

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation, and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos, and we expect all members of our school community to model this in their behaviour and relationships.

LANGLEY PARK SCHOOL FOR GIRLS

FIRST AID POLICY

Approval Body:	Governing Body
Approval Date:	Autumn 2025
Implementation Date:	Autumn 2025
Designated Person (as appropriate):	Assistant Headteacher (SENDCo)
Committee with Remit (as appropriate):	Governing Body
Review Date:	Autumn 2027

Langley Park School for Girls as an employer has a legal duty to ensure that employees receive the appropriate assistance if they are injured or taken ill at work. To meet its obligation, the school has appointed first-aiders, who hold an appropriate (according to HSE guidelines) first-aid qualification. The school currently requires its first aiders to hold the First Aid at Work 3-day course qualification. First-aiders will also receive refresher defibrillator training annually.

Langley Park School for Girls is in loco parentis, and it is therefore expected that whilst at school students will be shown the care that a reasonable parent would give. This does not imply a duty upon staff personally to undertake first aid treatment; however, all staff will be trained according to Para. 3.2 of the Medical Needs policy and be aware of, and follow, the school's First-Aid Flow Chart card, which gives instruction on responding to a student requiring medical assistance. In an emergency situation, teachers and other staff are expected to use their best endeavours at all times.

Trained first-aiders are expected to give initial assistance or treatment before the arrival of the emergency services and to do their best to relieve distress and to prevent further harm to the students concerned.

First aiders will follow guidance and act in accordance with the first aid practice taught, and written information received at the time of qualification.

First aiders should NEVER supply medicines to staff.

All first aiders will meet as a team at least annually to review procedures. **Staff on the First Aid rota will meet once per term.**

1. First Aid Support

First aid support during school hours: Between the hours of 8:30am – 4:30pm requests for first aid support should be made via Main Reception. Calls to the emergency services will be handled by Main Reception or the first aider on duty.

First aid support outside of school hours: Outside of school hours, first-aid trained Site staff can be contacted via the radio (channel 2) on Main Reception, or by calling the Site Staff office on 5256.

Following an initial assessment of any incident outside of school hours, if staff remain in doubt, they are advised to dial 999, placing the onus on the emergency services.

2. Medical Room

The Medical Room is sited in the SEND Hub. The room contains the school's first aid supplies, two Emergency Asthma kits and two Auto Injector emergency kits for anaphylaxis and 2 storage areas for medication.

Storage area 1 is for urgent medication such as students own prescribed emergency Asthma inhalers/AAI (Epipen)/Diabetes kits/epilepsy emergency medication. This is available and unlocked at all times.

Storage area 2 is for stored medication such as pain relief/controlled medication. This is kept locked at all times. This is double locked, in a locked medication box, inside a locked cupboard with access keys being stored in the SEND office keybox.

All medication held on site is prescribed and only given with parental consent or as part of an individual healthcare plan agreed with parents/carers.

Use of the school's emergency kits is only with parental consent and in line with the student's medical healthcare plan.

3. First Aid Boxes

First aid boxes, which contain checklists and guidelines, are located on the map on appendix A attached to this policy. Alongside each first aid box is a list of qualified first aiders.

First Aid boxes, contents, signage and paperwork should be checked on a half termly basis by site staff and logged.

Any first aiders that administer first aid must inform the site team of the contents used for this to be replaced.

First Aid boxes are provided in both minibuses and are checked by Site Staff monthly.

Four defibrillators (AED) are available on site at Main Reception, All Weather Pitch, PE office and SEND Hub. Their locations should be clearly labelled, and it should be freely accessible at all times. A spare battery will be held at all times. Site staff will be responsible for checking the defibrillator battery and ordering replacement batteries and electrodes. The remaining battery life and the expiry dates on the Therapy Electrodes will be checked monthly. When the Low Battery warning is given, the battery will be replaced with the spare and a new battery ordered immediately. The old battery should be kept safely until the replacement arrives.

Emergency Auto injectors (AAI) are located in Main Reception (1), Sixth Form Common room office (1), SEND Hub medical room (2)

Emergency Asthma Kits are located in Main Reception (1), PE Office (1), Sixth form common room office (1), SEND medical room (2)

Emergency kits may only be used where students are prescribed the relevant medication AND we hold parental consent. In all other cases, permission for use **MUST** be given by the Emergency Services.

