

# COLLINGHAM

## KENSINGTON

### FIRST AID AND MEDICATION POLICY

#### **Policy Statement:**

Collingham will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with Collingham's Health and Safety policy and policy on Safeguarding children on college visits. It will be reviewed at least every two years.

#### **Aims and Objectives:**

- To identify the First Aid needs of Collingham in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that First Aid provision is available at all times whilst people are on the premises and on premises used by the college.
- To ensure that when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained, or are prepared to undertake training.
- To maintain a record of all First Aid training at Collingham and to review First Aid needs and procedures at least every two years.
- To provide ongoing training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities.
- To provide awareness of Health and Safety issues within Collingham and on college trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and students of the First Aid arrangements at Collingham.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation in force at the time.

#### **First Aid Provision:**

##### **First Aid kits will be available in the following locations:**

*16 Young Street:*

Main Reception area

*23 Collingham Gardens:*

Main Reception area

Biology Lab

Physics Lab

Chemistry lab

Photography room

Art Studio

Kept at Collingham Gardens is:

Portable First Aid kit 1 for general outing use (Reception)

Kept at Young Street is:

Portable First Aid kit 2 for sports outing use (Reception, the Head of Department's Office, and the Equipment Cupboard in Room 9)

- A defibrillator is held at 23 Collingham Gardens. It is stored next to the first aid box in the back office.
- A defibrillator is held at Whole Foods, next door to Young St.

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- An EpiPen is held at both sites. It is located next to the first aid box in the reception area of both buildings.
- The School Secretaries will check the contents of kits every half term and restock as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid box to report this fact to Reception.
- The sick bay is located in Room 9 at Collingham Gardens and in the back basement at Young Street. At no time should an injured or seriously ill person be left unattended in the designated room.
- All members of staff, teaching and support must ensure they have read this First Aid Policy.

## **Definitions**

### **First Aid**

The arrangements in place are to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.

### **Medical Officers**

A person who has completed a full (3-day) course of First Aid at Work training with a training establishment approved by the Health and Safety Executive, and holds a current certificate. The Medical Officers at the A Level building are Ann Freeman and Kerim Aytac and James Alder; and the Medical Officer at the GCSE building are Paul Caffell and Tracy Urch.

### **Appointed Person**

A person who has completed a 1-day course of Emergency First Aid from a competent trainer and holds a current certificate. Other members of staff who have completed Emergency First Aid training are listed at the end of this document.

### **First Aid Facilities**

The Principal must ensure that the appropriate number of first-aid containers are available, according to the risk assessment of the site. See Health and Safety Executive (HSE) guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background;
- First aid containers must accompany Physical Education (PE) teachers off-site;
- First aid containers should be kept near to hand washing facilities;
- Spare stock should be kept in college;
- Responsibility for ensuring that the first-aid containers have been checked and re-stocked is that of the Health and Safety Manager. The First Aiders must notify reception or the Health and Safety Manager any necessity of restocking of the First Aid boxes.

**First Aid Training: James Alder** (who is the Health and Safety Manager), is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed persons. The list of staff with current First Aid Certificates is available from Reception and the Staff Room. A list of First Aid qualifications is recorded at the end of this policy. First Aid qualifications are updated either annually or every three years in accordance with regulations.

### **Policy on First Aid in College**

All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid. During lesson time, if an accident occurs then one of the staff who is qualified, can assist, or if they are not qualified, they should come to the college office and request the assistance of the Medical Officer.

The First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available from reception and the Medical Room. Any action taken should be recorded. Accidents of a more serious nature should be recorded on an incident/accident report form, and if serious, parents should be informed by telephone. If an injury or illness involves spillage of body fluids gloves should be worn.

If there is any concern about the first aid which should be administered then the Medical Officer must be consulted-

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not at any time be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Principal, supported by the Deputy Principal, is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their location details.

