JACK HUNT
ACADEMY

Hard Work, Integrity and Kindness.

First Aid Procedures
Version 5.0

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1. Policy Statement

1.1. This policy is managed and maintained by the School Business Manager & Designated Safeguard Lead, with ratification from the Senior Leadership Team.

1.2. These procedures have been developed in conjunction with statutory guidance on supporting pupils at school with medical procedures, found on HM Government website at:

https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

1.3. This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on the school to make arrangements for supporting students at Jack Hunt Academy with medical conditions

1.4. This policy should be read in conjunction with the Trust's Supporting Pupils and Students with Medical Conditions Policy.

2. First Aid Facilities

2.1. The First Aid room is located in Block 3, in close proximity to Student Services and provides a suitable area where those requiring first aid can receive treatment or await professional medical attention.

2.2. Anyone in need of first aid attention during school hours will be accompanied to the First Aid Room. During lesson time, teachers will report a First Aid request via the On-call platform.

2.3. All first aid incidents will be logged on the Medical Tracker platform by the first aider on duty and capture the condition, treatment given. These records will be regarded as confidential documents.

3. First Aiders

3.1. Only those nominated staff with specific first aid training will be able to attend to the needs of an individual requiring attention. Details of first aiders and their general locations are available on First Aid Notice displayed (Appendix 1).

3.2. The Academy will ensure that appropriate members of staff will receive adequate and ongoing training so that the level of medical support required by law is available.

3.3. The lead first aider will act as the lead first aider onsite and manage the first aid coverage across the site.

3.4. First aiders are based within the Inclusion Base and Sixth Form provisions to support students in these areas. These first aiders will provide immediate first aid support and will update Medical Tracker with all incidents attended.

3.5. First aiders in the Inclusion Base will work closely with staff supporting students with complex medical needs and NHS care plans and will ensure that medical support and medication is provided and recorded accordingly.

4. Requesting Emergency First Aid Support

4.1. Assess the situation – quickly determine whether the situation is an emergency or a routine first aid need using the guidance below:

Emergency Situation: [Immediate on-call message "EMERGENCY FIRST AID"]

a) Unconscious or altered consciousness

b) Severe bleeding that cannot be controlled

c) Suspected cardiac arrest or heart problems

d) Anaphylaxis (severe allergic reaction)

e) Severe breathing difficulties or choking

f) Suspected spinal or neck injury

g) Seizures lasting longer than usual for that student

h) Severe burns or scalds

i) Suspected broken burns with visible deformity

j) Any situation where you believe immediate medical intervention is critical

4.2. Emergency Procedure:

i. Initiate Emergency First Aid alert via On call

ii. Send a reliable student/adult to student services if radio/phone unavailable

iii. Stay with the casualty – do not leave them alone

iv. Do not move the casualty unless they are in immediate danger

v. Keep the casualty comfortable and reassure them.

vi. Clear other students from the area – seek assistance from another adult

vii. Begin basic life support if you are trained and it is safe to do so

viii. Wait for the first aider who will bring emergency equipment including defibrillator/AAI.

5. Requesting Routine First Aid Support

5.1. Assess the student's request and determine whether the student should attend first aid during the next available break time or requires first aid assessment using the guidance below:

a) Use ON CALL "Routine First Aid" request for:

i. Feeling faint or dizzy

ii. Minor burn/scald

iii. Nosebleed

iv. Vomiting

v. Head bump

vi. Any situation that needs first aid attention but is not immediately life threatening

b) Encourage student to attend first aid at break time, if symptoms persist for:

i. Stomach ache or nausea

ii. Minor cuts, grazes, blisters, splinters, bruises

iii. Headache

iv. Generally feeling tired or "a bit poorly"

5.2. DO NOT:

❌ Send injured students to First Aid room alone

❌ Allow students to treat themselves or each other

❌ Apply ointments, lotions, antiseptics or creams

❌ Offer or administer paracetamol or any other medication

❌ Move or manipulate damaged bones/joints (may be fractured)

❌ Allow students who feel faint to go to toilets or walk around

❌ Send injured students to "sit on a bench" without informing First Aid

❌ Attempt any first aid treatment unless you hold a current First Aid qualification that the Academy has recorded

❌ Assume a student is "fine" after a head injury - always notify First Aid

6. First Aid Procedures

6.1. If someone is taken ill, or in the case of accident or injury, cannot be moved the first member of staff on the scene will contact the First Aid room or Main Office immediately and summon help from a First Aider.

