First Aid, Medical and Welfare Policy
For
Parrs Wood High School
(June 2025)

FIRST AID, MEDICAL & WELFARE POLICY

Approval History

Approved By:	Date of Approval	Version Approved	Comments
LGB	6/01/17		
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Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
July 2018	2				
June 2020			Details around Covid-19 added	Yes in red	LM
April 2022			In red	Y	
June 2023			IN RED	Y	LM
June 2024			Remove covid section	N	LM
June 2025			Name amendments	Y	LM

1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting students at school with medical conditions from 2015. This policy also complies with our funding agreement and articles of association.

➢ The Duties Of The Employer

The Health & Safety (First Aid) Regulations 1981 and amendment Regulations place a duty on employers to make adequate First Aid provision for their employees. Although there is no requirement to take account of persons who are not employees, the long-standing practice in schools has been that appropriate First Aid provision should also be made for Students and Visitors. This is consistent with the spirit of the Regulations, guidance from the Health & Safety Executive and the DfES and with schools loco Parentis obligations to children.

3. Equal opportunities

Parrs wood High School is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

What is reasonable?

What's 'reasonable' will depend on each situation. The school needs to consider carefully if the adjustment:

Some (but not all) of the factors that may influence a decision are:

- Financial resources of the school

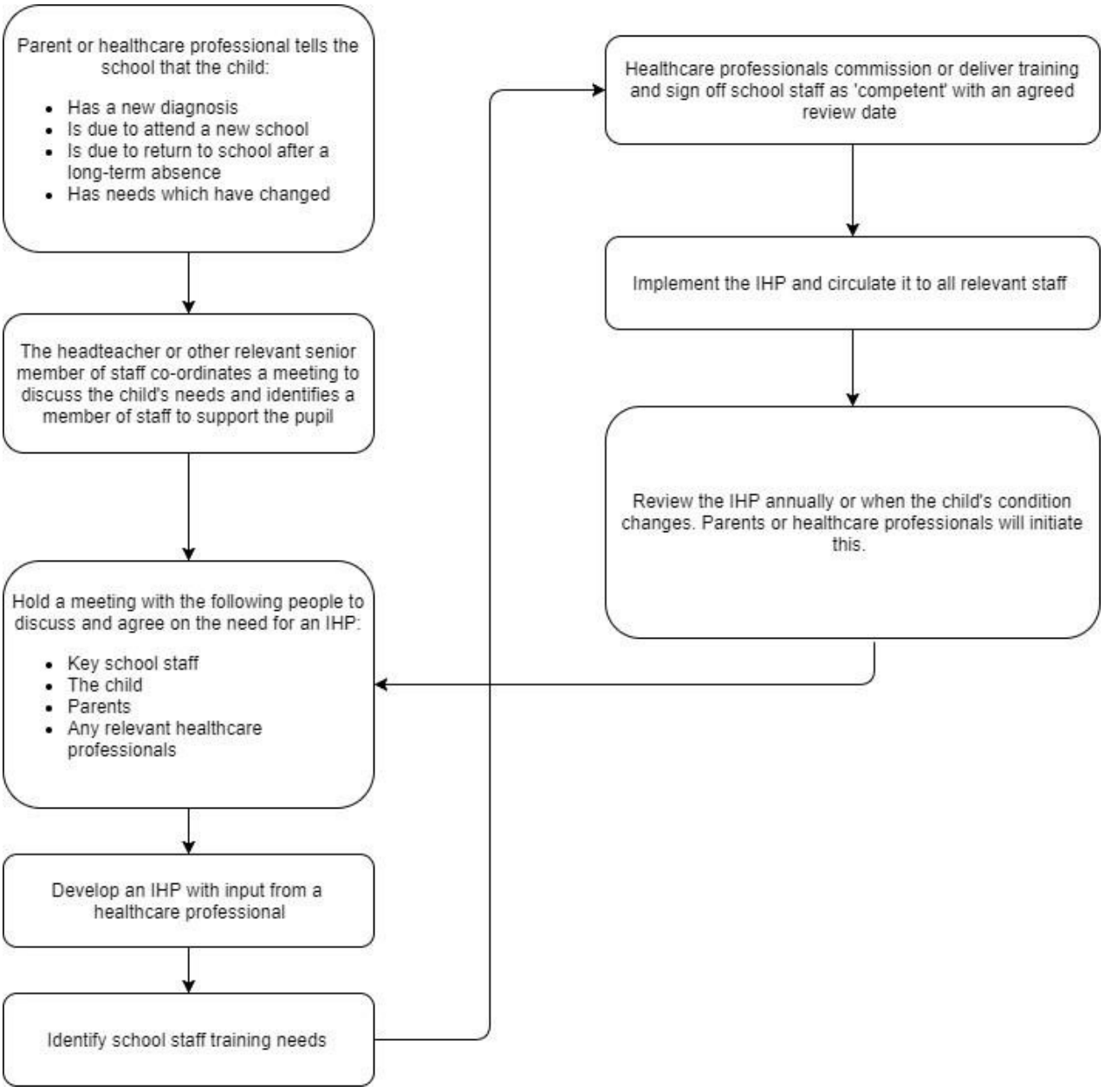
- Cost of the aid or service
- Effectiveness of the aid
- Effect on other pupils
- Health and safety requirements
- Provisions already made by the SEN Framework

