



First Aid and Medical Conditions Policy

Date Approved: Spring 2025

Date for Review: Spring 2026

Approved By: Education and Standards Board



The Blidworth and Rainworth Primary School Partnership

Lake View Primary and Nursery School is an inclusive community that supports and welcomes pupils with medical conditions and offers them the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because reasonable adjustments for their medical condition have not been made. We work closely with pupils and parents so that they feel confident in the care they receive whilst at Lake View, and so that the level of that care meets their needs.

As a school we strive to understand the different medical conditions of our pupils and appreciate that some conditions may be serious, adversely affect a child's quality of life and impact on their ability to learn. We also understand that not all children with the same medical condition will have the same medical needs in school.

Principles

- Arrangements for students with medical conditions ensure that these children can access and enjoy the same opportunities at school as any other child.
- The school focuses on the needs of each individual child and considers how their medical condition impacts on their school life. A Health Care Plan (HCP) will be put in place for each child, where required.
- A list of students with known medical conditions is available to staff on SIMS.
- Parents are responsible for their child's medication and for informing the school of its correct use.
- Staff receive training and are updated on the impact medical conditions can have on students.
- The school understands that certain medical conditions are serious and can be potentially life threatening and understands the importance of medication being taken as prescribed.
- The school takes all reasonably practicable steps to prevent accidents, but in such an event all students or staff will be seen by a qualified First Aider.
- The school acknowledges its duty to safeguard and promote the welfare of children (see also Safeguarding Policy) and provide pastoral care to help ensure students are protected from harm. The safeguarding of students with medical needs is achieved by placing the interests of the child at the centre of intervention. All staff undergo appropriate safeguarding training.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The First Aid & Medical Conditions Policy is clearly communicated to staff to ensure its full implementation.

Roles and Responsibilities

- The Head Teacher has overall responsibility for the implementation of the policy and for ensuring that staff are aware of students' medical needs. The day to day responsibility for this is delegated.
- Qualified First Aiders are available at all times during the school day. It is their role to assess any medical or accident emergency, and put appropriate care in place.
- All staff will;
 - act like any reasonably prudent parent in the event of illness or an emergency, including taking action such as providing basic first aid or administering medication,
 - be aware of specific medical details of individual students (HCP) in their care,
 - check if a medical condition indicates that a student suffers from a condition which requires them to carry medication with them or receive regular medical support e.g., EpiPens, inhalers, insulin.

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- ensure that they have checked for medical conditions for every student that they take out on a school trip, having regard to a student's HCP,
 - familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are,
 - never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger,
 - never put themselves in danger to assist a casualty,
 - send for help as soon as possible ensuring that the messenger knows the precise location of the casualty,
 - reassure, but never treat, a casualty unless life/death situation i.e. bleeding heavily or not breathing.
 - handover responsibility of casualty to the First Aider but remain, if requested, to assist/take messages,
 - have regard to personal safety.
- Parents are asked to complete First Aid / Medical Information forms annually to outline any specific medical needs, and give permission for the school to administer First Aid to their child when necessary. Parents are responsible for updating school with any changes to their children's medical needs or condition, and for disposing of any unused or expired medication.
 - The governing body ensures the adequate provision of First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981, and monitors and responds to all matters relating to the health and safety of all persons on school premises. They also ensure that arrangements are in place to support students with medical conditions in line with the statutory DfE guidance from December 2015 Supporting Pupils at School with Medical Conditions.

Individual Health Care Plans

Health Care Plan (HCP) collect key information and actions that are required to support children with specific medical conditions such as asthma, diabetes or epilepsy. Completed HCPs are attached to medical tracker and the school takes into consideration the following factors when deciding which information should be recorded:

- The medical condition, its triggers, signs, symptoms and treatments.
- Arrangements for self-managing medication or for administration of medication by a member of staff.
- Who needs to be aware of the condition. Where confidentiality issues are raised by the parent/student, the designated individuals need to be aware of any issues.
- The student's needs in terms of medication, facilities, equipment.
- Support for student's educational, social and emotional needs.
- Emergency arrangements and contacts.
- Additional arrangements for school trips to enable participation.

Health Care Plans are written by the lead First Aider in consultation with parents, and are signed off by the Head Teacher within two weeks of a child starting school or of diagnosis. Not all students with medical conditions will require a HCP, it may only be necessary where a child has a medical condition which may require emergency treatment or where a child has complex medical needs. HCPs are reviewed each year or earlier, if appropriate, and the level of detail on the HCP will vary according to the individual child's needs.

Administering Medication Without a HCP

Prescribed and non-prescribed medicines may be administered in school by named members of staff where it is deemed essential. **Aspirin is only administered if prescribed by a doctor.**

In **all** cases, written parental permission must be given outlining the medical condition, the type of medicine, the dosage and the time the medicine needs to be given. This record is kept at the school office and further information is recorded upon administration of the medicine.

