Olive Academies Independent School

OA-North View

First Aid and Administration of Medicines Policy

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Note:	This policy applies to Olive Academies Independent School OA-North View and should be implemented consistently throughout the school. Proposed amendments should be referred to the Head of School/Executive Headteacher and OAISB for consideration

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1. Statement of Intent

Olive Academies Independent Schools Board (OAISB) believes that ensuring the health, safety and welfare of staff, pupils and visitors is essential to the success of the School.

The OAISB retains overall accountability for ensuring this policy is implemented effectively. Operational responsibility is delegated to the Executive Head and Head of School.

We are committed to:

- Completing first aid needs risk assessments for every significant activity carried out.
- Providing adequate provision for first aid for pupils, staff and visitors.
- Ensuring that pupils and staff with medical needs are fully supported at each School, and suitable records of assistance required and provided are kept.
- Having first-aid materials, equipment and facilities available, according to the findings of the risk assessment.
- Following the procedures for administering medicines and providing first aid and ensuring that they are reviewed regularly.
- Promoting an open culture around mental health by increasing awareness, challenging stigma, and providing mental health tools and support.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the School is appropriately insured, and that staff are aware that they are insured to support Pupils in this way.

In the event of illness, a staff member will accompany the pupil to the School's office/medical room. To manage their medical condition effectively, the school will not prevent pupils from eating, drinking or taking breaks whenever they need to.

The School outlines the approach to the control of infections within the Health and Safety Policy and has a separate Allergy Awareness Policy which may also be relevant, and all staff should be aware of.

This policy has safety as its highest priority: safety for the pupils and adults receiving first aid or medicines and safety for the adults who administer them

This policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

2. Equality Impact Assessment

No adverse impact has been identified. The policy is designed to ensure that all pupils, staff and visitors can access appropriate first aid and support with medical needs, regardless of disability, race, religion or belief, sex, pregnancy or maternity, gender reassignment, age, sexual orientation or any other protected characteristic.

Where required, reasonable adjustments will be made to ensure equal access to first aid provision, medication support and healthcare plans. Information can be provided in alternative formats, and individual arrangements will be implemented to meet specific medical, communication, cultural or accessibility needs.

The policy promotes inclusion by supporting pupils and staff with medical needs, disabilities and long-term health conditions. Individual healthcare plans are used where appropriate, staff receive relevant training, and medical support arrangements are designed to enable individuals to participate fully and safely in school activities.

3. Sustainability Impact Assessment

The policy has a neutral environmental impact. Where possible, records, healthcare plans and reporting processes will be maintained electronically to reduce paper use.

Some increase in resource use is unavoidable through the use of first aid supplies, medication packaging, disposable medical items and clinical waste. These are necessary to ensure safe and effective first aid provision.

OA-North View will seek to minimise waste by using digital record-keeping where appropriate, ensuring responsible disposal of medicines and clinical waste, avoiding unnecessary printing and monitoring stock levels to prevent unnecessary waste from expired items.

4. Definition and Background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

> "First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge."

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

5. Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice 2015
- Supporting Pupils at School with Medical Conditions (DfE)
- First Aid in Schools, Early Years and Further Education (DfE)
- Keeping Children Safe in Education (current edition)
- Human Medicines (Amendment) Regulations 2017 and 2018

Section 34 of the Children's Wellbeing and Schools Act 2026 and Sections 100A & 100B of the Children and Families Act 2014

The policy will be implemented in conjunction with the following school policies:

- Health and Safety Policy
- Allergy Awareness Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy

6. Roles and Responsibilities

Olive Academies Independent Schools Board (OAISB)

The OAISB has ultimate responsibility for health and safety matters - including First Aid in the School and must ensure that.

- First aid needs risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.
- First aid materials, equipment and facilities are provided according to the findings of the risk assessment.
- School leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The Head of School

The Head of School is responsible for:

- Carrying out a first aid needs assessment for the school site, review annually and/or after any significant changes.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in their respective School and that their names are prominently displayed throughout their respective School.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Contacting the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- 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 Health and Safety Executive (HSE), when necessary.

