Policy Owner	Director of Property & IT	Review	

Medical Room Locations

- Ambitious College WTC Room B173
- Ambitious College CONEL Ground Floor Washroom Lobby
- The Rise School Ground Floor
- The Rise School Sixth Form Reception Office
- Spring School Ground Floor Medical Room
- Room FF14
- TreeHouse School Room G30

Staff are required to record all accidents, incidents, near misses, first aid and medication errors on behaviour management system (currently BehaviourWatch and Databridge).

Parents/carers must be contacted in the event of any accident or incident.

roles and responsibilities around investigation of serious incidents.

Medication Administration

Each setting has a designated co-ordinator to ensure that medication support plans are in place and to record and co-ordinate distribution.

Medication Consent Forms should be completed by parents/carers.

Medication should not be seen as a barrier to taking part in educational outings. Risk assessments must be in place for medication which may need to be administered during the trip. Staff supervising outings must be aware of any medical needs and of relevant emergency procedures. Appropriate arrangements must be put in place for safe-keeping and control.

All medication errors must be reported on BehaviourWatch/Databridge.

Prescription Medication	**Non-Prescription Medication**
Each setting should have sufficient trained members of staff to manage and administer medicines. It is the responsibility of the Heads of School/College to ensure they are identified.	
Staff managing or carrying out the administration of medicines should receive appropriate training and support from health professionals.	
Settings should only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist.	
Settings should only accept medication that is in-date, labelled, provided in the original packaging as dispensed by a pharmacist or approved supplier and include clear instructions for administration, dosage, and storage.	
Settings should never make changes to dosages on instructions from parents/carers.	
	Staff should never give a non-prescribed medicine unless there is specific prior written permission from the parent/carer.

Staff Training

AaA(ST) will ensure all dispensing staff are appropriately and regularly trained and certified on:

- First Aid
- Epilepsy and seizures
- EpiPens
- Diabetes
- Asthma

Staff Risk Assessments

AaA undertakes to carry out reasonable Risk Assessments for day-to-day operations for activities that present a specific hazard or risk, or which may prevent staff from carrying out their normal roles and responsibilities.

It is requested that staff take responsibility for reporting any wellbeing concerns to their line manager or a member of ELT. Where appropriate, that area of concern will be risk assessed and appropriate and reasonable adjustments made where practicably possible.

Head Injuries

Laundry

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR requires employers to report certain workplace injuries, occupational diseases or dangerous occurrences.

Appendix 1

Sharps Management Protocol

AaA accepts its responsibilities under the Health & Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations, and all other relevant statutory provisions relating to the protection of its employees, students, contractors and visitors from infections that may be transmitted through contact with sharps.

Sharps are items that are capable of puncturing or cutting the skin and can include hypodermic needles, knives, scissors, gardening equipment, broken glass or plastic.

Where the use of sharps is unavoidable, safer designs (such as retractable needles) should be used along with safe handling practices.

All discarded sharps should be treated as potentially contaminated and the procedures documented in this policy must be followed thoroughly on every occasion. All sharps incidents and near misses must be recorded on BehaviourWatch.

Responsibilities

AaA

- ¶ Ensure all staff are aware of procedures around sharps handling and injuries;
- ¶ Determine whether any work operations within their area of responsibility present a risk of infection arising from exposure to sharps;
- ¶
- ¶
  instruction, equipment and training, to carry out their work safely;
- ¶ Ensure that any staff member sustaining a sharps injury be offered Hepatitis B vaccination or HIV post-