

# First Aid, Medicines & Administration Policy

(Independent School Standards: Paragraphs 13 and 34)

**Important note:** The term 'Spark' or 'Spark Academy Group' applies to both our tutoring and independent school settings, also referred to as 'provision', 'school' or 'organisation' interchangeably.

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## Guidance & Legislation

- [The Health and Safety \(First Aid\) Regulations 1981](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#)
- [Social Security \(Claims and Payments\) Regulations 1979](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)

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## Links with Other Policies

- Health & Safety Policy
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**We Build Communities  
Where Everyone Belongs,  
Grows & Thrives.**



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## Section 1: Introduction

- Spark Academy Group is committed to providing emergency first aid provision in order to deal effectively and efficiently with accidents and incidents affecting pupils, employees and visitors.
- We have suitably stocked first aid boxes, which are **checked fortnightly** for stock by a named first aider, and termly by the designated safeguarding lead, including expiry dates for equipment. They are kept in the staffrooms, school offices and first aid/medical rooms.
- Travel first aid kits are kept in the staffroom and are taken on all visits, including local breaks to the park with pupils.
- Staff are trained to always consider the appropriateness of any first aid treatment (for example using latex and plasters on pupils with allergies).
- We have suitably detailed and current risk assessments for all pupils in school and for specific trips and activities.
- All school sites have more trained first aiders than is required by law. First aiders are identified on our information posters at various key points throughout each school site, and the date of their most recent training date is listed on the schools' staff training overview.
- Our first aid and emergency procedure is clear and shared (see below).
- The schools' designated first aid/medical rooms are clearly marked by a sign on the door and are confidential rooms with access to washing facilities and a fully stocked first aid supply. They are also near pupil toilet facilities.
- All first aid should be administered and dealt with, as far as practicably possible, in the designated first aid/medical room.
- All staff have received **ligature training** and each medical room holds an **anti-ligature kit**.
- All staff working at Spark Academy Group know that when in doubt, calling 999 is the most appropriate and safe course of action.
- 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. Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 staff

member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

- This policy will be reviewed and approved by the SLT every year.

## Section 2: Emergency Procedure in the Event of Accident, Illness or Injury

### Immediate Response

- If an accident, illness or injury occurs on-site or during school hours, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling immediately for an ambulance or calling for a first aider.
- If summoned, a first aider will assess the situation and take charge of first aid administration.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Headteacher will contact parents as soon as practically possible.

### Ambulances

The first aider is to always call an ambulance in the following situations:

- In the event of a serious injury and/or any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Where there are open wounds requiring further medical attention.

If an ambulance is called then the **first aider in charge** should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance by a member of staff until one of the parents or carers is present.

## Managing Bodily Fluids

- Qualified first aiders will wear disposable gloves where bodily fluids are involved
- Any dressings or materials which have been in contact with bodily fluids (such as blood or vomit) must be disposed of in the designated yellow bin in a first aid/medical room
- Bodily fluids spilt should be cleaned up and bleached or disinfected. If the spillage is significant, pupils and staff should be removed from the area (where necessary) and the premises manager should be called upon to organise the professional cleaning of the area using the appropriate cleaning materials.
- Parents and carers will be notified as soon as practicable.

## Off-site Procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by staff prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider on school trips and visits.

## Accident Reporting

All accidents or administration of first aid will be recorded on Medical Tracker, our online system accessed by all staff. The reporting systems are CPOMS for tutoring and TES MyConcern for the Independent School.

## Reporting to Families

- In the event of accident or injury to a pupil at least one of the pupil's parents or carers will be informed as soon as practicable by the Headteacher or member of the SLT
- In the event of a minor injury requiring first aid, an online first aid form will be filled out by the first aider who administered the first aid.
- A notification will be sent home to families at the end of the school day via Medical Tracker (TES). It may be followed up by a phone call home, if it is deemed appropriate and/or necessary.



## Reporting to Health & Safety Executive (HSE)

The Headteacher will keep a record of 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 of school 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.

Spark Academy Group are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report certain accidents, injuries and fatalities involving pupils, staff and visitors. Further detail is available in our health and safety policy, and full details are available at <https://www.hse.gov.uk/riddor/>.

