



King's Cross Academy

First Aid Policy

Ratification and Monitoring

Ratified date:	September 2025
Review date:	September 2028
Website?	YES
Policy drive?	YES
Master Policy S/S	YES

Approval

Headteacher	Stephen Mitchell	1 st October 2025
Chair of Quality of Education Committee	Allan Atlee	1 st October 2025

Internal Monitoring

Amber Lambert	Lead First Aider	September 2025
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Scope and Introduction

This policy applies to all staff working on the Plimsoll Building school site (school premises) in both King's Cross Academy (the Academy) and Frank Barnes School for Deaf Children (FBS). Given their colocation, it is essential that they share the same overarching aims and ideology across their respective First Aid Policies, however, each school will make minor adjustments based on the needs of the children in their care. This policy represents the procedures for processes for King's Cross Academy only.

First Aid Room

The First Aid/Medical room is located near KCA Reception classrooms and contains the pupil medical information files, First Aid equipment, school nurse files and workspace and pupil medication. FBS and KCA have separate First Aid cupboards for medicines and supplies which are clearly labeled. Medicines can be stored in the First Aid fridge if required.

The First Aid/Medical room is only accessible via controlled entry.

Staff Medication

Staff are to inform the KCA Lead First Aider (Amber Lamber) if whilst on school premises they take any form of medication for themselves. All medication must be kept in the First Aid room and be clearly labeled.

First Aid Pouches

Each classroom teacher has been supplied with a First Aid Kit which contains all first aid equipment. The classroom teacher is responsible for the kit and must ensure that if anything is used then a First Aider is informed as soon as possible in order to top up the supplies as necessary. The Lead First Aider will stock check the First Aid kits on an annual basis.

Outings

Class teachers are responsible for ensuring that they have a first aid kit and any medication required for their pupils with them whenever leaving the school premises.

Medication

Individual pupil's medication is stored securely in the First Aid/Medical room. Children with asthmatic conditions each have their own inhalers (in a clear pouch) which should be stored on a high shelf in the cupboard in the child's classroom. Each pouch includes information on the name of the medication, dosage and timings of any medication to be given to each pupil. It also has a label with all first aiders who are able to administer medication. There is also a permission form from the parent/carer allowing for the administration of medication as and when required which is stored electronically on Arbor.

First Aiders are responsible for ensuring that medication is given to children whilst on school premises or on an outing.

All administration of medication must be signed for in the 'record of medicine administered' sheet for each school (this is kept in the Pupil Medical Information File in the First Aid Room), including tablets and asthma inhalers.

When any individual pupil's medication is running low the First Aider must inform a member of the business team to contact the parents and request more supplies.

Any medications which are required to be administered by First Aiders either in school or on an outing must have a completed 'Medicine Consent Form', which needs to be signed by the parent/carer and is kept in the 'Pupil Medical Information' file (located in the First Aid room). All medicines must have a label dispensed by a pharmacy with the child's name and dose clearly stated.

Dealing with Accidents

If a child has an accident at school, the pupil is brought to a first aider who will assess the problem and treat as necessary.

The First Aider will complete an accident record, on Evolve, and detail any treatment as part of the online submission. Evolve Accident reporting can be access here:

<https://edufocus.co.uk/evolveaccidentbook/>

The First Aider MUST NOT leave any child/ren unsupervised under any circumstances. Any child being treated by a First Aider must remain with the First Aider until the child feels well enough to leave the First Aid station. This applies to any time during the school day, including breaks, etc.

If an adult has an accident while on school premises or on the way to school, the accident must be logged on Evolve.

Near Miss Incidents

Near Miss accidents must be recorded on Evolve. These will be reviewed by the Premises Team to ensure adequate safeguards are put into place to prevent recurrence.

Staff should remain vigilant to all situations that could cause potential risk and report these directly to the facilities team. If the hazard concerns equipment or structure this area should be cordoned off until the risk is eliminated.

Informing Parents

Minor accidents are reported electronically via an email from Evolve Accident Reporting Software.

If the child sustains a head injury the parents are contacted by phone or text and are sent a head injury letter advising them on action to take as appropriate. This will also be recorded on Evolve to ensure patterns of injury are tracked.

If there is a medical outbreak within the school then parents/carers are to be sent a letter by the school informing them of this.

Access to First Aiders and Medical Advice

There will always be a qualified First Aider on site; particularly during pupil playtimes and lunchtimes to ensure prompt medical attention for the pupils.

Medical Health Care Plan

Any pupil with a medical condition that requires medication and training by the school nurse / other professional to manage the condition safely in school has a medical health care plan. This plan is completed with the medical professional and SENDCO in collaboration with the family and information provided by the GP / consultant prior to admission.

All plans are stored in the Pupil Medical Information File for each school in the Medical Room.

All staff working with these children will receive training and induction on the medical plan from medical professionals / SENDCO.

For further information regarding the medical plan, please see the '*Supporting Children with Medical Conditions Policy*'