

KENSINGTON  
PARK SCHOOL

## **Medical and First Aid Policy**

The purpose of this policy is to outline the first aid needs assessment procedure for the School and the arrangements in place to provide adequate and appropriate first aid and medical care to students, staff, parents and visitors to Kensington Park School and applies to all associated commercial and support activities.

The policy is governed by the by the latest guidance from the Department for Education and Employments documents. The policy has been prepared with reference to the 'Department for Education Guidance on First Aid for schools' and the health and safety legislation which places duties on employers for the health and safety of their employees and anyone else on the premises:

- Guidance on First Aid for Schools (February 2022)
- Keeping Children Safe in Education (2024)
- The Health and Safety (First-Aid) regulations 1981.
- Supporting pupils with medical conditions at school (August 2017)

Related School Policies:

- Health and Safety Policy.
- Risk Assessment Policy.
- Mental Wellbeing policy.

### **REVIEWED BY:**

Anne Davies	Registered General Nurse RGN	<b>Reviewed February 2025.</b> <b>Next Review February 2026</b>
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## **1. AIMS AND OBJECTIVES**

The aims and objectives of this policy are to:

- Ensure that suitably qualified first aiders, and appropriate first aid resources, facilities, and provisions, are always available and present for people who are on the school premises.
- Ensure that First aid is available for students and staff whilst off the premises on educational visits or at away matches/competitions.
- Ensure every student, member of staff and visitor receives appropriate first aid in the event of illness or an accident.
- Ensure appropriate medical care is in place for all students, including boarders.
- To make the school's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## **2. ROLES AND RESPONSIBILITIES**

### **Governance and general responsibilities**

- The Kensington Park School Advisory Board has a structure in place to ensure that responsibilities for health and safety matters are effectively assigned, accepted, and fulfilled at all levels within its structure. The KPS Advisory Board has the ultimate oversight of health and safety (including the approval of this policy); these responsibilities are delegated to the board. Day to day matters are delegated as outlined, and adequate resources are provided to ensure that proper provision can be made for health and safety, so that appropriate action can be taken without delay. Further details of this are outlined in the *Health and Safety Policy*.
- The KPS Advisory Board will ensure that all reasonable steps are taken, and due diligence exercised, to safeguard the health, safety and welfare of all employees, pupils, visitors, and members of the public who may be affected by the Group and School's operations.
- The KPS Advisory Board, Headmaster and members of community are

responsible for discharging their duties and responsibilities under the above legislation.

- The KPS Advisory Board are committed to providing and maintaining a safe and healthy environment for staff, students, visitors, contractors and members of the public involved with the activities of the organisation by adherence to relevant legislation including, but not limited to, the Health & Safety at Work Act 1974, and by creating an integral and positive ethos towards health & safety.
- Teachers and other staff are expected to do all they can to secure the welfare and safety of the students and must be fully aware of, and familiar with the school's first aid policy and basic first aid.

## **Heads of Department, Line Managers and those leading activities**

Heads of Department, Line Managers and those leading activities will:

- Assess and continue to review local first aid coverage required for their respective area/activity.
- Ensure local first aid arrangements are communicated to staff, pupils and visitors, through induction, briefings and signage.
- Ensure any first aid kits held locally by the department are periodically checked and appropriately stocked.

## **First Aiders**

First aiders will:

- Respond promptly to all requests for assistance.
- Provide immediate assistance to casualties with injuries and illness
- Summon further help if necessary.
- Ensure that an ambulance or professional medical help is summoned as appropriate
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Report details of any treatment provided to the person completing the Accident/Incident Reporting form.
- Record details of accident and treatment.
- Notify the School Nurse of any first aid supplies used that need replacement

## **Heads of Senior School and Sixth Form, Boarding House staff and pastoral staff**

Heads of Senior School and Sixth Form, Boarding House staff and pastoral staff will:

- Ensure parents are informed of any incident where their child received first aid.

