 people, and are held on the central database, accessible to staff at all times. These details **MUST** be available on any outdoor activity in case of emergency.

### **Minor Incidents or Illness**

Any child sustaining an injury or suffering illness whilst at school will be treated by the first aider on site who will then inform the parent or carer by telephone of any treatment that has been given.

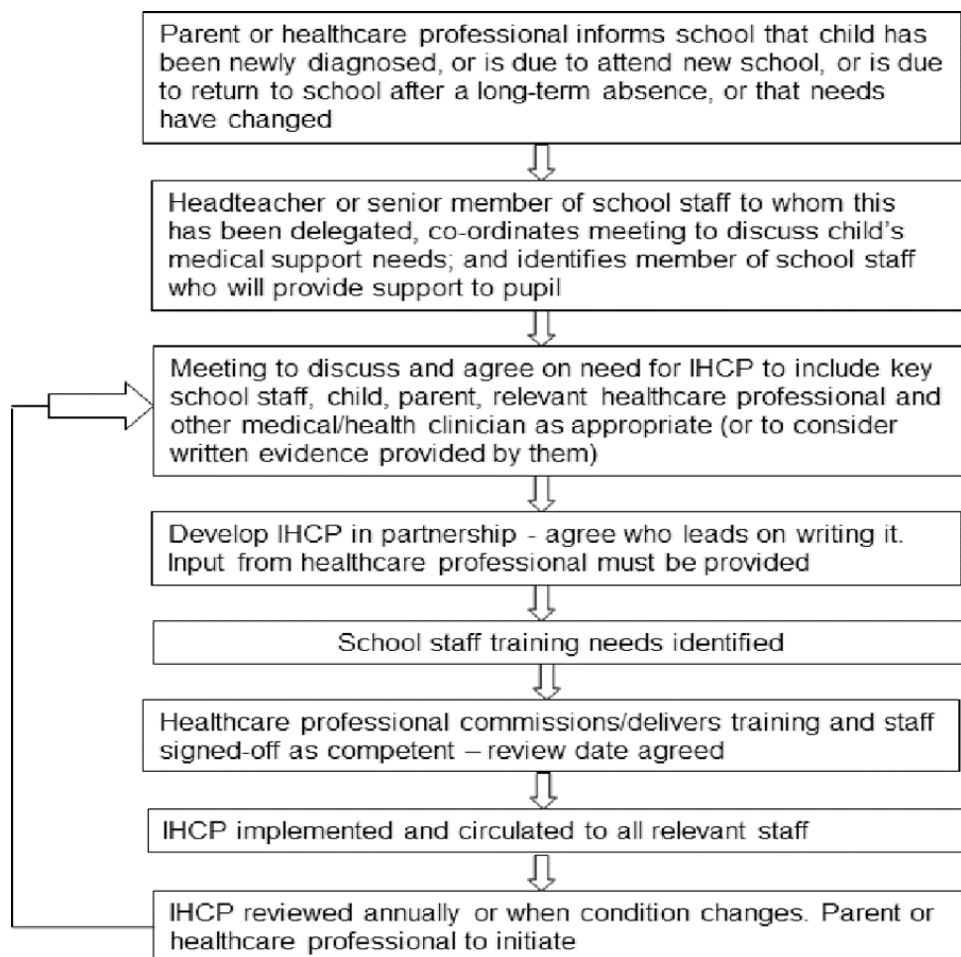
If a child needs to be sent home from school, he/she will remain in the medical room with a member of staff until collected by a parent or carer. A bed is available in the medical room at all schools for any pupil to rest or to be isolated until he/she goes home. The child should be collected from school as promptly as possible.

Minor accidents should be logged in the first aid book.

## Individual Health Plans

- If required the school will use an Individual Health Plan (Template A) for children with complex health needs to record important details about the individual child's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan following discussion with the school nurse and the school include:
  - Diabetes
  - Gastrostomy feeds
  - A tracheostomy
  - Anaphylaxis
  - A central line or other long term venous access
  - Asthma
  - Epilepsy with rescue medication
- An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year, at enrolment, when a diagnosis is first communicated to the school, at transition discussions and/or new diagnosis.
- It is the school Headteacher's responsibility to ensure that the Individual Health Plan is completed. If the school Headteacher does not have an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the Headteacher will contact the parents and may consider safeguarding procedures if necessary.
- The finalised plan will be given to parents/carers, school and school nurse.
- This school ensures that a relevant member of staff is present, if required, to help draw up an Individual Health Plan for pupils with complex health and that parents/carers are appropriately supported in completing the plan, as required.
- Individual Healthcare Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed and, in line with statutory guidance, they will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.
- Where the child has a special educational need identified in an EHC plan, the individual health care plan should be linked to or become part of that statement of EHC plan.