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

4. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school



5. Individual healthcare plans (IHPS)

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Ms Danielle McLellan within the Inclusion Faculty.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

What needs to be done
When

By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

A Tiering system is also used to show the severity of a Student's condition. As such, the Student's profile will be amended to show which Tier their condition falls into. This indicates to all staff the extent of the condition without giving them direct information. The Tiers are as follows:

Tier 1 - Serious medical cases/life threatening illnesses including severe allergies, Diabetes and Asthma (for which we hold medication and the Student has previously been hospitalised). Also includes Students medicated for ADHD, for Health & Safety reasons
Tier 2 - Allergies/impeding medical conditions
Tier 3 - Asthma (milder cases)
Tier 4 - Any other conditions

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist eg The Lancasterian School or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The local governing body, the headteacher and SENDCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

6. First Aid Records

Student health records including details of more serious conditions and allergies, are compiled by the Head of Administration using medical questionnaire/datasheets during the transition process. The documentation is completed and returned by parents and recorded on the Schools Information Management System (SIMS). Whilst they are held securely, the information is readily available to teaching and support staff should an incident occur. In the event of an accident requiring an ambulance, these details will be printed off and passed onto the Paramedics to assist their treatment.

The schools response to any illness or injury will follow the precautionary principle and the School's Administration Team will generally endeavour to contact a Parent or Carer where a Student reports as unwell or has sustained an injury which may need to be treated by a doctor or hospital. It is for this reason that it is imperative we have up to date contact details for a range of Carers for each Student.

Details of all incidents/accidents will be automatically entered onto the Student's medical details held on the School's computer system by the First Aider who treated them. Details will include the date, approximate time, details of the incident, the treatment provided, the name of the First Aider and the outcome (if known).

7. Managing Medication

➢ 7.1 Storing Medication

Medication cannot be held within school unless a "Request for School to Hold or Administer Prescribed Medication" document has been completed, signed and dated by a Parent/Carer and returned to School prior to commencement of the medication. Medication will then be held securely in a locked cabinet in the Main Reception. Any medication brought into School must be prescribed, in date and in its original packaging. The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Logs are kept on the Schools Information Management System (SIMS) for all Students taking medication showing the date and time they came to take their medication.

