The Parkside School
First Aid Policy

Approved by:	Paul Stanley Chair of Governors	**Date:** March 2026
Signed:		
Review due by:	Lucy Mills	
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1. Purpose

The purpose of the Policy for Supporting Pupils at School with Medical Conditions is to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Parkside School will implement the policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)
- This policy meets the school's statutory requirements under section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions
- This Policy pays due regard to the Department for Education's statutory guidance Supporting pupils at school with medical conditions

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

- The policy also takes into consideration the following legislation in regards to first aid

- 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

- 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

- 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

- 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 timeframe for this and how long records of such accidents must be kept

- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention

2. Roles and responsibilities

2.1 The Governing Board

The Governing Board must make arrangements to support pupils with medical conditions in school; including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

2.2 The Head Teacher

The Head Teacher will ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Head Teacher will ensure that all staff who need to know are aware of the child's condition, ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

The Head Teacher has overall responsibility for the development of individual healthcare plans, will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. The Head Teacher will ensure that contact is made with Norfolk health care professionals (HCP) in cases where further guidance to support the management of the pupil's health need is required. This may include signposting to other HCP or organisations.

2.3 Parents

Parents will provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Where a child is identified as having complex health needs which may require additional staff funding, or the management of more specialised equipment please consult the NCC Guidance for managing Children and Young People with complex medical care needs in educational settings.

2.4 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Where appropriate, they should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

2.5 School Staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within individual healthcare plans).

2.6 Norfolk HCP Team

The school has access to school nurses and other health practitioners via the Just One Number (0300 300 0123) Single Point of Access: www.justonenorfolk.nhs.uk. Schools can contact the service for advice and support when a young person has a health condition and needs additional support and advice. Where a health condition is impacting on school attendance, schools can also refer young people for a health assessment to help explore the impact of their health needs. Where a child is already open to more specialist/community nursing or medical services, the HCP team may recommend liaison with the specialist service in the first instance. School/community/specialist nursing services may be able to provide advice on developing individual healthcare plans and support associated staff training needs. The Children & Young People's Health Services (Norfolk HCP) website also offers a range of online information and resources for children, young people, families and professionals: www.justonenorfolk.nhs.uk/our-services.

2.7 Other Healthcare Professionals

Other healthcare professionals, including GPs, paediatricians and mental health professionals, may communicate with schools when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

2.8 First Aid

i) Appointed person(s) and first aiders
The school's appointed person is Lucy Mills, supported by Angela Dixon. They are responsible for:

- Ensuring Medical training is up to date
- Ensuring statutory guidance, policy and legislation is adhered to
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- 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 on the same day, or as soon as is reasonably practicable, after an incident using CPOMS
- Keeping their contact details up to date
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Taking charge when someone is injured or becomes ill

Our school's first aiders are listed in appendix A. Their names will also be displayed prominently around the school.

ii) The Local Authority and Governing Board

Norfolk County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.
The governing board delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

iii) The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

iv) The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- 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, as appropriate, and that appropriate measures are put in place

- Ensuring that adequate space is available for catering to the medical needs of pupils

- Reporting specified incidents to the HSE when necessary (see section 6)

v) Staff

- School staff are responsible for ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (via CPOMS) for all incidents they attend to where a first aider is called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

3. Staff training & support

Any member of school staff providing support to a pupil with medical needs should have received suitable training.
Transport will be made aware, and trained where necessary, of pupils with an IHCP who may need emergency medication administered
Lucy Kent (SLT lead for Medical) should ensure that the school's policy sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided.

This should include references to staff training on:

- The development or review of individual healthcare plans [IHPs]
- An understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Whole-school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy
- Relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs

- Training for specific conditions may be available via external websites for example: www.asthma.org.uk www.anaphylaxis.org.uk www.epilepsy.org.uk To discuss sources for training for specific health conditions contact the Just One Number (0300 300 0123)

- Awareness of other relevant NCC policies including those for pupils with complex medical care needs/intimate care needs

3.1 First Aid

- All school staff are able to undertake first aid training if they would like to

- All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix A)

- Staff are encouraged to renew their first aid training when it is no longer valid

4. First Aid Procedures

4.1 First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- The Sports hall
- All classrooms
- The school kitchens
- School vehicles

5. Record Keeping – please see Support Pupils with Medical needs policy for further details on procedure and record keeping

Governing bodies will ensure that written records are kept of all medicines administered to children – including medication refusals or errors.

5.1 First Aid and Accident Record

- An accident form will be completed, using CPOMS, by the first aider on the same day or as soon as possible after an incident resulting in an injury

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form on CPOMS

- The accident report form will be added to the pupils educational on CPOMS
- Records held of First Aid on CPOMS will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- All injuries/accidents to staff must be reported to First Aiders and recorded on the online system OSHENS

- Any injuries/accidents to pupils or staff will be investigated by the schools in-house Health and Safety Team. They will be responsible for drafting out a report to be brought to the Governors Health and Safety sub-committee's attention if necessary

- If a First Aider feels that a pupil/staff is too unwell to remain in school, permission from a member of the Senior Management team should be sought before making a phone call home

5.2 Reporting to the HSE

- The relevant staff member who performed first aid or was involved will use OSHENS to record any accident which results in a reportable injury, disease,

or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

- The Head Teacher and Norfolk County Council will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

- Information on how to make a RIDDOR report is available here:
  How to make a RIDDOR report, HSE
  http://www.hse.gov.uk/riddor/report.htm

6. Liability & Indemnity

The Governing Board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

7. Complaints

The Governing Board will ensure that the school's policy sets out how complaints concerning the support provided to pupils with medical conditions may be made and will be handled.

APPENDIX A: MEDICATION ADMINISTRATION RECORDING FORM (STAFF)

Name_____ **Date of Birth**_____

Address _____

_____

_____

GP _____ **Allergies** _____

_____ _____

Date	Name of Person Who Brought It in	Name of Medication	Amount Supplied	Form Supplied	Expiry Date	Dosage Regime

Register of Medication Administered

Date	Medication	Amount Given	Amount Left	Time	Administered By	Comments /Action Side Effects

APPENDIX B: PARENTAL AGREEMENT FOR THE PARKSIDE SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by					
Name of school	The Parkside School				
Name of child					
Date of birth					
Class					
Medical condition or illness					
Medicine					
Name/type of medicine *(as described on the container)*					
Expiry date					
Dosage and method					
Timing					
Special precautions/other instructions					
Are there any side effects that the school needs to know about?					
Self-administration – y/n					
Procedures to take in an emergency					
NB: Medicines must be in the original container as dispensed by the pharmacy **Contact Details**					
Name					
Daytime telephone no.					
Relationship to child					
Address					
I understand that I must deliver the medicine personally to	A member of the class team				

The information given is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)…….. Date…….