The Lead First Aider

The lead first aider must ensure that:

- Pupils with medical conditions are identified and properly supported in the School, including supporting staff on implementing a pupil's Healthcare Plan.
- Alongside the Head of School, the training needs of school staff, including administration of medicines are completed.
- First aid and medicines are administered in line with current training and the requirements of this policy.
- They check the contents of each first aid box and any associated first aid equipment periodically (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.
- Accident report forms and investigations are completed and provide assistance where necessary.
- They notify the Head of School when going on leave to ensure continual cover is provided during absence.

Appointed person(s) and first aiders

The appointed persons 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
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate

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.
- Keeping their contact details up to date.

Mental Health First Aider

The appointed persons are responsible for:

- Providing mental health first aid as needed, at their level of competence and training.
- Providing help to prevent mental health issues from becoming more serios before professional help can be accessed
- Promoting the recovery of good mental health by:
    - Providing comfort to an individual with a mental health issue
    - Acting as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.
    - Escalating and documenting any matters if required within a suitable timeframe.
    - Ensuring that they maintain confidentiality as appropriate

- Listening non-judgmentally

Staff Trained to Administer Medicines

Members of staff in the School who have been trained to administer medicines must ensure that:

- The medication to be administered is in its original packaging and that it is in date.
- Only prescribed medicines are administered and that the trained member of staff is aware of the written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given.
- Wherever possible, the pupil will administer their own medicine, under the supervision of a trained member of staff. In cases where this is not possible, the trained staff member will administer the medicine.
- If a pupil refuses prescribed medication, staff will not force administration. The refusal will be recorded, parents/carers will be informed as soon as reasonably practicable, and where appropriate the Designated Safeguarding Lead, healthcare professional and school leaders will be consulted to assess any associated welfare, health or safeguarding risks. Repeated refusal will trigger a review of the pupil's Individual Healthcare Plan and risk assessment.
- Records are kept of any medication given.

Other Staff

It is the responsibility of all other staff to ensure that they:

- Follow first aid procedures.
- Know who the first aiders are and contact them straight away.
- Complete accident reports for all incidents they attend to where a first aider is not called.
- Inform the Head of School or their line manager of any specific health conditions or first aid needs.

7. First Aid Needs Risk Assessment

Medical needs and healthcare arrangements will form part of the school's wider risk assessment framework. Individual risk assessments will be completed where a pupil's medical condition, medication, behaviour, mobility needs or mental health presentation creates foreseeable risks that require additional controls. These assessments will be reviewed regularly and following any significant incident or change in circumstances.

A sufficient number of staff will be trained in First Aid At Work, Emergency First Aid at Work and Paediatric First Aid as per the outcome of the first aid risk assessment. Re-fresher training will be provided as required.

A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment or as required within pupils' individual health care plans.

8. First Aid Provision

OA-North View maintains suitable medical accommodation in accordance with the Independent School Standards. The medical room is available for the assessment, treatment and short-term care of pupils who are unwell or injured and includes access to handwashing facilities, a wash basin with hot and cold running water, a bed or examination couch and appropriate first aid equipment

In the case of an incident, the procedure is as follows:

a) The member of staff will call for a first aider; or if the injured person can walk, they will be taken to a first-aid post and a first aider called.

b) The first aider administers first aid and records details in our treatment book.

c) Where an injury to a pupil involves a bump on the head, they must be given a "bump on the head" note.

d) Full details of the accident are recorded in our accident book

e) If the injured person has to be taken to hospital or the injury is `work-related' then the accident must be reported to the OAISB and OA CEO. If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then as the employer the Proprietors will arrange for this to be done.

f) If an incident results in an injury requiring hospital treatment, or involves a work-related accident, it must be reported to the Executive Headteacher and the OA Director of Education immediately who will inform the CEO.

g) If the incident meets the statutory thresholds for a reportable injury, occupational disease, or dangerous occurrence under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, the Proprietor Board (OAISB) will ensure that the formal report is submitted to the Health and Safety Executive (HSE) within the statutory 15-day timeframe. **The school will maintain a secure central log of all RIDDOR submissions alongside standard accident tracking.**

9. Insurance Arrangements

The school maintains appropriate insurance arrangements in accordance with its legal obligations and organisational requirements.

