



AHSPurley

First Aid & Medication Policy

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Date: September 2026

Review Date: September 2027

Version: 1

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1. Introduction

Abingdon House School, Purley (AHSPurley) is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in AHSPurley documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Abingdon House School, Purley .

The policy documents of AHSPurley are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. 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 concerning health and safety
- Provide a framework for responding to an incident and recording, and reporting the outcomes

3. Legislation and guidance

- [The Health and Safety \(First-Aid\) Regulations 1981](#) 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](#) require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#) 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](#) require that suitable space is **provided to cater for the medical and therapy needs of pupils**

4. Roles and responsibilities

The school's appointed person(s) are Leyla White and William Osborne. 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 8) 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 as, or as soon as is reasonably practicable, after an incident (using the school's electronic system)
- Keeping their contact details up to date

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 when necessary (see section 6)

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5. First Aid Procedures

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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend the next steps to the parents/carers
- If emergency services are called, an appropriate member of the school team will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - o A leaflet giving general advice on first aid
 - o 6 individually wrapped sterile adhesive dressings
 - o 1 large sterile unmedicated dressing
 - o 2 triangular bandages – individually wrapped and preferably sterile
 - o 2 safety pins
 - o Individually wrapped moist cleansing wipes
 - o 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil-packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the member of staff organising the visit, then checked by either of our EVO trained staff (Rob Coppin & Jon Mansell) before any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

6. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

7. Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (using the school's electronic system)
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, under regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Office Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher or Office Manager 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.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - o Covers more than 10% of the whole body's total surface area; or
 - o Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher or Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - o Carpal tunnel syndrome
 - o Severe cramping of the hand or forearm
 - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - o Hand-arm vibration syndrome
 - o Occupational asthma, e.g. from wood dust
 - o Tendonitis or tenosynovitis of the hand or forearm
 - o Any occupational cancer
 - o Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are 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
 - An electrical short circuit or overload can cause a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to the hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 DSL will also notify relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

9. Administration of Medicine during School Hours

From time to time, parents request that the School should administer medicine to children. All medication must be handed into the School Office for safe storage.

These requests fall into two categories:

1. Children who require emergency medication on a long term basis due to the chronic nature of their illness (such as asthma or epilepsy) or have medication for ADD, ADHD;
2. Children who are suffering from 'casual' ailments (such as coughs or colds).

Generally, no member of staff will administer medicine to children unless authorised to do so. The School Office is responsible for overseeing and authorising the administration of medication.

If a child needs a single dose of medicine at lunchtime, the child must come to the School Office to receive a single dose application. If a parent brings medication into school they have to give written authorisation, with the dose and time the medication is to be given to the student.

All staff administering medication completed training – Administration of Medication in Schools.

If it is unavoidable that a child has to take medicine in school for treatment of a long-term illness, then each individual case will be considered. Teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis. While students are on site, medication administration will occur in the School Office or Medical Room, by the administration team. If off site for a trip or activity, the office will provide the trip leader with the medication and instructions for administering.

For the school to agree to assist in long term medication:

- Parents must give written authorisation and instructions to the school for medicines to be administered to their children. This must include instructions regarding dosage and frequency;
- The medicines must be brought to school in a properly labelled container, which states: (a) the name of the medicine, (b) the dosage and (c) the time of administration;
- All medication must be in original NHS prescribed packaging with the child's name and doctor prescribed dosage;
- Medicines will be kept in the School Office in a locked First Aid cabinet and dispensed by the School Admin team. In the absence of Admin staff the Headteacher would assume this role. Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.
- Asthma Inhalers are kept in the classroom with the student and taken off site for a trip and any outdoor activities.

Records of daily medication administration are kept in the main office/medical room.

10. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

Last review July 2026, no changes.

At every review, the policy will be approved by the Headteacher & Chair of Governors. .

11. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendices

Nearest A&E Hospital

Croydon University Hospital, 530 London Road, Croydon CR7 7YE, 020 8401 3000 (5 miles)

St Helier Hospital, Wrythe Lane, Sutton, Carshalton SM5 1AA, 020 8296 2000 (6.5 miles)

Epsom Hospital, Dorking Road, Epsom, Surrey, KT18 7EG, 01372 735 735 (8.9 miles)

Dial 999 if immediate assistance is needed for a serious accident or incident. Make the call, do not assume that someone else is calling.

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS

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 RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			