4. What Constitutes First Aid?

The following areas are problems that are considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

- Allergies symptoms including Anaphylaxis
- Asthma symptoms
- Bleeding/cuts/grazes
- Burns
- Diabetes Management (Hypoglycaemia and Hyperglycaemia)
- Epilepsy
- Fainting
- Head injuries
- Limb injuries (suspected fractures/breaks)
- Medical illnesses linked to a diagnosed healthcare need.
- Non-Epileptic or Functional seizures
- Vomiting

Minor health issues that First Aiders cannot deal with:

- Period pains
- Headaches
- Students complaining of feeling sick, fever, etc.
- Sore throat

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents. Further treatment from First Aiders in school is unnecessary.

5. Staff Responsibilities

School staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the first aiders in school are.
- completing accident report for all incidents they attend to where a first aider is not called.
- informing the headteacher or their manager of any specific health conditions or first aid needs.

- Completing the appropriate documentation in ALL cases (accident report/near miss report/student illness/First aid log on Bromcom - medical events as a medical inspection)

The SEND team is responsible for maintaining records of students' medical conditions, care plans and medication, and identifying needs and co-ordinating support and provisions relating to maintaining their health. Staff organising trips away from school should liaise with the SEND team to ensure that individual medical requirements are understood and to collect care plans/relevant medication (see para.7).

The SEND team, primarily the medical officer is responsible for ordering and co-ordinating the provision of first aid supplies for trips and events, such as Sports Day.

Only first aid trained staff/First Aid Team – following the 7 principles of administering medication provided by Bromley Healthcare Health support to schools' team – appendix c below) are authorised to control and dispense students' medicines. Any medication administered should be logged on the student medication log sheet in their medication box and the appropriate information added to Bromcom medical events as a medical inspection. **No other member of staff should supply medicines to students at any time.**

The additional medical needs of a particular student may require first-aid trained or other support staff to undertake further training to deliver that assistance. This is covered in Para. 3 of the Medical Needs Policy.

First-aiders should always follow their training and not undertake duties for which they have not been fully trained and certificated, including instructions in Care Plans.

Full information for every accident/illness/medication administered will be recorded on Bromcom in the individual student profile/healthcare information/medical events/medical inspection. Any medication administered will be logged on here also. Minor injuries sustained in the Technology building, Food rooms or Science classes and requiring only plasters need only be logged in the Plaster Issue record books provided. Before plasters are issued, staff should ensure that the student is not allergic to plasters.

Any accidents on the school premises must be recorded in the relevant area on Firefly (Resources - Staff Forms - Accident Report Form), preferably by the staff member witnessing/handling the incident. The Estates Manager is responsible for Health and Safety on site and incidents where school maintenance/environmental factors may have had an impact should be reported to him/her immediately. An accident report should follow. For accidents of a more serious nature, a RIDDOR form must also be completed and sent to the local HSE office.

Any head injuries will be assessed by the First Aid team and a head advice letter completed and issued for parents and carers.

6. Accidents / Emergencies

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the incident and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment.
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the First Aider judges that the person is too unwell to remain in school, the named contact will be contacted and asked to collect. Upon their arrival, the first aider will recommend next steps.
- If emergency services are required, the first aider will make the call in the presence of the injured/unwell person/student. They will follow the advice from the emergency services and update senior leadership team of events and actions.
- The First Aider who attended the scene will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Where appropriate a CPOMS safeguarding entry will be completed.

If in doubt, do not move the casualty unless they are in danger from their surroundings. Keep the casualty still, warm and reassure them. Do not give them anything to eat or drink.

All staff, having called for first aid assistance, are free to utilise their own first aid skills and may also:

- Administer a personally prescribed Adrenaline Auto Injector/Epipen or to use an emergency school AAI, if the school holds parental consent, or when instructed to do so by the emergency services. Once an AAI has been administered, the patient **MUST** always be sent to hospital accompanied by the used injectors.
- Staff can support a student in taking their own prescribed emergency Asthma inhaler
- Deploy any defibrillator AED provided on site.

