

Vita Et Pax Preparatory School

First Aid Policy

6a Priory Close, Green Road, Southgate, London N14 4AT
Tel: 020 8449 8336 | Email: info@vitaetpax.co.uk

Version:	1.0	Date Approved:	February 2025
Review Date:	February 2026	Responsible:	Head Master / Office Manager
Head Master:	Darren May	Chair of Proprietorial Body:	Pushkar Acharya
DfE URN:	102064	Charity No:	281566

1. Introduction

Vita Et Pax Preparatory School is committed to providing adequate first aid provision for all pupils, staff and visitors. This policy complies with the Health and Safety (First-Aid) Regulations 1981, the Independent School Standards Regulations 2014 and DfE guidance "Supporting Pupils at School with Medical Conditions" (2015).

2. First Aid Provision

The school ensures that:

- A sufficient number of staff are trained in first aid at work (FAW) or emergency first aid at work (EFAW)
- At least one qualified first aider is on site during school hours and during school-led activities
- Paediatric first aid trained staff are available in EYFS settings at all times
- First aid kits are maintained and stocked in key locations throughout the school
- A dedicated medical room is available for treating pupils

3. Trained Staff

The following staff hold current first aid qualifications (updated annually):

[List to be maintained by the School Office — names, qualifications and expiry dates]

First aid training is renewed every three years. The school maintains a record of all first aid qualifications and ensures training is refreshed before expiry.

4. Medical Conditions Management

The school follows the DfE guidance "Supporting Pupils at School with Medical Conditions." Individual Healthcare Plans (IHPs) are developed for pupils with significant medical conditions (e.g. asthma, epilepsy, severe allergies, diabetes) in consultation with parents, healthcare professionals and the pupil

where appropriate.

Key arrangements:

- Parents must inform the school of any medical conditions on admission and whenever conditions change
- IHPs are reviewed at least annually or when medical needs change
- All staff are informed of pupils with significant medical conditions (on a need-to-know basis)
- Staff receive training for specific conditions (e.g. epi-pen administration, inhaler use)
- Emergency medication is stored securely but accessibly

5. Medicine Administration

The school will only administer medicine that has been prescribed by a doctor or other authorised prescriber. Arrangements include:

- Written parental consent must be provided on the school's medicine administration form
- Medicines must be in the original container with the pharmacist's label showing the child's name, dosage and expiry date
- Non-prescription medicines (e.g. paracetamol) will only be administered with prior written parental agreement
- A record is kept of all medicines administered, including date, time, dose and the member of staff who administered it
- Medicines are stored securely; controlled drugs are stored in a locked cupboard
- Children with asthma may carry their own inhalers with parental and medical consent

6. Emergency Procedures

In the event of a medical emergency:

- The first aider will assess the situation and administer appropriate first aid
- If necessary, an ambulance will be called immediately (999)
- Parents/carers will be contacted as soon as possible
- A member of staff will accompany the child to hospital if parents have not yet arrived
- The Head Master and relevant staff will be informed
- A detailed record of the incident will be completed

7. Record Keeping

Records are kept of:

- All first aid treatment given (in the first aid log)
- All accidents and injuries (in the accident book)
- Administration of medicines
- RIDDOR-reportable incidents
- Individual Healthcare Plans

Records are stored securely in accordance with data protection legislation and retained for the period specified in the school's Data Retention Schedule.

8. Parental Consent

On admission, parents are asked to provide written consent for emergency medical treatment and to share relevant medical information. Parents are responsible for keeping the school informed of any changes to their child's medical needs or emergency contact details.

9. Monitoring and Review

This policy is reviewed annually. First aid provision is assessed regularly to ensure adequacy. Accident records are analysed to identify trends and inform risk assessments.