10. Educational Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of **day visits** a trained First Aider will carry a travel first aid kit in case of need.

Where identified within an educational visits First Aid Needs Assessment, the Lead First Aider will arrange for additional equipment such as Adrenaline Auto-Injector (AAI), inhalers as relevant to health care plans.

11. Administering Medicines

Medicines will only be administered at the School when it would be detrimental to a child's health or school attendance not to do so, and where appropriate arrangements are in place to manage this safely.

Prescribed medicines may be administered in the School (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, a trained member of staff will administer the medicine.

If a pupil refuses prescribed medication, staff will not force administration. The refusal will be recorded, parents/carers will be informed as soon as reasonably practicable, and where appropriate the Designated Safeguarding Lead, healthcare professional and school leaders will be

consulted to assess any associated welfare, health or safeguarding risks. Repeated refusal will trigger a review of the pupil's Individual Healthcare Plan and risk assessment.

In all cases, OA-North View must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in each School office.

Staff will ensure that records are kept of any medication given. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Administration records will include the name of the Pupil, the name and dose of medication administered, the date and time of administration and the name of the staff member administering the medication.

Non-Prescribed medicines must not be taken in School.

Refusing Medication

If a pupil refuses prescribed medication, staff will not force administration. The refusal will be recorded, parents/carers will be informed as soon as reasonably practicable, and where appropriate the Designated Safeguarding Lead, healthcare professional and school leaders will be consulted to assess any associated welfare, health or safeguarding risks. Repeated refusal will trigger a review of the pupil's Individual Healthcare Plan and risk assessment.

12. Storage and Disposal of Medicines

Wherever possible, pupils will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in each School office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupils' access; this is especially important on school trips. It is the responsibility of each School to return medicines that are no longer required, to the parent for safe disposal.

Spare asthma inhalers / AAIs will be held by each school for emergency use, as per the Department of Health's protocol.

When medication is no longer required, disposal through a licensed waste disposal contract will be arranged, or medication will be collected by parents

13. Accidents/Illnesses requiring Hospital Treatment

If a pupil requires urgent medical assessment or hospital treatment, the School will normally call an ambulance. Where an ambulance is unavailable, significantly delayed, or where alternative transport is deemed appropriate having regard to the pupil's medical needs, the School will seek to contact the parent/carer and ask them to accompany or transport the pupil to hospital. In exceptional circumstances, and with the agreement of the parent/carer wherever practicable, the pupil may be transported by two members of staff in a suitable vehicle, provided that appropriate insurance, safeguarding arrangements and risk assessments are in place.

Parents/carers will be informed as soon as reasonably practicable of any incident requiring hospital treatment and arrangements will be made regarding where they should meet their child. Where appropriate, a member of staff will accompany the pupil and remain with them until the parent/carer arrives. It is therefore essential that parents/carers provide the School with up-to-date emergency contact details.

Any decision to transport a pupil other than by ambulance will take account of the pupil's medical condition, emotional presentation, behaviour, and any risks identified within their individual healthcare plan, behaviour support plan, or risk assessment.

14. Allergies

An allergy is an inappropriate response of the body's immune system to normally harmless substances (allergens) such as specific foods, pollen, or insect venom. In an allergic individual, the immune system mistakenly identifies these substances as a direct threat. Reactions can range from relatively minor symptoms, such as localized itching or hives, to anaphylaxis—a rapid, systemic, and life-threatening emergency that can cause airway obstruction, profound respiratory distress, and cardiovascular collapse.

