



Sporting Stars Academy

First Aid and Administration of Medicines in School Policy

<u>Agreed by the Directors:</u>	<u>01</u>	<u>09</u>	<u>2013</u>
	<u>Reviewed:</u> <u>September 2014</u> <u>Reviewed:</u> <u>September 2016</u> <u>Reviewed:</u> <u>September 2018</u> <u>Reviewed:</u> <u>19th November 2020</u> <u>Reviewed:</u> <u>27th July 2022</u> <u>Reviewed:</u> <u>July 2023</u>		
<u>Signed:</u> Signed..... (Director of Premises, Recruitment & Public Relations) Signed..... (Director of Business, Finance & Enterprise) Signed..... (Headteacher/Director of Curriculum and SENCO)			

First Aid and Administration of Medicines in School Policy

“First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives”.

Sporting Stars Academy is committed to providing first aid care for any student, member of staff or visitor who suffers an injury or illness whilst on school premises or off-site as part of a school activity. In this respect Sporting Stars Academy seek to meet their obligations and comply with paragraph 3 of the schedule of Education (Independent School Standards) (England) Regulations 2010 as in force from 1st January 2013 (Welfare, Health and Safety of Pupils), part 14, The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations, The Health and Safety (First-Aid) Regulations 1981, HSE Approved Code of Practice & Guidance L74 – First Aid at Work, by:

1. Carrying out an assessment of First Aid needs to identify the schools’ requirements across the broad spectrum of activities undertaken both on and off-site.
2. Making available suitably trained personnel to act as First Aiders or Emergency First aiders at all times when people are on the school premises and also off the premises whilst on school visits.
3. Creating and maintaining a dedicated First Aid/Medical Room at the school.
4. Keeping detailed records of illnesses, accidents and injuries together with an account of any first aid treatment, non-prescription medication or treatment given to a pupil. And for ensuring that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible.
5. Providing an up to date list of all First Aiders and Emergency First Aiders for all staff and arranging training and refresher training as recommended by the HSE Guidance on First Aid for Schools.
6. Providing suitably equipped first aid boxes and bags in designated areas, mini-buses and for trips **Robin Hulbert** checks all first aid equipment termly or half-termly depending on usage. This also includes checking that all products are ‘in-date’.
7. Reporting any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

First Aid and Administration of Medicines in School Policy

Training

A First Aider is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- ensuring that appropriate records are made.

All permanent staff at Sporting Stars Academy have completed their Basic First Aid training.

Staff are retrained every three years to refresh their first aid capabilities and where appropriate, to ensure that their certification remains current.

Information and Accident Reporting

- All staff to be given first aid training
- All accidents, administration of first aid will be recorded in the Accident Report Book which is located in the staff room. The record shall include:
 - ✓ Date, time and place of accident.
 - ✓ Name of the person involved (if a student)
 - ✓ Details of injury and treatment and any medication given.
 - ✓ Outcome of accident
 - ✓ Name and signature of the person or first aider dealing with incident.

All accidents and injuries must be reported to the Headteacher

- Staff taking pupils off-site for visits or sports must record any accidents in the “Accident Report Book (stored at reception) and share all information with the Headteacher upon return to school.
- Where appropriate the Headteacher will contact parents by phone to inform them of the accident, subsequent first aid treatment administered and provide advice.
- Students with serious medical conditions such as asthma, anaphylaxis and diabetes are identified by the Headteacher and an individual care plan is provided so that teaching staff are aware of pertinent information.

First Aid and Administration of Medicines in School Policy

Emergencies

- If a first aider judges that further emergency treatment is required, an ambulance will be called and the parent will be contacted immediately. A member of staff will accompany the student to hospital and remain with him/her until a parent / guardian arrives.

Off-site trips

- For low risk, non-residential educational trips, the organiser must ensure that a first aid box is taken.
- All residential off-site trips must be accompanied by at least one appropriately trained first aider, the visit risk assessment will identify the number of first aiders required and any additional equipment required for pupils with serious medical conditions such as Epipens, inhalers and insulin.

Hygiene Procedures

All staff should take precautions to avoid infection and must follow basic hygiene procedures.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- ✓ cover any cuts and grazes on their own skin with a waterproof dressing;
- ✓ wear suitable disposable gloves when dealing with blood or other bodily fluids;
- ✓ use suitable eye protection and a disposable apron where splashing may occur;
- ✓ use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- ✓ wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- ✓ wash splashes off skin with soap and running water;
- ✓ wash splashes out of eyes with tap water;
- ✓ wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- ✓ record details of the contamination;
- ✓ seek medical advice (if appropriate).