Portable first aid kits will be taken on all out of college visits that involve sporting activities; although not on other trips and visits where it is reasonable to assume that a first aid kit will be available at the venue. Consideration should be given to this in the risk assessment.

**The First Aiders' procedure for dealing with sick or injured students:**

1. Ascertain by inspection and discussion with student or staff member the nature of the student's injury or illness.
2. Comfort or advise as necessary. This may be sufficient and the student can return to class. Inform staff member of nature of any concerns, if appropriate.
3. Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists.
4. Record action taken in the Incident/Accident Form Book held in reception, if serious injury, complete an incident record form and pass to the Principal.
5. If problem persists or there are doubts as to the seriousness of any injury then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child, appropriate arrangements will be made.
6. If a severe illness or injury is suspected then the emergency services will be called by the School Secretary under direction of the First Aider in attendance and the support staff will contact the parents to inform them. No student will travel in an ambulance unaccompanied.
7. If any issue arises during treatment or discussion with the student that the Medical Officer feels should be taken further, she/he will telephone or speak to the parents and/or the Designated Safeguarding Lead or most appropriate member of staff.

N.B. The First Aiders will have up-to-date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

**Incident Reporting:**

All incidents/injuries/minor head injuries and treatment will be recorded in the Incident/Accident Report Book which is kept at Reception, by the named Receptionist. The Medical Officer or named Receptionist will contact the parents if there are any concerns about an injury or should a student need to be sent home through illness. Any significant injury also needs to be entered in the Accident Book, which is signed by the Principal. This will be completed by the person administering First Aid and by the person who has dealt with the accident. At the earliest opportunity, it should be signed by the person who was the subject of the injury. These records are kept and disposed of according to the college's data retention policy. If the nature of the accident involves contact under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', the Principal will be the person designated to undertake this on behalf of Collingham.

**Sharing of information:**

At the start of each academic year, James Alder will inform all members of staff of the updated list of students who are known to have medical conditions/problems. This list will be reviewed each time a student is to be added or deleted from the list. Medical details of students for out of college visits can be obtained from the college office and these are taken on all college visits. For overseas or residential trips, up-to-date medical consent forms will be obtained for all students attending.

**Reporting to Parents:** In the event of accident or injury, parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Principal, if necessary. Parents are always called if there is a head injury, no matter how apparently minor.

**Accidents involving Staff:** Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately in line with College and RIDDOR procedures (major injury

examples: dislocation of hip, knee or shoulder; loss of sight; fracture other than to fingers, toes or thumbs). All accidents must be reported in the College Accident Book. Work-related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days, as should cases of work-related diseases that a doctor notifies the college of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); and certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury).

**Accidents involving students or visitors:** Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any college activity (on or off the premises)
- the way a college activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

- need to be reported without delay to HSE, followed by Form F2508.

For more information on how and what to report to the HSE, please see:

<http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link

### **Practical Arrangements at the Point of Need**

#### **Principal Injuries:**

Accidents involving the head can be problematic because the injury may not be evident, eg internal, and the effects only become noticeable after a period of time. Even if the injury is minor, all head injuries should be closely monitored and the incident/accident report form should be completed, with a copy given to parents. Any serious head injury should always be referred for hospital treatment following the emergency procedures below.

#### **Emergency procedures:**

Where the injury is an emergency, an ambulance must be called following which the parents will be contacted. The ambulance will be called by the School Secretary under direction of the First Aider in attendance. Where hospital treatment is required but it is not an emergency, the Receptionist will contact the parents for them to take over the responsibility of the student.

In the event that the parents, or the person designated by the parents cannot be contacted, a member of the staff of the college will be asked to accompany the student to the hospital and remain with them until the parents can be contacted and arrive to take over responsibility. The parents will be asked to keep the Principal or Deputy Principal fully updated of developments.

#### **An ambulance must always be called:**

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness and
- whenever there is a possibility of a fracture or where this is suspected.
- in the event of a severe allergic reaction (including whenever an EpiPen has been used).

