

Falcons Learning Ltd

First Aid and Medical Policy



Falcons Learning
The Sky is the Limit

Last reviewed on:	24 March 2025	
Reviewed By:	Stephen Wash	
Signature		
Next review due by:	24 March 2026	
REVIEW EVERY 3 YEARS	REVIEW EVERY 2 YEARS	REVIEW YEARLY

Review Panel	
Director	Stephen Wash Joanna Wash
Principal	Steve Wash
Pathway Managers	
Student Council	
External Input	Model-Policy-for-allergy-management-at-school-v318.01.pdf (bsaci.org) Allergy guidance for schools - GOV.UK (www.gov.uk) Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk) Sunscreen and sun safety - NHS (www.nhs.uk)

Change History			
Version	Date	Change Agent	Details of Change
1.0	03/11/2021	Stephen Wash	Initial Issue
1.1	28/07/2022	Stephen Wash	Adoption of DfE Templates as appendices Addition of entries re Adrenaline Auto Injectors (Epi Pens) and Allergens Addition of Sun Safety Section 7.
1.2	15/04/2024	Stephen Wash	Addition of Principal's responsibility for specialist training. Addition of Principal's responsibility to scrutinise potential students re medical needs. Addition of sensory diet requirements (all amendments shown in red type)
1.3	30/04/2024	Stephen Wash	Removal of reference to Supporting Learners with Medical Needs Policy . Now included into this policy.
1.4	24/03/2025	Stephen Wash	Addition of further first aiders

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Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff 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

1. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [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 of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed First Aid lead is displayed on the main information notice boards in all buildings and displayed near the first aid boxes.

They are responsible for:

- 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

First aiders are trained and qualified to carry out the role (see section 7) 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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed around the school.

3.4 The Principal

The Principal 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)
- Ensuring that any specialist needs are catered for and that staff have received the correct training prior to learner admission.
- Making a needs assessment of any potential learners in conjunction with other senior leaders.

3.5 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the principal or their manager of any specific health conditions or first aid needs

3. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- 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 School Office Manager will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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 the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

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

- Reception (at the desk)
- School vehicles

6. Allergies and Adrenaline Autoinjectors

6.1 Adrenaline Auto Injectors (also Known as Epi pens)

Some students with a severe allergic condition which requires the use of an Adrenaline Auto Injector require additional safety measures to be taken:

- Storage of AAI's
Students should carry two AAI's with them at all times. If the student is unable to carry pens/ medication/inhalers themselves (e.g. primary school aged pupils) this medication should be stored safely but should be easily accessible in the event of an emergency and not locked away. Ensure that these are labelled for identification of the pupil e.g. with their name and photograph and Allergy Action Plan.
- Ensure that students know where their medication, AAI's and inhalers are at all times.
- Staff should support students who demonstrate maturity and have had appropriate training to carry their own AAI's, medication and/or inhalers.
- Expiry dates
 - It is the parents' responsibility to ensure that the child's AAI's are within the expiry date, however it is good practice for schools to schedule their own regular checks of medication
 - Parents and schools can register AAI's on the manufacturer's websites to receive text alerts for expiry dates
 - Schools should return expired medication to parents for safe disposal
 - Any sharp items such as AAI's should be disposed of safely using a sharps disposal box
 - If there is a time during which schools are closed for long periods, eg the 2020/21 COVID-19 lockdowns, it is likely that medication will have expired so it is essential that staff check the expiry dates of AAI's as these may need replacing
 - Note that the dose of AAI can vary according to the child's weight, so as the child grows the correct dose required may change from a junior to adult

Should Falcons Learning recruit a learner with anaphylaxis the Principal will ensure that the school has spare adrenaline auto injectors and that staff are adequately trained in their use.

6.2 Allergens

Catering at school

As part of school's duty to support children with medical conditions, they must be able to provide safe food options to meet dietary needs including food allergy. Catering staff should be able to identify pupils with allergy and be able to provide them with safe meals.

Falcons Learning understands that some learners require a sensory based diet due to their individual needs. This will be catered for.

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products. Schools can therefore identify whether a food product is safe for allergic pupils to eat.

School menus should be available for parents to view with the ingredients clearly labelled.

Handling allergens and preventing cross contamination

Ensure that catering staff keep in contact with food suppliers as ingredients may change. Some product ingredient lists contain precautionary allergen labelling, i.e. "May contain". It is down to individual preference whether pupils consume products labelled as 'may contain', and this should be included on the Individual Healthcare Plan.