Cleaning Up the Blood, Urine or Vomit

1. Absorb the fluid: Ensure all fluid is absorbed by liberally sprinkling an absorbent powder over the spillage and leave for approximately 90 seconds. (Sanitaire which is 'Bacteriostatic' and is effective against gram positive and gram negative bacteria – this means that the bacteria within the absorbed fluid are contained. This is available in the **staff room** for this purpose only).
2. Once all the fluid has been absorbed remove the powder with a stiff brush & dustpan and then vacuum.
3. Empty the contents of the vacuum bag straight away so that it is not forgotten, empty all waste into a waste bag or other suitable receptacle. Double bag for further protection.

First Aid and Administration of Medicines in School Policy

4. Once the waste has been removed sanitise the area using a bactericide that has been proven to kill bacteria.
5. Any reusable equipment used such as dustpans, brushes, vacuum nozzles etc should be decontaminated straight away.
6. **DISPOSAL:** All disposable items should be removed and placed into a waste bag, remove gloves last. Double bag the waste. Vomit & Urine waste can be disposed of in the general bin, however small amounts of waste contaminated with blood should be flushed away in the lavatory and for larger amounts and any sharps waste the school's hygiene service provider, 'PHS washrooms', should be contacted:

PHS Washrooms - Waste management service.
Address: Sneyd Hill, Stoke-on-Trent ST6 2DZ
Phone: 01782 837776 / 02920 851000

Students with serious medical conditions: e.g. Anaphylaxis, Diabetes, Epilepsy, Asthma

- All staff are made aware of students with serious medical conditions through the child's individual care plan which is the responsibility of the headteacher and will always be disseminated to staff as appropriate.
- Staff must ensure that they are aware of any students with serious medical conditions in their teaching groups
- Where students have Epipens, parents are asked to provide a minimum of two 'in-date' Epipens for their child at all times.
- At Sporting Stars Academy one Epipen must be with the students at all times and the second Epipen will be stored in the medication box, with Michelle Simonds.
- Students who suffer from asthma must have access to inhalers at all times. Parents are asked to provide a labeled, in-date spare inhaler for their child, that can be kept in the medication box with Michelle Simonds.
- Students requiring insulin during the school day carry their own supply and a spare supply can be kept in the medical fridge. Insulin supplies are kept in the medical fridge within the examination room.
- Staff are responsible for undertaking a risk assessment when taking the pupil on an off-site visit or trip, and ensure that at least one accompanying member of staff has undertaken Epipen training.

First Aid and Administration of Medicines in School Policy

Staff Procedures

- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.

Ensure that a child who is sent to hospital by ambulance is either:

- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Assessment of First Aid Needs

- The Assessment of First Aid Needs will be reviewed annually by the school's Premises, recruitment and Public Relations Director and a report will be provided for the Headteacher.
- Where the assessment identifies a low risk of injuries access to the medical room, a first aid trained member of staff and a first aid box is considered to be sufficient.
- Where activities pose a higher risk of injury, for example work with dangerous tools or machinery or expeditions across rough terrains in remote locations an enhanced level of first aid competence will be required of supervising staff supported by additional safety measures to ensure adequate medical assistance.

**This policy should be read in conjunction with all other school policies and
will be reviewed every two years as a minimum.**

First Aid and Administration of Medicines in School Policy

Appendix 1

UPDATE OF FIRST AIDERS

Forename	Surname	First Aid
Adam	Anson	14/11/2025
Ann	Bebb	24/11/2025
Hannah	Bennett	29/09/2026
Samuel	Bollan	25/09/2025
Ryan	Blackwell	27/09/2026
Paul	Burgess	17/09/2026
Simon	Chin	21/09/2026
Jordan	Clarke	07/12/2025
Nicky	Crookshank	11/11/2025
Daniel	Glover	31/01/2025
Alison	Harding	19/09/2025
Sean	Harrison	02/10/2026
Daniel	Hill	26/10/2025
Robin	Hulbert	30/05/2025
Alexander	Meechan	21/10/2025
Ashley	Miller	13/10/2025
Michelle	Simonds	09/12/2025
Emma	Tench	29/10/2025
Cemile	Tezgel	30/10/2025
Shane	Tudor	12/11/2025
Stephen	Tudor	22/06/2025
Ryan	Valentine	21/10/2025

Managing Medicines

Guidance on supporting pupils with medical conditions at school can be found at <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> and is also available in hard copy upon request.

