



**MELBOURN VILLAGE COLLEGE
FIRST AID AND MEDICATION POLICY**

Date Reviewed: October 2024

Date of Next Review: October 2026

Reviewer: Head Teacher (C Bennet)

Date of ratification by Governing body : 13th March 2023

Document Control		
Edition	Issued	Changes from previous
1		New policy
2	Oct 24	Additional information (Appendix 2)
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy links to other school policies on: Health and Safety policy Educational Visits policy		Premises Manager Governors Head Teacher Reception staff

POLICY STATEMENT

The Governors of Melbourn Village College fully understand and accept their responsibilities under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for stakeholders of the school, so far as is reasonably practicable.

This policy statement should be read in conjunction with the school’s Health & Safety Policy which is available on the school website and our Educational Visits policy.

All employees should note that failure to discharge the obligations placed on them by this policy and associated procedures, or by any relevant statutory provision may lead to:

- i) Prosecution by the Health and Safety Executive, and/or
- ii) Disciplinary action under the school's disciplinary rules.

DESIGNATION RESPONSIBILITY

The **Governing Body** carries ultimate responsibility for ensuring that a First Aid Policy, which complies with current legal requirements, is in place and is regularly reviewed and implemented through efficient and effective procedures. The Governing Body exercises this responsibility through the Governors’ Resources Committee and through the Health and Safety Committee on which it is represented.

The Head Teacher is responsible for implementing the Policy and for all matters relating to health and safety in the establishment and is accountable to the Governors for these responsibilities. The Head Teacher may decide to delegate these responsibilities (but **not** the ultimate accountability) to the member of the Senior Leadership Team responsible for Premises or to other appointed persons.

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice Melbourn Village College will ensure:

A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account:

- The number of stakeholders on school site.
- The location of areas and high-risk parts of the school site.
- The full range of activities undertaken by staff and students on the school premises during the normal school day, and as appropriate, off-site, and outside normal school hours.

THE FIRST AID TEAM

The Reception Staff will be designated as the school's First Aiders and will have completed the full First Aid at Work course. They will administer first aid to those requiring it and organise an injured person's transfer to hospital should the need arise.

Any specific medical training such as the use of EPIPENS is included within the first aid qualification and a refresher is given annually by the Lead first aider.

The school also offers Emergency First Aid at Work training to those staff who wish to volunteer.

A full list of all staff with a first aid qualification is held within this policy (Appendix 2) . All qualifications are regularly reviewed, and refresher training organised as and when required.

DUTIES OF STAFF AND STUDENTS

All staff are made aware of first aid arrangements during the Health and Safety presentation which forms part of their induction process. In addition, staff are made aware, via SIMS, of all students who have a medical condition; this is strictly confidential and can only be accessed by staff. Reception issues each member of staff with medical slips so that students can be sent to the Medical Room should the need arise.

PARENTS

Parents and students are made aware of the procedures to follow if a student is not well enough to attend school or if they become unwell at school and need to be taken home.

If prescription medication is required by a student parents should first speak to the staff in Reception where they will be given the appropriate guidance or paperwork to complete.

ACCIDENT REPORTING AND STATISTICS

All records of first aid treatment are stored electronically within the school's IT network and are kept for a period of at least 3 years. These records contain the following information:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (eg hospital or returned to lessons).
- Name of the first aider or person dealing with the incident.
- Date/time recording of the incident
- Any follow up required.

Any incidents/accidents that result in an injury to a child or adult on the school premises must be recorded using the form linked below. This will also be used for recording when a student reports to Reception feeling ill.

<https://forms.office.com/e/5CHMr4NGLh>

If the incident is deemed sufficiently serious that it is reportable under RIDDOR, then the Premises Manager will complete the Cambridgeshire County Council's online reporting system.

Once a term, the Site Manager will be responsible for compiling accident statistics and presenting a report to the Head Teacher. During the term any trends of accidents and visits to the medical room are studied and acted upon as necessary.

FIRST AID ACCOMMODATION

This is located in a purposely designed space, next to the reception area. The room is fitted with a washbasin.

FIRST AID KITS

First aid kits are available at various locations across the school e.g. PE department, Food Technology (including blue plasters), Science (including eyewash), Technology and in the Site team office. The reception staff are responsible for stocking and checking the kits on a regular basis, ensuring stock is present and in date. Records are made of when the kits have been checked, this is held in Reception. Staff should inform Reception immediately if stock is low following use (see Appendix 1 for list of locations of first aid kits).

DEALING WITH SICK STUDENTS

If a teacher feels that a child is not well enough to continue working in school, a medical slip must be completed, and the child sent to the medical room. The student will remain in the medical room while their condition is assessed. They will either be sent back to class after a predetermined time or parents will be contacted to collect their child. If a student feels ill before school, during breaks or after school they must report to the medical room.

DEALING WITH ACCIDENTS

For serious accidents a member of staff should contact Reception by radio, telephone or in person or by sending another student and request a first aider to attend the scene.

For less serious accidents the student should be escorted to the medical room by a member of staff or another student and provide an explanation of what happened.

For serious incidents students should be sent to hospital and escorted by a member of staff in the absence of parents or guardians and act in loco parentis, the names and contact numbers of the parents must be provided to the ambulance crew in this situation. Before a student leaves in an ambulance the name of the hospital they are being taken to must be obtained.

Students **must** always be sent to hospital if they have received any of the following:

- wounds requiring stitches
- suspected fractures
- any amount of unconsciousness no matter how brief
- an electric shock

Head Injuries

Any student who receives a head injury will be issued with a head injury letter for their parent/carer completed by a member of the First Aid team. A copy of the letter, either paper or scanned in, will be kept on the student's file. The injury will be recorded by the First Aider on using the linked form. A telephone call home will be made to inform parents of the injury, and this will be recorded on SIMS.

ACTS OF VIOLENCE

When a student has been involved in an act of violence then it is advisable that the student is escorted to the medical room for an assessment with all relevant information to the incident reported.

ACTIVITIES OFF SCHOOL PREMISES

Please refer to points 1, 6 and further information contained within the school's Educational Visits policy.

PRESCRIPTION MEDICINES

- Students must ensure that they attend Reception to take their medication at the correct time. A first aider will check the student's records to see when the dose should be taken and whether the student has taken a dose recently, they will then give the medication to the student to self-administer. Staff have training in the use of an EpiPen. EpiPen are stored in a locked cabinet in the first aid room and in individually labelled boxes.
- Each time medication is taken the full details should be logged on SIMS.
- No student under 16 should be given prescription medicines without their parent's written consent administered by the school - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort should be made to encourage the student or young person to involve their parents while respecting their right to confidentiality.
- The school can hold an emergency adrenaline auto injector (AAI). The kit will include a list of the students permitted to use the emergency AAI if the need arises. These will be students who have been prescribed with an injector, usually with a diagnosis of anaphylaxis. Any use of an injector must be accurately recorded, and parents notified.
- The school has two Automated External Defibrillators (AEDs). One AED is located in the main office and the second is located in the Sixth Form Centre - these can be used during first aid when CPR is or may be required.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- The school will only accept prescribed medicines that are delivered to Reception by the student's parent/carer accompanied by the correctly completed paperwork, in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, prescribing doctor, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container;
- A new form must be completed by the parent/guardian if the dosage is changed.
- All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- School staff may administer a controlled prescribed medication to the student for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted;

- When no longer required, medicines should be returned to the parent to arrange for safe disposal.;
- The medication will be stored securely in Reception until the end of the course, when no longer required or when the expiry date has been reached, the parent/guardian must collect any unused medication. Sharps boxes should always be used for the disposal of needles and other sharps

Delivery of prescription medicines for staff:

The school will not normally accept delivery of prescription medicines for members of staff.

Staff must take all possible steps to avoid the delivery of prescribed medication to Melbourn Village College, for example by scheduling deliveries to outside of term time.

On rare occasions when the only other option is for the member of staff to be absent to the detriment of our students, we will take the responsibility for prescribed medicine delivered to Melbourn Village College for staff. This medication will be kept by the HR Manager, who will collect it from Reception, retain it in a locked cabinet and inform the member of staff of the delivery. There are no suitable lockable facilities in school for the storage of medication that requires refrigeration, thus responsibility for such medicine will not be accepted.

NON-PRESCRIPTION MEDICINES

Non-prescription medication such as paracetamol is not held by Reception. If a student becomes unwell during the school day, they will attend reception where a first aider will assess them. If the first aider considers the student would benefit from taking medication such as paracetamol, they will contact the parent/guardian for them to provide the appropriate medication or to take them home. Students must not carry their own supply of non-prescribed medication.

RESPONSIBILITIES

Employers are responsible for ensuring employees are suitable to work with children. Employees are also responsible for ensuring they are suitable to work with children e.g. seeking medical advice to confirm their suitability when taking prescription drugs.

REFERENCES

*All the references are available to view online at DfE Guidance on First Aid for Schools
websihttps://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf*

MONITORING AND REVIEW

This policy will be monitored and reviewed every two years to ensure it continues to meet the aims of the school.

Appendix 1

Location	Type of First Aid Box
Medical Room	First Aid Cupboard - Main Supply
Reception	First Aid Travel Kit First Aid Grab Bag x2 AED and AED Prep Kit
Site Team Office	First Aid Kit + Eye Wash Station
SEN Office	First Aid Kit
Science Prep Room	First Aid Kit + Eye Wash Station
PE Office	First Aid Kit
Food Technology	First Aid Kit Blue First Aid Kit
Kitchen	First Aid Kit

Appendix 2

MVC - First Aid Certificates

Name	Type of certificate	Epipen Trained	Course duration	Valid from	Expiry Date
Chloe Wombwell	First Aid at Work Level 3 award, British Red Cross	Yes	3 days	10.11.23	09.11.26
Melissa Lawrence	First Aid at Work Level 3 award, British Red Cross	Yes	3 days	12.01.24	11.01.27
Zoe Hatch	First Aid at Work Level 3 award, Everett Training Services	Yes	3 days	15.03.24	14.03.27
Adele Lord	First Aid at work, St Johns Ambulance	Yes	3 days	08.09.23	07.09.26
Hilary Forrester	First Aid at Work Level 3 award, British Red Cross	Yes	3 days	07.04.24	22.06.27
Kelly Coghlan	First Aid at work Paediatric (12 hours)	Yes	3 Days	10.03.2022	10.03.2025
Gemma Stuart	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	01.03.23	01.03.26
Hannah Wittkopp	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Jane Shepherd	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Tracy Brown	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Julie Gearon	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Nichola Smith	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Hannah Richardson	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Megan Brindley-Richards	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Georgina Butcher	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
John Barnes	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	16.03.23	16.03.26
Peter Soyza	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Neelakshi Fernando	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Andrea Woolf	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Victoria Keppey	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Zehra Shakespeare	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Zoe Millwood	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Silvana Vinci	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Leanne Deas	Emergency First aid at work Level 3 award, First Aid Awards Ltd	No	1 day	05.07.23	04.07.26
Hannah Witkopp	Full Advance Diabetic Training			01.09.23	01.09.24
Terry Brame	Full Advance Diabetic Training			01.09.23	01.09.24

Basic Diabetic Training					
Marta Gunner	Basic Diabetic Training			01.09.23	01.09.24
Kelly Coghlan	Basic Diabetic Training			01.09.23	01.09.24
Jane Briggs	Basic Diabetic Training			01.09.23	01.09.24
Megan Brindley-Richards	Basic Diabetic Training			01.09.23	01.09.24
Pam Jones	Basic Diabetic Training			01.09.23	01.09.24