6.2. If the person is found to require specialist treatment the First Aider will notify the School Business Manager/Facilities Manager. Between the First Aider and SBM they will co-ordinate an ambulance or other qualified support if it is considered that such action is appropriate.

6.3. If a student is attending the First Aid room regularly, with no identifiable or presenting medical condition, the First Aider will email the Student Support Officer of the appropriate Year Team, with details of frequency and regularity of visits etc.

6.4. Medical Cards/stamps will be issued to students with diagnosed medical conditions that may require them to leave a lesson. Year Teams will coordinate with the Lead First Aider to ensure that cards/stamps are issued appropriately and that all relevant staff are informed of the student's needs. The card/stamp will have a standard message printed on them and will be recorded on the student's medical record on Medical Tracker.

6.5. Medical Tracker. First aiders must ensure Medical Tracker is updated promptly after each incident including:

a) Student name and tutor group

b) Date, time and location of incident

c) Nature of injury/illness

d) Treatment provided

e) Any medication administered

f) Follow up actions required

g) Parent contact

h) Notifications to staff members as appropriate

7. Sending Students Home

7.1. If a student has been sick and it has been witnessed by an adult, they need to be sent home unless they have a known medical condition where this is not appropriate.

7.2. If a student has a high temperature that cannot be reduced by medication, with correct parental permission, they will need to be sent home.

7.3. Appropriate consideration should be taken for the attendance record of students, particularly when considering borderline cases where attendance records are poor. Low percentage students (under 95%) or Sixth Formers should be referred either to SSO, SLT Link or Head of Sixth Form as appropriate.

7.4. A First Aider will contact parents, using numbers supplied by parents/carers and stored on SIMS. If a First Aider is unable to contact parents/carers within 20 minutes, the case will be referred to the SBM or DSL.

8. Loco Parentis

8.1. If a student's condition requires treatment immediately, such as a burn to the hand that needs checking at a walk-in centre, and parents are uncontactable, school staff will make decisions acting in loco parentis. In such cases the SBM or DSL should be contacted to make appropriate arrangements and create a letter that needs to accompany the member of staff.

8.2. If a student needs to be transported to hospital via ambulance, a member of the school staff must accompany the student, unless parents have arrived at the school site before the Ambulance leaves.

8.3. In both cases the staff member must stay with the student but cannot agree to any treatment that is required. The medical professional must take that decision.

9. Hospital

9.1. If the individual is a student and is to go to hospital from the school site they will be accompanied by a member of staff who will remain with them until the parents or responsible adult arrives.

9.2. Where the individual is a student who is to go to hospital from an off-site school organised activity, school staff will wherever possible accompany that student and remain with them until the parents or responsible adult arrives.

10. Medicines

10.1. **Paracetamol**: The Academy will no longer administer paracetamol to students. Parents/carers will be advised that students requiring pain relief during the school day should take appropriate medication at home before school, or parents may attend school to administer medication themselves if needed during the day.

10.2. Parents are expected to arrange for medication to be taken outside school times and are encouraged to discuss this with health practitioners wherever possible. In extenuating circumstances, parents may request that school supports the administration of medication by completing an Instruction to Administer Medication Form (Appendix 2), and returning with fully labelled medication to the First Aid Team/Student Services.

10.3. Students are encouraged to self-administer medication, under supervision, will and that this takes place in first aid, unless other arrangements specific to a learner's needs have been agreed.

10.4. Medicines will only be administered at the school when it would be detrimental to a student's health or school attendance not to do so.