## **The School Nurse**

The School Nurse will,

- assess an individual student's Gillick Competency in order to balance the student's rights with our responsibility to keep them safe. The nurse will use the Gillick Competency assessment to determine an individual student's capacity to consent to treatment or to self-administer medication if in the Boarding House

- Carry out a first aid needs assessment to ascertain the needs of the School
- Budget accordingly for the required levels of first aid training
- Evaluate all first aid training requests
- Arrange appropriate first aid training
- Liaise with the Facilities Manager ,who will notify HR of all completed training
- Maintain a list of trained first aiders, and notify staff of impending renewals
- Establish a core bank of first aid “stations” across the site, to ensure first aid equipment is readily available at all times
- Check all first aid stations and defibrillators every 6 months, and replenish stock as necessary (or at the request of a member of staff).
- Provide ongoing care for students with chronic conditions and ensure appropriate Health Care Plans are in place.
- Oversee the administration of both prescription and non-prescription medication in line with students’ medical needs and ensure safe and secure storage of medication
- Monitor the first aid provision of the School and report shortcomings to the Headmaster.
- Provide a report to the Health and Safety Committee

### **3. FIRST AID QUALIFICATIONS, DUTIES AND TRAINING**

Full First Aider: A person who has completed a full (3–day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Appointed Person: A person who has completed a 1–day course of emergency first aid from a competent trainer and holds a current certificate. The appointed person need not be a First Aider, but should have undertaken emergency first aid training. She/he will be responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is obtained as appropriate.

School Nurse: Qualified medical personnel who can administer first aid, medication and provide advice and treatment.

### **4. FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

The School Nurse and Facilities manager must ensure that there is an appropriate number of first aid containers available according to the risk assessment of the

site. All first aid containers must be marked with a white cross on a green background.

First aid kits should have the following equipment:

- Plasters: Used for small cuts and grazes
- Dressings: Used to apply pressure to larger wounds and help to stop bleeding
- Bandages: Used to support joints, hold dressings in place, put pressure on wounds and stop swelling
- Disposable gloves: Used to reduce the risk of infection
- Face shields or pocket masks: Used to prevent infection when you give rescue breaths
- Blister plasters.
- Cleansing wipes, alcohol free wipes: Used to clean the skin around the wound
- Adhesive tape: Used to hold dressings or the loose end of bandages in place
- Scissors: Used to cut bandages or sticky tape or someone's clothing if you need to get to a wound
- Foil blankets: used to help retain body heat in survival, emergency and first aid situations
- In larger kit bags ICE packs.
- In first aid Kits used for trips away from school site, Emergency EpiPen and inhalers and anti-histamine medication should be included
- First Aid Instruction leaflets.

When there is a pandemic (COVID) then First Aid Stations will be enhanced to include the following items to further minimise the risk of disease transmission (when giving first aid):

- 2 x Aprons
- 2 x Face Coverings
- 2 x Gloves
- 1 x Safety Glasses
- 1 x Resuscitation Aid

All associated training courses will be appropriately planned and delivered in a Covid secure manner.

### **Defibrillators**

Defibrillators are situated in the entrance/reception of KPS Senior School, KPS Sixth Form and Princess Beatrice House reception office.

## **5. RE-ASSESSMENT OF FIRST AID PROVISION**

As part of the School's monitoring and evaluation procedures:

- The Headmaster shall review the School's first aid needs following any changes to staff, building/site, activities, and off-site facilities
- The School Nurse and Facilities Manager, will monitor the number of trained first aiders, alert them to the need for refresher courses and organises their training sessions;
- The School Nurse and Facilities Manager monitors the emergency first aid training and organises appropriate training.
- The School Nurse checks the contents of the first aid boxes regularly ,and as required after use.
- The Facilities Manager and the School Nurse ensure that first aid notices are located in the main entrances and rooms of the school detailing where the first aid boxes are located
- Arrangements should be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on School premises.
- All School staff should have knowledge of basic first aid, so that they are able to recognize a situation where medical advice and expert attention are required.
- All staff are expected to act in a way that a responsible parent might when an accident occurs, but this does not require them to have any special medical knowledge or training, any more than would be expected of a reasonable parent.
- The School Nurse will provide basic training and advice for dealing with simple health care needs.
- All staff also have access to on-line basic first aid training via the Schools web based training package supplied by TES Develop, which is mandatory to complete annually and on induction.

## **6. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES**

Reporting accidents and illness at work is a statutory legal requirement. This information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and to investigate serious accidents. The Health and Safety Executive can then help and advise on how to reduce injury, ill health and accidental loss.

