

First Aid and Medical Policy



Fairholme School

Legislation and Guidance

This policy has been developed in accordance with relevant legislation and statutory guidance relating to first aid provision and the support of pupils with medical conditions in schools.

In particular, the policy reflects the requirements of the Department for Education statutory guidance *Supporting pupils at school with medical conditions* (2017). The school recognises its duty to ensure that pupils with medical conditions are properly supported so that they can access education in the same way as other pupils, including participation in school trips, physical education and extracurricular activities.

This policy also takes account of the following legislation and guidance:

- Health and Safety (First Aid) Regulations 1981
- The Children and Families Act 2014
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999
- Department for Education guidance *Supporting pupils at school with medical conditions* (2017)
- Department for Education guidance *Keeping Children Safe in Education* (current version)

The school will ensure that appropriate arrangements are in place to meet statutory responsibilities and to provide effective first aid and medical support for pupils, staff and visitors.

Role and Responsibility of the Governors

The Board of Governors and staff are committed to ensuring that all children with medical conditions, both physical and mental, are properly supported in school so they can participate fully, remain healthy, and achieve their potential. All children will have the same opportunities as their peers.

Role and Responsibility of the Headteacher

The Headteacher is responsible for implementing this policy and ensuring staff understand it. Responsibilities include overseeing risk assessments for all school visits and activities outside the normal timetable.

Role and Responsibility of the School Business Manager

The School Business Manager implements this policy with support from the Pastoral Support Assistant and staff. Responsibilities include ensuring serious injuries are reported online to the local authority.

Role and Responsibility of the Pastoral Support Assistant

The Pastoral Support Assistant will:

- Ensure staff receive appropriate medical training and maintain records.
- Meet with parents and relevant health professionals to create and monitor health care plans.
- Keep the medical register and related documents up to date on Medical Tracker.

Issue Date: February 2026

Review Date: February 2027

- Decide if parents should be called when a child needs to be sent home.
- Ensure first aid equipment is stocked in the medical room.
- Ensure each class has a green first aid bag.
- Ensure each Key Stage has a fully stocked first aid box for use at break and lunchtimes.
- Ensure minibuses and trips first aid bags are fully stocked.
- Check and maintain the school defibrillators monthly.

Role and Responsibility of First Aid Trained Staff

- Provide basic first aid as required.
- Supervise children in the Medical Room when appropriate.
- Record all first aid administered on Medical Tracker.

Role and Responsibility of Staff

- Ensure students are healthy and safe on school premises and during off-site visits.
- Support students with medical needs to enable regular attendance.
- Keep classroom first aid packs stocked and brief supply teachers on medical needs.
- Volunteer staff assisting with medication will receive appropriate training.
- Check classroom medicines are in date.

Parents' Responsibilities

- Inform the school of their child's medical needs.
- Meet with the school to agree and review health care plans.
- Provide authorised and in-date medication with written instructions.
- Be aware of expiration dates on any medication sent into school and replace it when necessary.
- Supply only reasonable quantities of medication and provide evidence for medical appointments.
- Keep children at home if acutely unwell or infectious.

First Aid Information

- First aid boxes are checked regularly and contain basic items for dealing with injuries for each phase of the school.
- Each classroom contains one green first aid pack, which should be kept within lobbies or classroom cupboards next to all medical information/boxes relating to that class.
- There are specific first aid kits assigned for school trips. Additional resources for any first aid kit can be collected from the Medical Room.
- The Pastoral Support Assistant will check all first aid boxes monthly to ensure they are fully stocked and in good condition.
- Class teachers and learning support practitioners are also responsible for checking their classroom first aid packs and replenishing resources as needed.
- Key members of staff are trained in first aid to provide support when required.
- If a serious injury occurs, the person dealing with the incident should inform the Pastoral Support Assistant and School Business Manager, who will decide whether the incident needs to be reported to the local authority.

Student Medical Information

- All staff must be aware of children's medical conditions.

Issue Date: February 2026

Review Date: February 2027

- The Pastoral Support Assistant ensures information is up to date and shares relevant details with staff.
- Children with severe conditions may have their photos posted in the staff room and medical room (in line with GDPR).

