



MEDICAL CARE AND FIRST AID POLICY

*Approved by the Governing Body: September 2025
Next review: September 2026*

Aims

- To provide a policy which will support learners and staff with medical and first aid needs in school and on trips.
- To provide guidance for all staff in the school regarding the procedure for First Aid care and protocols to follow in the event of an emergency.
- To prevent learners and staff from placing themselves at risk.
- To Provide a framework for responding to an incident and recording and reporting the outcomes

Objectives

To achieve these aims, it is the school's intention to:

- provide support, education and training for all staff requiring such development
- provide regular days for staff to participate in basic First Aid, to be updated every three years
- increase the number of 'First Aiders' in the school
- ensure all staff are aware of their roles, accountability, and responsibilities in respect of Health and Safety
- monitor the procedures set out in this document annually
- standardise and check all First Aid boxes regularly
- make literature available to staff on caring for an individual with certain medical conditions
- ensure that learners are informed of how to seek appropriate help in the event of an emergency at the start of each academic year

Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding Medical Care and First Aid.
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of learners who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Medical Care and First Aid Policy and procedures within Honywood
- Ensuring that the Medical Care and First Aid Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in Saffron Academy Trust's Complaints Policy which covers all schools within the Trust.
- Ensuring that all learners with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the appropriate authorities is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding Medical Care and First Aid are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual learners and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making relevant staff aware of the child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy, if necessary.
- Ensuring the correct level of insurance is in place for teachers who support learners in line with this policy.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available to cater to the medical needs of learners.
- Reporting specific incidents to the HSE when necessary.

The learner reception (medical) team is responsible for:

- Developing and monitoring Individual Healthcare Plans (IHCPs).
- The day-to-day implementation and management of the Medical Care and First Aid Policy and procedures of Honywood.
- Administering medication if they have agreed to undertake that responsibility and have had appropriate training.
- Ensuring they follow first aid procedures.
- Completing accident reports for incidents to which they attend.
- Informing the Headteacher or their Line Manager of any specific health conditions or first aid needs.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include learners with medical conditions into lessons.
- Undertaking training to achieve the necessary competency for Medical Care and First Aid, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they became aware that a learner with a medical condition needs help.
- Completing risk assessments for school visits and other school activities.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within Individual Healthcare Plans); a first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

The Headteacher will ensure that there are suitable arrangements for whole-school awareness training so that all staff are aware of the school's policy and that induction arrangements for new staff will also be included.

Medical information about learners

A medical enquiry form is completed before entry to school. A copy of this is kept on the learner's file.

On admission of the learner to the school, all parents/carers will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family GP/Consultants
- special requirements (e.g., dietary, disability)

At the beginning of each academic year all parents/carers are required to update the medical form.

Unless otherwise indicated, it is assumed parents/carers are happy for their child to receive basic first aid treatment. It is the responsibility of parents/carers to keep the school updated about any changes affecting the learner's health. The learner reception (medical) team will ensure that SIMS is updated to show all relevant medical information for each learner. Specific medical conditions of learners are made known to all staff and Individual Health Care Plans (IHCP) are completed in conjunction with parents/carers and their medical advisors, where applicable (see 'At Risk' learners below). Records are kept for nine years after a learner leaves the school.

Staffing

There is normally at least 1 FAW (First Aid at Work) qualified first aider present in school during school hours. The Medical Room is situated in learner reception on the ground floor between the C7 courtyard and MS1. The learner reception (medical) team, who are qualified First Aiders, provide day-to-day first aid and treatment of minor illness and care for a learner before they are sent back to lesson. If a learner is taken seriously ill, the learner reception (medical) team will care for them until their parent/carer arrives or will arrange for another member of staff to accompany them to hospital when necessary.

Learners requiring medical attention

If a learner needs to see the learner reception (medical) team, the learner should let the teacher who is in charge of the lesson know that they are unwell. The teacher needs to email the learner reception (medical) team at medical@honywoodschool.com with a brief notification that the learner is unwell. The learner reception (medical) team will either come directly to their classroom or will send an email confirming that the teacher should send the learner to learner reception. If the learner is in need of more urgent care (e.g. nosebleed, vomiting), then the learner should be sent to learner reception immediately and the teacher should notify the learner reception (medical) team at medical@honywoodschool.com.

The learner reception (medical) team has a secure medical record storing details of time of attendance, the name of the learner and learning group, the presenting complaint and how it is managed. The learner reception (medical) team or first aider will convey the nature of the learner's illness and its severity to the parent/carer and will ask the parent/carer to collect the learner as soon as possible if the situation permits.