All members of the School community should report any accident or incident to the Reception area at the site, if the incident occurred in School or the Head of Boarding as soon as possible after, it has occurred. The appointed person/first aider should complete this on their behalf.

Additionally, the following should be reported to the School Nurse:

- Any near miss
- Any reportable/notifiable disease

All reports of accidents or near misses must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example: 'went to hospital, went home, resumed normal activities, returned to class.
- Be signed and contain details of the appropriate care/advice given.

The Headmaster and Head of Boarding should be informed if the incident is at all serious or particularly sensitive. CPOMS entry should be made to document the event. The School Nurse must be notified of all accidents in boarding.

The appointed person must inform the parent/guardian if the student requires hospital treatment.

Certain accidents should be reported to the HSE under HSC/E guidance on RIDDOR 2013 and these will be reported by the Facilities Manager. HSE must be notified of fatal and major injuries and dangerous occurrences immediately by telephone and be followed up in writing within 10 days on HSE form 2508.

The Facilities Manager/ Health and Safety Officer will advise the Headmaster of any RIDDOR reportable incident and together they will ensure that the on-line Form is completed: <http://www.hse.gov.uk/riddor/report.htm>

## **7. RECORD KEEPING STATUTORY ACCIDENT RECORDS:**

Accident and Near Miss Report forms relating to students who have received first aid are retained for a minimum of three years beyond their 18th birthday. Records for other individuals are kept for a minimum of three years.

The Facilities Manager will maintain a record of all trained first aiders, and all associated training providers.



KPS Advisory Board must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

## **8. REVIEW OF ACCIDENT AND NEAR MISS RECORDS**

The Health and Safety Committee will review accident and near miss records and consider carefully any trends or measures to reduce risk of accidents or incidents occurring again.

## **9. SCHOOL TRIPS AND OFF-SITE EVENTS**

Before undertaking any off-site events, the member of staff in charge of the trip will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved including checking the allergies list.

When appropriate a portable first aid kit will be carried which will include an emergency generic inhaler/EpiPen/auto-injector. These are only to be used in the instance of the student who is a known asthmatic/EpiPen/auto-injector user.

## **10. PROCEDURES FOR REPORTING STUDENT ACCIDENTS DURING AN EXTRACURRICULAR VISIT/EVENT OR OUT OF SCHOOL ACTIVITY**

The lead staff member should, on return to School, report any accident involving a student during an extracurricular/visit/event/out of School activity to the Head of Sixth Form or Head of Senior School during School hours (or by email if after School hours). The Parent/Guardian (Resident Boarding staff if a boarding student) must be contacted to be made aware of the event/situation. It is then up to the Parent or Boarding staff to decide how the student should return home to the Parent/Resident Boarding Tutors. This will include collecting the student, arranging for a responsible adult to collect the student, or the student returning home by public transport/taxi.

An accident form should be completed as soon as possible after the event.

## **11. DOCUMENTATION**

Each contact and communication with a student/or member of staff regarding a student will be documented on ISAMS or REACH or CPOMS. School staff can notify any medical issues to the School Nurse which will be added to ISAMS. The School Nurse will also document any medication that has been given. The student's medical file and any other relevant medical documentation will be kept securely in the Medical Room in the boarding house.

Access to medical records is made by the School Nurse and named members of staff such as the safeguarding team if appropriate. This is in accordance with General Data Protection Regulation, 2018.

Documentation must be clear, accurate and contemporaneous, this means that:

- Medical records should be completed at the time or as soon as possible after the event on ISAMS.
- All records must be signed, timed and dated if handwritten
- If digital, they must be traceable to the person who provided the care that is being documented
- Staff should be up to date in the use of electronic systems in the college, including security, confidentiality and appropriate usage.
- Medical records must be completed accurately and without and provide information about the care given as well as arrangements for future and ongoing care
- Jargon and speculation should be avoided.
- When possible, the student should be involved in the record keeping and should be able to understand what the records say
- Records should be readable when photocopied or scanned.
- In the rare case of needing to alter a record, the original entry must remain visible (draw a single line through the record} and the new entry must be signed, timed and dated

The facilities manager, who ensures in collaboration with the school nurse that there are adequate first aiders available, regulates a record of the names of first aiders and the dates of training.