Common severe triggers include tree nuts, peanuts, sesame, dairy, insect stings, medications, and latex. The absolute 'first line' emergency treatment for anaphylaxis is the immediate administration of adrenaline via an Adrenaline Auto-Injector (AAI), coupled with an immediate 999 call.

To ensure a robust safety culture, the school maintains mandatory, annual, whole-school allergy awareness and practical AAI training for all staff, alongside a separate, comprehensive Allergy Awareness Policy.

Acute allergic reactions and anaphylaxis are recognised by the school as time-critical medical emergencies. First aiders are trained to recognise the symptoms of anaphylaxis and to administer emergency medication, including Adrenaline Auto-Injectors (AAIs), without delay.

Detailed, day-to-day risk management procedures—including catering adjustments, allergen avoidance, staff training specifications, and individual risk assessments—are set out comprehensively in the school's standalone Allergy Awareness Policy. All staff must read this First Aid policy in conjunction with that document to ensure full compliance.

In line with national guidance, emergency spare AAIs are held on-site in the School Office for use if a pupil's personal device fails or is unavailable.

15. Defibrillators

A defibrillator is available in the School as part of the first aid equipment. First aiders are trained in the use of defibrillators.

The local NHS ambulance service has been notified of its location.

Procedures are in place to maintain the equipment in accordance with manufacturers recommendations.

The equipment is regularly checked by the lead first aider.

16. Pupils with Special Needs – Individual Healthcare Plans (IHP) and Education Health and Care plans (EHCP).

Some pupils have medical conditions or special educational needs (SEND) that, if not properly managed, could limit their access to education. All pupils at OA-North View have SEND and an EHCP. Most pupils with special needs are able to attend school regularly and, with support from the School, can take part in most school activities, unless evidence from a clinician/ GP states that this is not possible.

The School will consider what reasonable adjustments they might make to enable pupils with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical needs are included.

The School will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of School life. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

Individual health care plans (IHP) and Education, Health and Care plan (EHCP) will help each School to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The School appreciates that pupils with the same medical condition do not necessarily require the same treatment. Not all pupils with a medical need will require an IHP or EHCP. It will be agreed with a healthcare professional and the parents when an IHP or EHC would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Executive Headteacher will make the final decision.

Parents/carers have prime responsibility for their child's health and should provide the relevant School with information about their child's medical condition or special educational needs. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The Healthcare Professional may also provide additional background information and practical training for School staff.

The procedure that will be followed when the School is first notified of a pupil's medical condition or special educational needs is set out in the school's policy: Supporting Pupils with Medical Conditions which can be accessed via the school's website. The procedure that will be followed annually or when there is a significant change in a pupil's medical condition or special educational needs is also set out within this policy. Procedures will be in place in time for the start of the relevant term for a new pupil starting at the School or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the School mid-term.

17. Emergency Procedures

Staff will follow the School's normal emergency procedures (for example, calling 999).

Each pupil's individual health plan will clearly set out what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Further information on this can be found in the OA-North View Emergency Plan

18. Accident Recording and Reporting

First aid and accident reporting

- The online 'record injury' form on Medical Tracker will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. Parents will be informed of all incidents reported on Medical Tracker.
- As much detail as possible should be supplied when completing the record.
- Staff can manually reference incidents or medical records in both systems by:
    - Logging a safeguarding concern in CPOMS and noting the relevant medical incident.
    - Adding a reference or note in Medical Tracker that a safeguarding concern has been logged in CPOMS.

    - All allergy-related incidents and near-misses (including tracking or administration anomalies) will be formally logged as separate risk events to ensure continuous institutional learning.
- Records held in the first aid and accident book will be retained securely by the School in accordance with legal, insurance, and data protection requirements.
- Accident records relating to employees will be retained for a minimum of three years, in line with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979.
- Accident records relating to Pupils will be retained until the pupil reaches the age of 25 years, to allow for the potential of personal injury claims.