10.5. The First Aid team will accept and receipt any medication and forms and update Medical Tracker, which will then log the dates/times of each administration of the medication.

10.6. Ensure that only prescribed medicines, in original containers, supplied by GP or pharmacist are administered in school or non-prescription medicines with appropriate parental consent. Both the consent form and medication will be kept in labelled student pouch in First Aid room and will be reviewed on a termly basis.

10.7. Ensure that full instructions and signed parental consent forms are completed for administration of medicines. No medication will be administered unless the parents have completed the necessary forms signifying that specific preparations may be given. Parents should confirm their current consents by updating the Edulink system. The record of all students who have their parents' permission to receive medicines will be kept on SIMS, or with their NHS care plan in the PD Hub, Inclusion Base.

10.8. Ensure that any medication left in school is stored in the locked cupboard situated in the First Aid or Inclusion Base area, unless this is:

a) emergency medication which must remain with the student (such as Epi-Pens, Insulin etc).

b) medication which must be administrated as part of a learner's NHS care plan agreed within the PD Hub provision, Inclusion Base. In this case, the medication will be retained in a locked cupboard in the Inclusion Base.

10.9. Ensure records of all medication administered are kept in line with other documentation.

10.10. Ensure that medical consent forms are completed by the parents of the new Year 7 students at the start of the school year.

10.11. Ensure that the school provides relevant staff with adequate and ongoing training to ensure that the level of medical support required by law is always available, including Moving and Handling and procedures detailed in the Intimate Care Policy.

10.12. Reserve the right to refuse a request to administer medicines or perform nursing procedures to be carried out in school where appropriate medical guidance has not been acquired. The Head Teacher, DSL or person on Senior Staff Duty would need to be consulted in these instances.

10.13. Ensure that students with medication associated with their Intimate Care plans have their care and medical needs met in school by appropriately trained staff, in accordance with the PD Hub Service Level Agreement.

10.14. Ensure that any intimate care procedures, inclusive of any necessary nursing procedures, are administered according to the school's additional Intimate Care Policy.

10.15. Ensure that any medication requiring administration during trips or off-site activities is provisioned for in accordance with the school's Educational Visits Policy and administered as appropriate adhering to this Policy.

11. Mental Health

11.1. Students that attend the First Aid room presenting with Mental Health related issues cannot be diagnosed by the team and can only be treated with symptoms that are presented e.g. hypoventilation. For additional support please contact the Student Support Officer, School Counsellor, Child Protection or DSL.

11.2. The DSL, is the liaison with Community Child and Adolescent Mental Health Service (CAMHS) for incidents involving Child Protection. Head of Year are the liaison for CAMHS for cases not involving Child Protection.

11.3. Students presenting with Mental Health related issues will not be held within the First Aid room after treatment has been given for any presenting symptoms, such as hypoventilation. First Aid staff may call for support with such cases from pastoral staff, or the Child Protection team where appropriate.

12. Sanitary Products

12.1. Jack Hunt Academy works alongside Red Box Project to supply sanitary products to students that require them. Requests for sanitary products are not deemed to be first aid requests. Students can access products independently from Red Boxes located in:

a) Each Year Office

b) PE Department

c) Student Services

13. Students with Life-Threatening Medical Conditions

13.1. Students with life-threatening medical conditions are clearly identifiable to all staff (*including access to their care plan) through multiple systems:

a) Edulink seating plans* (medical condition tag enabled)

b) Student profile on SIMS*

c) Student will wear a medic alert

d) Medic alert symbol printed on phone pouch identity card

e) Register on Medical Tracker

f) Student Care Plan Folder kept in First Aid Office and Year Team

g) Student Care Plans detail the specific condition, symptoms to watch for and emergency procedures.

h) Staff should familiarise themselves with care plans for students they teach/tutor.

i) A central register of all students with life-threatening conditions is maintained by the Lead first Aider on Medical Tracker.

j) This register includes the student name, tutor group, condition and location of emergency medication.

k) The register is updated immediately when new conditions are diagnosed or when students join/leave the school.

