

## **FIRST AID AND SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

**Reviewed:** September 2026  
**Next Review Date:** September 2027  
**Custodian:** Governing Body/Learning and Achievement Committee

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| <b>Signed by the Chair of Governors:</b> |  |
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All members of staff employed by the school have received one day emergency first aid training.

Staff that have received two day paediatric first aid training are:

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| <b>Cheryl Buckingham</b>     |
| <b>Sheridon Jones-Palmer</b> |
| <b>Daisy Hulcup</b>          |
| <b>Millicent Barnes</b>      |
| <b>Ayse Sema Ortucu</b>      |
| <b>Lorna Stapleton</b>       |
| <b>Shaya Felkin</b>          |

Photos of first aiders can be found outside the school office.

### First Aid in the Classroom

Basic injuries/illness occurring in the classroom should be treated by a member of staff who has received emergency first aid training.

### First Aid in the Playground

Injuries/illness occurring during playtime should be treated by any available first aider.  
Injuries/illness occurring during lunchtime should be treated by a first aider on the playground.

If a first aider needs a second opinion, they should consult one of the paediatric first aiders.

After an injury has been treated, the first aider should record the accident in the first aid book and give a copy of the duplicate form to the child to take home. Depending on the severity of the accident, the first aider may inform the class teacher, send a text message home and/or phone a parent/carer. In EYFS and KS1 any duplicate copies of the first aid form to be sent home, should be put in the class letter rack. The class teacher is responsible for ensuring the child takes the letter home.

If a child needs to go home or be taken to the doctor or hospital, permission must be obtained in advance from a member of SLT. All children going home should be signed out on the Inventory screen in reception.

In the event of emergency (i.e. asthma, allergic reaction, potentially life-threatening condition/injury), an ambulance should be called and then the parent/carer should be phoned. If a parent/carer does

not arrive in time before the child needs to leave, a member of staff should accompany the child and stay with the child until the parent/carer arrives. The school will continue trying to get in contact with the parent/carer.

If a child needs to be taken to hospital as a result of an accident, the SBM or member of SLT should record the details of the incident on iTrent.

### Sick Children

Children should not be brought to school if they are displaying signs of illness. Coughs and colds do not normally require children to be absent from school.

If parents do bring children to school and staff feel that they are unfit for school, parents/carers will be contacted and requested to come and collect the child. We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However, the decision of school is final when requesting that a child is collected due to illness or infection.

Children with infections or contagious diseases will not be permitted to attend for certain periods. If staff suspect that a child has an infections or contagious disease, they will request that parents/carers consult a doctor before returning the child to school and the school may seek advice from the School Nurse or Health Protection Agency. The school follows the 'Guidance on Infection Control in Schools and Other Childcare Settings.' A child who has sickness or diarrhea whilst at school (or at home) should be collected immediately and kept absent from school for 48 hours following the last bout of sickness or diarrhea. This 48-hour rule is essential in order to protect other children or staff from contracting a bug. To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to seek medical advice from a GP or Pharmacy. When treatment commences, the child may return to school.

### Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

### **Parents and Carers**

Where a child has long term medical needs, parents are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care needed at school, and they should work together to ensure the child's needs are met.

### **Long term medical needs**

The school needs to have sufficient information on any pupil with long-term medical needs. The school will then draw up a written care plan for such pupils, involving the parents and relevant health professional.

### **Administering medication**

School staff will not give medication to children except in special cases at the discretion of the Headteacher.

No pupil will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including

1. name of medication
2. dose
3. method of administration
4. time and frequency of administration
5. other treatment
6. any side effects

Staff will complete and sign a record sheet each time they give medication to a pupil. If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.

### **Refusing medication**

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

### **Educational visits**

Staff supervising educational visits should ensure that they have read the 'Medical Alert Handbook' and be aware of any medical needs, and relevant emergency procedures. They must take a copy of the 'Medical Alert Handbook' and all necessary medication with them on the trip. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the School Health Service or the child's GP.

### **Sporting activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should have read the 'Medical Alert Handbook' and be aware of relevant medical conditions and emergency procedures.

### **Confidentiality**

The school will treat medical information confidentially.

### **Storage and disposal of medications**

Parents will be responsible for making sure that any medication their child requires is in school, correctly labeled and in-date. They must also inform the school, in writing, if their child no longer requires the medication. Parents are responsible for disposing of out of date medications.

The school will be responsible for keeping a log of medicines in school (with the expiry date) in the 'Medical Alert Handbook'. All asthma pumps will be stored in labelled bags in the child's classroom. All other medication will be stored in labelled boxes in the office. At the end of each half term the lead first aider will check that all medication is present, correctly labeled and stored. They will also inform parents, by letter, if the medication is due to expire within the next half term. All new medication must be given to the lead first aider who will check that it is correctly labelled. They will then add the information to the 'Medical Alert Handbook' before storing the medication appropriately. They will also inform the child's class teacher.

An up-to-date copy of the 'Medical Alert Handbook' will be kept on Staff Resources.

Information relating to allergies can be found in the Allergy Policy.