Red Row Primary School

FIRST AID AND MEDICAL CONDITIONS POLICY

Date Written:	September 2026
By:	Headteacher / Senior Leadership Team
Responsible Governor:	Joint Sub Committee
Date for Review:	September 2027 (and sooner if legislation or guidance changes)

Our First Aid and Medical Conditions Policy is designed to ensure that everyone at Red Row Primary School is safe, cared for and supported. We aim to respond promptly and appropriately when a pupil, member of staff or visitor is injured or becomes unwell, and to ensure that pupils with medical conditions can access and enjoy the same opportunities as their peers.

Roles and responsibilities

The Governing Body / proprietor will:

- Ensure arrangements are in place to support pupils with medical conditions and have regard to relevant statutory guidance.
- Ensure that an allergy safety policy is in place, made known to the school community and reviewed at least annually.
- Ensure that the school has an appropriate first-aid needs assessment and that suitable resources and arrangements are provided.

The Headteacher / Senior Leadership Team will:

- Implement this policy and ensure that staff know the procedures relevant to their roles.
- Ensure a first-aid needs assessment is completed, recorded and reviewed when circumstances change.
- Arrange suitable first aid and condition-specific training, monitor expiry dates and maintain a record of trained staff.
- Ensure that individual healthcare plans (IHPs), risk assessments and emergency arrangements are prepared, shared appropriately and reviewed.
- Ensure suitable first-aid equipment, facilities and arrangements are available during the school day, activities and visits.
- Ensure incidents, medicines and near misses are recorded and reviewed, and that parents/carers are informed as appropriate.

All staff will:

- Take reasonable care for their own health and safety and that of pupils and others.
- Follow this policy, relevant IHPs, risk assessments and instructions given during training.
- Know how to summon a first aider and how to contact the school office / emergency services.
- Never administer medication unless authorised, appropriately trained where required, and acting in accordance with the pupil's consent, IHP and school procedures.
- Pass on relevant concerns promptly and maintain confidentiality.

Parents and carers should:

- Provide accurate and up-to-date information about their child’s medical condition, allergies and medication.
- Work with school to complete and review an IHP where required and provide prescribed medication in its original packaging with a clear pharmacy label.
- Ensure medication is in date and replace it when requested.
- Inform school promptly of any changes to diagnosis, treatment, medication or emergency contact details.

FIRST AID ARRANGEMENTS

First-aid provision

The school will provide adequate and appropriate first-aid equipment, facilities and personnel based on a recorded first-aid needs assessment. The assessment will consider the size and layout of the school, number and age of pupils and staff, hazards, curriculum activities, premises, work patterns, off-site visits and the needs of pupils, employees and visitors.

The school will ensure that:

- First aid can be accessed without delay during the school day and whenever school-organised activities take place.
- First-aid kits are suitably stocked, accessible, checked regularly and replenished promptly. They are not to contain medication unless specifically authorised under a separate arrangement.
- A suitable area is available for the treatment of pupils who are ill or injured, with access to appropriate washing and toilet facilities.
- Staff know how to summon assistance and where first-aid equipment, emergency medication and the defibrillator (if provided) are located.
- First-aid arrangements for educational visits, sports events, swimming, clubs and other activities are planned in advance.

The school will not rely on the presence of a single named first aider. Cover will be planned for absence, breaks, meetings, trips and other times when staff may be away from the premises.

First aid for pupils, staff and visitors

First aid will be provided by a person with appropriate, current training wherever possible. In an emergency, any member of staff may take immediate action within their competence while help is summoned. Staff should not delay calling 999 because a first aider is not immediately available.

A pupil who is injured or becomes unwell will be assessed and supported in a calm and reassuring manner. Another adult should supervise the rest of the class or group where necessary. A child should not be left alone where their condition may deteriorate or where they require supervision.

