HEALTH & SAFETY INCLUDING FIRST AID POLICY

Review September 2026 Next review As required

1.0 THE HEALTH AND SAFETY POLICY

Apex Primary School will conduct all its affairs in a manner that will not cause undue risk to the health and safety of pupils, staff, employees, authorised contractors or the general public. The school will promote health and safety standards as a principal objective for its employees at all levels. The responsibility for health and safety at work at Apex Primary School will be divided in the manner outlined below.

This policy is written in accordance with the Health and Safety at Work etc. Act 1974, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and the DfE's 'Supporting pupils at school with medical conditions' (2015). Reportable incidents under RIDDOR are notified to the Health and Safety Executive by the School Manager. Pupils with long-term medical needs are supported through medical care plans provided by parents from the child's doctor or health professional. Plans are kept up to date and shared with staff who work with the pupil.

Apex will act as a responsible employer and make every endeavour to meet its legal obligations under current Health and Safety legislation. Apex will ensure, so far as is reasonably practicable, the health and safety of its staff, employees, pupils and the general public. Particular attention will be paid to the following:

- Plant, equipment and systems at work that are safe
- Safe arrangements for the use, handling, storage and transport of articles, materials and substances
- Sufficient information, instruction, training and supervision will be provided to enable those involved in Apex Primary School to contribute positively to their own safety and health at work and to avoid hazards
- A safe place of work and safe access to it
- A healthy working environment
- Adequate welfare facilities

Every individual is responsible for ensuring that the work which he or she undertakes is conducted in a manner which is safe for themselves or other employees or to those members of the public exposed to any risk. Each individual is responsible for obeying the advice and instruction on health and safety matters issued by the responsible officer. If any individual considers that a hazard to health and safety exists, then it is his or her responsibility to report the matter to the Health and Safety group (a WhatsApp group for teachers, office staff and maintenance) and to log the concern in the school's Health and Safety reporting log, ensuring hazards are both flagged immediately and formally recorded for follow-up. For those who supervise others, it is their responsibility to ensure the work which those who are in their charge carry out is conducted in a manner which is safe to the persons in their charge, themselves, employees and members of the general public.

Staff supervising pupils off-site must follow the school's agreed procedures and guidelines for such activities and ensure they follow guidelines provided by premises they use.

1.1 FIRST AID AND ILLNESS

- The school ensures that a first-aid needs assessment is carried out to determine the appropriate number and deployment of first aiders across the school, reviewed annually or when circumstances change. In line with the EYFS Statutory Framework, the school trains all staff working in Early Years in paediatric first aid (PFA), ensuring continuous, robust coverage beyond the statutory minimum of one PFA-qualified person on site at all times. Where a new member of EYFS staff joins before completing their PFA qualification, they will be booked onto training as soon as possible, and during the interim period a fully PFA-qualified colleague will always be deployed alongside them to maintain statutory coverage.
- Children who feel unwell should be sent to the school office

- Monitoring of unwell children will be the responsibility of the office staff. The decision to send unwell children home will be solely the responsibility of the office manager
- Children with medical care plans – staff will be made aware of any such cases in their class. In the event of illness, these plans will be followed
- A checklist for each class will be kept in the registers for supply and other teachers (full details will be kept in the office)
- A first aid kit is always taken with a group to any off-site activity. A first aider must accompany the group

Infection prevention and control We follow national guidance published by the UK Health Security Agency (UKHSA) – 'Health protection in children and young people settings, including education' – when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

1.2 ACCIDENT PROCEDURE

- The injured person will be seen by an adult and referred to the First Aider/Appointed Person if necessary
- If the First Aider believes hospital treatment is required, that person will, in consultation with the Head teacher or nominated deputy:

    - Arrange for the emergency services (999) to be summoned if necessary
    - Arrange for parents to be informed
    - Arrange for the child/adult to be transported to the Accident and Emergency department at the local hospital by car, taking another adult as the driver
    - All accidents will be fully recorded on Smartlog by the person who dealt initially with the incident
    - Parents will be informed by the class teacher, or Head teacher, of significant accidents and the treatment given
    - At playtimes, the Administrative Staff will deal with minor injuries
    - Parents will be informed of any head injury

