

School:	Northcroft School
Policy:	First Aid and Administering Medication 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 DfE guidelines and changes.</p>	
<p>Document Control: Policies linked to this policy are: Health and Safety Policy and Risk Assessment Policy</p>	

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Date of next review:	September 2026	Review schedule:	Annual
Type of policy:	Statutory	Document Reference:	NC- First Aid and Administering Medication Policy 2025-2026
Owner:	Northcroft School	Approval:	Proprietors

History of Change

Amendment	Date	Description	Change ID
1	22/7/2024	yearly review	RR/GC
2	Sept 2025	Yearly review	AW
3	15.1.2026	Reviewed amendments made	BC/AW
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First Aid

First Aiders have been trained for the site. A list of qualified First Aiders is kept on the staff noticeboard in the Conference Room, Reception area and First Aid Room. Every employee must ensure that they are aware of the identity of the First Aid Appointed Person, 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, Conference Room, Reception and Kitchen and in all vehicles used at Northcroft School for business 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.

First Aiders

First Aiders are responsible for providing First Aid commensurate with their level of training. This includes:

- Attempting to preserve life whilst waiting for the emergency services.
- Treating minor injuries that do not require treatment by a medical practitioner.

First Aid Appointed Persons

First Aid Appointed People are Alex Walsh and Emily Covell. They are responsible for looking after local firstaid arrangements. This includes:

- Maintaining stocks of first aid materials and checking the first aid boxes in the First Aid Room, Conference Room, Reception, 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.

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 Northcroft School, must be recorded.

Accidents/incidents causing more than 7 days' absence (increased from 3 days as of 6 April 2012) 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.

Knocks on the Head

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.

Administration of Medicines

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.

Medication administrators at Northcroft School are:

- Alex Walsh
- Kirsty Bowles
- Susan Drew

Asthma Inhalers

The Head Teacher or nominated person is responsible for the supervision and storage, where appropriate, of asthma inhalers.

Sun Protection

Northcroft School promotes 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.

Northcroft School 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.

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.

Spillage of Blood or Body Fluids

Equipment of PPE is in the First Aid Room to assist and insure 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.
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- If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water then laundered separately in a hot wash.

Off-site Procedures

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

- A school approved mobile phone
- A portable First Aid Kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details

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

Recording of Accidents

All accidents are recorded in the Accident Book in the First Aid Room and on CPOMS.

Monitoring and Reviewing Arrangements

All of our policies are monitored and reviewed, by our subgroup committee members, in line with the policy review dates.