

Solefield School is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the Chair of Governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Solefield School Local Advisory Board.



Solefield School

FIRST AID AND INTIMATE CARE POLICY

1. Introduction

The First Aid and Intimate Care Policy and procedures at Solefield School are in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, illness or injury, no matter how minor or major. These procedures are applicable to all pupils in the school including those within the EYFS (Little Acorns and Reception classes). This policy is written with regard to Department for Education guidance on First Aid in Schools.

Solefield School is committed to safeguarding and promoting the welfare of all pupils and staff. The school recognises that prompt and effective first aid can save lives, reduce recovery time and minimise the consequences of illness or injury.

This policy is implemented in accordance with:

- Health and Safety (First Aid) Regulations 1981;
- Equality Act 2010;
- EYFS Statutory Framework;
- Keeping Children Safe in Education;
- Data Protection Act 2018 and UK GDPR.

In the event of an accident, illness or injury, all members of the school community should be aware of the support available and procedures for obtaining assistance.

2. Purpose of the Policy

The purpose of this policy is:

- To provide effective, safe first aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the procedures in place.
- To provide awareness of health and safety issues within school, on school trips and during holiday camps in order to prevent, where possible, accidents and injuries.
- To ensure intimate care is provided in a safe, respectful and appropriate manner.
- To safeguard the dignity, wellbeing and welfare of all pupils requiring intimate care.

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body is responsible for:

- The health and safety of employees, pupils and visitors.
- Determining the number of first aiders and appointed persons.
- Ensuring adequate first aid equipment and supplies are available.
- Ensuring appropriate arrangements exist for educational visits and out-of-hours activities.
- Ensuring adequate insurance is in place.
- Ensuring that an appropriate First Aid and Intimate Care Policy is in place.
- Monitoring matters relating to health and safety across the school.

The Governing Body receives regular reports regarding medical incidents and first aid provision through the school's governance arrangements.

3.2 The Headmistress

The Headmistress will:

- Ensure that adequate first aid arrangements are in place.
- Ensure that there is at least one appropriately qualified first aider available whenever pupils are on site.

- Ensure Individual Medical Care Plans (IMCPs) are developed where required.
- Ensure relevant staff receive appropriate training in managing medical conditions.
- Ensure relevant staff are informed of pupils' medical needs on a need-to-know basis.
- Ensure medical information is shared in accordance with UK GDPR and Data Protection legislation.
- Ensure suitable arrangements are made for educational visits and off-site activities.
- Ensure all salaried staff with responsibility for pupils receive first aid training at appropriate intervals.
- Oversee implementation and monitoring of this policy.

At the start of each academic year, all staff receive details of pupils with significant medical conditions. Information is updated whenever circumstances change.

3.3 First Aiders

A First Aider is a member of staff holding a valid First Aid at Work qualification or equivalent.

First Aiders will:

- Ensure qualifications remain current.
- Attend casualties promptly.
- Treat casualties to the best of their ability and within the scope of their training.
- Wear appropriate protective equipment when dealing with blood or bodily fluids.
- Call for assistance or emergency services where necessary.
- Ensure first aid kits remain adequately stocked.
- Ensure parents are informed promptly of significant injuries.
- Ensure appropriate supervision accompanies pupils taken to hospital.
- Maintain accurate records of incidents and treatment provided.

3.4 First Aid Trained Staff

First aid trained staff will:

- Familiarise themselves with school first aid procedures.
- Be aware of pupils with significant medical conditions.
- Ensure pupils understand how to obtain help.
- Never move a casualty unless absolutely necessary due to immediate danger.
- Summon assistance promptly when required.
- Administer basic first aid within the scope of their training.
- Record injuries and treatment appropriately.
- Follow the Educational Visits Policy during off-site activities.

The school maintains appropriate medical records for pupils with significant medical needs. Relevant information is shared with staff on a need-to-know basis.

3.5 Non-First Aid Trained Staff

Non-first aid trained staff will:

- Accompany pupils with minor injuries to the school office.
- Send unwell pupils to the school office.
- Seek assistance from the nearest available adult during serious incidents.
- Call emergency services if necessary.

All staff receive guidance on contacting emergency services from school.

4. First Aid Kits

The main first aid supplies are held in the school office, with medicines stored appropriately.

Additional first aid kits are located around the school, including classrooms, minibuses, sports facilities and educational visit bags.

First aid kits are checked regularly. Staff must notify the office if replenishment is required.

5. Administration of Medicines

Solefield School has a duty of care towards the pupils in its care.