#### **Hygiene/Infection control:**

In order for Collingham to upkeep hygiene standards and reduce the risk of infections spreading:

- hands must be washed before and after giving First Aid;
- single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- any soiled dressings etc must be put in a clinical waste bag and disposed of appropriately;
- any body fluids on the floor should have absorbent granules sprinkled on them and be swept up with a disposable dustpan and brush. If possible the area should be bleached;
- body fluid spillages on hard surfaces should be cleaned up and then bleached and
- exposed cuts and abrasions should always be covered.

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Students with infectious diseases will not be allowed into college until deemed safe by their GP or the relevant local Health Authority.

## **First Aiders**

### **Medical Officers: First Aiders at Work –**

<b>Member of Staff</b>	<b>Where to find them</b>	<b>Valid until</b>
Ann Freeman	Back Office	20.06.2027
James Alder	A level Front Office With Epipen training	24.10.2026
Kerim Aytac	A Level Front office With Epipen training	12.07.2026
Tracy Urch	GCSE staff room	20.06.26
Paul Caffell	GCSE main office With Epipen training	26.04.26

### **Appointed Persons: Emergency First Aider at Work**

<b>Member of Staff</b>	<b>Where to find them</b>	<b>Due for Renewal</b>
Andrew Smith	GCSE	22.01.26
Tony Percy	GCSE Building	01.02.26
Will Jenkins	A Level / GCSE Building	21.11.25
Emily Woodnutt	A Level	21.11.25
Catherine Brahms Meleinek	A level office	28.03.26
Jami Kemp	GCSE	15.01.26

## Mental Health First aid

Member of Staff	Where to find them	Due for Renewal
Emma Clyne	Front Office Collingham Gardens	30.6.2026
Paul Caffell	Head of GCSE's office Young st	30.6.2026

## MEDICAL CONDITIONS

### Short Term Medical Needs

This includes students who need to take prescribed medication for a short period only; to finish a course of antibiotics/apply lotion etc. We would advise that, where possible, only a daily dose of medication should be brought into college by the student and that this should be in its original container.

### Non-prescribed Medicines

Apart from in extreme circumstances, non-prescribed medicines, including ibuprofen or paracetamol, will not be given by the college to any student unless written permission is provided by a parent.

### Long Term Medical Needs

These are medical needs which affect students for extended periods and probably most of their lives e.g. anaphylaxis, asthma, epilepsy.

It is important that the college is made aware of any medical condition prior to the student starting college or as soon as a student develops a condition so that the college can set up a Healthcare Plan with the help of the student, parents and appropriate professionals. It is the responsibility of the Principal/SENDCo to co-ordinate information and if necessary to involve outside agencies.

A list of students with medical conditions is available to all staff via Engage and details of their conditions are then available to relevant staff in the Front Office.

### Administration of Medication (if agreed)

If a student requires emergency medication to be kept on site and the emergency medication is a controlled drug, this needs to be locked up, the keys made readily available and not held personally by members of staff.

Medicines must be labelled as follows: name of student – name of medication - dated with expiry date - prescribed dose - frequency and method of administration.

No student should be given medication without written parent/carer consent. Due to the students' age, self-management/administration of medicines is encouraged at Collingham; if feasible, students should keep their medication on their person, such as inhalers for asthma control, or care plan specified medication. Students whose healthcare professionals and parents advise the college that their child is not yet able or old enough to self-manage and carry their own emergency medication know exactly where to access their emergency medication.

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## Legal Status:

*Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

- Regulatory Requirements, Part 3, Paragraph 13 of ISSRs 2014

**Applies to:**

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

**Related Documents:**

- Educational Visits and Off-site Activities Policy
- Health and Safety Policy

**Availability**

This policy is made available to parents, staff and students in the following ways: via the college website, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2025

James Alder  
Principal

Edward Browne and William Marsden  
Board of Directors