All medicines to be administered during a day are entered on to a daily record that details which children, at what time, require medication as well as who is responsible for administering it. Non-prescribed medicines will only be administered for **up to 3 days** before being reviewed with parents. All medication will be logged.

All medication is stored securely in the school office with the child's name clearly labelled, along with its original container where possible, in accordance with its instructions. All unused medicine is either returned to families or taken to the local pharmacy at the end of each term.

Wherever possible, the pupil will administer their own medicine, under the supervision of an adult. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

All staff are aware that there is no legal or contractual duty for them to administer medication unless they have been specifically contracted to do so.

Asthma

All children with asthma must have their own inhaler kept in school. Parents sign a consent form, enabling their child to receive their reliever medication as and when they may need it. Parents are also agreeing to their child receiving the school inhaler, in event that their own is either unavailable or run out. When a child uses their inhaler this **must** be logged on the their medical tracker, (under medication use), and a dojo sent to their parent or carer.

First Aiders

The term FIRST AIDER refers to those members of the school staff who are in possession of a valid First Aid At Work certificate or equivalent. The school has identified Designated First Aiders who are on call during the school day. Other First Aiders are identified to be called upon in an emergency when Designated First Aiders are not available. Many of our staff members are also Paediatric First Aid trained in line with statutory requirements. A list of Designated and other First Aiders is kept in the school office. (See Appendix 1).

First Aiders should:

- provide effective, safe first aid and medical cover for students, staff and visitors,
- ensure that all staff and students are aware of the system in place,
- provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents,
- ensure that their qualification is always up to date,
- ensure medical equipment is well stocked and regularly checked for expiration,
- ensure that first aid cover is available throughout the working hours of the school week and for school events between 3.30 - 5.30pm e.g. school extra-curricular activities.

First Aid in Event of an Accident, Injury or Emergency

Designated First Aiders will:

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services,
- help fellow First Aiders at an incident and provide support during the aftermath of any incident,
- make appropriate use of specific first aid equipment such as the school's Defibrillator (found in the staff room) or emergency salbutamol inhaler (found in the school office),
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance by a member of staff or parent at the request of paramedics,
 - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted,
 - met at hospital by a relative.
- ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly.
- provide an accurate written record of events and actions detailing the name of the child the nature of the injury and any treatment given. Serious Incident Reports are required to be completed whenever parents or emergency services are called.

First Aid in Event of Illness or Medical Condition

Designated First Aider will:

- assess students who feel unwell on request of staff when they are unsure whether the medical condition can be cared for in school,
- use an external thermometer to take temperatures so that a student can be sent home if they are obviously unwell,
- examine or treat children discretely, if necessary, in a private, sanitary area (See Intimate Care Policy),
- send students back to class if there are no obvious symptoms,
- be aware of safeguarding issues, Health Care Plans and ensure the safety and wellbeing of all students,
- immediately report any Child Protection issues to the school's Designated Safeguarding Officer.
- provide an accurate written record of events and actions detailing the name of the child the nature of the illness and any treatment given.

Complaints

Should parents or pupils be dissatisfied with the support for their medical condition, they should in the first instance discuss this with their child's class teacher. If they find themselves still dissatisfied, they may choose to make an appointment with the Inclusion Leader, or the Head Teacher. Formal complaints can be made at any time using the school's complaints procedure, details of which can be found on the school website or by picking up a leaflet at the school office.

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Appendix 1: First Aid Qualifications

The following employees are First Aiders who have been trained to First Aid at Work level

Name	Date of Expiry of Certificate
M Pattison	15.03.2026
C Williams	05.02.2026

The following employees are trained in Paediatric First Aid:

Name	Date of Expiry of Certificate
K Watson	08.01.2026
A Spendlove	29.06.2026
M Pattison	19/05/2027
C Dykes	16.11.2025
B Robinson	14/06/2025
Rebecca Rowland	19/07/2027

The person responsible for ensuring first aid qualifications are maintained is:	E Watson
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The person responsible for ensuring first aid cover is provided for staff working out of normal school hours is:	M Pattison/C Williams
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First Aid boxes are kept at the following points in the school.

Location of First Aid Boxes	First Aid Record
All Classrooms	Medical Tracker Accessible on iPad or class computers
Staff room	
School Office	
After School Club room	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Bags	Location of School Inhalers	Location of Defibrillator	Location of Anaphylaxis Kit

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All classrooms	Classrooms	Staffroom	Classrooms
Staffroom			
School Office			

Anaphylaxis Kit checked by:	Mrs M Pattison
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Defibrillator battery and pads are checked by:	Mrs M Pattison
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A weekly check on the location and contents of all first aid boxes will be made by:	Mrs M Pattison
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Use of first aid materials and deficiencies should be reported to:	Mrs M Pattison
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The address and telephone number of the nearest medical centre/NHS GP is:	Rainworth Surgery
	01623 742930

The address and telephone number of the nearest hospital with accident and emergency facilities is:	King's Mill Hospital, Sutton in Ashfield, Notts.
	01623 622515