7.0 Sun Safety

This policy represents the agreed principles for sun protection throughout Falcons Learning and continues to reflect our status as a Healthy School.

We want our staff and pupils to enjoy the sun safely. We believe that sun safety is important to ensure that pupils and staff are protected from skin damage caused by the harmful ultraviolet rays in sunlight. We will work with staff, pupils and parents/guardians to achieve this.

Education

- All pupils will learn about sun safety and protecting their skin through curriculum opportunities at least once a year.
- We will talk about how to be 'SunSmart' in assemblies at the start of the summer term every year.
- At the beginning of the summer term every year, parents/guardians will be sent a letter reminding them of the dangers of sun exposure and preventative measures, and informing them of our sun safety policy. It will explain what the school is doing about sun protection and how parents/guardians are asked to help.
- Staff will be reminded in April every year about the schools sun safety policy
- Pupils will be told to about the importance of drinking more water when it is hot and will be encouraged to bring water to school and to make use of water coolers / drinks stations.
- We will regularly remind pupils, staff and parents/guardians about sun safety through newsletters and letters regarding educational visits and activities for pupils.
- Staff will be encouraged to praise pupils that adhere to sun protection guidelines.
- Staff will be encouraged to remind pupils of the need for sun protection during social times if they are ignoring guidelines.

Protection

We will provide an environment that enables pupils and staff to stay safe in the sun.

Shading

- Staff will encourage pupils to use shady areas of the school and its grounds during breaks, lunch hours, sports days and trips out.
- We will hold outdoor activities in areas of shade whenever possible.

- Children will be encouraged to spend time in the shade on hot/sunny days, shaded areas can be found on the school field and on the grass verge on the playground.
- We will work towards increasing the provision of adequate shade for all pupils and staff, by providing additional shade using sails, parasols etc. on the playground during the summer term.

Timetabling

- If the sun is too hot sport lessons or any outdoor lessons will be held indoors, will be held under shade or will have their time slot changed.

Clothing

- We will actively encourage all pupils to wear a sunhat (ideally with a protective back flap) when playing outside.
- Staff can wear hats when on outdoor duty or delivering lessons outdoors.
- Pupils will wear t-shirts during PE or outdoor lessons to cover up their shoulders.
- We will encourage staff and parents/guardians to act as good role models by practising sun safety
- Parents/guardians will be asked to ensure their children wear appropriate cover clothing during sunny periods

Sunscreen

- The use of factor 30+ all day sunscreen will be encouraged across the whole school day and during outdoor school trips or visits.
- We will remind parents/guardians to provide their child(ren) with sunscreen for school trips and events.
- We will hold a stock of sunscreen in the school.
- Parents/guardians will be asked to apply sunscreen to their children before they come to school.
- Parents/guardians will be asked to provide their child(ren) with their own sunscreen to bring to school so that they can apply it themselves.
- The pupils will be encouraged to apply sunscreen themselves before playtimes and lunchtimes.
- Pupils will be supervised with the application of their sunscreen.

Staff

- Staff will be encouraged to wear sunscreen during PE or outdoor lessons and when on out door duties.

8.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury the electronic form is available [here](#)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the first aider
- Records held in the first aid and accident book 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.

8.2 Reporting to the HSE

The first aider 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 Principal 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)

<http://www.hse.gov.uk/riddor/report.htm>

9 . Training

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 3).

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

10. Monitoring arrangements

This policy will be reviewed by the Principal every year.

At every review, the policy will be approved by the Principal on behalf of the Directors of the company.

11. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

Appendix 1: list of First Aiders

Staff member's name	Role	Contact details
Stephen Wash	Principal	
Joanna Wash	Business Manager	
Georgia Wash	Business Manager	
Kyrie Steeley*		
Jo Smith-Fox*		
James Clark*		
Andy Wedgwood*		
Tanya Poulton*		

*Course booked for 7th 8th April 2025

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			

Name of person attending the incident			
Signature		Date	

Appendix 3

Individual Health Plan

Name of school/setting
 Child's name
 Group/class/form
 Date of birth
 Child's address
 Medical diagnosis or condition
 Date
 Review date

Family Contact Information

Name
 Phone no. (work)
 (home)
 (mobile)
 Name
 Relationship to child
 Phone no. (work)
 (home)
 (mobile)

Clinic/Hospital Contact

Name
 Phone no.

G.P.

Name
 Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 4

Template B: parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting 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

[agreed member of staff]

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

Signature(s)_____

Date_____

Appendix 5

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	/ /
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Appendix 8

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely