



# HOE VALLEY SCHOOL

## FIRST AID AND ADMINISTRATION OF MEDICINES POLICY

Person Responsible: Head Teacher  
Date Adopted: September 2015  
Date of last review: Spring 2025  
Date of next review: Spring 2026

*To be read in conjunction with the Supporting Students with Medical Conditions Policy and the Infection Control Policy*

### 1. INTRODUCTION

This policy outlines Hoe Valley School's (HVS) responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy will be kept on the shared drive.

The aims of this policy are:

- To identify the first aid needs of HVS in line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003 /2006) and the guidance offered by Surrey County Council
- To ensure that first aid provision is available at all times while people are on HVS premises, and also off the premises whilst on educational visits
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the HVS's First Aid and Administration of Medicines arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **2. ORGANISATION**

The duties and responsibilities have been assigned to staff and governors as laid out below:

### **2.1. Responsibilities of the Board of Governors**

As the employer, the Board of Governors has overall responsibility for First Aid in the school. As part of discharging its responsibilities, the Board of Governors will:

- Ensure adequate First Aid cover is provided as outlined in the Health & Safety [First Aid] Regulations 1981
- Ensure that First Aiders' qualifications, and insurance provided by HVS, are always up to date
- Monitor and respond to all matters relating to the health and safety of all persons on HVS premises
- Ensure all new staff are made aware of First Aid procedures

### **2.2. Responsibilities of the Head Teacher**

In addition to the general duties to which all Teaching Staff are bound, the Head Teacher has day-to-day responsibility for the development and implementation of First Aid treatment for all staff, students and visitors.

The Head Teacher shall:

- Be responsible for putting the school's policy into practice and for developing detailed procedures
- Ensure that all staff and parents are made aware of the first aid arrangements in place on the HVS site and any other sites regularly used by the school
- Ensure that all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

### **2.3. Responsibilities of the First Aiders**

The Head Teacher has delegated the administration of First Aid to a designated First Aid Officer. She will be assisted in her duties by other members of staff designated as First Aiders and Appointed Persons as listed in Appendix 1.

The First Aid Officer shall appraise periodically, the effectiveness of this First Aid Policy and ensure that any necessary changes are brought to the attention of the Head Teacher.

As part of discharging their duties, the First Aiders shall:

- Ensure that first aid cover is available throughout the standard school hours
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services
- Help fellow First Aiders at an incident and provide support during the aftermath

- Act as a person who can be relied upon to help when the need arises
- Ensure that their portable first aid kits are adequately stocked and to hand
- Insist that any casualty who has sustained a significant head injury is seen by professionals at a hospital, either by sending them directly to hospital or by asking parents to pick up a student to take them to hospital
- Ensure that parents are aware of all head injuries promptly
- Ensure that a student who is sent to hospital by ambulance is either:
  - accompanied in the ambulance at the request of paramedics
  - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
  - met at hospital by a relative
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison must occur with the Head Teachers' PA (who is in charge of cover), to ensure that lessons are covered in the event of an absent teacher.
- Ensure that everything is cleared away, used gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around
- Administer medicines with parental / carer consent
- Escalate to the Head Teacher any issues or problems of which they become aware regarding the implementation of this First Aid Policy.

#### **2.4. Responsibilities of Appointed Persons**

The Head Teacher will designate Appointed Person(s) as identified by the First Aid risk assessment.

An Appointed Person as detailed at Appendix 1 shall:

- Take charge when someone is ill or is injured and ensure that an ambulance or other professional medical help is summoned when appropriate
- Take responsibility for first aid arrangements, including the maintenance of first aid equipment stocks, first aider training and details of at risk students with specific health care needs or disabilities
- Assist the First Aid Officer or First Aider in administering first aid
- Administer medicines with parental / carer consent
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the Accident Book
- Escalate to the First Aid Officer and Head Teacher any issues that they become aware of regarding the implementation of this First Aid Policy

## **2.5. Responsibilities of Teaching Staff**

As part of discharging their duties, all teaching staff shall:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are
- Be aware of specific medical details of individual students when publicised by First Aid Officer
- Ensure that their students are aware of the procedures in operation
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Send for help to a First Aider as soon as possible either by a person or telephone or radio, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- Send a student who has minor injuries to a First Aider if they are able to walk where a First Aider will see them; this student should be accompanied
- Send a student who feels generally 'unwell' to the Medical Room unless their deterioration seems uncharacteristic and is causing concern
- Ensure that they have a current medical consent form for every student that they take out on a School trip/visit which indicates any specific conditions or medications of which they should be aware
- Have regard to their own personal safety

## **2.6. Responsibilities of all Support / Admin Staff**

As part of discharging their duties, all non-teaching staff shall:

- Call for a qualified First Aider, to treat any injured student
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Attend to students who simply do not feel well and inform their parents/carers to discuss the best course of action. The school will provide a quiet and comfortable place for the student to rest, away from the routines of the classroom or games field
- NOT administer paracetamol or other medications

### **3. ARRANGEMENTS**

#### **3.1. Risk assessment of first aid Needs**

In accordance with the Management of Health and Safety at Work Regulations 1999 (as amended) the school has made a suitable and sufficient risk assessment of the First Aid provision on the school site. This assessment is reviewed annually or when circumstances demand it.

#### **3.2 Re-assessment of first aid provision**

The school's monitoring will include:

- A review of the school's first aid needs following changes to staff, buildings and activities
- A review of the training needs for trained first aiders and appointed persons
- The provision of appropriate training where identified by the review
- Regular audit of first aid box contents

#### **3.3 First aid provision**

The risk assessment has identified an adequate provision of First Aiders as detailed at Appendix 1. Arrangements are in place to ensure that the required level of cover of First Aiders are available at all times when the school site is occupied.

Agreed procedures are in place to ensure that First Aiders are contactable and able to respond to incidents as promptly as possible.

#### **3.4 Qualifications of first-aiders**

All First Aiders will be trained to the required standard and will hold a valid certificate of competence issued by an organisation approved by the Health and Safety Executive (HSE).

Appointed persons will undertake emergency first aid training. All training is refreshed on a three year cycle and records of first aiders' training and certification dates are maintained.

#### **3.5 First aid materials**

Fully stocked first aid boxes, each stocked to recommended levels are located as detailed in Appendix 1. There is no mandatory list of items for a first aid box but the school has agreed on the provision of materials as listed at Appendix 4 as the minimum contents for first aid boxes. The responsibility for replenishment of first aid boxes shall rest with the First Aid Officer.

#### **3.6 Travelling first aid kits**

Off-site activities including curriculum lessons held off-site are subject to risk assessments which include an assessment of the first aid provision that may be required. A supply of portable first aid kits is available for such circumstances from the School Reception. The contents of travelling first aid kits should meet the minimum requirements as detailed in Appendix 4.

### **3.7 Disposal of clinical waste**

All staff to ensure clinical waste is disposed of in a responsible manner, clinical waste bags should be sealed before disposed of.

### **3.8 Hygiene/Infection control**

All staff take precautions to avoid infection and follow basic hygiene procedures. Staff have access to single – use disposable gloves, washing facilities and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

### **3.9 Medical Records and Conditions**

A student who is unwell should not be sent to school. The process for communicating this is in the **Attendance Policy**. A student who is taken ill, or who is feeling unwell during the school day will be given all reasonable care that can be offered.

On admission to the School all parents/carers are required to complete a Student Medical Information form for their student and should inform the school if and when these need to be updated.

Students with medical conditions that require an Individual Healthcare Plan (IHP) will be identified. Such plans will be governed by the policies and procedures contained in the **Supporting Students with Medical Conditions Policy**

A list of students with any medical conditions/allergies is compiled and this information is available on the G:Drive, uploaded to SIMS and copies are kept in the Medical Room. The list is reviewed at the beginning of the school year by the First Aid Officer. All dietary requirements are synced with our SIMS system and dietary information appears on the tills at lunchtime.

The school will provide the necessary care for students with asthma, epilepsy, diabetes and anaphylaxis. If necessary external professional advice will be sought to train the appropriate members of staff about the student and their condition and the staff will be made aware of any medical signs to look for that indicates the student is unwell. Any regular medication that is required throughout the day will be administered by a First Aider, following a written request from the parents.

Parents of students who suffer with a medical condition or food allergy who might require the administration of an AAI (such as an Epipen) will sign a form giving the school staff permission to use the pens in case of emergency. The student must carry the pen with them at all times. If required the First Aid Officer will keep a second AAI, provided by the parent/carer for each student in a clearly labelled box in the Medical Room such that it is easily accessible in the event of emergency.

### **3.10 Administration of medicines**

Parental or carer consent is required before the administration of any medicine. This consent must be in written form - electronically or by hand and the information required is contained in Appendix 4.

The only medicines that will be administered are:

- those that would be detrimental to a student's health if they were not to be administered during the school day
- those that have been prescribed by an authorised prescriber e.g. doctor, dentist, nurse
- paracetamol in specific situations See 3.14 below
- antihistamine in specific situations see 3.15 below

Any doses administered are recorded

### **3.11 Carriage and Storage of Medicines**

Any medicines (except paracetamol and antihistamine) that meet the above criteria should be transported and stored in accordance with the following procedures:

- All medicine will be delivered to/collected from the School Reception accompanied by the correct authorisation. It should be clearly marked with the name, dosage and storage instructions. All medicines must remain in their original containers and include any necessary equipment required to administer the medicine e.g. medicine spoons, oral syringes, syringes for injections, sharps containers
- All Medicines will be stored in the locked first aid cabinet or in the fridge which has restricted access
- All medicines that are needed at home (i.e. antibiotics) must be collected from the Medical Room by 4.00

