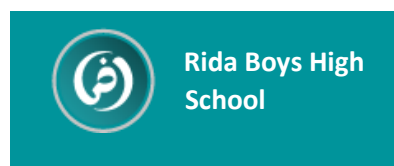


First Aid, Illness and Medical Emergency Policy

2025-2026

Paradise Rida Schools Trust



Approved by:	Governors	Date: Sep 2025
Last reviewed on:	Sep 2025	
Next review due by:	Sep 2026	

Aims

Paradise Rida Schools Trust places the highest priority on pupil safety and well-being. This policy sets out our practices in relation to illness and medical emergency.

Background information/defining terms:

Definition: Pupils' medical needs may be broadly summarised as being of two types: (a) Short-term affecting their participation in school activities when they are on a course of medication; (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale: LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis (in place of parents) and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the Shropshire Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible.

Our Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer long-term medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- parents will keep school informed of any long-term medical conditions.
- where parents have asked the school to administer medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required **four times a day**, and will only administer it **one hour before lunch time**. School will not administer medicines in which the dosage is required **three times a day**. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. Parents/carers will be asked to complete a medicine form before medicine will be administered. School will not administer Calpol/infant paracetamol or infant ibuprofen unless it is prescribed by a GP. This is in line with LA advice.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Policy into Practice

Children with long-term medical conditions e.g. asthma, diabetes, allergies.

See Asthma policy.

- Careful records will be kept of all children who have specific medical needs.
- Details will be shared with all staff and TAs.
- Supply teachers will be informed of any medical conditions relating to children in their care.
- Information is shared using an A4 medical information form – these are kept in the child's classroom and displayed in the staff room.
- School and parents/carers will maintain close links to make sure the child is receiving appropriate care at all times. School expects parents/carers to notify us of any changes affecting a child's condition and/or treatment.
- Class teachers will carry out necessary Risk Assessments with due regard for children with long-term medical conditions.
- Children with Type 1 Diabetes will be supported by the specialist nurse and trained staff in school. A rota of trained staff will be in place at all times to provide full-time support for children with Type 1 Diabetes. Staff will receive training to support monitoring and management of diabetes. It is the head teacher's responsibility to insure that training is up-to-date and that the child has a trained member of staff available at all times.
- Children who need to have medication with them (e.g. epipen) will have their medicine stored in a named container/bag. This will usually be stored in the classroom. The child will carry their bag with them into the dinner hall and out to playtimes/PE sessions. The class teacher is responsible for taking the bag out on school trips or for lessons outside the classroom.
- Children's inhalers (to treat asthma) are stored in a class asthma bag (orange bag) and this bag is taken out for PE, playtimes, trips etc. The child's inhaler will be named and stored with their spacer. *See asthma policy.*

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course. Whole school epi-pen training will take place annually. Training by the diabetic specialist nurse, Beth Hughes, will take place as and when the treatment for or condition of children in school changes.

Informing parents/carers of protocol surrounding illness and exclusion.

Illness

- Initially, parent/carers are made aware of illness and sickness procedures at their child's induction session prior to starting school.
- Parents/carers are asked to remember your child needs to be well to attend school. We expect all our parents/carers to respect this.
- We ask all parents/carers to remember that no child is able to return to school before 48 hours has elapsed since the last episode of vomiting or diarrhoea.
- Children are expected to manage their own personal hygiene when they have a cold e.g. blowing their own nose and wiping it with a tissue.
- Any necessary information regarding infectious diseases will be relayed to parents in the event that this becomes necessary.
- If a child arrives at school and is clearly unwell or is known not to have had the required exclusion time from school, staff reserve the right to ask the parent/carer to take the child home until they are fit to attend.

Dealing with illness in school

- If a child becomes ill whilst in school, a member of staff will comfort and reassure the child (minimising the risk of cross infection with member of staff and other children within school), while another member of staff (ideally the child's class teacher) will contact the child's parent/carer or known contact and ask them to collect the child as soon as possible.
- If there is no response from the child's parent/carers or known contacts staff will keep trying to make contact whilst the child is kept comfortable and safe within school.

Dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- If the child is bleeding heavily or could be in further danger ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

The main first aid boxes will be checked regularly, half-termly, and refilled by either the person nominated to check them, a senior manager or Health and Safety officer, any missing items will be noted and replaced as soon as possible. A first aid kit is taken on all outings. If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to.

All first aid kits are checked on a monthly basis by a nominated person or the health and safety representative.

There is always at least one first aider on site at all times. We aim to have all permanent staff trained in first aid as soon as possible. All accidents are recorded on a sheet, which includes details of the injury and a body map. A record sheet containing name & date of all accidents/incidents is kept in the accident/incident file.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

Dealing with a medical emergency

If a medical emergency occurs at school, the child will receive appropriate care and treatment by a qualified paediatric first aid member of staff. The child's injuries or medical condition will be assessed and the child will be comforted and reassured by an appropriate staff member.

The First Aider will assess the situation and review whether the parent/carer should be informed of the situation and/or whether hospital treatment is required.

If the assessment shows that the parent/carer should be informed but the child does not need to be removed to hospital, the person who administered the First Aid – where possible - will inform the parent/carer of the injury/medical condition and discuss whether or not the child needs to go home.

In case of medical emergencies where it is deemed necessary to remove a child to hospital by ambulance, the parent/carers will be contacted immediately and informed of their child's accident and removal to hospital. A member of staff will accompany the child to the hospital and liaise with the child's parent/carers there. Additional staffing cover will be provided if necessary. A member of staff at school will continue to make contact using the child's known contact numbers.

Reporting an Accident/ Incident

We classify an incident as something we did not see.

If it is an incident it will be investigated by a member of staff and appropriate action taken. If it is decided by school staff that the incident was not deliberate there does not need to be further action. If the incident involved inappropriate behaviour then the situation will be dealt with in accordance with our behaviour policy.

All accidents and incidents are recorded in the accident and illness book located in the school office, ground floor and first aid room, 2nd floor. The reporting slip will be given to the child to take home. This depends on the injury caused and staff will use their professional judgement as to whether the parent needs to be informed either by

telephone or in person. If it is a serious injury or one that needs medical assistance the parent will be informed immediately.

An incident form can also be used to record something: which happened that could have been dangerous; actions deemed as unwanted behaviour or an action which could cause damage, loss or injury.

Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

In the event of a serious accident/injury or death of any child in the school's care, Ofsted and Shropshire's Initial Contact Team will be informed and we will act on advice given.

RIDDOR will be informed in the case of serious injuries, diseases or dangerous occurrences. RIDDOR 1995 place a legal duty on employers, self-employed people and people in control of premises to report work related deaths, major injuries or over-three-day injuries, work-related diseases and dangerous occurrences. It is the responsibility of the Head teacher to inform RIDDOR calling the incident centre on 0845 3009923.

School Staff

Please add details of your first aid trained staff and where their certificates are also information around where the first aid boxes are.

- First aid trained staff information is located on the notice boards on each floor. Staff First Aid certificates are stored in the office.
- It is the responsibility of the head teacher to make sure all the members of staff are up-to-date with their First Aid training.
- First Aid kits are located in the Medical room, Reception, 1st floor, Hall, 2nd floor and Kitchen.
- All staff are to inform the class teacher of the affected child if an accident has been entered into the accident book. The head teacher should be informed if a member of staff receives First Aid. The head teacher is to regularly check Risk Assessments and reflect on them in the light of any incidents – making changes where deemed necessary.
- All staff have access to each child's enrolment form which informs them of any medical conditions the child might have, and all contact numbers for that child. All staff are aware that the enrolment form needs to accompany a child if the child is removed to hospital by ambulance and parents/carers are not present.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.