Reporting to the Health and Safety Executive (HSE)

- The Head of School and the Head of Facilities and Infrastructure 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 Head of School and/or the OA Head of Facilities and Infrastructure will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. Reportable injuries, diseases or dangerous occurrences include:
    - Death
    - Specified injuries, which are:
        - Fractures, other than to fingers, thumbs and toes
        - Amputations
        - Any injury likely to lead to permanent loss of sight or reduction in sight
        - Any crush injury to the head or torso causing damage to the brain or internal organs
        - Serious burns (including scalding)
        - Any scalping requiring hospital treatment
        - Any loss of consciousness caused by head injury or asphyxia
        - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
        - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
    - Reportable occupational diseases, where diagnosed by a doctor, including:
        - Carpal tunnel syndrome
        - Cramp of the hand or forearm
        - Occupational dermatitis
        - Hand-arm vibration syndrome
        - Occupational asthma
        - Tendonitis or tenosynovitis
        - Any disease caused by an occupational exposure to a biological agent
        - Cases of occupational cancer

- Dangerous occurrences, including, but not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - the failure of a pressure system (other than a pipeline) with the potential to cause the death of any person
  - An electrical short circuit or overload causing a fire or explosion.

For non-employees, (including pupils, visitors and contractors), the School should report where the injury arose in connection with a work activity, and the person is taken directly from the scene of the accident to hospital for treatment *or* caused the death of the injured person.

Information on how to make a RIDDOR report is available here:

http://www.hse.gov.uk/riddor/report.htm

19. Notifying Parents

The first aider who has administered the first aid check will inform the parent/carer of any accident or injury sustained by the pupil, and any first aid treatment given or if the pupil refused to have first aid assistance, on the same day.

20. Reporting to Ofsted and Child Protection Agencies

Significant safeguarding incidents will be managed in accordance with Keeping Children Safe in Education, local safeguarding partnership procedures and the school's safeguarding policy. Serious incidents will be reported to relevant agencies where required.

21. Controlled Medications

Some prescribed medicines are classified as controlled drugs under the Misuse of Drugs Regulations 2001. These medicines may be required to support Pupils with long-term or complex medical conditions.

Controlled medicines shall only be administered at the School where:

- They have been prescribed for the individual pupil by a registered medical practitioner; and
- It would be detrimental to the Pupil's health or school attendance not to do so

Controlled medicines shall be stored securely in a locked, non-portable container, accessible only to authorised staff. Access to the container shall be strictly controlled and recorded.

A written record must be kept of all controlled medicines held and administered, including:

- The quantity received
- The date and time of administration
- The dose administered
- The name and signature of the staff member administering the medicine
- The balance remaining after each administration

Pupils may be allowed to carry and self-administer controlled medicines only where this is clinically appropriate, agreed with parents/carers and the prescribing healthcare professional and documented in an Individual Healthcare Plan (IHP). Controlled medicines must never be shared between pupils and must only be administered to the pupil for whom they have been prescribed.

Where deemed appropriate following risk assessment and agreement with parents/carers and healthcare professionals, pupils may carry and self-administer medication. This decision will take account of the pupil's age, understanding, presentation, SEMH needs, potential misuse risk and ability to manage medication safely. Arrangements will be documented within the Individual Healthcare Plan where applicable

22. Emergency Medication

OA-North View will maintain appropriate arrangements for pupils requiring emergency medications including:

- Adrenaline Auto-Injectors (AAIs);
- Asthma inhalers;
- Diabetes emergency treatment;
- Other emergency medicines specified within Individual Healthcare Plans.

Relevant staff will receive training appropriate to the needs of pupils attending the school.

Emergency medication will be readily accessible at all times, including during educational visits and off-site activities.

23. Mental Health First Aid

Due to the specialist SEMH nature of OA-North View, staff will receive training appropriate to the emotional, behavioural and mental health needs of pupils. Where a pupil experiences a mental health crisis, self-harm incident or presents a significant risk to themselves or others, staff will follow the school's safeguarding procedures, risk management arrangements and individual pupil safety plans. Mental Health First Aiders do not replace clinical or safeguarding intervention but may provide initial support pending specialist assistance.

