



First Aid, Medicines and Medical Conditions in School Policy

(includes supporting pupils with medical conditions)

September 2026

Approved by:

Sam Porteous
(Chair of
Governors/Governing
Body)

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Next review due by:

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First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) Regulations 1981 employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the school and workplace.

All First Aiders must complete a training course approved by the Health and Safety Executive and hold a valid certificate of competence.

Main duties of a First Aider:

- Give immediate help to casualties with injuries or illnesses
- When necessary, ensure that an ambulance or other professional medical help is called
- To calm and reassure the patient

First Aid Materials

First Aid materials are located in the medical room. Each class has a first aid bag/box and additional bags are available to take on school trips.

Hygiene Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Further guidance is available in the DfE publication 'HIV and AIDS: A Guide for the education Service.'

Reporting Accidents and Record Keeping

Accident books are available to all staff to record first aid treatment.

Details must include:

- The date, time, and place of the event
- Personnel details of those involved
- Brief description of the injury or nature of the event
- What happened afterwards (for example went home, went back to class, parents informed)
- Name and signature of the First Aider or person dealing with the incident

It is our policy to inform parents immediately of any head injury. We will also inform parents of any injury that causes concern as judged by the First Aider. It is the parent's responsibility to ensure that the school has up to date emergency contact numbers.

Medicines and Special Medical Needs

A medicine is defined as any substance used, especially internally, for the treatment or prevention of a disease or medical condition. Medical care may include the need to help a pupil with a tracheotomy, or in rare circumstances, a pupil requiring tube feeding (gastrostomy).

Parents or guardians have prime responsibility for their child's health and are responsible for supplying information to the school about a pupil's medical condition before the school term starts. They must let the school know of any changes.

Parents of children with allergies should supply the school with a clear list of what to avoid and with any medication that has been prescribed by the doctor. A child with severe allergies who needs an Epi-pen should have two in school.

Children who need inhalers should always have two inhalers in school. It is the parents' responsibility to ensure this happens and that the inhalers and epi-pens are in date.

There is no legal duty which requires school staff to administer medication; this is a voluntary role.

While staff have a general professional duty to safeguard the health and safety of their pupils, and to act in 'loco parentis' that is to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

The school will always endeavour to facilitate the administering of essential medications but must outline that medications that are for three times a day, are considered to be manageable outside of school day hours.

Medications such as antibiotics that are prescribed to be taken four times a day, would be considered necessary to be administered within the school day and the school will look to facilitate this medication.

Parents need to take any medication to the school office and complete the relevant forms. The information needed on these forms will include:

- **Name of Medication**
- **Dose**
- **Method of administration**
- **Time and frequency of administration**
- **Other treatment**
- **Any side effects**

Medicines will be stored safely in the office, staffroom fridge and/or locked cabinet in the medical room.

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY supplied and

clearly labelled with:

- **Name of child**
- **Name of medication**
- **Written instructions provided by the doctor or parent**
- **Prescribed dose**
- **Expiry date**

A record will be made of any medication administered in school.

Inhalers / Auto-injectors

For each child one inhaler and spacer will be kept in their class medicine box. All pupils with an allergy plan and auto-injectors, will be required to have two auto-injector pens signed into school and kept in a medicine box, close to the proximity of the pupil at all times.

Head lice

In the event that head lice are found on a child, a letter will be sent home to the whole of the Key Stage asking parents to check and/or treat their child's hair.

Individual Health Care Plans7

Where the school is aware of a pupil with a chronic illness or potentially life-threatening condition, the school will draw up an 'Individual Health Care Plan' for dealing with the pupil in agreement with the parent and qualified medical practitioner. The Individual Health Care Plan would include the following information where appropriate:

- Definition and details of the condition
- Food and drink management
- Precautionary measures
- Treatment
- Emergency procedures to be adopted
- Staff training where required
- Staff indemnity
- Consent and agreement

Each Individual Health Care Plan is located where appropriate e.g. with medication in the office, classroom.

Accidents and emergency during lessons or break times

In the event of an accident or emergency during lessons or break times the following procedure should be adhered to:

- In the event of injury or medical emergency, a first aider will attend to the pupil.
- Any pupil complaining of illness or who has been injured will receive constant supervision. If necessary, parents should be contacted as soon as possible so that the child can be collected and taken home or seen by a medical professional.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: exposed cuts and abrasions should be cleaned under running water where possible and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to a member of the Senior Leadership Team who should call an ambulance and the child's parents.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and not transport a pupil without this cover.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.**

Out of School

- A MOBILE TELEPHONE will be taken on trips out of school. Teachers need to ensure that pupils with medical conditions have all necessary medical supplies/equipment.

A Risk Assessment will always be carried out prior to any educational trip. Particular attention needs to be paid to:

- Outdoor Educational Visits
- Hazardous Activities
- Class Visits
- Swimming Pool Lessons. Swimming instruction is provided by qualified swimming instructors.
- Children with particular medical needs

Travel sickness medication

Travel sickness medication, if required must be administered at home prior to attending a school visit outside of the school. This will need to be long-lasting medication as the staff will not be able to medicate for the return journey.

Residential trips will provide you with the opportunity to sign in travel sickness medication for a return journey later in the week of visit.

Body Spillages

- No person must treat a pupil who is bleeding, without protective gloves.
- Sponges and water buckets must never be used for first aid to avoid the risk of cross contamination of bodily fluids.
- All body fluid spillages (Vomit, diarrhea, and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when contact with blood or body fluid is likely.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. Wash the affected area with warm water and detergent and dry.
- Single use vinyl gloves should be available for first aid and hygiene care procedures (these are available in first aid boxes and the medical room).
- Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.
- Once spillages has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

Designated teacher/s: The Senior Leadership Team