Further information can be found in our Health & Safety Policy.

## Reporting to Ofsted & Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The DSL will also notify the Local Safeguarding Children's Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Section 3: Common Illnesses

If a pupil is ill, it is likely to be due to a minor, common health condition. For other less common illnesses please see Public Health England's [guidance on infection control in schools](#).

### Coughs & Colds Including Covid-19

A pupil with a minor cough or cold may attend school. If accompanied by a raised temperature, shivers or drowsiness, the pupil should remain at home and further medical advice should be sought from their GP. It is then recommended that the pupil does not return to school until fully recovered.

### Vomiting & Diarrhoea

Following a case of vomiting or diarrhoea, pupils must remain off of school for the recommended time of 48 hours after the last episode of diarrhoea or vomiting has occurred.

### Headlice

Parents/carers are to be contacted and encouraged to collect their child as soon as the head lice are noticed. Pupils can return to school as soon as the lice are treated; this can be the following day if treated immediately.

### Rashes

Pupils with rashes should be considered infectious and assessed by a healthcare professional. If a rash is noticed in school, parents/carers will be contacted immediately.

- **Chicken Pox** - should be assessed by GP and the pupil should not return to school until all vesicles have crusted over
- **Hand Foot and Mouth** - a pupil may attend school; however, the local authority should be contacted if a large number of HFM cases are reported
- **Measles** - a pupil may return to school after four days from the onset of the rash
- **Ring Worm** - a healthcare provider will prescribe antibiotic medication, and the pupil should stay home for 24 hours after starting treatment. Ringworm is contagious as long as the rash is there, but pupils with this condition may return to school if the area can be covered.

## Section 4: 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, the school kitchen and school vehicles

## Section 5: Medication

### Notification of a Medical Condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

A Medical Condition form is signed by the parents upon enrolment.

### Development of Individual Healthcare Plans (IHP's)

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Plans will be drawn up in partnership with the school, parents and a relevant

healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs.

Additionally:

- The pupil will be involved wherever appropriate.
- IHPs will be linked to, or become part of, any education, health and care (EHC) plan. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.
- The Headteacher, will consider the following when deciding what information to record on IHPs:
  - The medical condition, its triggers, signs, symptoms and treatments
  - The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
  - Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
  - The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
  - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
  - Who in the school needs to be aware of the pupil's condition and the support required
  - Arrangements for written permission from parents and the head of school for medication to be administered by a member of staff, or self-administered by the pupil during school hours
  - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
  - Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
  - What to do in an emergency, including who to contact, and contingency arrangements

## Administration of Medication

- Parents are encouraged to ask their child's doctor if it is possible for the timing of doses of any medication be set for outside school hours.
- Where it is not possible for parents of pupils requiring medication to come into school to administer the medication to their child, medication will be administered on-site after discussion with a senior leader.
- While there is no legal or contractual obligation on school staff to give medication to pupils, the executive principal currently agrees to the administration of medicines in school as we acknowledge that the special school context needs to be flexible and practical, for example for pupils with ADHD.
- However, this does not necessarily include agreement to treatment which requires intimate or invasive application of medicines (e.g. injections) and it must be acknowledged that any member of staff who agrees to administer medication to pupils does so on a voluntary basis. All medication in school must be prescribed by a medical practitioner and dispensed by a chemist. The pupil's name, date of birth and the correct dosage must be on the label on the medication.
- Staff who volunteer to administer medication receive correct guidance and training before being allowed to administer medication to any pupil.
- We always seek the parent's/carers' written consent, agreeing for the schools to administer medication during school hours.
- A senior leader must provide the overall agreement for any requests for medication to be administered to a pupil in school hours before any medication is administered.
- Staff who administer medication to pupils will be recorded on Medical Tracker, our online system accessed by all staff, including any refusal to take medication
- Any adverse effects experienced by the pupil following the administration must be reported to the parent and a senior leader (either immediately or at the end of the school day, depending on severity).
- If the pupil refuses to take his/her medication, then they will not be forced to do so. Parents/carers must be informed. If a pupil refuses medication in an emergency situation (for example: asthma inhaler during an asthma attack), then professional medical help must be requested and the parents/carers informed immediately.
- We always encourage pupils to take their prescribed medication; a phone call home may be made to confirm if a pupil has taken their medication, with reasons being explored and the impact on the pupil/class will be explained. The family may be encouraged to come into school to administer the medication themselves. On a case-by-case, a pupil may be collected by their family if the OHS first aid, medication

& medical conditions pupil is struggling to manage and/or their behaviour is having a detrimental impact on others' learning.