Under no circumstances will a Student be allowed to keep medication upon their person or to self-medicate in School unless they have a valid reason to do so (ie, if they suffer from severe allergic reactions which may require the use of an EpiPen, they are diabetic or suffer from Asthma). Should this be the case they should also keep spare medication in the Main Reception in case of an emergency. Any medication found to be on a Student's person (other than those stated above) will be confiscated and a Parent/Carer contacted to arrange for that medication to be collected from School.

It will be entirely the Student's responsibility to come to the Main Office for their prescribed medication at their due time. Main Office staff will not chase Students to take medication but will inform Parents/Carers by phone and a follow-up letter if Students are not taking their medication. It is also the Student's responsibility to collect any medication from the Main Office staff which is required to be taken home at the end of the day.

Designated School staff may hand out prescribed medication to the Student at the Main Office when required and in accordance with the instructions on their prescription, but will not administer the medication, unless in a dire emergency where life is at risk.

Paracetamol, Ibuprofen or any Aspirin based medication cannot be held in School unless it has been specifically prescribed for that Student. To err on the side of caution, if the Paracetamol, Ibuprofen or Aspirin has been prescribed to be taken “as and when required”, the Staff will not give that medication until the Student has been in School for at least 4 hours in case a dose has already been taken at home and to prevent overdosing.

A Parent/Carer will be contacted by telephone and follow-up letter in the event that the medication is about to expire and asked that in date replacements are sent into School. A Parent/Carer will be required to collect the expired medication and take to a pharmacy to be disposed of.

- **7.2 Emergency Asthma Inhaler**

Following new Government guidance issued in September 2014 and the subsequent amendments to the Human Medicines Regulations Act 2012 allowing the use of emergency Salbutamol inhalers in schools, Parrs Wood High School now hold 5 spare Salbutamol 100mcg inhalers for emergency use only.

In order for this to be used in an emergency (where a Student has lost his/her Inhaler or the Inhaler has run out), a Parent/Carer will need to sign the “Request for Permission to use Emergency Salbutamol 100mcg Inhaler” form. If this has not been signed already, another form can be requested from the General Office

- **7.3 First Aid Provision**

We have carried out an assessment of First Aid needs appropriate to the circumstances of the School to ensure that adequate First Aid personnel and facilities are available to give prompt assistance in the event of an incident and summon an ambulance or other professional help where necessary.

We have sufficient staff to cover the whole School who have received their First Aid at Work or Emergency First Aid qualification or who are Paediatric First Aid trained. A number of staff are also trained to administer an EpiPen in an emergency situation. All First Aiders are also trained to use the on-site Defibrillator in an emergency. We also have bleed kits in the main office in case of an emergency.

The main points of contact, in the event of an incident, will be the School’s qualified First Aiders. Lists of names, locations and extension numbers have been posted around School in areas well used by students and staff alike.

Each First Aider is responsible for holding and re-stocking their own First Aid kits, with these being checked termly for completeness by the Head of Administration. These kits will be held in set locations around the School and smaller kits containing plasters, wipes etc are permanently located at the Main Office and in the School’s mini-bus.

The First Aiders’ primary objective is to treat a casualty to the best of their ability and in the safest way possible.

If a Student is feeling generally unwell and feels unable to remain in School, they will be assessed by a first aider. If deemed necessary, a member of the administration team will contact home and request permission for that Student to leave the premises. The Student will then be signed out of School.

In the event of a minor accident: -

- A First Aider will assess the Student's condition and appropriate treatment will be offered. If the Student is well enough to do so, they will then be returned to class.
- If the injury does not require an ambulance but may need further treatment, then a Parent/Carer will be contacted to transfer their child for further treatment.
- In either event, details of the incident and who dealt with it will be recorded on the School's computer system. If necessary, the Student will then be signed out of School.

