

St Benedict's Catholic College



First Aid policy

including administering medicines to children and young people
at St Benedict's Catholic College

Date reviewed	February 2021
Approved by Governors	March 2021
Date of next review	March 2024

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1. First Aid policy

This policy outlines St Benedict's Catholic College's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors, and the procedures in place to meet that responsibility.

First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

St Benedict's Catholic College will provide First Aid such that all students attending our college have full access to learning, including those with medical needs. The college will endeavour to keep every student safe and comfortable whilst at college. If a student requires First Aid the college will inform parents as appropriate. (See Section 9.2).

2. Aims and objectives

2.1 Aims

- To identify the First Aid needs in line with, and comply with the Management of Health and Safety at Work Regulations (1992 and 1999), Control of Substances Hazardous to Health regulations (2002), The Equality Act (2010), The School Premises Regulations (England) (2012), The Children and families Act (2014), Managing medicines on School Premises (2015), Guidance on First Aid in Schools (2015), and DFE guidance on Supporting students with Medical Conditions (2015 updated 2017).
- To make First Aid provision based on the college's internal risk assessment processes.
- To ensure that First Aid provision is available at all times while students and staff are on college premises, and also off the college premises whilst on college trips and extra curricula activities.

2.2 Objectives

- To appoint the appropriate number of suitably trained people as medical room assistant and First Aiders to meet the needs of the College.
- To provide relevant training and ensure monitoring of the training needs of staff.
- To provide sufficient and appropriate resources and facilities.
- To make the College's First Aid and administering medicines arrangements available for staff and parents via the college website and staff network drive.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

3. Responsibilities

3.1 The governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the principal and teaching staff, non-teaching staff, students and visitors (including contractors).

The governors must ensure that a risk assessment of the College is undertaken and that the training and resources for First Aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

Any complaints regarding First Aid or administering medications should be made by following the procedure for complaints as set out in the college's complaint's policy, which can be found on the website.

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3.2 The business manager is responsible for putting the policy into practice, for developing with the medical room assistant detailed procedures, and for line management of the medical room assistant.

3.3 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students. This will be secured by reading and understanding the Individual Health Care Plans and Education Health Care Plans of the students they teach and take out of college on trips and extra-curricular activities; by reading and understanding this policy; by referring any concerns they might have about the health of a student to the college's safeguarding team; and by enabling any child or young person who reports as feeling unwell to be assessed by a First Aider.

3.4 It is the **parent/carer's responsibility** to send their child to college, and to make the decision as to whether their child is fit enough to attend college or not. They must also inform the medical room assistant, of any changes in relation to their child's medical condition if and when changes occur.

Parent/carers are asked to provide medical information on induction, including medical needs and contact numbers.

Where medication is supplied via the parent to the college for distribution at college, parent/carers have responsibility to note expiry dates and to ensure that all medication kept in college is within date. They must deal with the correct disposal and replenishment as necessary.

3.5 It is the **individual student's responsibility** that where possible, they will manage their own indicators of health, ensuring that they report to an adult in the college if they feel unwell and that where agreed, they manage their own medication; for example, reporting as appropriate to the medical room to measure blood sugar levels and take prescribed medication in the case of diabetes.

It is also the individual student's responsibility to report to parent/carers if they have felt, or become unwell or suffered minor injuries in the course of the college day, unless otherwise indicated on the policy.

3.6 Risk assessment

The college is a low-risk environment, but the senior leadership team will consider the needs of specific times, places and activities in deciding on First Aid provision; they will ensure that the required level of cover of first aiders is available at all times when people are on college premises.

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the business manager.

4. Reference to other policies and guidance

The College's policies on administering prescribed medication, administration of paracetamol during the college day and advice for parents regarding the supply of sun protection creams are detailed in the parent handbook and contained within in the College's First Aid procedures documentation. A copy of the parent handbook and the College's policy on Supporting Students with Medical Conditions can be found on the College website. Hard copies are available upon request to the College.

5. Monitoring and review

To ensure that the policy is adhered to and is effective, it will be monitored, reviewed and evaluated regularly. The College will therefore implement its existing systems to ensure this takes place and amend policies and processes accordingly.