Medication

The school can administer medication with the written consent of parents/carers. The school expects that, normally, parents/carers will administer medication to their children. It is the parent's/carer's responsibility to ensure all medication is kept up to date.

- The learner reception (medical) team or first aider is able to oversee learners' medicines, providing that it is clearly labelled, with accompanying parental agreements form from the parent/carer. It is the parent's/carer's responsibility to ensure all medication is kept up to date.
- Parents/carers should collect medicines held at school. In the event that they are not collected, the learner reception (medical) team may dispose of the medication.
- Inhalers for asthma may be kept on the learner's person. A spare inhaler must be clearly labelled and easily accessible in the medical room.
- EpiPens must be kept on the learner's person. A spare EpiPen must be clearly labelled and easily accessible in the medical room.

Confidentiality

Medical information about learners will be treated sensitively. However, in providing medical care for learners it is recognised that the information may need to be passed to relevant staff or other professionals, if agreed by the parent/carer.

Health and Safety

The school is a low-risk environment but ongoing risk assessments are carried out to consider the first aid needs of specific times, places and activities. In particular:

- off-site P.E.
- school trips
- science/D.T./art rooms
- adequate provision in case of absence, (including trips)
- out-of-hours provision, (e.g., clubs/events)

Please refer to the current SAT Health & Safety Policy

Infectious and Contagious Illnesses

Infectious diseases will occur in learners and staff of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents/carers that they inform the school as soon as possible of any communicable disease their child may have so that the school may take appropriate action. The school will take the appropriate action, informing parents/carers, staff and health authorities where necessary, referring to the guidance from The Essex Health Protection Agency (www.hpa.org.uk/essex). In the case of head lice infestations, parents/carers are informed by the learner reception (medical) team or cohort leaders and asked to check and treat their children.

"At Risk" Learners

Individual Healthcare Plans (IHCP) are set up for learners with serious illnesses or who are at a risk of serious illness. These include learners with allergies, at risk of anaphylaxis, diabetes, epilepsy, asthma, heart disease etc. The IHCP will specify what constitutes an emergency for that learner and clearly explain what to do in such a situation. The learner reception (medical) team will take the lead in writing these and will involve the learner, their parents/carers and any other agencies; they will be reviewed on an annual basis. Parents/carers are expected to regularly update the school with information regarding their child's condition, what treatment is required and when.

Allergies

Staff are informed of learners with allergies as are the catering team so that they may avoid contact with foods to which they are allergic. There is a list in the staffroom of learners who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction. Peanuts are not given at school mealtimes or break times. First Aiders receive training on how and when to use an adrenaline auto-injector ('Epipen'). Learners who may require the use of an 'Epipen' for severe allergic reaction are required to keep the medication on their person at all times, in school and off the premises. Parents/carers of learners with allergies are expected to keep the school regularly updated as to their condition.

The policy relating to First Aid administration and First Aiders

There are nominated persons to administer First Aid on the school premises. These persons have all undergone emergency first aid training. Human Resources and the senior leader who line manages the learner reception (medical) team hold the list of qualified first aiders in all departments within the school. They will ensure that all first aiders attend refresher courses every 3 years. The principal persons to administer first aid on the school premises is the learner reception (medical) team. The main workplace is chiefly the Medical Room which is situated in learner reception on the ground floor between the C7 courtyard and MS1. If the learner reception (medical) team is urgently needed elsewhere, then an additional member of staff should be deployed to the Medical room to attend to any less serious needs.

When a learner has an accident

In the case of an accident, the learner reception (medical) team will attend the site of the incident and deal with the situation appropriately. In all scenarios, other courses of management will include telephoning for an emergency ambulance if a learner is seriously injured. Depending on the nature of the injury a learner's parent/carer will be contacted by telephone whenever a learner attends the Medical Room for anything other than a minor complaint. Any accidents/injuries, other than minor injury, will be reported to the parent/carer by the learner reception (medical) team or First Aider following an assessment. The learner reception (medical) team will, if necessary, attend an accident at any location on the school premises and administer first aid if necessary. When necessary, further assistance will be requested from other first aiders.

Accident and emergency policy during school

Following an accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. In the event of an obvious medical emergency, an ambulance should be called immediately by an appointed member of staff under the guidance of the learner reception (medical) team or other First Aider.

1. Ideally the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by the learner reception (medical) team, First Aider or ambulance personnel. In colder, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing.
2. The learner reception (medical) team or First Aider should be called to examine the injured person and give such treatment as is appropriate or possible.
3. If hospital treatment is necessary and an ambulance has not been called for, then this should be done. In cases where an ambulance has been called, or there has been an injury to the head, the school will contact the parent/carer immediately so the parent/carer can travel with the learner to hospital.

