

IMPACT ALTERNATIVE LEARNING

FIRST AID & MEDICINES POLICY – ELITE MASTER VERSION

Principal / DSL: Kate Willis (07903096598)

Deputy DSL: Kirsty Lampkin (07950115166)

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1. POLICY STATEMENT

Sets out arrangements for first aid and administering medicines to safeguard all learners, staff and visitors. First aid is immediate care until medical help is available.

2. LEGAL AND STATUTORY FRAMEWORK

Health and Safety at Work Act 1974; Management of H&S; Regs 1999; RIDDOR 2013; Equality Act 2010; Children & Families Act 2014; School Premises Regs 2012; DfE Medical Conditions guidance; Independent School Standards Part 3.

3. AIMS AND OBJECTIVES

Provide effective first aid; support pupils with medical conditions; ensure trained staff; clarify roles; maintain records and compliance.

4. ROLES AND RESPONSIBILITIES

Principal: implementation and staffing; Appointed First Aiders: respond, treat, record; Staff: summon help, follow plans; Parents: provide accurate medical info and medication.

5. FIRST AID PROVISION

Adequate trained first aiders based on risk; kits available and checked; cover for trips; designated medical space for assessment.

6. RISK ASSESSMENT

Reviewed annually and when changes occur (staffing, premises, curriculum, off-site activities).

7. ADMINISTERING MEDICINES

Only with written consent; prescribed, in-date, labelled; records kept; school may refuse if unsafe or unclear.

7.1 PARACETAMOL PROTOCOL

Non-prescribed medication not routine. Paracetamol only with prior written consent, correct dose, no recent dose, and full recording/parent notification.

8. MEDICAL CONDITIONS & IHCPs

IHCPs for long-term conditions; developed with parents/health professionals; emergency meds accessible.

9. ACCIDENTS, RECORDING & REPORTING

All incidents recorded; parents informed; RIDDOR reporting where applicable; records retained minimum 3 years.

10. DATA PROTECTION

Medical data treated as special category; secure storage; access restricted; GDPR compliant.

11. TRAINING

First aid training (incl. paediatric where relevant), refreshers, awareness for all staff; induction covers procedures.

12. OFF-SITE VISITS

Trip risk assessments include medical needs, trained staff, kits, emergency contacts and routes to care.

13. MONITORING & REVIEW

Annual review; audits of logs, kits, training and incidents; updates following guidance changes.

APPENDICES

Appendix 1 – Medical Emergency Plan (Individual)

Pupil Name / DOB / Condition / Triggers / Symptoms / Treatment Steps / Emergency Action / Medication / Signatures / Review Date

Appendix 2 – Request to Administer Medication (Consent Form)

Student Details / Medication (name, dose, timing) / Duration / Instructions / Side effects / Storage / Parent Signature / Date

Appendix 3 – Medication Log (Administration Record)

Date	Student	Medication	Dose	Time	Administered by	Notes

Appendix 4 – Head Injury Notification Template

Symptoms to monitor (headache, vomiting, dizziness, confusion, drowsiness, seizures). Advice to seek medical attention within 24 hours if symptoms present.

Appendix 5 – Paracetamol Consent

Written consent required for minor ailments; parent notified after administration; repeated need triggers parent-supplied medication.

Appendix 6 – Out-of-Date Medication Notice

Template letter requesting replacement of expired medication; disposal timeframe stated.

Appendix 7 – First Aid Incident Report

Incident details / Injury / Treatment / Outcome / Witnesses / Follow-up / Parent contact record