Parents complete a medical information form on entry to the school and must notify the school of any changes to their child's medical condition.

No medication, prescribed or non-prescribed, will be administered without written parental consent.

Parents must:

- Deliver medication directly to the school office.
- Complete the appropriate administration form.
- Ensure medicines are supplied in original packaging.
- Ensure prescribed medicines carry the pharmacy label showing dosage and the pupil's name.

The following non-prescription medication may be administered with parental consent:

- Paracetamol
- Ibuprofen
- Travel sickness medication

The school office normally holds children's paracetamol and ibuprofen. Parents will be informed whenever medication is administered.

The school will only permit other medicines, including complementary or herbal remedies, where a parent attends school to administer them personally.

No pupil should bring medication into school independently unless specifically authorised through an Individual Medical Care Plan.

If a pupil becomes unwell during the school day, they will be assessed and parents contacted where necessary.

6. Arrangements for Pupils with Medical Conditions

Pupils with conditions including asthma, diabetes, epilepsy, post-operative needs, physical disabilities or other significant medical conditions will have an Individual Medical Care Plan reviewed at least annually and whenever circumstances change.

Information regarding medical needs will be shared with relevant staff and reviewed regularly.

Emergency medication and medical equipment must remain readily accessible and accompany pupils on educational visits and sporting activities where required.

Staff must know:

- Where medication is stored;
- How to access it;
- Which pupils require it.

7. Absence Due to Sickness

If a pupil has diarrhoea or vomiting, they should remain off school for 48 hours after the last episode.

Pupils should not attend school with a fever.

Current public health guidance should be followed where applicable.

Parents should provide a reason for illness-related absences.

8. Sick Room

The school sick room is available for pupils or staff requiring isolation, rest or medical supervision.

Following use, it will be cleaned and disinfected as appropriate.

9. Spillage of Body Fluids

Body fluid spillages must be managed safely.

First Aiders should:

- Wear gloves and appropriate PPE.
- Use designated cleaning materials and spill kits.
- Dispose of contaminated materials appropriately.
- Thoroughly disinfect affected areas.

10. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Certain incidents occurring in schools must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Headmistress is responsible for reporting incidents to the Health and Safety Executive (HSE).

Reportable incidents include:

- Deaths.
- Major injuries.
- Injuries resulting in statutory-reportable absences from work.
- Certain occupational diseases.
- Dangerous occurrences defined by legislation.

Incidents involving pupils or visitors may also be reportable where they arise from school work activities and result in hospital treatment or death.

11. Intimate Care

The school recognises that some pupils may require intimate care, including support with toileting, changing following an accident, illness or injury, or assistance arising from a medical condition or disability.

Intimate care will always be provided in a manner that:

- Preserves the child's dignity and privacy.
- Supports the child's wellbeing and welfare.
- Respects the child's views and wishes wherever possible.
- Reflects the school's safeguarding responsibilities.

Where intimate care is required:

- A child's consent will be sought whenever appropriate.
- At least two members of staff should be aware that intimate care is taking place.
- Care should be provided by a DBS-checked member of staff.
- Wherever reasonably practicable, care should be provided by a member of staff of the same sex as the child.
- Staff must follow safeguarding, health and safety and data protection procedures.
- A written record will be kept of any intimate care provided.
- Any concerns arising during intimate care must be reported immediately in accordance with safeguarding procedures.

Reasonable adjustments will be made in line with the Equality Act 2010 to support pupils with disabilities or additional needs.

12. Record Keeping

The school maintains records of accidents, injuries, reportable incidents and medical matters in accordance with statutory requirements.

Records include:

- Date and method of reporting.
- Date, time and location of incidents.
- Details of those involved.
- Nature of injuries or illnesses.
- Actions taken and treatment provided.

Medical information is managed on a need-to-know basis and in accordance with UK GDPR and the Data Protection Act 2018.

13. Accident and Near Miss Incidents

Accidents

All accidents are recorded and investigated to an appropriate level according to their seriousness.

The purpose of investigations is to:

- Establish root causes.
- Identify lessons learned.
- Prevent recurrence.
- Review risk assessments where necessary.

Near Misses

Near misses are incidents that do not result in injury but could have done so under different circumstances.

Near misses should be reported and investigated so that preventative action can be taken where appropriate.

14. Review of Policy

This policy will be reviewed annually and sooner if required following:

- Significant incidents;
- Changes in legislation;
- Updated guidance;
- Changes to school arrangements.

Helen McClure
Headmistress

Updated: 01.09.26

Review Date: 01.09.27