### **3.12 Arrangements for Administration of Medicines**

- The First Aid Officer will agree with the Head Teacher, the relevant parent/carer and student the most suitable time(s) and place(s) for the administration of the medicine. The member of staff administering the medicine will verify the identity of the student by asking them two security questions (i.e. what is your date of birth and confirmation of home address or name of parent)
- Before any administration, the following checks will be made:
  - The name on the pharmacy dispensed label matches the name of the child/young person that the medicine is to be administered
  - The written parental consent form for administration of the medicine(s)
  - That the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label of the medicine container i.e. name of the medicine, formulation, strength and dose instructions
  - Any additional or cautionary information on the label which may affect the times of administration, give information on how the medicine must be administered, or affect performance e.g. an hour before food, swallow whole do not chew, or may cause drowsiness
  - The medicine administration record to ensure the medicine is due at that time and it has not already been administered

- The expiry date of the medicine (if one is documented on the medicine container or the pharmacy dispensed label)
- All the necessary equipment required to administer the medicine is available
- If there are concerns or doubts about any of the details listed above the member of staff will not administer the medicine. A check will be made with the student's parent/carer or a health professional before taking further action.
- All advice and actions will be documented, signed and dated.
- Staff will wash their hands before and after administration of medicines
- Immediately after the medicine has been administered the appropriate written records must be completed, signed and dated. These records will contain
  - The name of the child/young person
  - Date of birth
  - Medicine details (name, formulation, strength)
  - Dose administered
  - Date & time of administration
  - Name of the person administering the medicine.

### **3.13 Self-Administration**

If a student has the need of an inhaler or an AAI, they can use their inhalers and AAI as they need and these should be kept on their person unless written confirmation is provided to the contrary.

Any other self-administration of medicines by students can only be carried out as part of the written agreement/care plan between the student, their parents/carers and the School.

The written agreement must include:

- Whether administration requires supervision
- Medical advice with regard to self-administration by the student
- A termly review

Under no circumstances should students carry their own medication (except for inhalers and AAI's) during the school day. This is for the health and safety of all students in the School.

### **3.14 Paracetamol**

The School keeps a small supply of Paracetamol locked in the First Aid cabinet. This may be administered to relieve symptoms of pain or fever that start whilst at school such as:

- Headache - not associated with any head injury
- Toothache
- Dysmenorrhoea (painful periods)



- Sudden rise in temperature

Paracetamol will be only be administered under the following procedure:

- Written parental consent has been obtained in advance as to the circumstances in which paracetamol may be administered, and these circumstances apply. It is the responsibility of parents/carers to inform the School if they wish to withdraw or amend any consent previously given.
- No previous dose has been administered within the previous 4 hours
- The student is not on any prescribed medicine administered at school  
Administration is made by an authorised member of staff and in accordance with manufacturer's instructions
- Administration is recorded on the appropriate form
- The parents/carers of the students aged under 18 will be informed on the day of administration. The School will assess students 18 and older for their maturity and reliability and will not usually inform parents/carers unless a student is judged to be especially vulnerable.

### **3.15 Antihistamine**

The School keeps a small supply of Antihistamine locked in the First Aid cabinet. This may be administered to relieve symptoms of pain or fever that start whilst at school such as:

- Skin allergies
- Food allergies
- Hayfever
- Insect bites

Antihistamine will be only be administered under the following procedure:

- Written parental consent has been obtained in advance as to the circumstances in which antihistamine may be administered, and these circumstances apply.
- No previous dose has been administered within the previous 4 hours
- The student is not on any prescribed medicine administered at school
- Administration is made by an authorised member of staff and in accordance with manufacturer's instructions
- Administration is recorded on the appropriate form
- The parents/carers of the students aged under 18 will be informed on the day of administration. The School will assess students 18 and older for their maturity and reliability and will not usually inform parents/carers unless a student is judged to be especially vulnerable.

### **3.16 Off-site Administration**

The Party leader of any off-site activity will be made aware of any medical or dietary requirements of any student on that activity and take responsibility for the administration of any necessary medication.

### **3.17 Reporting accidents and record keeping**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents are reportable to the HSE. Fatal and major injury accidents must be notified to the HSE without delay (e.g. by telephone). The Chair of Governors should also be informed.

It is a requirement that this notification is then followed by the submission within ten days using online reporting form. Other accidents do not need to be notified immediately but they must be reported to the HSE using the same form.

Records of any reportable injury, disease or dangerous occurrence are kept in data protection compliant Accident Book which is securely located as detailed in Appendix 1

In an emergency a member of the Senior Leadership Team (SLT) will endeavour to contact the individual's parents or carers as soon as possible. Where students are requiring hospital treatment, depending on the injury or the illness, arrangements will be made for the parents to either take the student to hospital themselves or for them to meet the student at hospital.

A student requiring transfer to hospital will be accompanied by a responsible adult at all times.

Records will be kept of all medicines administered with parental/carers consent as noted above.

**APPENDIX 1**  
**SUPPORTING INFORMATION**

1. The Accident Record book for students is located in the Medical Room.
2. The Accident Record book for visitors and staff is located in the Medical Room.
3. First Aiders' names and locations are detailed below:

|                |                                     |
|----------------|-------------------------------------|
| Mrs T Wright   | Medical Room (Second Floor)         |
| Mrs L Johnston | Admin Office (Ground Floor)         |
| Mrs T Heapes   | School Reception (Ground Floor)     |
| Mrs F Cameron  | School Reception (Ground Floor)     |
| Mr W Inglis    | Sixth Form (Second Floor)           |
| Ms S Lucas     | Alternative Provision (Portacabins) |
| Ms I Keywood   | DT (Ground Floor)                   |
| Ms E Soares    | Sixth Form (Second Floor)           |
| Ms E Blythe    | Performing Arts (First Floor)       |
| Ms T Ahmed     | Science (Second Floor)              |
| Mr W Finch     | PE (Ground Floor)                   |
| Ms J Areington | MFL Office (Second Floor)           |
| Mr G Batchelor | PE (Ground Floor)                   |

4. First Aid Boxes are located in the following rooms

Reception  
Medical Room  
PE Office  
Food Tech (Including Burns Kit)  
DT  
Engineering Room  
Art/Textiles Room  
Art Room  
Staff Room  
English Office  
Science Prep Room  
Sixth Form

5. Additional First Aid Equipment

|            |                                  |
|------------|----------------------------------|
| AED        | Medical Room & Reception         |
| Stretcher  | Medical Room                     |
| Wheelchair | Storage Room on the Ground Floor |
| Crutches   | Medical Room                     |

**APPENDIX 2  
FIRST AID TREATMENT FORM**

**Date:** .....

| <b>Time arrived at medical room</b> | <b>Time returned to lessons</b> | <b>Student Name (including tutor group)</b> | <b>Details of Illness/Injury (including cause if applicable)</b> | <b>Treatment/Advice Given</b> | <b>Name of First Aider</b> | <b>Parent/Carer Contacted</b> |
|-------------------------------------|---------------------------------|---|--|-------------------------------|----------------------------|-------------------------------|
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |
|                                     |                                 |   |  |                               |                            | Yes/No<br>Verbal / Email      |

**APPENDIX 3  
RIDDOR FORM**

1. This form can be accessed electronically on the HSE website <https://notifications.hse.gov.uk/riddorforms/Injury>
2. The Health & Safety committee will meet at least termly as well as when there has been a reportable accident.

**PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES**

The school can only give your child medication when we receive this signed form from you and when the Head Teacher has agreed that school staff can administer the medication.

Student's Name: ..... Date of Birth: .....

Address .....

Contact Telephone No (s): .....

Name of Doctor & Telephone No: .....

I agree to members of staff administering medicines, first aid and emergency treatment to my child as directed below or in the case of an emergency, as staff may consider necessary.

I understand that I must ensure the medicine is taken to the school admin office and handed to a member of staff on arrival at school. I agree that it is my responsibility that the medication is collected at the end of the school day if it is required at home. I accept that this is a service which the school is not obliged to undertake.

I recognise that school staff are not medically trained.

| Name of medication | Dosage | Times to be Given | Last admin date |
|--------------------|--------|-------------------|-----------------|
|                    |        |                   |                 |
|                    |        |                   |                 |
|                    |        |                   |                 |
|                    |        |                   |                 |
|                    |        |                   |                 |

Special Instructions to be followed:

Signature: ..... (Parent/carer)

Print Name ..... Date .....

**APPENDIX 5**  
**FIRST AID BOX CONTENTS**

All First Aid Boxes should contain as a minimum

Basic First Aid Information Leaflet

10 Antiseptic wipes

3 dressings usually 1 small, 1 medium and 1 large (for covering wounds) ☒

20 waterproof, hypo-allergenic, plasters

5 wound dressings

1 sterile triangular bandages

1 crepe bandages (for supporting a sprain)

1 sterile eye pad dressings

Safety pins (for securing bandages)

2 pairs of disposable gloves

Disposable bag for waste

Foil blanket

Face shield

Surgical tape, such as Micropore (for holding a dressing in place)

Scissors (for cutting tape, plasters and bandages)

2 Instant ice pack

1 instant heat pack

Hand sanitiser ☒

Burn gel or burn dressing

1 vomit bag

1 eyewash pod

Tissues