If the casualty requires hospital treatment, is under the age of 16, and parents/carers are not able to reach the school in time to accompany their child, their full personal/medical details should be printed from Bromcom and a member of staff nominated to accompany the student. It must be established from the ambulance crew to which hospital the student is being taken and the parents/carers notified.

7. Illness

When a student has indicated that she/he feels ill in class, staff should consider the next course of action. Staff should follow the steps outlined in section 6 of this policy for emergency incidents. First Aid is required for episodes of bleeding, vomiting, head injuries and fresh injuries which limit movement or are causing severe pain. When students present feeling sick, with stomach aches, headaches, period pain, colds, paper cuts or old injury concerns they are to stay in class and self-report to SEND Hub at break or lunch time if they are too unwell to remain in school. There is no holding/recovery area available for students who are unwell. If a student is feeling faint or needs to lie down, they will be taken to the SEND Hub medical room where they will be monitored by a First Aider until they are collected.

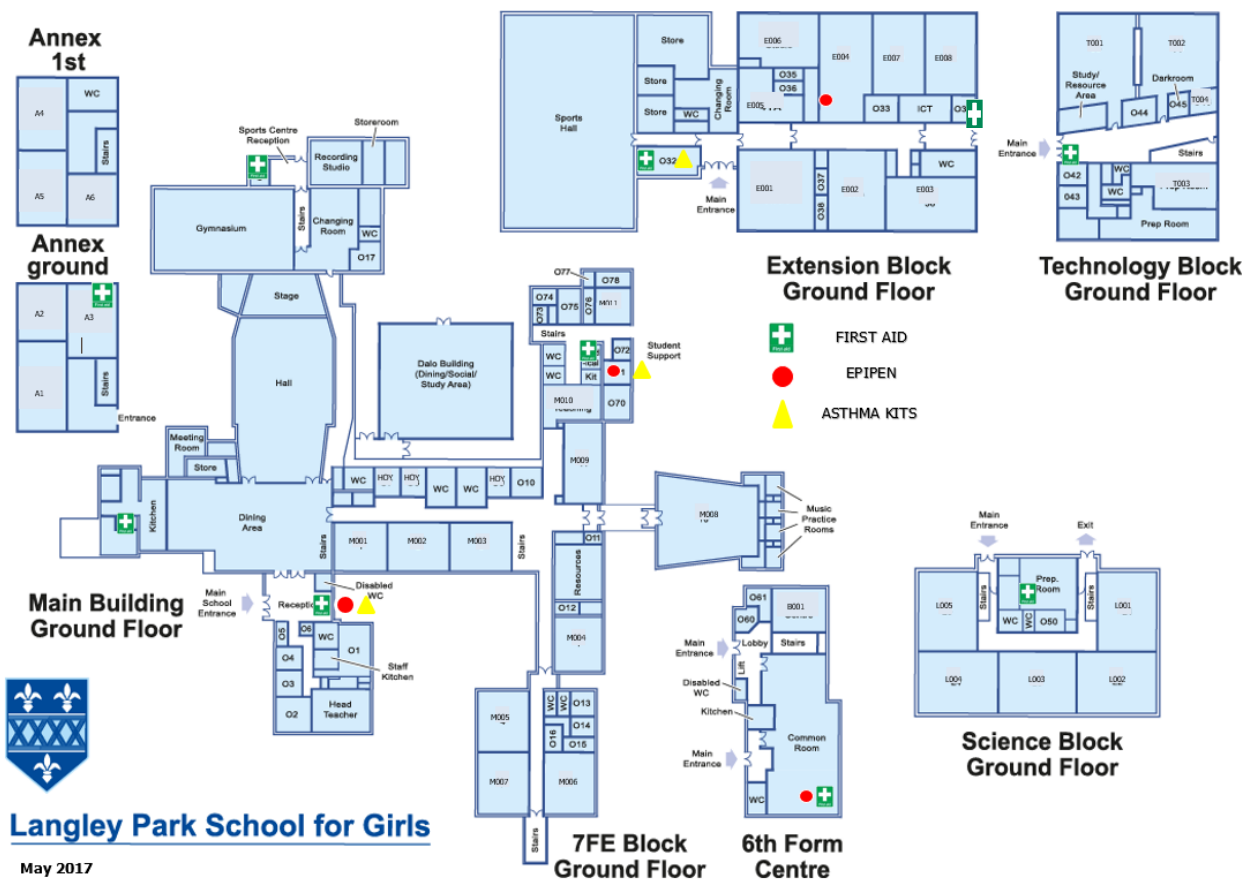
If First Aid is required, the staff member should press 'on call' and email reception to advise that the call is for First Aid assistance giving **name/location and nature of illness**. Staff should check for any diagnosed medical conditions where the illness may be a linked symptom. The first aider will then follow the steps outlined in section 6.