The School's mental health first aiders are here to support individuals who are struggling with mental health. They have been trained to actively listen without judgment and signpost staff to appropriate services where necessary.

The School recognises that respecting the privacy of information relating to individuals who have received mental health first aid or may be experiencing a mental health problem or mental health crisis at work is of high importance.

All mental health first aiders and human resources representatives are obligated to treat all matters sensitively and privately.

Where a mental health first aider assesses there is a risk of harm to another individual, they must escalate the matter to HR/Line Manager who will advise on the next steps to be taken.

All staff are encouraged to speak to a mental health first aider at any time should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental health illness or experiencing a mental health crisis.

If at any time a member of staff forms a belief that another colleague may be developing a mental health problem, suffering from a mental illness or experiencing a mental health crisis, they should contact a mental health first aider or HR/Line Manager.

OA-North View ensures all staff have access to supporting documentation and information. All staff are encouraged to access this information at any time; the employee assistance details can be found here.

24. Monitoring arrangements

This First Aid and Medicine policy reflects OA-North View's serious intent to accept its responsibilities in all matters relating to the management of first aid and the administration of medicines. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

The storage, organisation, and administration of first aid and medicines provision is taken very seriously. The School carries out regular reviews to check the systems in place meet the objectives of this policy.

The OAISB will receive regular assurance via a Head of School report regarding:

- first aid provision;
- staff training compliance;
- accident and injury trends;
- administration of medicines;
- healthcare plans;
- emergency medical incidents;
- compliance with Independent School Standards requirements.

The OA Head of Facilities and Infrastructure will provide an annual report on health and safety matters including outcomes from both internal and external audits.

Where concerns are identified, the OAISB will ensure appropriate remedial actions are implemented and monitored.

25. School Contacts and Key Information

First Aid Leads	Angela Claisse, Simon Warman and Charlie Smith
Trained First Aiders	Angela Claisse, Simon Warman, Samantha Gell and Charlie Smith
First Aid Kit Locations	Medical room, multi-use classroom, main office, therapy room and kitchen
Defibrillator Availability	Details of its location are displayed throughout the building and included within emergency response procedures.
Incident Reporting	Medical Tracker, Arbor and CPOMs
Emergency Procedures	As per Emergency plan

Appendix 1 - Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

   _____

2. Give your location as follows *(insert School address*)

   _____

   _____

   _____

3. State that the postcode is:

   _____

4. Give exact location in the School (insert brief description)

   _____

   _____

   _____

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms

   _____

   _____

   _____

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone.

Appendix 10 – Staff Training Record

Name	Job Title	Name of Training Course	Date Undertaken	Date Refresher Required	Date Refresher Undertaken

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The H&S lead in the School will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- The Health and Safety (First-Aid) Regulations 1981
  https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made
- Disability Rights Commission (DRC)
  www.drc.org.uk
- Health Education Trust
  https://healtheducationtrust.org.uk/
- Council for Disabled Children
  https://councilfordisabledchildren.org.uk/
- Contact a Family
  www.cafamily.org.uk

Resources for Specific Conditions

- Allergy UK
  https://www.allergyuk.org/
- The Anaphylaxis Campaign
  www.anaphylaxis.org.uk
- SHINE - Spina Bifida and Hydrocephalus
  www.shinecharity.org.uk
- Asthma UK (formerly the National Asthma Campaign)
  www.asthma.org.uk
- Cystic Fibrosis Trust
  www.cftrust.org.uk
- Diabetes UK
  www.diabetes.org.uk
- Epilepsy Action
  www.epilepsy.org.uk
- National Society for Epilepsy
  www.epilepsysociety.org.uk
- Hyperactive Children's Support Group

www.hacsg.org.uk

- MENCAP
  www.mencap.org.uk
- National Eczema Society
  www.eczema.org
- Psoriasis Association
  www.psoriasis-association.org.uk/