1.3 ADMINISTRATION OF MEDICINES

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it. However, all staff in school have a duty to act as any reasonable prudent parent would,

to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

1.4 ALLERGIES AND ANAPHYLAXIS (BENEDICT'S LAW)

The school manages allergies in line with Benedict's Law, the national school allergy safety measures introduced following the death of Benedict Blythe in 2021. Independent schools are required to comply by spring 2027.

- All staff likely to be on site with pupils — teaching, administrative, catering, cleaning, lunchtime supervisors, and breakfast/after-school club staff — complete allergy and anaphylaxis training every 3 years, whether or not they hold a first-aid qualification.
- The school holds spare, in-date adrenaline auto-injectors (AAIs) on site for emergency use, in addition to any pupil-specific devices. Any trained member of staff may administer a spare AAI in an emergency, even without a pre-existing prescription for that pupil.
- Emergency services (999) are called and parents informed immediately whenever an AAI is used or anaphylaxis is suspected. Use is recorded on Smartlog.
- Allergen risk is considered in food preparation, at lunchtimes, on trips and at school events.

2.0 THINGS WE WILL DO

We will

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day).
- Require parents to complete a **Consent Form** detailing doses and times
- Medicines must be supplied in the original container they were dispensed in
- Appoint a **Named Person** for the administration of medication that requires specialist training (e.g. Epi pens)
- Keep inhalers in boxes in the classrooms so they are always accessible
- Supervise the administration of inhalers
- Store prescribed medication safely
- Document administration

2.1 THINGS WE WILL NOT DO

We will not:

Administer non-prescription medication unless agreed with the Head teacher
Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor
Administer prescribed regular medication that can be administered at home
Administer inhalers – children should be taught to self-administer

3.0 MEDICATION AND OFF-SITE ACTIVITIES

- A named member of staff has responsibility for management of medication (this person must be given all the relevant information in writing by the parents)
- Generally, Key Stage One children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required
- Parents wishing their children to take full responsibility for their own inhalers must agree this with the Head teacher or the responsible adult
- Key Stage Two children carry their own inhalers for self-administration under supervision . For residential visits, parents are asked to give written consent for the use of mild analgesics if required

4.0 PARENTAL HELP

We ask parents to help by:
o Administering medicines out of school hours wherever possible offering to administer medication during the school day themselves
o 'Training' inhaler users to self-administer
o Ensuring that medicines are 'in date' and collecting medication no longer required
o Ensuring that current and accurate medical information is passed to the office

Cleaning Blood and body fluid spillage:

1 Principles of cleaning blood and body fluid:

- Always assume body fluids may contain disease causing agents
- There should be no direct physical contact between the fluid and the person cleaning it
- A separate waste disposal bag should be used for blood or body fluids
- Gloves should be worn at all times

2 Procedure

- Isolate the area and do not let any staff or students near the spillage
- Wear an apron and latex gloves to clean the spillage
- Large amounts should be cleared using disinfectant wipes
- Any solid waste should be removed using forceps or spatula provided
- The rest of the area should be sprayed with disinfectant and wiped down
- All wipes and tissues should be disposed of in a separate waste bag

Note: Staff should be careful when disposing of body fluid spillages to ensure that they do not allow the spillage to be in direct contact with their skin and the entire area is disinfected and cleaned before allowing any other person's access.

5.0 PREMISES-RELATED HEALTH AND SAFETY DUTIES

The school maintains an Asbestos Management Plan/Survey to comply with the Control of Asbestos Regulations 2012, and a Legionella/water hygiene risk assessment in line with HSE ACOP L8, both managed by the School Manager and reviewed periodically. Trustees conduct an annual review of the school's overall health and safety arrangements, reported to the Board.