8. Educational Visits

Staff taking students out of school should liaise with the SEND team/check Bromcom Medical information to ensure that they are fully informed of the participating students' medical needs. All students with medical needs should be included on the risk assessment and consideration should be given to a first-aider accompanying the group and the appropriate support in place to meet the care plan requirements. A Consent/Medical Form should be completed by parents/carers for every student participating. Before the visit, the SEND team should be given **at least 48 hours' notice**, in order that the relevant paperwork and medicines/equipment held by the school can be made available. This should be collected after school on the day before the visit. For extended visits of more than one day, a separate supply of medicines/equipment should be provided by the parent. In case of an emergency call 999 and inform the school of the situation, the school can contact the parent/guardian of the student.

UPDATED: November 2025 (DS/JC)
January 2024 (SRO, CB, JC, DS, SOS)
August 2023 (SLR)
April 2022 (SLR)
February 2022 (DSW)
December 2021

Appendix A - Map of school





Langley Park School for Girls

January 2017

Appendix B – List of First Aid Trained Staff

First Name	Surname	Staff code	Job title
Emma	Ashman-Clark	EAS	Deputy Headteacher
Peter	Beardsworth	PB	EAL co-ordinator
Lucy	Blackburn	LBL	Lead receptionist
Catherine	Bligh	CBL	Sixth Form Administrator
Louisa	Brown	LBR	Head of Key Stage 4
Chloe	Bush	CB	Assistant Headteacher
Carlos	Cardoso	CCA	Site team
Diki	Chan	DCH	LSA
James	Chinery	JC	Assistant Headteacher/SENDCo
Charlotte	Harris	CHR	Head of Faculty
Rachel	Hurley	RHU	Assistant Headteacher
Jayne	Kourtaa	JK	Head of Key stage 3
Dave	Margetts	DJM	Site team
Tierney	McGovern	TM	Head of Y11
Steven	Miller	SMI	Science technician
Alice	Newland	ANE	Reflection Room Supervisor
Jane	Powell	JP	LSA
Emily	Salmon	ES	Art Technician
Nikki	Sims	NSI	Science Teacher
Debbie	Sweeney	DS	Assistant SENDCo
Kerrie	Watson	KWA	SEND Administrator
Laure	Wood	LW	LSA

Appendix C: Administering Medication

All medication **MUST** be provided in the original packaging with the pharmacy label clearly showing the students name/medication/times and dosage.

Medication held in school is held with written parental consent/where there is a diagnosed medical need or care plan.

If a child is requesting one off medication - check the time elapsed from the last dose. If in doubt - call parents.

For all controlled meds (including ADHD medication), a call **MUST** be made to parents prior to administering medication to obtain parent consent.

Controlled medication **MUST** be double locked - this is held within a locked box, in the medical room wall cupboard in the SEND Hub. Keys are held in the key box in the SEND admin office

All immediate medication (Asthma kits/anti histamine and AAI (emergency Epipens), **MUST be available AT ALL TIMES**. This is kept in the wardrobe cupboard in the medical room (SEND Hub). The medical room and wardrobe cupboard is to be kept open **and unlocked AT ALL TIMES**.

It is parents' responsibility to ensure that care plans and medication provided are kept up to date. School will run a regular audit and send annual reminders to parents.

The 7 rights! Administering medication (provided by Bromley Healthcare - Health Support to Schools service):