13.2. Year Team Staff Responsibilities:

a) Ensure all staff teaching students in their year group are aware of life-threatening conditions.

b) Liaise with Lead First Aider/team regarding any changes to student medical needs.

c) Issue medical cards where appropriate.

13.3. Teaching Staff Responsibilities:

a) Check Edulink seating plan medical tags are enabled for all classes

b) Read and understand care plans for students with life-threatening conditions in their classes.

c) Know the location of emergency medication for students in their care (E.g. epi-pen, inhalers).

d) Be alert to symptoms outlined in individual care plans.

e) Follow emergency procedures specific to each student's condition.

f) Attend any required training for administering emergency medication (e.g. Epi-pen training).

13.4. Form Tutor Responsibilities:

a) Review care plans for all tutees with life-threatening conditions at the start of each year

b) Ensure students have their emergency medication with them (where applicable)

c) Report any concerns about a student's condition to the Lead First Aider/Year Team and parents.

14. Third Party Injuries

14.1. If a visitor is injured whilst on site (for any reason) it is important:

a) That the individual and/or the event organiser are advised to report the occurrence to their own school/employer/organisation.

b) That a report of the incident is completed immediately. As much detail possible need to be provided about the incident, the person(s) involved and the actions taken. However, unless there is clear evidence of the nature of any injury, speculation as to the nature/extent of any personal injury should be avoided.

c) All above guidance should be maintained regardless of visitor status, in accordance with recommended First Aid procedures.

d) Only those nominated staff with specific first aid training will be able to attend to the needs o

15. Complaints

15.1. Should parents/carers or students be dissatisfied with the support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, parents may make a formal complaint, details of which are outlined in the school's Complaints Procedure that can be found with all other Policies on the Academy's website.

16. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy Published	Christine Gillingham	01/04/2015
2.0	Policy Reviewed	Matthew Deere	6/10/2016
2.1	SLT revisions noted and implemented. Policy live as approved	Matthew Deere	12/10/2016
3.0	Review and re-draft	Jo Christopher	31/05/2019
3.1	Minor amendments in preparation for SLT approval	Matthew Deere	30/07/2019

3.2	Revision of policy on students returning after sickness agreed SLT 7 October 2020	Matthew Deere	5/11/2020
4.0	Updated the reference to DfE statutory guidance 2015. Updated location of medical room – block 4. Updated the references from house to year groups. Removed references to Senior Admin & Admin Manager (roles no longer exist). Updated reference of Learning Support to Inclusion Base. Added consent updates via Edulink. Added references to paracetamol issuing updates. Removed reference to students staying off school for 48 hours following a bout of sickness.	Simon Linforth	6/12/2024
5.0	Policy/procedures fully revised: no paracetamol, first aid procedures, Medical Tracker	Nicky Pedder	August 2026

17. Appendix 1: First Aiders Notice Poster

Jack Hunt Academy

FIRST AID PROCEDURE

First aiders can be contacted via the On Call platform and via Student Services. All illnesses, injuries or accidents should be reported to the Lead First Aider/Business Manager.

First aid kits are available in practical areas throughout the school, in the first aid room and the school minibuses. Allergy (spare AAI's) kits and defibrillators are also available.

