



First Aid & Medical Policy

Policy Management – HWS				
Review date	Version	Reviewer / owner	Approving body	Meeting date of policy approval
December 2025	1	Principal	Local Governing Committee (LGC)	January 2026

This policy is reviewed every year. The next review is due by January 2027.

Our school welcomes and supports all pupils with medical and health conditions. We aim to include all pupils with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- Having record keeping procedures in place for administering medication.
- Having storage facilities in place for medication.
- Having identified a suitable area within school for undertaking health care procedures.
- Having suitable toileting facilities for pupils which are clean, safe, and pleasant to use.
- Having flexible policies which take into account medical conditions, e.g. we do not refuse access to the toilet at any time to any pupil with a medical condition that requires this.
- Appointing a member(s) of staff to be our Named Person for medical needs.

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Principal ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are the same in school as out of school.

If a pupil needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany, and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the pupil until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed annually/every three years depending on the type of certificate held.

Procedures to be followed when the school is notified of a pupil with a medical condition

1. Seek further information from parents and health professionals.
2. Determine whether an individual healthcare plan or a risk assessment is required.
3. Arrange a meeting to develop the individual health care plan.
4. Arrange any staff training.
5. Implement and monitor individual healthcare plan.

Staff Training

Staff who support pupils with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via individual healthcare plans. The Principal is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. This responsibility may be delegated to the Business Manager or First Aid Lead. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Principal/First Aid Lead who will make appropriate arrangements.

The Business Manager/First Aid Lead keeps a training record and ensures training is refreshed as appropriate. The Principal is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Principal/First Aid Lead will determine this.

Staffing

The Principal/First Aid Lead is responsible for ensuring that all relevant staff will be made aware of a pupil's condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via the subject leader/Arbor.

Pupils with individual healthcare plans may have staff named in their plan who have been trained to undertake the procedures in the plan. The Principal ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of prescribed medication in school

Prescribed medication can be administered in school where it cannot be taken out of school hours or is necessary to be taken during the school day.

- Prescribed medication should be provided by the parents
- Parents will be asked to complete a 'Medication in school' form at the time of handing in the medication
- The school should check the packing, expiry date, dosage, administration instructions, correct storage etc.
- The medication will be kept in a locked cupboard or the fridge as is necessary
- Pupils will be told to go to Main Reception to take their medication at the time as prescribed by the Doctor
- Pupils will be told to collect their medication at the end of the school day and take it home.

Administration of non-prescribed medication in school

Non-prescribed medication can only be administered in a school where it is absolutely essential to the pupil's health and where it cannot be taken out of the schools' hours.

- The school should ensure they treat the non-prescribed medication the same as if it were prescribed i.e., checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non-prescribed medication should be provided by the parents. Parents are asked to complete a 'Medication in Schools' form and the medication is locked away in a cupboard in the school office.
- The school does not hold a stock of non-prescribed medication.

School Trips

Staff organising school trips ensure:

- They are planned well in advance

- They seek information about medical/health care needs which may require management during a school trip
- Medication and health care plans must be given to the First Aider prior to the trip and must be kept with them for the duration of the trip
- The trip risk assessment must include pupils with care plans and medication and how this will be managed throughout the trip
- An individual care plan may be necessary due to the nature of the pupil's medical condition.

Safe storage

The First Aid Lead is to ensure the correct storage of medication in school. They must ensure that expiry dates are checked monthly and inform parents in advance of any medication expiring.

If the medication requires refrigeration, this must be stored in a clearly labelled airtight container in the fridge located in first aid. This area must not be accessible to unsupervised pupils.

Refusal

In the event that a pupil should refuse to take their medication, school staff should note this on their medication record and inform parents immediately.

Accepting medicines

The Lead First Aider, along with parents, must ensure that all medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of the dose. It must be in the original packaging containing the accompanying information leaflet.

Safe disposal

Parents are asked to collect out of date medication. If they do not collect it then it is taken to the local pharmacy for safe disposal.

Record keeping

The following records are kept in school

Name of record	Location of record	Who completes it
Whole school medical needs	Arbor	Pastoral/Data Team/First Aid Lead
Children with frequent and regular medication	Main Reception	First Aid Lead
Staff training log for first aid	Medical Room	First Aid Lead

Admission forms

Parents are required to fill in any medical/health conditions when enrolling their child into the school.

Individual Health Care Plans (IHCP)

For pupils with more complex medical needs the school uses individual health care plans to record important details. IHCP's are held by the First Aid Lead and a copy on Arbor visible for all staff. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual healthcare plans are shared on a need-to-know basis with staff who are directly involved with implementing them.