First Aid and Administration of Medicines in School Policy

Expiry Dates:

Name	Qualification	Expiry Date /
Daniel Glover	Medication Administration in Schools (MAS)	October 2023
Daniel Hill	Medication Administration in Schools (MAS)	October 2023
Emma Tench	Medication Administration in Schools (MAS)	October 2023
Michelle Simonds	Medication Administration in Schools (MAS)	10.12.23

Managing short-term medicines during the school day

Medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours (before school, after school and at bedtime). Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The school will only take responsibility for one dose of medicine to be administered during the school day which should be at a time agreed that will cause the least disruption to the child's learning i.e. lunch time. If this is not agreeable then the parent or nominated responsible adult may be invited in to administer the dose.

Children absent from school on the grounds of medicine administration will be recorded as unauthorised absence.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

Medicines fall into two types:

- a) Prescription medicines and
- b) Non-prescription medicines

First Aid and Administration of Medicines in School Policy

a) *Prescription*

- A member of school staff may only administer a drug for whom it has been prescribed, according to the instructions
- If agreed with the parents the school may look after the drug on behalf of the child.
- The school will keep the prescription medicine in a safe place.
- The school will keep a record for audit and safety purposes (See Appendix 2)
- Prescription drugs will be returned to the parents when no longer required
- Controlled drugs such as Ritalin, will have a separate individual care plan and medicine will be kept in the school safe.

b) *Non-prescription*

- Medicines can only be given to children when parents have given written permission and only if absolutely necessary.
- The school will only administer one dose of over the counter medicines i.e. Paracetamol/Ibuprofen to avoid any chance of overdose.
- If the child requires regular doses throughout the school day, then the parent or responsible adult must come in to school to administer.

Managing medicines on trips and outings

- All young people are encouraged to take part in visits. Where necessary the responsible member of staff will carry out a specific and additional risk assessment for the child. Medicine will be administered if feasible and with agreement of the parent.

Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency.

Specific advice and support from the appropriate nursing service (Diabetes UK North Staffs Community Diabetes Team: 01782 715444/00012309956. Stoke Asthma Team: 03001231461. will be available to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible.

First Aid and Administration of Medicines in School Policy

The Headteacher is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

First Aid and Administration of Medicines in School Policy

Parents' written agreement

The attached form (Appendix 1) is to be completed and signed by the parents for the administration of medicines to their child. When drugs are administered, the school will keep a record in the school office.

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of the school day if only one bottle of medicine has been prescribed.

If medication has not been collected by the end of the school term, or after treatment has ended the medicine will be disposed of. If new supplies are required it is the responsibility of the parents to supply medication as needed.

Policy on students taking and carrying their own medicines

Only children of secondary school age may legally carry their own prescription drug (e.g. insulin, inhalers or Epipens). It must be taken on all school trips.

Managing long-term medicines during the school day

For long-term medicines, each child will have an individual care plan. The headteacher will be responsible for the plan and will liaise with parents, the child and specialist medical professionals regarding storage, administration and recording.

Record keeping

Appendices

- 1) Parental Agreement for School to Administer Medicine
- 2) Record of Medicines Administered to all Children

**First Aid and Administration of Medicines in
School Policy**

Appendix 1

Sporting Stars Academy

Parental Agreement for School to Administer Medicine

Sporting Stars Academy will not give your child medicine unless you complete, sign and return this form

Childs Name:	D.O.B
Year Group:	Class:
Medical Condition/Illness:	
Name of Medicine:	
Date Dispensed:	Expiry Date:
Dosage & Method:	When to be given:

Contact Details

Name:	Daytime Telephone number:
Relationship to child:	
Name and Phone number of GP:	
Signature:	Date:

I give consent to Sporting Stars staff administering medicine in accordance with their policy. I will inform the school immediately, in person, via telephone, text or in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Sporting Stars Academy

Record of Medicines Administered to All Children

Any Change of Dose will require further parental agreement (Parental Signature).....

(Please return forms to school)

Date Medication Received									
Number Provided									
Signature of receipt									
Counter Signature of receipt									

Date	Child's Name	Time	Name of Medicine	Dose given	Any reactions	Signature of staff	Signature of child

Date	Child's Name	Time	Name of Medicine	Dose given	Any reactions	Signature of staff	Signature of child