

School:	Haywards Farm, Juniper House and Northcroft Schools		
Policy:	Combined First Aid, Administration of Medication and Allergy Safety Policy		
<p>This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.</p> <p>This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DofE guidelines and changes.</p> <p style="text-align: center;">Document Control:</p> <p>Policies linked to this policy are: Safeguarding Policy, Health & safety Policy and Risk Assessment Policy.</p>			
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Change History

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1. Purpose

This policy sets out how the schools meet their statutory duties for:

- First aid provision
- Safe administration of medication
- Supporting pupils with medical conditions, including allergies and anaphylaxis

The policy ensures pupils can access education safely, consistently and inclusively while safeguarding their health and wellbeing.

2. Legal and Regulatory Framework

This policy complies with:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children and Families Act 2014
- Equality Act 2010
- Independent School Standards Regulations (Part 3 and Part 8)
- DfE Guidance: *Supporting pupils with medical conditions at school*
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

3. Principles

The schools are committed to:

- Anticipating and reducing risks to pupil health
- Treating medical needs sensitively and without discrimination
- Ensuring clear documentation and communication
- Promoting pupil independence where safe and appropriate
- Working in partnership with parents/carers and medical professionals

4. Roles and Responsibilities

Proprietors

- Ensure statutory compliance and policy oversight

Head Teacher / School Leadership

- Overall responsibility for implementation
- Ensure staff training remains up to date
- Ensure incidents are investigated and reported appropriately
- First Aiders and Appointed Persons
- Provide first aid within the scope of their training
- Take charge in medical emergencies
- Maintain first aid equipment and supplies

Staff

- Know how to access first aid and medical support
- Follow individual healthcare and allergy management plans
- Record and report accidents, incidents and near misses
- Parents/Carers

- Provide accurate medical information
- Supply prescribed medication and consent documentation
- Work collaboratively with the school

5. First Aid Provision

Our schools all have qualified First Aiders on site. A list of qualified First Aiders is kept on the staff noticeboards and in the First Aid Room. Every employee must ensure that they are aware of the identity of the First Aid Appointed Persons, to whom all accidents and emergencies requiring attention, should be referred.

The Head Teacher is responsible for ensuring that First Aid training is kept up to date.

First Aid Boxes are located in the First Aid Room and Kitchen and in all vehicles used for Amegreen Education purposes. Employees must be familiar with their location.

When providing first aid, staff will not administer any medication, unless trained to do so.

The First Aid Room is located on the Ground Floor of the school.

The closest A&E facility is:

Royal Berkshire Hospital
London Rd, Reading RG1 5AN
Tel. 0118 322 7019

Always call 999 in an emergency situation.

Procedures of when to call an ambulance

- Dial 999
- Give the schools' full address
- Offer the child's date of birth
- Ensure a member of staff is outside the front of the school to open the gate and guide the crew in.

Qualified First Aiders are:

Haywards Farm	Juniper House	Northcroft

They are responsible for looking after local first aid arrangements. This includes:

- Maintaining stocks of first aid materials and checking the first aid boxes in the First Aid Room, Kitchen and the school vehicles termly.
- Taking charge when someone is injured / becomes ill.
- Ensuring that an ambulance/other professional medical help, is summoned when appropriate.

6. Accident Reporting and Investigation

All accidents and incidents, however minor, that occur on the site, and every accident or

incident to an employee that occurs whilst working on behalf of our Schools, must be recorded.

Accidents/incidents causing more than 7 days' absence from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the Head Teacher who shall inform West Berkshire.

Any accidents, incidents or near misses will be thoroughly investigated by the Head Teacher to establish immediate and root causes and identify necessary precautions. This will be discussed in daily de-briefing where necessary.

If a member of staff or a young person suffers an accident or an incident whilst on another organisation's site, it must, as soon as possible, be reported to the occupier or controller of the site. Parents/Carers must be informed of the accident or incident as soon as possible and it must be reported to the Head Teacher.

7. Head Injuries

Any young person who has sustained a "knock on the head" must be treated with extreme care. Head injuries are deceptive. Young people have been known to appear perfectly well after them and be very seriously ill within a few hours. All head injuries, however light, will be reported to the Parents/Carers immediately by the Head Teacher or Teacher in charge. It will be the responsibility of the staff member witnessing the injury, or the first person on the scene, to ensure that the accident is recorded.