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.
- Staff should always ensure that the privacy and dignity of the pupil is maintained as best as possible, even in an emergency situation.
- We are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.
- Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## Anaphylaxis

- Anaphylaxis is an acute, life threatening, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to certain foods or other substances, but may happen after a few hours.
- An allergy pen (EpiPen) is a pre-loaded pen device which contains a single measured dose of adrenalin (also known as epinephrine) for administration in cases of severe allergic reaction.
- An allergy pen can only be administered by school staff who have been professionally trained and designated by a relevant senior leader to use it.
- All of our staff are trained to administer an EpiPen and have completed a **food hygiene course**.

## Asthma Inhalers

- We ensure that all pupils with asthma feel secure and are encouraged to participate in all activities, notwithstanding any restrictions imposed by their condition.
- Pupils with asthma can carry their inhalers with them if required (clearly labelled with their names) including their spacer for optimum delivery of the medication, if needed.
- They should be able to administer their own inhalers, however if a pupil is considered too young or immature to take personal responsibility, staff will make sure that it is stored in a safe but readily accessible place, that the pupil is aware of its location, the medication is clearly marked and labelled with the pupil's name.
- Where agreed with parents/carers, a spare asthma pump can be kept on the premises in a labelled container in the school staff room, which is made known to the pupil and all staff.

## Diabetes, Epilepsy & Allergies

- Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood levels. For the majority of pupils, the condition is controlled by insulin injections and diet. Insulin injections can only be administered by school staff who have been professionally trained in the procedure.
- Pupils with epilepsy and specific allergies have tailored care plans, agreed with families and health professionals in advance. These are shared through whole staff training to ensure that every member of staff working with the specific pupil knows what to do in the case of, for example, an epileptic seizure.

## Paracetamol, Aspirin & Over-the-Counter Medicines

Pupils sometimes ask for painkillers, but school staff will not give any non-prescribed medication (also known as 'over the counter' medicines) to pupils under any circumstances.

## Storage of Medication

- Wherever possible, parents/carers are asked to provide the school with the amount of medication required for the school day only, rather than bringing in a full bottle of medicine or a full bottle/package of tablets. We appreciate that this is not always realistic.
- We will not accept any medication which is not in its original container.
- All medication must be clearly marked with the pupil's name and date of birth.



- All medication is kept in a locked cabinet/container including controlled drugs, with the exception of asthma inhalers; medication which needs to be kept refrigerated; and medication which may be needed urgently in an emergency. The latter is stored with the pupil's care plan in the staff room.
- Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.
- Any medication which requires refrigeration is stored in a nearby refrigerator. The medication must be kept in an airtight container which is clearly marked with the pupil's name and date of birth.
- Pupils considered mature enough to take responsibility for their asthma inhaler are allowed to carry them on their person, provided that there has been an agreement between a senior leader and the parent/carer. All staff will be made aware. During off-site activities, any medication which may be needed should be carried by the member of staff in charge of the activity and/or a member of staff with first aid training. Pupils who may urgently require their medication should be in a group which is supervised by the member of staff carrying the medication.
- Staff should never transfer medication from its original container to another container except in the event of the original container being damaged. In such cases, the alternative container must be clearly labelled with all of the information held on the label of the original container. The parent/carer must be notified in the event of any damaged containers.
- School staff must not dispose of any unused medication. This is the responsibility of the parent/carer. Any unused medication must be collected by the parent/carer on request. If the parent/carer refuses or fails to do so within 5 school days, or in the case of a pupil having left the school, school staff must hand any unused medication to a pharmacist (it must never be disposed of).
- If a pupil's medication runs out or expires, it is the responsibility of the parents/carers to replenish it. Expired medication must not be used or retained on school premises; senior leaders must ensure that any medication used or retained is in-date. Termly health and safety audits will also check medication stores at all school sites. Please see the previous point re: disposal of medication.
- Staff must record when and how much new medication is sent into school, so that at all times there is a record of the exact amount of medication held in school.
- Pupils' individual care plans are displayed in staff rooms and are available on Medical Tracker, and are accessible to leaders on our shared drive.



