

First Aid and Medication Policy

Blackpool Skills Academy

1. Policy Statement

Blackpool Skills Academy is committed to providing a safe and supportive environment for all learners, staff, and visitors. This policy outlines the procedures in place to manage first aid incidents and the Academy's position on the administration and storage of medication, in line with statutory guidance, safeguarding best practice, and our duty of care.

2. Aims

- To ensure there is adequate provision of trained first aiders on site.
- To provide clear guidance on managing accidents and emergencies.
- To outline the Academy's stance on medication, including emergency medical needs.
- To safeguard the health and wellbeing of all individuals on site.

3. First Aid Provision

- A sufficient number of staff are trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW), with training renewed in line with HSE requirements.
- First aid kits are maintained and checked regularly and are located at strategic points throughout the building.
- First aiders are responsible for responding to injuries or illnesses on site.
- All incidents requiring first aid are recorded in the First Aid Log, and parents/carers (for under-18s) are informed when appropriate.
- Emergency services will be called without hesitation in the event of serious injury, illness, or when required by professional judgement.

4. Medication Policy

4.1 General Principles

- **Blackpool Skills Academy does not hold or administer any form of medication** (prescription or over-the-counter) for learners or staff, in accordance with best practice and safeguarding guidance.
- Learners are not permitted to carry or self-administer medication on site unless covered by a documented healthcare plan.

4.2 Emergency Medication and Health Care Plans

- In cases where a learner has a medical condition requiring emergency medication (e.g., asthma, epilepsy, diabetes, severe allergies), parents/carers must provide:
 - A completed **Individual Healthcare Plan (IHP)** signed by a medical professional.
 - Written consent for the learner to self-administer emergency medication.

- Learners must keep their emergency medication (e.g., inhalers, EpiPens) on their person, and staff will support them to access it if required.
- Emergency medication is not stored by the Academy.

4.3 Staff Responsibilities

- Staff are not authorised to administer or supervise the administration of medication.
- In medical emergencies, staff will provide first aid and call for emergency services as needed.
- Staff may support learners in accessing their personal emergency medication but are not permitted to handle or dispense it.

5. Roles and Responsibilities

- **SLT and Designated Safeguarding Leads (DSLs):** Oversee policy implementation and respond to complex medical or safeguarding concerns.
- **First Aiders:** Provide immediate support in health emergencies and maintain accurate records of incidents.
- **Staff:** Be aware of the First Aid and Medication Policy and respond appropriately in emergency situations.
- **Parents/Carers:** Inform the Academy of any medical needs and complete relevant documentation.
- **Learners:** Take responsibility for managing their own emergency medication where appropriate.

6. Communication and Review

This policy is made available to all staff, learners, and parents/carers. It is reviewed annually or in response to changes in legislation or guidance. Any updates will be shared through staff briefings and parental communications.

Date of Policy: [02/09/2025]

Review Due: [02/09/2026]

Approved by: Senior Leadership Team