Health Care Plans

The school recognises that Individual Healthcare Plans (IHPs) are a statutory requirement for pupils with significant medical needs, as outlined in the Department for Education guidance *“Supporting pupils at school with medical conditions.”* The purpose of an Individual Healthcare Plan is to ensure that pupils with medical conditions receive appropriate support to enable them to access education safely and fully. The plan will outline the child’s medical needs, required medication or treatment, staff responsibilities, emergency procedures, and any necessary adjustments within the school setting.

- Health care plans are created with parents or carers and signed by parents and health professionals as needed.
- Plans are stored on Medical Tracker, and a paper copy is kept in the child’s classroom in the red cupboard at the back of the classroom in the large cupboard area in Years 1 and 3.
- Plans are reviewed annually.

Administering Medicines

Prescribed Medicines

- Only prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage, and storage will be accepted.
- Parent/Carer must complete a permission form before any medication can be administered in school – see appendix,
- Whenever medication is administered to a pupil, staff must record the details promptly on Medical Tracker, including the pupil’s name, the medication given, the dosage, the time of administration and the member of staff responsible.
- Medication will only be administered in school where written consent has been provided by a parent or carer using the school’s medication permission form. A copy of this form can be found in the appendix of this policy.
- The only exception is insulin, which must still be in date but may be provided in an insulin pen or pump rather than its original container.
- Medication should be given to a student only with parental consent and should be brought into school only when absolutely essential, usually for a short period (e.g., to complete a course of antibiotics).
- If a student suffers from pain (e.g., migraine), the parent/guardian must authorise appropriate medication usage.
- Aspirin must not be given to pupils under the age of 16 under any circumstances unless it has been specifically prescribed for that pupil by a doctor. Staff must not administer aspirin that has been brought into school by a pupil or parent/carers unless it is clearly prescribed and forms part of an agreed Individual Healthcare Plan.
- Each item of medication must be delivered to the Pastoral Support Assistant by the parent, in a secure and clearly labelled container with the following information:
 - Pupil’s Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing

Issue Date: February 2026

Review Date: February 2027

- Storage requirements (if important)
 - Expiry date
- The school will not accept medication in unlabelled containers.
- If children refuse to take medicine, staff will not force them and will inform parents on the same day. If refusal results in an emergency, the school's emergency procedures and health care plans will be followed.
- Parents must notify the school in writing if the pupil's need for medication has ceased.
- The school will not make changes to dosages on parental instructions; any changes must be in writing from a doctor.
- Wherever possible, pupils should be enabled to administer their own medication under the supervision of a responsible adult. Children should be able to carry and access their own medicines quickly and easily where appropriate.
- School staff will not dispose of medicines. Medicines in use and in date should be collected by the Pastoral Support Assistant at the end of each year (or term if necessary) for expiry review. Expired or no-longer-needed medicines will be returned to parents for safe disposal via a pharmacist.
- The school will make every effort to continue administration of medication on trips, though there may be occasions when a pupil cannot participate if appropriate supervision cannot be guaranteed.

Non-prescription Medicines

- Administered only with written parental consent when absolutely necessary.
- Creams like E45 may be kept in classrooms for children to use themselves in severe cases.

Medical Conditions/Allergies

- Staff are informed of children with severe allergies, asthma, diabetes, epilepsy, or other conditions.
- EpiPens and inhalers are stored in classrooms or with children where necessary.
- The school has spare inhalers and EpiPens, which are kept in a labelled cupboard in the medical room for emergency use.

Defibrillators (AEDs)

The school maintains Automated External Defibrillators (AEDs) on site. All AEDs are registered with The Circuit – the national defibrillator network – to ensure that emergency services can locate and direct callers to the device in the event of a cardiac emergency.

- The school has two defibrillators for use in medical emergencies.
- They are stored in the medical room and in the Assistant Headteacher's office next to the dining hall.
- The Pastoral Support Assistant is responsible for checking the AEDs monthly to ensure they are switched on and fully operational.

Storage and Access

- Students should know where medication is stored for emergencies.
- All controlled or prescribed medication is stored securely in the medical room unless it is an inhaler or EpiPen, which are stored in the children's classrooms.
- Emergency medication is accessible to staff when needed.