Medical emergencies

If someone is seriously ill or injured, or there is any concern about a life-threatening condition, staff must:

1. Call 999 immediately (or direct a named adult to call) and state the school address, location and nature of the emergency.
2. Send for a first aider and bring the relevant emergency medication / equipment if this can be done without delaying treatment.
3. Provide first aid within their level of training and follow the emergency operator's instructions.
4. Ensure someone meets the ambulance at the school entrance and directs the crew to the casualty.
5. Contact the parent/carer or emergency contact as soon as practicable. The call to parents must not delay emergency treatment.
6. Keep the casualty supervised and maintain privacy and dignity. Do not move them unless they are in immediate danger or movement is necessary to provide care.
7. Record the incident and actions taken as soon as possible after the emergency.

Staff must not take a seriously ill or injured pupil to hospital in their own vehicle. An ambulance should be used where emergency transport is required. A member of staff may accompany a pupil in an ambulance if appropriate, while another member of staff contacts the parent/carer.

Minor injuries and illness

Minor injuries will be assessed and treated by a first aider or other appropriately trained member of staff. Parents/carers will be contacted where the injury or illness requires collection, ongoing monitoring, medical advice or where this is specified in the pupil's IHP. If a child becomes unwell, school will contact parents/carers to agree collection or other appropriate action. Staff will not diagnose medical conditions.

Recording and reporting incidents

All first-aid treatment and incidents involving injury or illness must be recorded in the school's agreed accident / first-aid record. Records should include the date, time and location; name of the person affected; nature of the injury or symptoms; treatment and advice given; names of staff involved; and whether parents/carers or emergency services were contacted.

More serious incidents, significant deterioration, emergency service attendance, medication errors, allergic reactions and near misses must be reported to the Headteacher or designated senior leader promptly and recorded through the school's agreed system (including CPOMS where appropriate). The school will consider whether an incident is reportable under RIDDOR and will make a report where legally required. Records will be stored securely and shared only with those who need the information.

MEDICAL CONDITIONS AND INDIVIDUAL HEALTHCARE PLANS

The school is committed to supporting pupils with medical conditions so that they can access education and participate fully in school life. This includes pupils with conditions that are long-term, recurring, fluctuating or potentially life-threatening.

Information and individual healthcare plans

When the school is notified that a pupil has a medical condition, the Headteacher or designated medical conditions lead will work with parents/carers and, where appropriate, the pupil and relevant healthcare professionals to establish the support required.

An individual healthcare plan (IHP) will be drawn up where the school, in consultation with parents/carers and relevant healthcare professionals, considers it necessary. The plan will be proportionate to the pupil's needs and may include:

- The pupil's medical condition, triggers, symptoms and individual needs;
- Medication required, dosage, method, timing and storage arrangements;
- What to do in an emergency, including when to call 999 and whom to contact;
- The level of support required and which staff are trained or authorised to provide it;
- Arrangements for lessons, PE, playtimes, clubs, visits, residential trips and other activities;
- Any reasonable adjustments, risk assessments or arrangements for self-management;
- How and when the plan will be reviewed.

Not every pupil with a medical condition will require a formal IHP. Where a plan is not considered necessary, the school will still record and communicate the essential information and arrangements needed to keep the pupil safe.

IHPs will be reviewed at least annually, and sooner if the pupil's condition or treatment changes, following an incident, or where the school, parent/carer or healthcare professional requests a review. Relevant staff will be given the information they need to support the pupil safely.

Access to education and reasonable adjustments

Pupils with medical conditions will be encouraged to take part in all aspects of school life. The school will make reasonable adjustments where required under the Equality Act 2010 and will not treat a pupil less favourably because of a medical condition or disability. Adjustments may include access to medication, additional time, rest breaks, dietary arrangements, support during PE, or changes to activities following an individual risk assessment.

The school will not require parents/carers to attend school to administer medication or provide routine medical support where this is not necessary and appropriate. The school will make its own arrangements to provide the support agreed in the IHP.

MEDICINES IN SCHOOL

General principles

Medicines will only be administered in school where this is necessary to meet the pupil's health needs and where the school has received appropriate written permission from a parent/carer (or the pupil where they are competent to make the decision), together with clear instructions. Medicines should normally be prescribed or advised by a healthcare professional and supplied in the original container with the dispensing label.