In the event of a major accident, injury or illness that gives cause for concern: -

- Appropriate symptomatic treatment will be offered and an ambulance called for to enable further assessment and/or treatment. If a member of staff is required to travel with the Student, a Parent or Carer will be requested to attend A&E to meet the Student with the expectation that the Parent or Carer will be in attendance within an hour of notification, at which time the member of staff (if they are in attendance) will hand over responsibility for the Student to his/her Parent or Carer who will then be responsible for liaising with hospital staff. Where a Parent/Carer cannot be contacted, members of staff will not be able to give permission for any medical procedures to be carried out.
- The Student should then be signed out of School.
- Details of the incident and who dealt with it will be recorded on SIMS and an accident form will be completed, whereby an investigation will be conducted, and findings recorded on the back of the form in order for any corrective action to be taken to ensure that we minimise the risk.

Follow-Up Procedures

- In the case of vomiting and/or diarrhoea, Students may not return to School until 48 hours after all symptoms have ceased.
- It is imperative that all Students and School staff are fully aware of good hygiene practice and should always thoroughly wash their hands before and after eating and after using the toilet to prevent the spread of germs and infection.
- Hand sanitizer dispensers are located at points around School for everyone's use and should be used liberally.
- If a Student contracts a "notifiable disease", Parents must inform the School immediately and the Student may not return to School without specific written permission from the School (please see the Health Protection Agency website for details of these diseases http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374 or contact School should you require a paper version).
- Parents/Carers are asked to keep the School informed of the outcome of any injury sustained in School that required medical treatment in order for their details to be updated.
- The School will make reasonable adjustments to accommodate Students who are temporarily incapacitated due to an injury, e.g., plaster cast, crutches etc. Parents/Carers should note that due to the nature of the School building, access to higher levels are limited and Students who have a physical impairment due to injury may find it difficult to move around School. In this case, the Student may find it easier to do their schooling within a ground floor environment. A Risk Assessment will be completed where a Student's mobility is impaired and a decision made as to their movement around School.
- The School will, within reason, attempt to continue to support learning if a Student is likely to be absent for a protracted period of recuperation. Work for each Student will be sent home for completion (where appropriate to do so).

➢ 7.4 Mental Health & Well Being

The school will work with outside agencies such as CAMHs to ensure that students with conditions affecting their Mental Well Being are supported whilst at Parrs Wood. Risk assessments will be carried out if appropriate and close communication between all stakeholders maintained. School has developed a number of Mental Aid First Aiders.

8. Medical & Toilet Passes

Where a Student has a medical condition and they need to take medication during lesson time, or may require regular use of the toilet throughout the day, information will be requested from a doctor or hospital regarding the condition (via a Parent/Carer) after which a Medical or Toilet Pass will be provided by the Safeguarding Manager to the Student concerned which will enable them to be allowed out of class when required without prompting further questions.

If the condition is likely to become prolonged and where it might affect any upcoming exams, details may be forwarded by the Inclusion Office to the School's Exams Officer in order for the Exam Boards to be informed.

SIMS will be updated to show such information.

9. Risk Assessments

➢ 9.1 Risk assessment

Risk Assessments may need to be completed by the relevant Head of Learning or PDMC team (depending on the nature of the injury) for each Student returning to School after injury or illness, particularly where mobility around School is an issue or where crutches are required. Students will be individually assessed as to their particular requirements and parents will be requested to sign the risk assessment showing their agreement to what has been discussed. The risk assessment will be attached to SIMS and stored securely within the Key Stage Offices.

In certain cases, it may be deemed necessary for a Student to work in the Inclusion Classroom until their injury recovers sufficiently enough for them to return to normal lessons. In this case, teachers will be requested to send work down for the Student to complete whilst out of normal lessons.

➢ 9.2 Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed. Inclusion Faculty will review this as appropriate.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with our SENDCo. Training will be kept up to date. We are working with the Lancasterian School to develop staff and the IHP process. Our Business Manager Lindsey Moore will coordinate the Training of First Aiders and review this annually.