FIRST AID STAFF

Site Location	Staff Member	Role
First Aid Office	TBC	Lead First Aider
Student Services	Emma Phillips	First Aid/Admin
Student Services	Irene Marshall	First Aid/Admin
Student Services	Debbie Moakes	First Aid/Admin
Student Services	Tracy Butler	Receptionist
6th Form	Millie Quinn	6th Form
6th Form	Jas Kaur	6th Form Admin
6th Form	Rebecca Innes	6th Form SSO
Block 1	Jo Young	Teacher
Block 1	Darren Brown	Cover supervisor
Block 2 - Science	Anne Hatton	Lab Technician
Block 2 - Science	Janice Asplin	Lab Technician
Block 3 - Admin	Nicky Pedder	SBM
Block 3 - DT	David King	Teacher
Block 5 + Duke of Edinburgh	Amanda Maslin	Duke of Edinburgh
Inclusion Base	Alisha West	Teaching Assistant
Inclusion Base	Sandy Sanders	Instructor
Inclusion Base	Emmie Vaughan	Teaching Assistant
Library	Stacey Wilkie	Library
Outdoor Learning	Lauren Matthews	Outdoor Learning
PE	Adam Lomas	PE
PE	Hayley Jeal	Head of PE
PE	Ngoni Bvunzawabaya	Teacher
PE	Kieran Jack	PE Intervention tutor
PE	Khalil Trablesi	Sports Assistant
PE	Lauren O'Conner	Teacher
PE	Sarah McCormack	Teacher
PE	Michael Holden	Teacher
PE	Dean Baines	Teacher
PE	Chloe Pryke	Teacher
Reflection Room	Jenny Teta-Kazantzid	Support
The Snug - 6th Form	Maggie Brown	School Counsellor

Jon Hebblethwaite – Headteacher

18. Appendix 2: Instruction to Administer Medication (Parent Consent Form)

INSTRUCTION TO ADMINISTER MEDICATION

Please note that all parents/carers are expected to arrange for medication to be taken outside school times, and encourage you to discuss this with your health practitioners to plan this.
In extenuating circumstances, parents may request that school supports the administering of medication by completing the form below and returning with the medication which should be labelled with your child's name and tutor group.

Student Name:		**Tutor Group:**	
My child has been diagnosed as having the following condition	**Condition:**		
My child is considered fit for school but requires the following prescribed/ non-prescribed medicine to be administered during school hours	**Name of prescribed medicine:**	**Name of non-prescribed medicine:**	
I give permission for the medication to be administered (please tick ✓)	Either by my child or by an adult	By an adult only	

Administration details:

*If there is no defined end date, medication will be reviewed at the end of each half term.

Dosage (how much):	**At (time):**	**Starting from (date):**	**Until (Date)* – leave blank if there is no defined end date.**

Medication is administered via: (please tick ✓)

Mouth:	**Ear:**	**Nose:**	**Other (please specify):**

Declaration:

- I undertake to update the school with any changes in routine, use or dosage or emergency medication and to maintain an in-date supply of the prescribed medication with prescription label.
- I understand that the school cannot undertake to monitor the use of self-administered medication or that carried by the student and that the school is not responsible for any loss of/or damage to any medication.
- I understand medication will be stored by the school and administered by /under supervision of staff except for emergency medication which will always be near my child.
- I understand that staff will be acting voluntarily in administering medicines to students.
- I undertake to collect all medicines from the school when they are no longer required, expired and at the end of each term*.