First Aiders

Issue Date: February 2026

Review Date: February 2027

- The school ensures that appropriately trained first aid personnel are present on site at all times. Paediatric first aiders are available within the Early Years Foundation Stage (EYFS), and at least one suitably qualified first aider will accompany pupils on all educational visits and off-site activities.

Medical Emergencies

- Contact the office immediately on extensions 200, 252, or 202.
- Appropriate action is taken depending on severity, including contacting parents or calling an ambulance.
- A trained adult should accompany the child at all times.

Out of School Trips

- Staff taking children off-site carry a trip first aid kit, these are located in the school office.
- Student medical and dietary needs are checked before the visit.
- All appropriate medication is carried by the designated staff member and this is organised by the class teacher.

Assisting Children with Long-Term or Complex Medical Needs

- Health care plans are drawn up with parents and health professionals.
- Staff receive training as needed to support these pupils.

Record Keeping

- Individual logs: where appropriate, children will have individual medical logs if regular administering of medication or care is required. This will be indicated on the health care plan.
- First aid log: all medical injuries where a mark is left on the skin will be recorded using a first aid log via Medical Tracker. An email notification of this is sent to parents/carers.
- Head injuries: in addition to a medical log completed on Medical Tracker, parents will also receive a phone call.
- Training: a log will be kept of all staff who have received medical training. Copies of all training certificates will be kept on file by the Pastoral Support Assistant and stored on the school server.
- Accident Form: all serious child and adult injuries must be logged on an accident form and kept in the school office. A copy should be given to the School Business Manager to report to the local authority (see appendix).

Unacceptable Practice

Staff should not:

- Prevent children from accessing their medication or managing their condition.
- Assume all children with the same condition need the same treatment.
- Ignore the views of the child or parents.
- Exclude children from school activities unnecessarily.
- Require parents to administer medication or care during school hours.

Complaints

Issue Date: February 2026

Review Date: February 2027

- Parents should contact the school office regarding any concerns.
- The school's Complaints Policy can be found on the school website.

Confidentiality

- Medical information is confidential and shared only with staff who need to know.

Head Lice

What are head lice?

- Head lice are common among school-aged children and are not a sign of poor hygiene.
- They spread through direct head-to-head contact, such as playing, hugging, or whispering.

Prevention at Fairholme School

- Children with hair below their shoulders should tie it back during school.
- Families are encouraged to check hair regularly ("Once a week, take a peek").
- Workshops with the school nurse may be provided as needed.

Action if head lice are found

- Staff will inform parents promptly.
- Parents must treat their child before returning to school.
- All staff follow the school's Head Lice Procedures to ensure a consistent approach.

What to do if there is a serious First Aid Incident

Get a **Qualified First Aider** to look at the child's injury **immediately**.

Does an ambulance need to be called?
If **YES** – call one **immediately**. Use the **nearest** phone.

Move other children **away** from the injured child.

Inform the **office** so they can call the child's parents/carers and open the gates for the ambulance.

Inform a **Senior Member of staff** who can come and support the First Aider:

Gemma Harris - Headteacher

Catherine Bridger – Deputy Headteacher

Tanya Spencer – Assistant Headteacher

Ruth Mwangi – Assistant Headteacher

Harry Doyle – SENCO

Issue Date: February 2026

Write an incident report



ACCIDENT FORM
Fairholme School

This form is to be completed, whenever a person reports a serious medical accident that needs to be reported to the local authority through the online system. This template should be used as guidance for the information required.

Name of injured person:	
Role at Fairholme School:	
DOB:	
Home address:	
Post code:	
Date:	
Time:	
Time of school day e.g. lunch, after school club etc.:	
Primary cause of incident:	
Body parts injured: Explain which area e.g. left ankle swollen and cut.	
Location: Explain where this incident took place in school.	
Describe details of accident:	
Further action or monitoring suggested (only complete if necessary)	



Fairholme Primary School

Agreement to administer Medication at School

Name of child	
Class	
Date	

The above-named child will be supervised/ given their medication by a trained member of staff.

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It is agreed that the above-named child will receive
(quantity and name of medication)

Every day at (time) _____

The arrangement will continue until (date)_____

Parent Name: _____

Parent Signature: _____

When medicine has been administered it will be logged on Medical Tracker and an email sent to parents to say that it has been administered.