



First Aid/Medical Room Policy (including 'supporting students with medical conditions')

Date last reviewed	September 2025
Committee Responsible	FRA
Designated member of staff	Vicki Price
Date of next review:	September 2028

1. INTENT AND SCOPE

This policy sets out the arrangements for first aid, medical support, and the management of students with medical conditions. It applies to all staff, students, parents/carers, and visitors, and should be read alongside related school policies on Safeguarding, SEND, Asthma, Allergy/Anaphylaxis, Attendance, Equality, Admissions, and Complaints.

The school is committed to:

- Providing safe and effective first aid.
- Supporting students with medical conditions so they can participate fully in school life.
- Meeting statutory requirements under health, safety, and education law.
- Ensuring staff, students, and parents/carers are clear on roles, responsibilities, and procedures.

2. PROCEDURES FOR STUDENT VISITS TO THE MEDICAL ROOM

- Students attend reception/medical room with a note in their planner from the current lesson.

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- If an injury occurs during recreational time, an appropriate adult should accompany the student.
- For immobile students, a qualified First Aider will attend the scene.
- Students are assessed by the First Aider and taken to the medical room if required.
- If the student can return to lessons, the Medical Room Manager emails the parent/carer with a brief summary of the visit and outcome.
- If the student is unwell and unable to remain in school, parents/carers are contacted by telephone to collect or authorise the student to leave.
- All students leaving school must sign out with the Attendance Officer.
- An electronic Medical Log is maintained with brief details of all visits.

3. FIRST AID

- A list of trained First Aiders is displayed in and outside the medical room.
- First aid boxes are located around the school; staff know their locations.
- First aid boxes are checked regularly, with checks logged.
- Wounds are assessed, cleaned, and dressed as required.
- Where further medical attention is needed immediately, parents/carers are contacted by telephone. In some cases, the First Aider may decide the student should go home. All communication is recorded electronically.
- Parents/carers are contacted in all cases where students remain in school after a medical room visit.
- All visits, treatment, and communications are recorded in the electronic Medical Log.

4. EMERGENCIES

Where an ambulance is required:

- Call emergency services.
- Contact parent/carer immediately.
- Reception prints out SIMS details of the student.
- Reception ensures school gates are open for emergency services.
- Reception informs emergency services of the student's location.
- If parents/carers cannot travel in the ambulance, an appropriate adult from school will accompany the student.

- All accidents are recorded electronically in line with Health & Safety requirements (including RIDDOR where applicable).
- Automated external defibrillators (AEDS) are located in the main school reception, Newman House, and Sixth Form reception areas.

5. MEDICATION MANAGEMENT

- Consent for administration of any medication must be received in writing from parents/carers.
- Consent is written by parents/ carers in planners and Health Care Plans; these are uploaded to Medical Tracker.
- In the absence of written consent, telephone authorisation may be obtained from the parent/carer and logged electronically.
- Only in-date, labelled medicines are accepted. Controlled drugs are securely stored and recorded.
- Inhalers and adrenaline auto-injectors (AAIs) must be readily accessible. The school may also hold spare emergency inhalers and AAIs in line with DfE guidance.
- Non-prescription medicines (e.g. paracetamol) are only administered with written parental consent and in line with NHS guidelines. Dosage is logged.

6. SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Intent

The governing board ensures students with medical conditions can:

- Play a full and active role in school life.
- Stay healthy and achieve their potential.
- Access education, including trips and PE.

The school complies with the Equality Act 2010, SEND Code of Practice (2015), and other statutory requirements.

Legal Framework

This policy reflects the:

- Children and Families Act 2014
- Education Acts 1996/2002
- Equality Act 2010
- Health & Safety at Work Act 1974
- Medicines Act 1968
- Supporting pupils at school with medical conditions (DfE, 2017)

- SEND Code of Practice (2015)
- First Aid in Schools (DfE, 2022)
- Natasha's Law (2019)

Roles & Responsibilities

- **Governing Board:** Ensures compliance, adequate training/insurance, reintegration after absence, and annual review of health care plans.
- **Headteacher:** Implements policy, oversees Individual Health Care Plans (IHPs), ensures staff training, and liaises with professionals.
- **Parents/Carers:** Provide medical information, engage in IHPs, give consent, and remain contactable.
- **Students:** Participate in IHPs, manage their condition where appropriate, respect peers' needs.
- **Staff:** Support students, administer medication if trained, respond to emergencies.
- **School Nurse/Health Professionals:** Notify and advise school, support IHPs, provide training, liaise with clinicians.
- **School Family Support Worker:** Ensures provision for students absent for >15 days due to medical needs, arranging alternative provision if required.

Procedures & Data Management

- **Notification:** Health needs identified at admission or diagnosis. Meetings with parents/carers, school nurse, and Medical Room Manager held within 2 weeks. Data recorded in SIMS and Medical Tracker.
- **Training:** Staff receive training on medical needs and procedures, refreshed termly. Supply staff are informed.
- **Self-Management:** Encouraged where appropriate. Medicines are accessible but securely stored.
- **Individual Health Care Plans (IHPs):** Detail conditions, medication, support, emergencies, confidentiality. Reviewed annually or sooner if needed.
- **Allergies/Anaphylaxis:** Managed under Allergy Policy and Natasha's Law. Staff trained to use AAls; records maintained.
- **Trips & PE:** The Medical Room Manager reviews medical data for all trips and runs a report of students attending trips. She provides any emergency treatment (epi-pens, asthma inhalers, glucose, epilepsy treatment) to appropriate staff attending the trip. Staff are trained to administer rescue medication. Risk assessments ensure inclusion. Automated external defibrillators (AEDS) are located in the main school reception, Newman House, and Sixth Form reception areas.

- **Emergencies:** Staff remain with the student until medical support/parents arrive. AEDs are located in the main reception, Newman House, and Sixth Form reception. Staff receive training in AED use.
- **Alternative Provision:** For longer-term absences with medical evidence, referrals are made to the Alternative Provision Placement Panel at AfC.
- **Unacceptable Practice:** The school will not ignore medical evidence, restrict participation, penalise attendance, or expect parents to provide care during school hours.
- **Archiving:** Medical data is archived at the end of Year 11 (unless continuing to sixth form) and at the end of Year 13 for leavers and when any other students are removed from the school roll.

7. CONFIDENTIALITY AND SAFEGUARDING

- Medical information is processed in line with GDPR and the school's Data Protection Policy.
- Confidential conversations with students are managed in accordance with the Safeguarding and Child Protection Policy and Staff Handbook.

8. INFECTION CONTROL IN THE MEDICAL ROOM

- Sanitise hands between each student.
- Wear gloves (and apron if needed) when dealing with body fluids.
- Small spills: Clean with paper towel and disinfectant spray. Dispose of materials in the **yellow** biohazard bin. WEAR GLOVES and APRON. Dispose of these appropriately
- Larger amounts of body fluid spills in the medical room and around the school should be managed using the spill granules/powder. These are found with the caretaker and in the medical room
- Use spill granules/powder (kept with caretaker and in medical room).
- The medical room is cleaned daily with appropriate cleaning products by site staff.

9. MONITORING AND REVIEW

- This policy is reviewed every three years by the Headteacher and Governing Board, or sooner if statutory guidance changes.
- Training records, medical logs, and accident reports are monitored termly.