



HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

First Aid Policy

Primary Phase

SLT responsible:	Head of Business Services
Last reviewed:	February 2025
Ratified by Trustees:	n/a

First Aid

- All nominated First Aiders have successfully completed a three-day First Aid at work course and/or paediatric first aid training. They have no medical training. They can provide basic emergency care at the time of an injury or serious, acute illness until medical assistance is sought. The training is updated annually.
- In line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.
- The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.
- The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.
- If the attending First Aider assessing the injury feels that a pupil needs to go to casualty then an ambulance will be called immediately upon clear instruction by the First Aider after consultation with a member of the College Leadership Team unless it is a life-threatening emergency. This can be by mobile phone; internal telephone via the switchboard; instructing a responsible person to go to reception. Pupil Services and/or Administration office will then be informed, and they will endeavour to contact parents/carers so that they can meet the ambulance at the College and escort their child to hospital. If no one on the pupil's contact list is available, a member of staff will accompany the pupil in the ambulance and wait at the hospital with the pupil until a parent/guardian arrives.
- The prime duty of the First Aider is to ensure that further risk to the pupil or others is minimised; an assessment of injuries made; a judgement as to the need for assistance or ambulance; stay with pupil and administer first aid until relieved by an appropriate person.

Following the incident, the First Aider making the assessment must record the:

- Date
- Time
- Pupil's name
- Nature of incident
- Location of incident
- Nature of injuries
- Time ambulance or assistance called
- Treatment given

- Names of witnesses
- Name of First Aider

This information must be passed to administration staff where an incident report will be completed on Medical Tracker and, if applicable, a Senior Member of Staff informed to investigate further if necessary.

- In the event of the First Aider assessing and treating a pupil, who then returns to lessons the same information must be recorded and stored in the First Aid Box used. The First Aider must inform Pupil Services/Administration staff who will complete the details of the incident on Medical Tracker and restock the First Aid Box.

Illness

- If a pupil is unwell whilst at college, they should initially tell a teacher. If needed, the pupil will then be escorted to the medical room. Administration staff will endeavour to contact the parents/carers. Pupils will not be allowed home unless a parent or guardian has been contacted by a member of staff and has agreed that the pupil is collected from college or gives permission for them to leave college.
- Primary pupils must be collected by a responsible adult who is on the emergency contact list or an adult who has been given permission at that point to collect the child by an adult on the primary permission list.
- Secondary Pupils will be instructed to take a note to the reception showing that permission has been given for them to leave. Pupils must then sign out.
- If a pupil is too ill to attend college, they should be kept away until they are fit enough to return.
- Parents/carers are requested to inform the College if their child has an infectious disease that may be passed onto other pupils.
- Primary pupils may not return to school for 24 hours after the last spell of either vomiting or diarrhoea.

Medicines

- Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

- An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.
- Pupils will have any medication stored and, where appropriate administered, in accordance with their IHP plans and the College Administration of Medicines Policy
- Pupils should not carry their own medicines in college apart from inhalers or Epi-pens.
- The College is unable to administer non-prescribed medication such as aspirin or paracetamol under section 52 of the Medicines Act 1968.
- College staff can only administer medicines that have been sent into college with a signed consent form.
- A consent form will be sent to parents/carers for medication that is to be taken over a prolonged period. The form must be completed and returned, and the medicine given in to administration office for safekeeping.
- The college will keep Salbutamol in medical room for administering in an emergency when the pupil's own asthma inhaler is not available.
- In administering medicines administration staff will provide a safe place for pupils to keep and take the medicines they need. It is the parents'/carers' responsibility to ensure that pupils are capable of administering medication themselves e.g. injection, tablets or eye drops. The first aider is responsible for making sure they are taking the correct dosage at the correct time. Parents/carers are welcome to come in and administer medicines to their own child(ren). This can be arranged through the administration team.
- Pupils that need to administer medicines and/or need somewhere private may use the medical room for this purpose.
- In special cases such as nut allergies, some staff may volunteer to be trained to administer Epi-pens in the event of anaphylactic shock. This can only be given if it has been prescribed for the pupil and it has been provided by the parents/carers.
- Inhalers are best kept with the pupil at all times.

- An employee may need to bring their medication into the College at times. It is the employee's responsibility to make sure it is kept securely so that pupils do not have access to it e.g. in a locked drawer, cupboard.

Piercings

- Earrings should be limited to one pair of studs or earrings no larger than a five pence coin. Hoops can get caught on clothing or bags and easily torn through ears.
- Earrings should be removed for PE – if pupils need the 6-week healing period the pupil should cover the piercing with a plaster or tape before the lesson starts.