Training will:

Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
Fulfil the requirements in the IHPs
Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Food Allergies & Intolerances

For severe allergies and intolerances, a Health Care Plan will be completed which will be attached to SIMS and stored securely within the Key Stage Offices.

There are notices in the canteen advising students to notify Catering staff of any food allergies. Catering staff will then be able to advise students on appropriate foods to eat based on their knowledge of the ingredients used in its preparation. All packaged food has clear labels on regarding ingredients.

11. Medical Appointments

Where a Student needs to sign out for a medical appointment, a valid appointment card must be provided at the time of signing out. Where one cannot be provided, this may delay the signing out process until the appointment can be confirmed and may also be marked as an unauthorised absence on the register.

12. Educational Visits

Portable First Aid kits are taken on each vehicle when Students are out on a School trip or sporting function.

A written Risk Assessment will be carried out prior to all trips to ensure the safety of all Students and staff. Medical information, dietary requirements and emergency contacts are requested from a Parent/Carer for Students on the Trip Parental Consent Form and the School will take this opportunity to cross-reference this information to SIMS records and update where necessary. All educational visits are recorded on the school's online tirp planning system called Evolve. Evolve is an online system whereby details of the trip, risk assessments, letter of consent and any other documentation which is required is stored. The school complies with its educational off-site visits policy.

Where Students are to go out on a rural field trip or abroad, it may be deemed appropriate for a First Aider to be in attendance, though this is at the discretion of the Headteacher. The school will consider any reasonable adjustments when trips are being planned. The intention is that all students can attend all trips but this may not always be possible.

Students are requested to take all medication required along with them on any School trip or sporting function. If any medication is forgotten and spares are not kept in School, a Parent/Carer will be required to bring in the medication prior to the trip commencing. If this is not possible, the Student will be excluded from the trip for Health and Safety reasons.

During the length of the School trip, a First Aider or member of staff will be responsible for all medication and will keep it on their person rather than with the Student; same for any emergency Asthma, Diabetes or allergy medication. Any medication required to be taken for

the duration of the trip will be recorded on a “Medication Administered on School Trips” form for each Student, showing the date and time the medication was taken, the amount given, the amount remaining and will be signed by the first aider/member of staff responsible as well as the student. Forms will then be retuned to school where it will be securely held.

Where possible, the School’s spare Emergency Asthma Inhaler will be taken on School trips. In order for this to be used in an Emergency (where a Student has lost his/her Inhaler or the Inhaler has run out), a Parent/Carer will need to sign the “Request for Permission to use Emergency Salbutamol 100mcg Inhaler” form before the Emergency Inhaler can be used.

13. Immunisations

Immunisations are organised in conjunction with the School Nurse. Parents will receive a letter prior to the first vaccination informing them of the upcoming immunisations and will be requested to sign and date the letter giving their consent. If a Student forgets to return their letter, it is usual for the School Nurses to contact a Parent/Carer by telephone on the day of the immunisations to seek permission for the injection.

14. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student’s IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- 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, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child’s medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

15. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school.

Any medicine that is administered will be recorded on SIMS in the medical note section.

IHP's are kept in a readilu accessible place which all staff are aware off.

16. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and will report deaths, specified injuries, work related diseases and dangerous occurrences to the Health & Safety Executive.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

17. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the SENDCo/Admin Manager in the first instance, and the headteacher Mr McElwee if the matter cannot be resolved. If the headteacher or the delegated member of staff cannot resolve the matter, they will direct parents to the school's complaints procedure.

18. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

19. Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- Behaviour policy
- Accessibility plan
- Health and safety
- Child Protection & Safeguarding
- Special educational needs (SEN) information report and policy

20. Conclusion

Members of staff are committed to the well-being of Students and staff members and will

make reasonable endeavours to ensure their safety. However, it must be recognised that accidents can and do happen. We hope that Parents/Carers will work with the School to safeguard all Students and to minimise the impact of any illness or injuries that may occur for the good of the wider School body.