The school will:

- Check the pupil's identity, medicine name, dose, route and time before administration.
- Follow the written instructions and IHP, and check expiry dates.
- Keep a written record each time medication is administered, including any dose not given and the reason.
- Store medicines securely, in line with the manufacturer's instructions, while ensuring that emergency medicines are immediately accessible to those who need them.
- Keep medicines for different pupils clearly identified and separate.
- Never give a pupil another pupil's medication, or alter a dose or instructions without appropriate written authorisation.
- Seek advice from parents/carers or a healthcare professional if instructions are unclear.

Where a pupil refuses medication, staff will not force them to take it. The refusal and any action taken will be recorded and parents/carers contacted. If the missed dose may place the pupil at risk, staff will follow the IHP and seek urgent medical advice where required.

Self-administration

Some pupils may be able to manage and administer their own medication, including inhalers or other emergency medication. This will be agreed with parents/carers and, where appropriate, healthcare professionals, and recorded in the IHP. The school will ensure that the pupil can access their medication promptly and safely. Staff will provide supervision or assistance where agreed.

Storage and disposal

Non-emergency medicines will be stored in a secure, designated location in accordance with the product instructions. Medicines requiring refrigeration will be stored appropriately and securely. Emergency medicines, including reliever inhalers and adrenaline auto-injectors, must not be locked away where this could delay access in an emergency. Access arrangements will be known to relevant staff.

Parents/carers are responsible for collecting and replacing medicines that are no longer required or are out of date. The school will arrange safe disposal of medicines that have been left uncollected, in consultation with parents/carers and in accordance with local arrangements.

Non-prescribed medicines

The school will not routinely administer non-prescribed medicines. Any exceptional arrangement must be agreed in advance by the Headteacher or delegated senior leader, supported by written parental permission and clear instructions, and be consistent with current guidance and the pupil's needs. Aspirin or medicines containing aspirin will not be administered to children unless prescribed by a doctor.

Controlled drugs

Controlled drugs will be managed in accordance with the pupil's IHP and relevant legal requirements. They will be stored securely, with access limited to authorised staff, while ensuring that the pupil can receive the medicine when required. Records of receipt, administration and return or disposal will be maintained.

ALLERGY SAFETY

Red Row Primary School recognises that allergies can be serious and, in some cases, life-threatening. This section forms the school's written allergy safety policy and applies to pupils with diagnosed allergies and those who may be at risk of anaphylaxis. It will be made known to staff and parents/carers, published on the school website and reviewed at least annually.

Preventing and managing allergy risks

The school will:

- Identify pupils with allergies and maintain up-to-date records, IHPs and allergy risk assessments.
- Work with parents/carers and healthcare professionals to understand allergens, symptoms, avoidance measures and emergency treatment.
- Ensure relevant staff know which pupils have allergies, where their medication is kept and what to do in an emergency.
- Provide appropriate training for staff who may need to recognise and respond to an allergic reaction, including anaphylaxis.
- Consider allergy risks in classrooms, food provision, cooking, science, art, school events, visitors, clubs, PE and educational visits.
- Work with catering providers to communicate dietary requirements, check ingredients and manage food substitutions and cross-contamination risks.
- Promote handwashing and suitable cleaning routines, and discourage food sharing.
- Ensure pupils are not unnecessarily excluded or stigmatised because of an allergy.

The school will not claim to be an entirely allergen-free environment. Instead, it will take reasonable and proportionate steps to reduce and manage risks, communicate clearly and ensure emergency arrangements are effective.

Allergic reaction and anaphylaxis

If an allergic reaction is suspected, staff must follow the pupil's IHP and emergency instructions. If anaphylaxis is suspected, this is a medical emergency:

- Use the pupil's adrenaline auto-injector immediately, in accordance with the pupil's plan and staff training. Do not delay giving adrenaline while waiting for symptoms to worsen.
- Call 999 and state that the person is having anaphylaxis. Tell the operator that adrenaline has been administered.
- Follow the emergency operator's instructions. A second auto-injector may be required if symptoms do not improve or return, in line with the pupil's plan and emergency guidance.
- Keep the pupil under continuous observation. Do not allow them to stand or walk. Position them in accordance with their symptoms and emergency guidance.
- Ensure a member of staff meets the ambulance and another contacts the parent/carer.
- Record the incident, medication given and actions taken, and review the IHP and risk assessment afterwards.