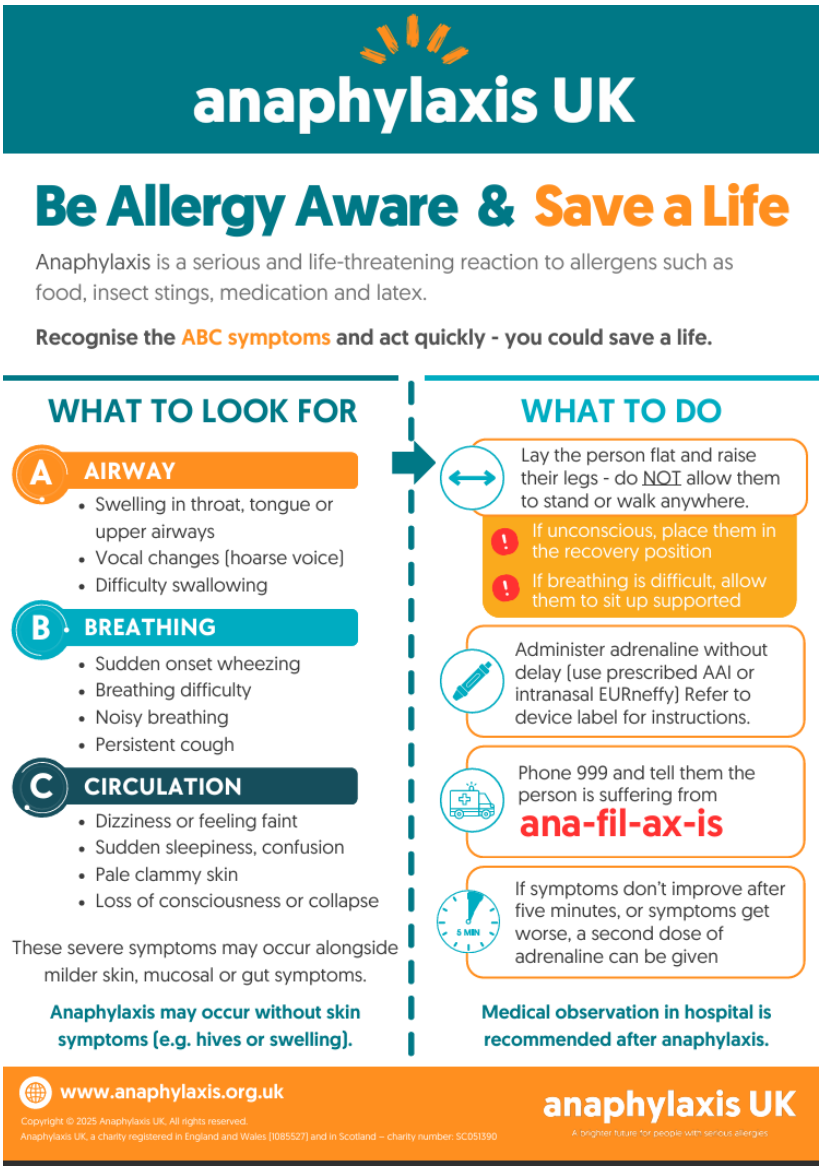
Signature of parent/carer with legal responsibility for the student:		**Name of parent/cater**
Contact Details:	**Mobile:**	**Email:**
Date:		

First Aid Office Receipt (date and initial):

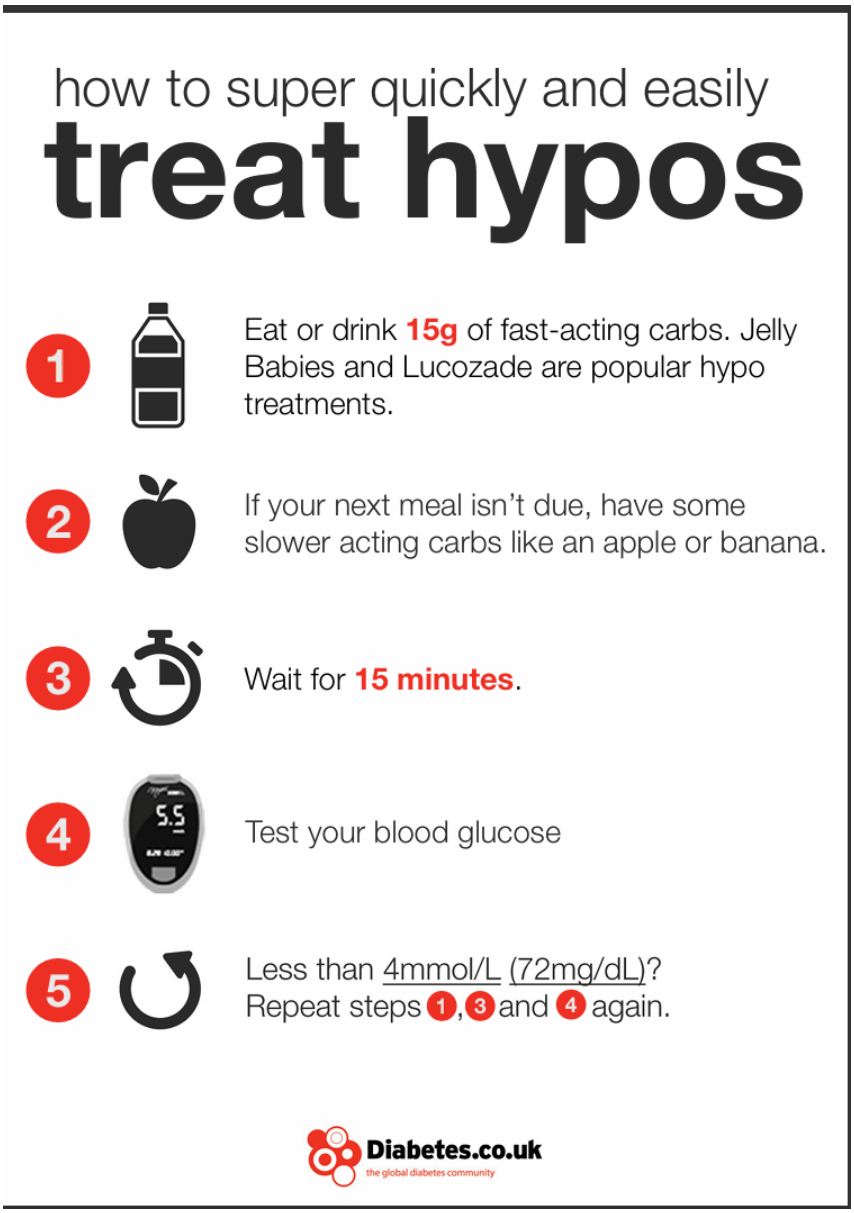
Consent Form Received:	**Medication Received:**	**Is a Care Plan Required?**	**Medical Tracker updated**	**Review date:**