## Recording Medication

Records of medication given to pupils will be logged on Medical Tracker, our online system accessed by all staff, a record will be entered each time medicine is administered.

## Confidentiality

All medical information is treated confidentially and access to this information will be provided on a 'need-to-know' basis in consultation with the parent/carer and their child, without compromising the pupil's health, dignity and wellbeing.

## Supporting Pupils with Medical Conditions

The Headteacher is the named person with overall responsibility for ensuring that effective support is provided for pupils in school who have a medical condition. This includes ensuring that: all relevant staff are aware of a pupil's medical condition; sufficient staff are suitably trained; risk assessments reflect the pupil's medical needs; and Individual Healthcare Plans (IHPs) are suitable and regularly reviewed.

We work in partnership with pupils, families, external agencies, healthcare professionals and local authorities in order to ensure that we provide effective support to all pupils with medical conditions.

It is the responsibility of the parent/carer to provide the schools with any relevant medical information, and to notify the school of any changes to their child's health.

## Procedure Following Notification that a Pupil has a Medical Condition

The Headteacher will:

- Ensure that all relevant staff are made aware of the pupil's diagnosis; seek further information from the relevant medical staff working with the pupil; ensure that an Individual Healthcare Plan (IHP) is written for the pupil and any necessary arrangements are put in place by the start of the school term (for new pupils) or within two weeks (for existing pupils with a new diagnosis).

### Individual Healthcare Plans

- Individual Healthcare Plans (IHPs) will be put in place if the schools, healthcare professionals and parents agree that it is necessary. IHPs provide clarity about what needs to be done, when and by whom.
- IHPs capture key information about a pupil's medical condition, the healthcare professionals supporting them, and anything that needs to be put in place to support them during the school day. IHPs are developed in consultation with the

family and are reviewed annually, or earlier if there is evidence that the pupil's needs have changed.

### Staff Training & Support

- Every member of school staff providing support to a pupil with medical needs will receive suitable training. Training needs are identified by the relevant healthcare professional with the Headteacher during the development of the Individual Healthcare Plan.
- They will identify which staff require training, and the type of training needed. This may be provided by an external training provider, depending on the medical condition. The Headteacher will ensure that training remains up to date. Whole-staff awareness training may be necessary in order to ensure that all staff are aware of their role in supporting specific pupils with medical conditions

### Emergency Procedures

- Where a pupil has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what should be done, including ensuring that all staff are aware of emergency symptoms and procedures.
- Other pupils should also be told what to do in general terms, such as informing a teacher if they think help is needed. If a pupil needs to be taken to hospital, staff will stay with them until the parent arrives, or accompany them if they are taken to hospital by ambulance.

### Home to School Transport

- Home to school transport is the responsibility of local authorities. The DSL ensures that IHPs are shared with transport providers.

## Staff Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Head Teacher.

Additionally:

- Training will be kept up to date.
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.

- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## Section 6: Roles & Responsibilities

### Trained First Aiders

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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
- Keeping their contact details up to date

### Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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

### All 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 for all incidents they attend to where a first aider/appointed person is not called
- Informing the head of school or their manager of any specific health conditions or first aid needs

## Section 7: Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child

## Appendix A: Named First Aiders

### Spark Vale Academy (Independent School)

Name	Role	Contact Details
Emmy Lusted	Teacher & Trained First Aider	0116 296 6569
Katie James	Headteacher & Trained First Aider	0116 296 6569

### Spark Academy Tutoring

Name	Role	Contact Details
Elmira Nikoukar	Service Delivery Manager & Trained First Aider	0116 266 5920

\*Please note that not all tutors delivering 1:1 tutoring in pupils homes may be first aid trained, however, they will follow emergency procedure protocols.