The school will ensure that prescribed adrenaline auto-injectors are readily accessible and in date. Where the school chooses to hold spare emergency adrenaline auto-injectors, it will follow the applicable legislation and current Department for Education guidance, including obtaining the required parental consent and ensuring appropriate staff training.

EDUCATIONAL VISITS, PE AND OFF-SITE ACTIVITIES

Pupils with medical conditions will be supported to participate in educational visits, residential trips, PE, swimming, clubs and other activities wherever it is safe and reasonably practicable. Medical needs must be considered at the planning stage.

Before an activity, the responsible member of staff will:

- Review the pupil's IHP and any relevant risk assessment with the medical conditions lead.
- Confirm that required medication and equipment are available, in date and carried by an agreed responsible adult or the pupil where appropriate.
- Check that a suitably trained member of staff will be present and that emergency contact arrangements are clear.
- Consider transport, accommodation, food, activities, supervision and access to emergency services.
- Ensure staff and providers receive the information they need, while respecting confidentiality.

A pupil will not be prevented from participating solely because they have a medical condition. Any decision to modify or restrict participation must be based on an individual assessment and discussed with parents/carers.

TRAINING AND STAFF AWARENESS

The school will identify training needs through its first-aid needs assessment and the medical needs of its pupils. Staff will receive information and training appropriate to their responsibilities. This may include general first aid, paediatric first aid, asthma, diabetes, epilepsy, allergies and anaphylaxis, or other condition-specific training.

Staff who administer medication or provide a specific medical procedure must receive appropriate instruction and, where necessary, competency assessment from a suitably qualified healthcare professional or training provider. Training records will be maintained and refresher training arranged when required.

All staff will be made aware of the school's first-aid arrangements, how to summon help and how to access relevant emergency information. Supply staff, temporary staff and volunteers will receive information appropriate to their role.

CONFIDENTIALITY AND INFORMATION SHARING

Medical information is confidential personal information. It will be stored securely and handled in accordance with data protection requirements. Information will be shared with staff and other relevant people on a need-to-know basis so that they can support the pupil safely. Parents/carers and pupils will be informed about how information is used and shared.

MONITORING AND REVIEW

The Headteacher / Senior Leadership Team will monitor the effectiveness of this policy through review of first-aid and accident records, medicine administration records, training records, IHPs, risk assessments and feedback from pupils, parents/carers and staff.

The policy will be reviewed at least annually by the Governing Body / responsible committee, and sooner where there are changes to legislation, statutory guidance, school arrangements or the medical needs of pupils. The allergy safety arrangements within this policy will be reviewed at least annually, as required.

This policy should be read alongside the school's Health and Safety Policy, Safeguarding and Child Protection Policy, Educational Visits Policy, Supporting Pupils with SEND arrangements and any relevant individual healthcare plans and risk assessments.

APPENDIX A – QUICK RESPONSE: FIRST AID

- Stay calm, make the area safe and assess the situation.
- Send for a first aider and summon additional help.
- For a serious or life-threatening emergency, call 999 immediately.
- Provide first aid within your training and follow the emergency operator's instructions.
- Do not leave the casualty alone; arrange supervision of other pupils.
- Contact parents/carers as soon as practicable, without delaying emergency treatment.
- Record the incident and inform the Headteacher / designated senior leader.

APPENDIX B – MEDICINE ADMINISTRATION RECORD: MINIMUM INFORMATION

- Pupil's full name and class;
- Name, strength and form of medicine;
- Prescribed dose, route and time to be given;
- Date and time administered;
- Name and signature / initials of the person administering or supervising;
- Any refusal, omission, error, adverse reaction or other concern and action taken;
- Parent/carer or healthcare professional contacted, where applicable.