## **12. ACCIDENT AND ILLNESS PROCEDURES:**

When a pupil reports to a member of staff that they feel ill or that they have sustained an injury, the teacher/helper must assess the illness or injury and the pupil should be referred to a first aider or the school nurse. If the member of staff is in doubt, they should ensure that the pupil is escorted to the reception /Medical Room to see or liaise with the School Nurse or a trained first aider if the School Nurse is unavailable.

### **General procedures for students reporting unwell**

The School Nurse/First Aider will assess the student's medical condition and

arrange appropriate medical care for the student. In the Medical Room, the student will be assessed and either:

- Return to class – after relevant treatment and if considered well enough.
- If in boarding accommodation, the student will be assessed by the School nurse and given relevant treatment and advised to remain in Princess Beatrice House for reassessment or return to class if well enough-teaching and house staff will be informed.
- Attend local Accident and Emergency department in an emergency.
- Arrange for the parent or guardian to collect from school.

All pupils are to be accompanied to hospital by an adult; this can include the house parent in the case of Boarding house pupils or the School Nurse, or a teacher or parent.

Under no circumstances should a pupil who reports ill or injured be sent home during the day without the consent of their parent. If the parent agrees to the pupil being sent home, the School Nurse or reception team are to get telephone confirmation of either their collection (all School pupils) or that they can be sent home on their own. Where a student is a boarder, houseparent's will be contacted to provide this confirmation.

The School Nurse will assess and provide care to boarding pupils in a morning clinic from 8:30am daily at Princess Beatrice House. The School Nurse will telephone or Email parents if the student's illness is a cause for concern and subsequently update the parents as required. If a boarding student is involved in an accident the houseparent and or the School Nurse will inform the next of kin, as soon as possible.

### **When to call an ambulance**

If in doubt about any injury, call an ambulance.

Call 999 in a medical emergency. This is when someone is seriously ill or injured and their life is at risk. Medical emergencies can include:

- Loss of consciousness
- An acute confused state
- Fits that aren't stopping
- Chest pain
- Breathing difficulties
- Severe bleeding that can't be stopped

- Severe allergic reactions
- Severe burns or scalds
- Major trauma
- Call 999 immediately if you or someone else is having a heart attack or stroke. Every second counts with these conditions.

The condition, the treatment and the location of the casualty should be clearly stated to the operator and the instructions given by the ambulance service followed. Medical and contact information will be extracted from Firefly/SIMS/Care plans and provided to the paramedics as needed.

Once an ambulance has been called, inform a member of the Senior Leadership Team immediately and write up notes to the Incident Log.

### **13.. MEDICAL HISTORY**

Prior to a pupil commencing their studies at Kensington Park School, the school nurse will screen Medical Information provided by parents or guardians.

Information included on the form is not discriminatory and will be kept confidential.

The nurse will assess any required medical provision and subsequent care plans and information will be shared only with relevant staff. Any care plan will be devised in conjunction with the pupil's parents or guardian, with supporting document from the pupil's medical practitioners.

### **14. MEDICATION**

The nurse is responsible for monitoring the administration of any medication on school premises or at off-site school events. All medication will be stored appropriately and securely and will be dispensed only by trained staff. Records of any medication administered will be maintained.

#### Prescription Medication

The school nurse must be informed of any prescription medication brought into school. With the exception of emergency medication, any prescription medication required by Senior School pupils over the course of the school day should be handed in to reception to be dispensed by trained staff.

Boarders are not permitted to store any prescription medication in their rooms unless it has been assessed and authorised by the school nurse. The

school nurse will assess an individual student's Gillick Competency in order to balance the student's rights with our responsibility to keep them safe. The nurse will use the Gillick Competency assessment to determine an individual student's capacity to self-administer medication. Where a boarder is permitted to self-administer, a form will be completed by the nurse and a record kept. Pupils who are under the age of 16 are not permitted to self-medicate. Where boarding staff retain medication, it will be dispensed in accordance with the nurse's guidance.