All Head Injuries will be treated as potentially serious accidents.

The young person will be allowed to rest, and medical advice sought if there is the slightest suspicion that the young person is affected, however lightly.

- △ All head injuries are treated as potentially serious
- △ Parents/carers are informed immediately
- △ Pupils are monitored closely and medical advice sought where required
- △ All head injuries are formally recorded

8. Administration of Medication

The Head Teacher or the nominated person, is responsible for dealing with the administration of medicines and controlled drugs, including keeping records of Parental/Carer permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines or controlled drugs which are no longer required. All staff who have contact with a child with particular medical conditions i.e. asthma, are to have basic guidance.

Qualified Medication Administrators are:

Haywards Farm	Juniper House	Northcroft

Medication is only administered with written parental/carers consent

Records are kept of:

- Consent
- Storage

- Administration
- Disposal
- Controlled drugs are stored securely
- Medication is administered only by trained and authorised staff
- Asthma Inhalers
- Supervision and storage arrangements are managed by leadership or a nominated person
- Pupils' asthma needs are clearly documented

9. Allergy Management and Anaphylaxis

Amegreen Education schools meets its duty to safeguard and promote the welfare of pupils with allergies, including those at risk of anaphylaxis. It ensures pupils are able to access education safely, consistently and inclusively.

The schools ensure pupils are supported sensitively; risks are anticipated and reviewed; arrangements are clearly documented; independence is promoted where safe; and parents and professionals are actively involved.

- Individual risk assessments, environmental controls, allergen identification and communication appropriate to SEND needs are implemented.
- Allergens are identified and risks reduced through environmental controls.
- Information is shared on a need-to-know basis only.
- Adrenaline Auto-Injectors (AAls) are kept In-date spare and prescribed AAls are readily accessible, never locked away.
- AAls are administered immediately in emergencies, and emergency services contacted

All staff are provided with allergy awareness training — covering recognition of symptoms, emergency response and the use of adrenaline devices.

10. Training

All staff receive allergy and medical condition awareness training. Enhanced training is provided where pupils have complex needs.

First aid training and refreshers are maintained in line with statutory guidance.

11. Educational Visits and Off-Site Activities

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

Staff carry:

- School approved mobile phone
- Portable first aid kits
- Emergency medication (including AAls and inhalers)
- Medical information and emergency contacts
- At least one trained member of staff is present

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

12. Sun Protection

Our Schools promote the importance of using sun protection (e.g. sunscreen, hats, sunglasses etc.) during outdoor activities through its education and mentoring services.

Supplies of sun cream are kept in the office.

We encourage parents/carers to provide sun cream and sun protection for the young people and ensure that the young people apply this regularly.

Staff members must not, under any circumstances, apply sun cream to a young person without prior written consent from a Parent/Carer. As role models for the young people, the use of sun cream by staff is also encouraged.

13. Blood and Body Fluid Spillages

PPE Equipment is kept in the First Aid Room to assist and protect staff in the process of cleaning up body fluids.

- Clean up spillages of blood or body fluids, however small, immediately.
- Open wounds must be covered with a waterproof dressing.
- It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.
- If there is broken glass, never pick it up with your fingers, even if wearing gloves. Use a paper or plastic scoop or litter picker and dispose of the glass in a safe manner. Needles will be stored in a safe container and taken to the nearest GP Practice for disposal.
- Apply cleansing granules i.e. sanitizing granules/body spills, kit according to manufacturer's instructions.
- Rinse area with hot water and detergent.
- Dispose of gloves and apron as clinical waste in the yellow bin stored in the First Aid Room.
- Wash hands thoroughly with soap and hot water.
- Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
- If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water then laundered separately in a hot wash.

14. Information Sharing and Confidentiality

Medical information is stored securely and information is shared only on a need-to-know basis. Data protection requirements are followed.

15. Complaints and Concerns

Concerns relating to first aid, medication or allergy management should be raised via the school complaints procedure, with a commitment to early resolution.

ISS Compliance Statement

This policy supports compliance with the Independent School Standards (Part 3 – Welfare, Health and Safety, and Part 8 – Leadership and Management) through effective safeguarding, systems and oversight.