**See flow chart below for guidance on Individual Health Care Plans.**



**Administration of Medication:** Every member of staff at TAS is required to complete the Administration of Medication course on Educare. Prescribed medication may be administered by the Headteacher only with the explicit permission of the parent or carer. If a child needs to take medication whilst at school, the parent/carer should hand it to the Headteacher together with the details of doses already given to the child. All medication handed in must be clearly labelled with the name of the child and clear instructions on the dosage required. Prescribed medicines are only to be given to the child to whom they are prescribed and having received a completed parental consent form.

**This school has clear guidance on the storage of medication at school.**

#### **Safe Storage – Medication**

- If the pupil concerned is involved in extended school services, then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.
- Staff ensure that medication is accessible only to those for whom it is prescribed.
- All storage of medication is risk assessed individually.

#### **Safe Storage – General**



- Each school headteacher ensures the correct storage of medication on site.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The school headteacher checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- The headteacher, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency and expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular attention to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils and/or are lockable, as appropriate.
- All medication (including blue inhalers) is sent home with pupils at the end of the school term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

### **Major Incidents**

In the event of sever bleeding, serious injury to legs or back, head injury, eye injuries and severe nose bleeds, the casualty must not be moved and the first aider on duty called to the scene as soon as possible. In the event of any of these injuries an ambulance must be called. A decision will then be taken, by the ambulance crew, as to whether the child should be taken to hospital. Staff should always follow guidance given by emergency services. **The first aider in charge should hand over the responsibility of contacting next of kin, social worker, carer or care home to another member of staff so that they may continue to concentrate on looking after the injured person.**

### **Hospitalisation**

In the event a child needs to be taken to hospital, the parent or carer is to be responsible for taking him/her, unless an ambulance has been called in which case the parent/carer/social worker will be notified as soon as possible and a member of staff will accompany the child and stay with him/her until the parent/carer arrives. Details of parent contact numbers and the child's family doctor can be found on the admissions register by the accompanying member of staff and then be taken to the hospital with the child.

### **Recording of Incidents or Illnesses**

All incidents / illnesses and any treatment given to a child are recorded in the accident record book and completed records should then be kept in the headteacher's locked filing cabinet. These records are then archived for future reference.

**RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

All major incidents and accidents should be reported to the Headteacher for that school who in turn files a report to the Executive Headteacher. The Executive Headteacher is responsible for reporting to the Health and Safety Executive, if necessary. The accident book is kept in the office of each campus. A separate accident book is kept in the minibus for any accidents that occur on outdoor trips.

## **Hygiene**

It is essential that before treating any pupil that hands are thoroughly washed either with antibacterial soap, which is provided in all school dispensers, or an alcohol hand gel. When dealing with body fluids or an open wound, then disposable gloves must be worn to protect the first aider from infection. When clearing spilt body fluids from floors gloves must be worn and the correctly colored YELLOW mops and buckets used together with the appropriate anti-bacterial cleaning chemicals. Any contaminated materials should be put in a sealed bag and disposed of by placing deep into another waste bag and placing in the general waste bin outside the building.

## **Medical History of Pupils**

Medical information is kept on the admissions register. This information is updated at parents' days and during PEP meetings. Staff must be aware of the medical history of the children they teach. New parents are given a parent's pack which includes a medical information page.

Staff must also be aware of any children suffering from any potentially life-threatening conditions such as diabetes, asthma or allergies which could give rise to anaphylactic shock and the action necessary to take in the event of such an attack. Epi-pen training for staff is undertaken whenever a child with an Epi-pen joins the school. This training is updated annually.

## **Nut and Food Allergies**

In recent years, the number of children with nut allergies has risen. Whilst some reactions are severe, others may be less life threatening and create a rash, swelling or increase in temperature. TAS has now implemented a policy of being a nut free school. All children with any level of nut allergy must be made known to the Headteacher by their parents. This information is communicated to all staff.

Children may also have allergic reactions to other food allergens, notably beans, shellfish and dairy products. In a consistent and successfully proven management system, the allergies are recorded by the Headteacher and all staff are informed.

## **Access for emergency vehicles**

At the Woodlands area, all vehicles must be parked on the lower car park. Only emergency vehicles have access beyond this point.

## Template A: Individual Healthcare Plan

Name of school		The Alternative School	
Child's name			
Group/class/form			
Date of birth			
Child's address			
Medical diagnosis or condition			
Date			
Review date			
Parent/Carer signature			
<b>Family Contact Information</b>			
Name			
Phone no. (work)			
(home)			
(mobile)			
Name			
Relationship to child			
Phone no. (work)			
(home)			
(mobile)			
<b>Clinic/Hospital Contact(s)</b>			
Name			
Phone no.			
<b>G.P.</b>			
Name			

Phone no.	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra- indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips, etc.

Other information including additional reports (attached)

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Parent/Carer consent given for this plan to be copied to: