

FIRST AID POLICY

This Policy was ratified by the Board of Directors on :	Autumn 2025
This Policy will be reviewed by the GLC Board on :	Autumn 2026

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

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First Aid Policy

1. Aims

The aims of our First Aid Policy are to:

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

2. General Policy Statement

- The Board of Directors of the GLC accept their responsibility under the Health and Safety [First Aid] Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the GLC.
- The Board of Directors recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- As part of the Government's agenda to improve the lives of children and young people and the updated guidance on Managing Medicines in Schools [replaces earlier Department of Education and Education Department of Health Supporting Pupils with Medical Needs 14/96 published 1996] this document is the First Aid Policy of the GLC.
- This policy looks to ensure that everyone, including Parents/Carers, is clear about their role in this respect. It further looks to, where appropriate, support children with medical needs to enable regular attendance. Students with medical needs will be identified by the SENCO and where appropriate an individual care plan will be discussed with parents/carers and relevant outside agencies to support the child in school.

3. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) advice from the Department for Education on [first aid in schools](#), [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.

This policy complies with the GLC's funding agreements and the GLC's Articles of Association.

4. Roles and responsibilities

1a. Statement of First Aid Organisation

The GLC's arrangements for carrying out the policy include eleven key principles:

1. Places a duty on the Board of Directors to approve, implement and review the policy
2. Place individual duties on all employees
3. To report, record and where appropriate investigate all accidents
4. Record all occasions when first aid is administered to employees, pupils and visitors
5. Provide appropriate equipment and materials to carry out first aid treatment
6. Make arrangements to provide training to employees, maintain a record of that training and review annually
7. Establish a procedure for managing accidents in each GLC academy which require first aid treatment
8. Provide information for employees on the arrangements for first aid
9. Undertake a risk assessment of all first aid/support for medical needs requirements of each GLC academy
10. Place a duty on Parents/Carers to provide medical information on their child if he/she has a diagnosed condition which would require support in school
11. Provide insurance to protect all first aiders' from claims/damages.

The GLC Board of Directors

The GLC Board of Directors has ultimate responsibility for strategic health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Heads of School and staff members.

In GLC schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid [PFA] certificate must be on the premises at all times.

The Head of School

The Head of School 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, Ofsted and /or the LA when necessary see **Appendix 5**
- In the event of the appointed person leaving or on long term absence the re-assignment of the responsibilities listed below accordingly.

Staff

All GLC 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 1** for all incidents they attend to where a First Aider is not called
- Informing the Head of School, the SSM or their line manager of any specific health conditions or first aid needs.

The First Aid Lead and First Aiders

The appointment of First Aiders within each academy within the GLC will comply with National Guidance on Assessment of First Aid needs. The Head of School of each GLC academy will appoint a member of staff to be the Appointed Person/First Aid Lead.

The GLC's First Aid Leads are as follows:

GLC Academy	First Aid Lead	First Aiders
Gateway Academy	Natalie Steel	G:\Shared drives\GLC Support Services\First Aid\First Aid Posters
Gateway Primary Free School	Elisha Ryan	G:\Shared drives\GLC Support Services\First Aid\First Aid Posters
Herringham Primary Academy	Donna Dennett	G:\Shared drives\GLC Support Services\First Aid\First Aid Posters
Lansdowne Primary Academy	Kathryn Luckin	G:\Shared drives\GLC Support Services\First Aid\First Aid Posters
Tilbury Pioneer Academy	Jo Allison	G:\Shared drives\GLC Support Services\First Aid\First Aid Posters

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
- Booking training
- Keeping records/safeguarding matrix/poster up to date
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

The First Aid Lead of each academy will inform all employees at the academy of the following:

- The arrangements for recording and reporting accidents
- The arrangements and agreed protocols for first aid
- Those employees with qualifications in first aid
- The location of first aid boxes

In addition, the First Aid Lead will ensure that signs are displayed prominently throughout of each academy providing the following information:

- Names of employees who are first aid certified
- All PE staff will be First Aid trained and have access to a First Aid kit and be responsible for risk assessing events and asking for more first aid cover if necessary
- Location of first aid boxes

First Aiders are trained and qualified to carry out the role 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 1**.

Where possible, first aid training will be undertaken to meet the needs of children/employees with identified special health needs or disabilities. SEND students and others who have more significant or severe special health needs or disabilities may need to be addressed in accordance with the Disability Discrimination Act.

In addition the First Aid Lead for the Gateway Academy will be responsible for the first aid kits on the academy's mini buses. Staff are given 1 first aid kit per group, there are also first aid kits kept on the minibus. Where pupils are travelling on a mini-bus a full first aid kit see **Appendix 1** will be carried. Staff using the mini-bus have a responsibility to inform the designated person that contents are low. Staff using their own vehicles should have a mini first aid kit with them.

Beyond this, on each GLC site – and dependent upon an assessment of first aid needs – the GLC will usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. Section 4.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 First Aid Regulations and the DfE guidance First aid in Schools, Early Years and Further Education <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

5. First aid procedures

5.1 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 [they may delegate this to a senior lead]
- In certain circumstances it may be prudent to contact the NHS 111 service for advice see **Appendix 1**.
- If in doubt an ambulance should be called. The decision of the qualified First Aider should override seniority in all cases
- If emergency services are called, the First Aid Lead will contact parents immediately
- The First Aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

5.2 Off-site procedures

Provision for first aid on an academy visit and journey will be determined by the risk assessment. There should be a separate section included in the risk-assessment for any pupil at risk of anaphylaxis taking part in any school trip or activity off school premises. Risk assessments for visits should be undertaken no longer than 2 weeks before visit occurs.

When taking pupils off the GLC premises, staff should ensure they have the following:

- A school mobile phone
- Full First Aid Kit see **Appendix 1**
- Information about the specific medical needs and any care plans of pupils:

- Pupils at risk of anaphylaxis should have their AAI [adrenaline auto-injector] with them, and there should be staff trained to administer AAI in an emergency
- Parents' contact details.

When transporting non GLC vehicles, the school will make sure the vehicle is equipped with a clearly marked first aid box.

For trips involving pupils from the Early Years, there will always be adequate supervision from First Aiders with current paediatric first aid [PFA] certificate on school trips and visits and to supervise eating, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least 1 First Aider on school trips and visits.

Provision for first aid on an academy visit and journey will be determined by the risk assessment.

5.3 Pupil Accidents involving their head

The Board of Directors recognise that accidents involving the student's head can be problematic because the injury may not be evident [e.g. internal] and the effects only become noticeable after a period of time. In all cases, parents/guardians will be notified by telephone and rec order on CPOMs.

Staff will follow the NHS guidance for head injury of concussion see **Appendix 3**.

5.4 Transport to hospital or home – Criteria for calling an emergency ambulance

- a) The Head of School of each GLC Academy will determine what is a reasonable and sensible action to take in the circumstances in each case
- b) Where the injury is an emergency an ambulance will be called. Following this, the parent will be called. It is sensible to discuss with the Emergency Services the destination hospital before phoning a parent as parents often are better placed to attend the receiving hospital. Due regard also has to be given to the estimated time of arrival of the ambulance
- c) Where hospital treatment is required but it is not an emergency, then the Head of School will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the Head of School may decide to transport the pupil to hospital
- d) Where the Head of School makes arrangements for transporting a child then the following points will be observed:
 - No individual member of staff should be alone with a child in a vehicle
 - The second member of staff will be present to provide supervision for the injured child this second member of staff should, ideally, be a First Aider
 - At least one member of staff should, ideally, be the same gender as the child.

NB – The GLC has an insurance policy which enables all staff to transfer students to hospital in their own cars in a medical emergency.

5.5 Management of Medicines in school

There is no legal duty requiring academy staff to administer medicines. At the GLC we administer medicines ensuring that:

- The medical need is diagnosed and clearly defined
- Agreement has been reached between Parent/Carer and the academy regarding needs
- Staff agree to administer such medications
- Staff are given appropriate training for such needs
- All medicines will be held in a designated place with clearly defined access
- Accurate records are kept in accordance with the policy.

5.6 Procedure for communicable diseases

The GLC Academies will follow the procedure laid down by the Local Authority. See Guidance of Managing Outbreaks and Incidence

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-outbreaks-and-incidents>

6. First aid equipment

6.1 At the GLC we have mini, full and critical incident kits.

Paracetamol and Anti-histamine are available in the office. Permission must be sought from parents or administered if advised by emergency services. No medication is kept in first aid kits.

Emergency Inhalers/ Defibrillators/AAI and Emergency Medicine are available at each academy.

All the GLC schools have access to an automated external defibrillator [AED] as part of their first aid equipment which should be kept and maintained in line with the Defibrillator Policy.

Staff are asked not to remove these items for educational visits.

Emergency inhalers are also supplied in Full First Aid KIts for educational visits.

Asthma Inhalers and Epi-pens are kept in the classroom or on the students at all times and 2 spares are kept in the Full First Aid Kit.

6.2 Materials, equipment and facilities

Each Academy within the GLC will provide materials, equipment and facilities as set out in National Guidance on First Aid.

The location of mini first aid containers are in:

a) Gateway Academy:

- Medical Room [including portable kits]
- Student services / Library
- Science Prep Room
- Technology, including Food Technology
- PE
- School kitchen
- Head of Year / Lead Coach Office for each year group
- Student Support Office

b) Lansdowne Primary Academy

- First Aid Room in the main office
- Every classroom
- Kitchen
- PE locations
- The Support Hub

c) Herringham Primary Academy

- Main first aid box is in the office
- Every classroom
- KS1 Hall/Year 2 cloakroom
- KS2 Hall

Trip first aid bags in the main office

Gateway Primary Free School

- Medical room in the main office, plus portable kits
- Nursery/Reception

- PE – portable kit
- School kitchen
- Third floor of school

d) Tilbury Pioneer Academy

- First Aid room in the main office, including portable kits
- Every classroom [a clearly marked box under teacher’s desk]
- Caretaker’s Office
- Kitchen
- Staffroom

The contents of the first aid kits will be checked on a termly basis by the Lead First Aider in each academy who is responsible for first aid at the end of each term as a minimum.

6.3 Medical facilities

Medical accommodation

We will provide suitable facilities in order to cater for the medical and therapy needs of pupils, including accommodation for:

- the medical examination and treatment of pupils; and
- the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility
- for pupils with complex needs, additional medical accommodation will be provided which caters for those needs.

It will always be readily available to be used for this purpose.

7. Record-keeping and reporting

7.1 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.

As much detail as possible will be supplied when reporting an accident using the form in **Appendix 1**. Details should include:

- Date, time and place of the incident
- Name of the person/pupil affected
- Details of the injury or illness
- What first aid was given
- What happened after the incident - for example, whether the pupil went home or returned to class
- The name and signature of the First Aider or person who dealt with the incident.

A copy of the accident report form will also be added to the pupil’s educational record on CPOMs for any more serious incidents such as bruises, sprains and ANY injuries to the head.

A copy of the accident report form will also be added to the pupil’s educational record on CPOMs for any more serious incidents such as bruises, sprains and ANY injuries to the head. In each EYFS classroom there will be a separate book that will need to be signed by parents at the end of each day. At primary schools a carbon copy book will be used while at The Gateway Academy an editable PDF form will be used. This will be monitored by the lead first aider on a weekly basis.

IN EYFS the parent will sign the carbonated paper and staff will upload the bottom signed carbonated paper via a photo to CPOMs to their child’s record

This will be monitored by the lead first aider on a weekly basis.

Children attending holiday schools or other sites for events, accidents should be recorded using the form in **Appendix 1a**. The information should be passed on to the parent at the time of the event and then added to the CPOMs.

Records held relating to accidents will be retained by the GLC until the pupil turns 21. This is to help protect the school against personal injury claims made by pupils.

The Lead First Aider will be responsible for all record keeping on first aid.

7.2 Reporting to the HSE

The First Aid Lead 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 First Aid Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay [i.e. by telephone] and followed up in writing within 10 days see **Appendix 5**.

All accidents to non-employees [e.g. visitors] which result in injury will be reported to the Board of Directors via email to Viki Reid.

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>

Reporting to Ofsted and child protection agencies

The Head of School 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 Head of School will also notify Thurrock Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.3 Notifying parents

The First Aid Lead will ensure parents are informed of accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

7.4 Training

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. Each GLC academy will keep a register of all trained First Aiders, what training they have received and when this is valid until see **Appendix 2**.

Staff are expected 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.

8. Mental Health first aiders

There is currently no legal requirement for Mental Health First Aiders [MHFA] in the workplace however the GLC is taking positive action to support staff by having a trained Mental Health First Aider in each school. Statistically 1 in 4 people have mental ill-health, and the GLC identifies with a qualified Mental Health First Aider in the workplace, employers, employees and colleagues may feel more confident about tackling mental health issues.

8.1 The role

In general, the role of a Mental Health First Aider in the workplace is to be a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the person to get appropriate help. As well as in a crisis, Mental Health First Aiders are valuable in providing early intervention help for someone who may be developing a mental health issue.

Mental Health First Aiders are not trained to be therapists or psychiatrists but they can offer initial support through non-judgemental listening and guidance. Mental Health First Aiders are trained to:

- Spot the early signs and symptoms of mental ill health
- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress
- Listen to the person non-judgmentally
- Assess the risk of suicide or self-harm
- Encourage the person to access appropriate professional support or self-help strategies. This might include encouraging access to internal support systems such as EAPs or in-house counselling services
- Escalate to the appropriate emergency services, if necessary
- Maintain confidentiality as appropriate
- Protect themselves while performing their role.

At no time does the Mental Health First Aider role [or anyone trained in MHFA skills] supersede company policy: first and foremost they are all employees of the company.

9. Monitoring arrangements

This policy will be reviewed by the GLC Board of Directors every 2 years. At every review, the policy will be approved by the GLC Board of Directors.

The DSL/SSM will review and monitor repeated incidents to influence risk assessment of all first aid/support for medical needs requirements of each GLC academy.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk Management policy
- Defibrillator policy
- Supporting Pupils with Medical Conditions

Appendix 1: Accident report form



Please type students name in subject of email

send form

Print Form

ACCIDENT/INJURY REPORT

Office use only: Incident No: 10/11-00 Risk Assessed Risk Reported to:

Date of incident: Time of incident: Date reported: Time reported: Reported By:

Incident was: (tick the appropriate box below)

ACCIDENT INCIDENT NEAR MISS FIRST AID/MEDICAL Did the incident involve physical violence: Yes No

If physical violence was used please tick then complete a statement and attach

Name of injured/at risk person: Student Staff Member Visitor/Contractor Date of Birth: Male Female

Witness: Witness: Request a statement - please tick box if attached





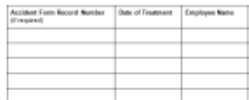













How did incident happen: (i.e.what was being done)

Where? (be specific) i.e. stairs by courtyard gate, door between red college art or walking along

Accident Reporting Form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
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			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Mini First Aid Kit [Bumbag]

					
Gloves	Tape scissors	Wipes	Ice pack	Accident papers	Triangular bandages
					
Trauma fix	Foil blankets	Reinforced skin strips	Small bandages	Steri pad	Finger bandage
					
Face shield	Hypoallergenic tape	Small plasters	Medium plasters	Large Plasters	Sick bowl

First aid kit

Full Emergency kit bag:



Emergency blankets
Poncho
Latex gloves
Epi pen x2
Ice packs
Yellow clinical bag
Sick bags

Mini first aid pack
Asthma inhaler kit
Whistle
Face mask
Accident slips carbon
Scissors
Pen

Critical Incident Bags

Critical Incident Bags



We have two critical incident bags on site. One bag can be taken offsite for **residential visits** and one bag remains on site. Please do not remove any items from these bags.

Red Critical Incident Bag



Megaphone	Water proof note book	USB wires
Heavy-duty gloves	Permanent markers	Triangular bandages
Hivis jacket	Incident controller strip	Multi tool
Emergency food ration	Surface and hand spray	Emergency contact numbers
Emergency drinking water	Whistles	Hazard type
Emergency foil blankets	Face masks	Phone charger
Wind up radio	Pack of batteries	Warm blanket
Wind up torch	Bandages	Scissors
Eye goggles	Emergency burns dressings	Microporous tape
Pacis nitrile gloves	Wound clearing wipes	Resuscitation shield
Safety light sticks	Walkie talkies	Waterproof plasters
Saline solution		

Appendix 2: First Aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Appendix 3: NHS guidance for head injury or concussion
<https://www.nhs.uk/conditions/head-injury-and-concussion/>

Appendix 4 - Emergency equipment

Emergency Inhalers/ Defibrillators/AAI/Emergency Medicine

School	Location of Emergency Equipment
The Gateway Academy	Defibrillators: one is at reception and one is at Technology Office Inhalers/Epi-pens are kept at student services
Gateway Primary Free School	Defibrillators - Main office & Year 6 corridors Inhalers and Epi Pen - Main office first aid room Emergency medication - Main office first aid room
Herringham Primary Academy	Defibrillators - main office and staff room Inhalers and Epi Pens – classrooms Prescribed medication (tablets) - in a locked cabinet in the main office
Lansdowne Primary Academy	Defibrillators - Main foyer & on the external wall of Year 6 Inhalers and Epi Pen - Main office first aid room Emergency medication - Main office first aid room
Tilbury Pioneer Academy	Defibrillator: outside admin office Inhalers and Epi Pens – classrooms Prescribed medication (tablets) - in a locked cabinet in the main office

The emergency anaphylaxis kit

From 1 October 2017 the Human Medicines [Amendment] Regulations 2017 allows schools to obtain, without a prescription, adrenaline auto-injector [AAI] devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI[s] can be used if the pupil's own prescribed AAI[s] are not immediately available [for example, because they are broken, out-of-date, have misfired or been wrongly administered].

It is good practice for schools holding spare AAIs to store these as part of an emergency anaphylaxis kit which should include:

- 1 or more AAI[s]
- Instructions on how to use the device[s]
- Instructions on storage of the AAI device[s]
- Manufacturer's information
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record.

Schools might like to keep the emergency kit together with an 'emergency asthma inhaler kit' [containing a salbutamol inhaler device and spacer].

Many food-allergic children also have asthma, and asthma is a common symptom during food-induced anaphylaxis. Severe anaphylaxis is an extremely time-critical situation: delays in administering adrenaline have been associated with fatal outcomes. Schools should ensure that all AAI devices – including those belonging to a younger child, and any spare AAI in the Emergency kit – are kept in a safe and suitably central location: for example, the school office or staffroom to which all staff have access at all times, but in which the AAI is out of the reach and sight of children. They must not be locked away in a cupboard or an office where access is restricted. Schools should ensure that AAIs are accessible and available for use at all times, and not located more than 5 minutes away from where they may be needed. In larger schools, it may be prudent to locate a kit near the central dining area and another near the playground; more than one kit may be needed. Any spare AAI devices held in the Emergency Kit should be kept separate from any pupil's own prescribed AAI which might be stored nearby. The spare AAI should be clearly labelled to avoid confusion with that prescribed to a named pupil.

Appendix 5 - Reporting specified incidents to the HSE, Ofsted and /or the LA

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

As an employer if someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR].

Not all accidents need to be reported – a RIDDOR report is only required when:the accident is work related, and it results in a reportable injury

Please refer to <https://www.hse.gov.uk/riddor/reportable-incidents.htm> for guidance

Reportable Incidents and Required Actions [EYFS Statutory Framework 2024]

Category	Reportable Incident	Required Actions	Level of Severity	Relevant Legislation / Guidance	Reporting Timeframe	Who to Notify
Child Safety & Welfare	Serious injury to a child while in care	Provide first aid, call emergency services, inform parents, record in accident log, review risk assessment	High	EYFS 3.78; RIDDOR 2013; Health & Safety at Work Act 1974	Within 14 days	Ofsted; Parents; RIDDOR (if applicable)
Child Safety & Welfare	Death of a child while in care	Contact emergency services, inform parents, preserve records, follow serious incident procedure	Critical	EYFS 3.78; Children Act 2004; Working Together 2023	Immediately (within 14 days)	Ofsted; Local Safeguarding Partners; Police
Health & Premises	Serious illness or notifiable disease outbreak (e.g. measles, meningitis, COVID-19)	Inform parents, follow health protection guidance, isolate cases, record incident	High	EYFS 3.44; Public Health (Control of Disease) Act 1984	Within 14 days (if closure or impact)	UKHSA; Ofsted; Parents

Health & Premises	Food poisoning affecting two or more children	Inform parents, identify cause, follow infection control, report	High	EYFS 3.78; Food Safety Act 1990	Within 14 days	Ofsted; Environmental Health
Health & Premises	Significant accident, injury, or hazard on premises	Make area safe, record incident, review risk assessment	Medium–High	EYFS 3.54; RIDDOR 2013	Within 14 days (if serious)	Ofsted; RIDDOR (if applicable)
Health & Premises	Premises damage or emergency closure (fire, flood, etc.)	Evacuate, ensure safety, inform parents, assess risk	High	EYFS 3.54; Health & Safety at Work Act 1974	As soon as practicable	Ofsted; Fire/Police (if applicable)

Appendix 6 - Administering medication protocols [primary]

1. Verification of the Child

Before any dose is given, staff must confirm the identity of the pupil through at least two checks:

- Identity Check: Confirm the child's full name and date of birth.
- Visual Confirmation: Use a photograph [if kept on the record] or have a known staff member verify the child's identity.
- Verbal Confirmation: Where appropriate, ask the child to state their name.

2. Pre-Administration Protocols

- Original Packaging: Only accept medication in its original container, clearly labelled by a pharmacist with the child's name, dosage, and expiry date.
- Written Consent: A parental agreement form must be completed and signed before any medication is administered.
- The "Six Rights" Check: Verify the Right Pupil, Right Medicine, Right Dose, Right Time, Right Route [e.g., oral], and the child's Right to Refuse.
- Timing for Antibiotics: Many schools only administer antibiotics if the dose is required four times a day [necessitating a lunchtime dose]. Three-times-daily doses can usually be managed at home.

3. Safe Administration and Recording

- Controlled Environment: Administer medication in a quiet, private space to avoid distractions and ensure confidentiality.
- Hand Hygiene: Staff must wash their hands before and after handling medication.
- Witnessing: Ideally, have a second staff member witness the administration to verify the dose and identity.
- Immediate Documentation: Records must be updated on the Medication Administration Record [MAR] immediately after the dose is taken. This should include the name of the child, date, time, dosage, and signature of the person administering.
- Observation: Monitor the child for several minutes following the dose for any signs of an [adverse reaction or side effects](#).

4. Storage and Disposal

- Secure Storage: Antibiotics requiring refrigeration must be kept in a locked, dedicated medical fridge. All other medications should be stored in a secure, non-portable cabinet.
- Return to Parents: Any leftover medication must be returned to the parents for safe disposal at the end of the course or school term.