Instruction to Administer Medication Form September 2026

19. Appendix 3: Anaphylaxis Emergency Care



20. Appendix 4: Diabetes "Hypo" Emergency Care



21. Appendix 5: Epilepsy seizure Emergency Care

EPILEPSY ACTION

First aid for epileptic seizures

To help someone having a tonic-clonic seizure, you don't have to be an expert. All you have to do is **CARE**.

C **COMFORT**
Cushion their head with something soft, to protect them from injury

A **ACTION**
Begin to time the seizure, and clear the area of anything potentially harmful. You could also check if the person has any medical ID or bracelet with more information on how to help

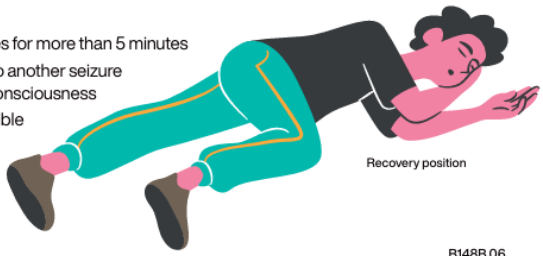
R **REASSURE**
When the seizure has stopped, place them in the recovery position, stay with them and reassure them as they come round

E **EMERGENCY**
Call 999 if:

- the seizure continues for more than 5 minutes
- the person goes into another seizure without regaining consciousness
- the person has trouble breathing after the seizure
- the person has never had a seizure before
- the person is injured

You can find out more about seizure first aid at:
epilepsy.org.uk/firstaid

You can find out about other seizure types at:
epilepsy.org.uk/seizures



Recovery position

B148B.06
Date: September 2023
Due for review: September 2026

Registered with FUNDRAISING REGULATOR

New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY
Phone 0113 210 8800 epilepsy@epilepsy.org.uk epilepsy.org.uk
Epilepsy Action Helpline freephone 0808 800 5050
Registered charity in England and Wales (No. 234343)

A donation of just £4 helps us to provide vital first-aid training and information to those who need it. You can help at **epilepsy.org.uk/donate**

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To tell us what you think of this poster, go to **epilepsy.org.uk/feedback**

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22. Appendix 6: Choking Emergency Care

Signs of choking:



Treatment: Alternate 5 x Back Blows / Abdominal Thrusts