#### Non-Prescription Medication

Where a pupil is unwell and requires non-prescription (or over the Counter) medication this will be administered by trained staff under the direction of the school nurse, in line with consent provided by parents or guardians on the Medical Information Form.

Records will be kept of any medication administered to students, including time, dosage and reason for administration. Records are kept on iSAMS. Records for boarding students will be maintained on Reach.

No pupil, boarding or day, should bring any non-prescription medication onto school premises, with the exception of emergency medication that has been communicated to the school nurse.

#### Controlled Drugs

Controlled medications are medicines which have the potential to be abused. A risk assessment and health care plan will be implemented for any pupil who is prescribed

'controlled' medications. Controlled drugs often include medication prescribed for ADHD.

School nurses are required by the Misuse of Drug Regulations (2001) to maintain a controlled drugs register which must have an authorised person present to witness the disposal and destruction of stock controlled drugs.

The school nurse must be informed of any prescription for controlled medication and where this is to be taken during the school day it will be stored in a locked cupboard in compliance with statutory guidance. Unless the student has been assessed by the school nurse using the Gillick competency, under no

circumstances should any boarder store any controlled drugs in the boarding house, these must be handed in to the nurse to be stored and dispensed in accordance with guidelines set by the Royal Pharmaceutical Society and National Institute of Clinical Excellence (NICE), 2019.

### **Action to be taken for specific conditions**

The specific conditions of Asthma, Epilepsy and Allergies are covered in the related document Supporting Pupils with Specific Medical Conditions; instructions on the use of the emergency salbutamol inhaler are given under the Department of Health Document Guidance on the use of emergency salbutamol inhalers in schools (March 2015).

A training guide to management of Anaphylaxis and Epilepsy can be found on Medical information for Staff information on Firefly and

A copy of students' medical needs Care Plans are recorded on Firefly in the medical information for staff and displayed on the medical needs boards in the staff room. A file is also held in reception at all sites.

### **External Medical Provision**

All boarding students are registered with a doctor at Earls Court Health and Wellbeing Centre. The school nurse will ensure registrations as part of boarders' initial health assessment. The nurse is also responsible for arranging medical appointments.

If a boarding student wishes to see a private medical practitioner arrangement should be made by liaising with the school nurse and the Head of Boarding. Appointments with private medical personnel should take place at the relevant practice or hospital.

Where any pupil requires a health care plan this will be devised in cooperation with relevant health care professionals.

For pupils requiring support with their mental health and wellbeing, the school nurse or a member of the safeguarding team can arrange a referral to the health and wellbeing team based at each site or if required to Children and Adolescent Mental Health Services (as appropriate).

## **Hand hygiene and Infection Control.**

### Handwashing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Coughing and sneezing easily spread infections. Students and staff should cover their mouth and nose with a tissue and wash their hands after using or disposing of a tissue. Facemasks should be worn as per school policy at the time – for example during pandemics (such as COVID), when instructions are given by the Senior Leadership Team. The use of antibacterial gel is encouraged and dispensers are placed at strategic places around the school sites and accommodation. Handwashing instructions are displayed in posters above the sinks in school.

### **Treatment of Head Injuries**

Please follow the link for NHS Choices for management of head Injuries and ensure KPS Accident Forms are completed

[Head injury and concussion - NHS](#)

## **Useful Contacts**

British Red Cross  
9 Grosvenor  
Crescent London  
SW1x 7EJ Tel: 0171-  
235 5454

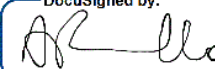
Child Accident Prevention Trust  
Clerks Court 18-20 Farringdon  
Lane London EC1R 3AU  
Tel: 0171-608 3828

HSE Infoline  
Tel: 0541  
545500  
Or write to:  
HSE Information Centre  
Broad Lane  
Sheffield S3 7HQ

**USEFUL INFORMATION:**

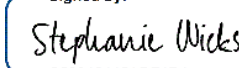
- St Johns First Aid Manual on the APP
- Emergency Aid in Schools – gives advice on basic first – aid procedures
- Young Lifesaver Award Scheme – pack for teaching pupils aged 7 and above first aid skills, including video, teachers guide and work sheets
- NHS Choices website.

Headmaster

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21 February 2025

Chair of KPS  
Advisory  
Board

Signed by:  
  
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24 February 2025