Accident Forms

The learner reception (medical) team keeps records according to Health and Safety Regulations. There is a form for recording accidents, or near-miss accidents. This form is to be completed by the learner reception (medical) team and then sent to the Site Manager. Information will also be provided to a member of the SAT Head of Estates and Health & Safety Team. In addition, if it involves a member of staff, a copy is given to Human Resources.

First Aid for events off school premises

Staff in charge of any outing off the school premises has the responsibility of being acquainted with any specific medical needs of the learners in their care. This includes having knowledge of, for example, learners with asthma and their need for inhalers; learners with allergies; learners at risk of anaphylaxis. Fully completed risk assessments must identify learners at risk on each trip. As part of this process, information about the learners' medical needs will be included on the school trip form which is populated from SIMS. Prior to educational trips and visits, parents/carers will be asked to make the school aware of any changes to their child's medical condition in order that our records are up to date. This will be done in the initial letter sent out informing parents/carers of the trip. If an accident occurs off school premises the member of staff present should complete an Accident Form as soon as possible after returning to school. Completed accident forms are then forwarded to the learner reception (medical) team and Site Manager for reporting and filing.

Accident and emergency procedures out of school

1. Ideally, the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by qualified First Aider or Ambulance personnel.
2. The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to their training.
3. If hospital treatment is necessary, an ambulance should be called immediately.
4. If it is felt an ambulance is not necessary and the injuries do not require urgent treatment, the injured learner's parent/carer should be called to provide transport to hospital.
5. In the event that the family cannot be contacted, one member of staff should accompany the person to hospital.
6. In no circumstances should learners be left unattended as a result of a member of staff transporting the injured person to hospital; in this instance, an ambulance should be called.
7. The member of staff present in the event of an injury should take responsibility to fill in the appropriate accident form which should then be sent to the learner reception (medical) team on return to the school.
8. Details of those accidents and injuries which should be reported to the Health and Safety Executive will be.

Trips and visits

Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required. If necessary, they should arrange for a First Aider to be one of the accompanying staff. Only the First Aid Kits issued by the learner reception (medical) team should be used. In the event of certain educational visits where the risk assessment indicates that extra items/equipment will be required, these items should be carried separately from the First Aid Kit. The trip organiser should keep a complete list of these additional items. No other items may be kept in the First Aid Kit. When educational visits occur in the summer, or involve visiting hot countries, parents/carers will be requested by the trip organiser to provide the appropriate sun screen/block and sun-hat for their child. First Aid kits should be ordered from the

learner reception (medical) team. One week's notice should be given and they must be signed for. First Aid kits must be returned to the learner reception (medical) team directly after the trip together with a record of what has been administered, stating date, time and reason. Parents/carers will be asked to give permission to administer over the counter medicines if required.

First Aid Kits and boxes on school premises

It is the responsibility of the learner reception (medical) team to check the contents of each First Aid Kit, whenever it is brought back from a school trip and before one is issued to a teacher for a school trip.

The contents of First Aid Kits are in accordance with Health and Safety Guidelines. It is the duty of the learner reception (medical) team to make regular checks of the First Aid boxes situated in the school building. In the school, First Aid boxes are situated in the Art, Food Technology and Science departments, medical room, prep rooms and PE office. Eye wash stations are located in the Science department and medical room.

Storage and administration of medicines

The First Aid Room has a locked cupboard and refrigerator for the storage of medicines. Keys for the medicine cupboard are in a secure location in the medical room. Normally it is expected that the parent/carer at home would administer medicine e.g., antibiotics. However, where a learner is taking a limited course of medication but is nonetheless fit to return to school, they might be allowed to do so by agreement, as long as full written instructions are given to the learner reception (medical) team. If a learner requires medication during school hours, they are to bring a note stating what medication they are to have, the reasons why, the dosage and times and any other instructions. The bottle or packet containing medicine is to be clearly labelled with the name of the learner, tutor group and the contents and dosage. It is the responsibility of the learner to come the learner reception (medical) team to take their medication at the correct time. Medicines no longer required are returned to the parent/carer for disposal. In the last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations.

Unacceptable Practice

It is unacceptable to

- prevent learners from easily accessing their inhalers or other medication
- prevent learners from administering their medication when and where necessary
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, unless this is specified in their IHCP
- if the child becomes ill, send them to the medical room unaccompanied or with someone unsuitable
- prevent learners from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues

Complaints Procedure

If a parent or carer is unhappy with how their child is being supported with their medical condition, they should initially discuss their concerns to the cohort leader. Where the matter is still not resolved, parents/carers will be directed to use the school's complaints procedure.