The School Nurse is responsible for ensuring any individual health care plans are developed. They are signed off by the Principal.

The First Aid Lead is responsible for checking the individual healthcare plans on an annual basis to ensure that they are up to date and being implemented correctly.

School Medical Register

The school has a centralised register of all pupils with medical needs on Arbor. The First Aid Lead has the responsibility for keeping the register up to date.

Asthma

School staff are aware that asthma can develop into a life threatening situation.

Pupils who have asthma will not have an IHCP unless their condition is severe or complicated with further medical conditions.

The school keeps emergency Salbutamol inhalers and spacers for school use by pupils who have a diagnosis of asthma and whose parents have given their permission for them to use it. This would be in rare circumstances where an inhaler has become lost or is unsuitable. Parents will be informed if their child uses the school's emergency inhaler.

The Lead First Aider is responsible for managing the stock of emergency school Salbutamol inhalers. They will be kept in First Aid.

The Lead First Aider is responsible for ensuring that emergency inhalers and spacers are washed as necessary.

School Defibrillator

As part of our first aid equipment, we have a defibrillator. We have notified our local NHS ambulance service and our first aiders are trained in its use. The First Aid Lead is responsible for checking the unit is kept in good condition. This is carried out monthly.

Working together

A number of people and services may be involved with a pupil who has a medical condition e.g. parent/s, the pupil themselves, the School Nurse.

We seek and fully consider advice from everyone involved and from the Trust to assist us in our decisions around a pupil's medical needs.

We aim to maintain regular contact with our School Nurse who may inform us of any pupils who have health conditions that we are not already aware of e.g. where they have developed a new condition.

We work together to identify needs, identify training, draw up individual healthcare plans, identify staff competency in procedures etc. However, the Principal and Governing Body take overall responsibility for ensuring a pupil's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Principal's responsibilities

The Principal holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least once a year.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure individual healthcare plans are completed and reviewed annually.
- Check medication held in school monthly for expiry dates and dispose of accordingly.
- Inform parents when supply of medicine needs replenishing/disposing.
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Regularly remind staff of the school medical policy and procedures.

Staff responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school trip and, if appropriate, when they are out of the classroom e.g. to the field for PE.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff responsibilities

Teachers at the school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when needed.
- Liaise with parents, pastoral, healthcare professionals and SENCO if a pupil is falling behind with their work because of their condition.

First Aiders responsibilities

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Check the contents of First Aid kits and replenish as necessary.

School Educational Needs Co-Ordinator responsibilities

The SENCO has a responsibility to:

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupil responsibilities

Pupils have a responsibility to:

- Treat other pupils with and/or without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another pupil is not feeling well.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication).
- Ensure a member of staff is called in an emergency situation.

Parent Responsibilities

Parents are expected to support their child by:

- Telling school if their child has or develops a medical condition.
- Immediately informing the school in writing if there are any changes to their child's condition or medication.
- Ensuring that they or their emergency representative is contactable at all times.
- Administering medication out of school hours wherever necessary.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans as appropriate.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school/infectious to other people.

- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that the school may not be able to or may hinder their ability to fully support their child's medical condition in school.

Unacceptable Practice

School staff must use their discretion about individual cases and refer to a pupil's individual healthcare plan where they have one. However is not generally acceptable to:-

- Prevent pupils from accessing their inhalers or other medication.
- Assume every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil and their parents.
- Ignore medical evidence or opinion although this may be challenged.
- Send pupil with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in their individual healthcare plan.
- Send an ill pupil to the school office or medical room without a suitable person to accompany them.
- Penalise a pupil for their attendance record if their absences relate to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition.
- Prevent pupils from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Data Protection

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g., allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g., toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School Environment

We will ensure that we make reasonable adjustments to be favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

The Park Academies Trust has an accessibility plan which outlines how it aims to develop its facilities and staff to meet potential healthcare needs.

Education and Learning

We ensure that pupils with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Complaints

Details on how to make a complaint around medical issues in school can be found in the school complaints procedure.

Dignity and Privacy

The school aims to respect the dignity and privacy of all pupils with medical conditions by only sharing information with those who have a role in directly supporting the child's needs. All staff are considerate when giving/supervising medication/managing health care needs.

Distribution of the School Medical Policy

Parents are informed about this school medical policy via the school website, where it is available all year round.

School staff are informed and reminded of this policy, where it is available all year round.

This policy should be reviewed by the Governing Body annually.

Related Policies:

Supporting Pupils with Medical Conditions Policy