

ELEVATED

A Holistic Approach To The Education of Young People

First Aid and Medical Policy

1. Statement of Intent

ElevatEd is committed to providing a safe and healthy environment for all its pupils, staff, and visitors. This policy outlines our procedures for providing first aid in emergencies and for supporting pupils with medical conditions to ensure their full participation in the life of the provision.

We recognise that effective first aid and medical management are fundamental to our safeguarding responsibilities and to promoting the well-being and educational progress of every individual. We are acutely aware that pupils attending ElevatEd may present with a higher prevalence of complex or long-term medical conditions, and our approach is therefore proactive, individualised, and delivered with compassion and competence. This policy applies to all activities organised by ElevatEd, whether on or off the premises. It will be reviewed annually and updated as necessary to reflect changes in legislation, guidance, and the specific needs of our provision and its pupil cohort.

Signed: Mark Aitken

Date: 01.09.25.

Review 01.09.26.

Mark Aitken - Head of Provision

2. Legal Framework and Guidance

This policy adheres to:

- The Health and Safety (First-Aid) Regulations 1981
- The Education Act 1996
- The Children Act 1989 and 2004
- The Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

- Department for Education (DfE) guidance: "Supporting pupils with medical conditions at school" (2015)
- Department for Education (DfE) guidance: "Keeping Children Safe in Education" (KCSIE)
- Local Authority (Manchester City Council) health and safety guidance.

3. Roles and Responsibilities

3.1 The Head of Provision:

- Ensuring the provision has a robust First Aid and Medical Policy.
- Ensuring adequate resources (e.g., funding for training, equipment) are available.
- Monitoring the effectiveness of the policy and ensuring compliance with regulations.
- Overall responsibility for the day-to-day implementation and consistent application of this policy.
- Undertaking a needs assessment to determine first aid requirements.
- Appointing a competent First Aid Co-ordinator.
- Ensuring an adequate number of appropriately trained first aiders are available.
- Ensuring staff are aware of their responsibilities regarding first aid and supporting medical conditions.
- Liaising with parents/carers, healthcare professionals, and referring schools regarding individual pupil medical needs.

3.3 First Aid Co-ordinator:

- Lead Administrator
- Maintaining first aid supplies and equipment, ensuring they are in date and fit for purpose.
- Overseeing the training and re-qualification of first aiders.
- Maintaining records of first aid incidents and medication administration.
- Disseminating relevant medical information to staff on a 'need to know' basis.
- Managing Individual Healthcare Plans (IHPs).

3.4 Qualified First Aiders:

- Mark Aitken: First Aid at Work L3 - expiry July 2028

Alexandra McLoughlin: First Aid at Work L3 - expiry July 2028. Adult Mental Health: Workplace First Aider L3 - expiry March 2027

- Providing immediate and appropriate first aid care to pupils, staff, and visitors.
- Summoning emergency medical help when necessary.
- Accurately recording all first aid incidents.

Maintaining their first aid qualification through regular refresher training.

3.5 All Staff:

- Understanding and adhering to this policy.
- Knowing the location of first aid kits and who the qualified first aiders are.
- Being aware of pupils with medical conditions and knowing where to access their IHPs.
- Receiving relevant training to support pupils with specific medical conditions (e.g., administering auto-injectors).
- Reporting any concerns about a pupil's health or well-being to the relevant staff member.
- Completing basic first aid training or awareness where appropriate.

3.6 Parents/Carers:

- Providing the provision with full and up-to-date information about their child's medical conditions, allergies, and medication.
- Ensuring medication required at the provision is in date and supplied in its original packaging with clear dispensing instructions.
- Collaborating with the provision and healthcare professionals in developing and reviewing IHPs.
- Being available or arranging alternative emergency contact if required during the day.

3.7 Pupils:

- Taking responsibility for their own health and informing a member of staff if they feel unwell.
- Following instructions regarding their medication or medical management.
- Understanding and following provision rules regarding health and safety.

4. First Aid Provision

4.1 Needs Assessment:

- A comprehensive First Aid Needs Assessment will be conducted annually by the Head of Provision.
- This assessment will consider:
 - The number of pupils and staff.
 - The specific medical conditions of pupils and staff.
 - The nature of activities undertaken (e.g., workshops, physical education, off-site visits).
 - The layout of the premises and location of different areas.
 - The proximity to emergency medical services.
 - Any particular hazards identified in risk assessments.

4.2 Qualified First Aiders and Training:

- A sufficient number of staff will be trained to at least Emergency First Aid at Work (EFAW) level.

- Additional staff may hold full First Aid at Work (FAW) qualifications or specific training for individual medical conditions.
- All first aid qualifications will be regularly refreshed as per awarding body requirements (e.g., every 3 years for FAW/EFAW/PFA, annual refreshers for specific medical conditions).

4.3 First Aid Facilities and Equipment:

- Clearly identifiable and accessible first aid kits will be located throughout the provision at designated points (e.g., reception, staff room, workshops, outdoor areas).
- All first aid kits will be appropriately stocked as per HSE guidance and regularly checked by the First Aid Co-ordinator.
- A designated first aid room/area will be available for privacy and minor treatment, equipped with a couch, sink, and access to drinking water.
- Appropriate personal protective equipment (PPE), such as disposable gloves, will be readily available in all first aid kits.

4.4 Responding to Incidents:

- **Minor Incidents:** Staff will provide basic first aid. All incidents, no matter how minor, will be recorded in the First Aid Log.

Serious Incidents/Emergencies:

- The nearest qualified first aider will be called immediately.
- If a serious injury or illness is suspected, **emergency services (999)** will be called without delay.
- The Head of Provision/First Aid Co-ordinator will be informed immediately.
- Parents/carers will be contacted as soon as practicable.
- Staff should not move a seriously injured person unless they are in immediate danger.
- A senior member of staff will accompany the pupil to the hospital if parents/carers cannot attend immediately.
- **Recording:** All first aid incidents, no matter how minor, will be recorded in the First Aid Log Book. More serious incidents will be fully documented on an accident report form and potentially reported to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if the criteria are met.

5. Managing Medical Conditions

5.1 Individual Healthcare Plans (IHPs):

- For pupils with long-term or complex medical conditions (e.g., asthma, epilepsy, diabetes, severe allergies, mental health conditions), an **Individual Healthcare Plan (IHP)** will be developed in collaboration with the pupil, parents/carers, relevant healthcare professionals (e.g., GP, school nurse, consultant), and the referring school (for dual-registered pupils).
- IHPs will detail:
 - The medical condition and its symptoms.
 - Its impact on the pupil's learning and participation.
 - Triggers and warning signs.
 - Specific medication to be administered (dose, timing, method).
 - Emergency procedures and who to contact.
 - Roles and responsibilities of provision staff, parents, and healthcare professionals.
 - Storage requirements for medication.
- IHPs will be reviewed at least annually, or sooner if there is a change in the pupil's condition, medication, or upon re-entry to the provision after a significant absence.

5.2 Information Sharing and Confidentiality:

- Relevant medical information from IHPs will be shared with staff on a 'need to know' basis to ensure the pupil's safety and well-being.
- Staff involved in providing care will be fully informed and receive appropriate training.
- All medical information will be handled in accordance with the provision's GDPR Policy and data protection principles, maintaining strict confidentiality.

5.3 Administering Medication:

- **Prescription Medication:** Will only be administered by designated, trained staff, as agreed in an IHP and with written parental consent. Medication must be in its original packaging, clearly labelled with the pupil's name, dosage, and frequency. A record of every dose administered will be kept.
- **Non-Prescription Medication:** Generally, the provision will not administer non-prescription medication. In exceptional circumstances, parental consent and an assessment of need will be required, and the medication will be stored and administered safely with a record kept.
- **Self-Administration:** Pupils may be permitted to self-administer medication (e.g., asthma inhalers, EpiPens) if deemed competent to do so in their IHP, but this will be monitored.
- **Storage of Medication:** All medication (except emergency medication like inhalers or auto-injectors that need to be immediately accessible) will be stored securely in a locked cabinet, accessible only by authorised staff, and protected from misuse.

5.4 Emergency Procedures for Specific Conditions:

- Clear emergency protocols will be in place for common severe conditions such as anaphylaxis, severe asthma attacks, and epileptic seizures.
- Relevant staff will receive specific training (e.g., administering EpiPens, rescue medication for asthma).
- Emergency medication will be readily available and accessible to relevant staff.

5.5 Mental Health and Well-being:

- While not always requiring direct first aid, the provision recognises that mental health issues can impact a pupil's physical health and require support.
- Staff will be trained to identify signs of mental health distress and know how to access appropriate support services (internal or external).
- For pupils with diagnosed mental health conditions, these may be addressed in their IHP, outlining support strategies.

5.6 Pupils Joining from Other Settings:

- For pupils transitioning from other provisions or mainstream schools, robust procedures will be in place to ensure timely and comprehensive transfer of medical information and IHPs.
- Liaison with the referring school and parents/carers will occur prior to entry to ensure all medical needs are understood and planned for.

6. Off-Site Activities and Educational Visits

- Comprehensive risk assessments for all off-site activities will include detailed first aid and medical arrangements.
- An adequate number of appropriately trained first aiders will accompany all visits, and access to necessary medication (e.g., IHPs, EpiPens) will be ensured.
- Emergency contact information for all pupils will be readily available to trip leaders.
- For overseas visits, appropriate travel insurance and medical advice will be obtained.

7. Infectious Diseases

- The provision will follow guidance from the UK Health Security Agency (UKHSA) and local public health authorities (Manchester City Council Public Health) regarding the management and prevention of infectious diseases.
- Clear procedures for reporting infectious diseases, managing outbreaks, and advising on exclusion periods will be in place.
- Emphasis will be placed on good hygiene practices (e.g., handwashing) and maintaining a clean environment.

8. Record Keeping

- **First Aid Log Book:** All first aid incidents, no matter how minor, will be recorded. This includes date, time, nature of injury/illness, treatment given, name of first aider, and any follow-up actions.

- **Accident Report Forms:** For more serious incidents, a detailed accident report form will be completed.
- **Medication Administration Records:** A clear record will be kept of all medication administered, including pupil's name, medication, dose, date, time, and signature of administering staff.
- **Individual Healthcare Plans (IHPs):** Securely stored and regularly updated.
- All records will be maintained in accordance with the provision's GDPR Policy and Data Retention Schedule.

9. Policy Review

This policy will be reviewed annually by the Head of Provision. The review will consider:

- Changes in relevant legislation, DfE guidance, or health authority advice.
- Lessons learned from first aid incidents or the management of medical conditions.
- Feedback from staff, pupils, parents/carers, and healthcare professionals.
- The specific and evolving medical needs of the pupil cohort.