



Thomas Willingale School and Nursery



**Managing and Supporting Pupils with a Medical Condition
and First Aid policy**

Summer 2026

Review: Summer 2027

1. General Statement

Many pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education.

Thomas Willingale School and Nursery wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education. It is also our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

2. Aims

- To enable pupils with medical conditions to have full access to education, playing a full and active role in school life and achieving their full potential.
- To ensure that pupils with medical conditions feel safe and secure in school, grow in self confidence and are protected from all forms of bullying.
- To ensure that parents feel confident in the school's capacity to care for their child on a day to day basis and respond to any medical emergencies that may occur.
- To safeguard the health and wellbeing of all pupils and staff at the school with regard to infectious and contagious conditions.
- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems including hospital teachers, Medical Service, Inclusion Service and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

3. Roles and Responsibilities

The Governing Body of Thomas Willingale School and Nursery will ensure that:-

- no pupil is refused admission to the school because arrangements in respect of their medical condition have not been made.
- the school develops a policy for supporting pupils with medical conditions, this policy clearly defining the roles and responsibilities of those involved
- the school develops Individual Health Care Plans (IHCPs) as an effective way of supporting pupils with medical conditions.
- the school assesses and manages risks to a child's health, education and social well being in drafting each IHCP.
- sufficient staff receive the appropriate training, are clear about the expectations of their role and are proficient to implement the IHCP.
- IHCPs are reviewed at least annually or when a child's medical needs change.

The Headteacher will ensure that:-

- this policy is developed, implemented and reviewed every year.
- all staff area aware of the policy and its implications for them as members of school staff.
- the training needs of school staff are assessed and the necessary training commissioned and delivered. This will include whole staff awareness training.
- there are a sufficient number of trained staff available who are competent to meet the needs of pupils with medical conditions. *The Headteacher will consult with health professionals, including the School Nurse to provide confirmation of competency.*
- IHCPs are drafted in a timely and appropriate way which meets the needs of individual pupils with medical needs
- staff members are adequately insured to support pupils' medical needs
- the school nurse knows of all pupils for whom an IHCP is in place.

The Inclusion Manager:-

- is responsible for the development of Individual Health Care Plans (IHCPs), in partnership with parents, school welfare staff and the relevant health care professionals.
- is responsible for ensuring that there is adequate cover for those directly responsible for supporting the child with his / her medical needs.
- is responsible for identifying staff training needs in the course of drafting IHCPs. These will then be communicated to the Headteacher who is responsible for commissioning relevant, high quality training.

Parents are expected to:-

- Provide the school with sufficient and up to date information about their child's medical needs.
- Play an active role in the development and review of IHCPs.
- Carry out any actions that form part of the ICHP eg. Providing medicines, equipment etc.
- Ensure that they or a nominated adult are contactable at all times.

4. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for, in the absence of a first-aiders,

- taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

5. Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 111 for advice if necessary.

Where a child is involved, contact the parents and advise what action has been taken regarding the child. If the parents cannot be reached the school will make any decisions necessary in relation to the child.

If you need to access a first aid kit for personal use, do not remove it from its designated place.

- Any loss or damage to first aid equipment must be reported
- If a first aid kit is poorly stocked, this should be reported
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing the office when it is poorly stocked.

6. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

7. Children with Medical Needs

- School staff may be asked to provide support to pupils with medical needs, including the administration of medicines, but they cannot be required to do so. Staff must not give any medicines or undertake health care procedures without knowledge of the school's procedures relating to same – a first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- School staff should receive sufficient and suitable training including EpiPen training (via KITT MEDICAL Portal) and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Although administering medicines is not part of teachers' professional duties, teaching staff should take into account the needs of pupils with medical conditions that they teach.
- Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- A list of pictures and details of staff and pupils who may require an epiPen or have other medical conditions can be located in every classroom and office in the school.

8. Unacceptable Conduct

The following details explicit practices for staff which are unacceptable for those pupils with IHCPs:-

- Preventing a child from accessing their asthma pump / medication when and where necessary
- Making the assumption that every child with a particular condition requires the same treatment.
- Ignoring the views of parents (although these can be challenged)
- Regularly sending pupils home or preventing them from staying for normal school activities eg. lunch
- Sending a child who is ill to the medical room unaccompanied when a basic risk assessment deems that it would be unsafe to do so (eg. substantial head injury, heavy bleeding, persistent vomiting, dizziness etc)

- Penalising pupils for poor attendance if absences are due to their medical condition.
- Preventing pupils from eating or drinking or taking frequent toilet breaks in order to manage their medical condition.
- Requiring parents to attend school in order to administer medication or provide medical support for their child.
- Preventing participation in school activities or creating unnecessary barriers to participation eg by requiring parents to accompany the child.

9. Management of Medicines on School Premises

- It is the school's policy to oversee the administration of or assist with the administration of medication that has been prescribed by a doctor or dentist or in the case of non-prescription medicine eg. calpol, piriton, neurofen as per instructions from parents/carers.
- No child will be given any medication without parental consent. There is a proforma for this purpose in the medical room located beside the Willingale Road school office. These consent forms are recorded in the Record Book in the Medical Room.
- The medication will only be administered if it is presented in the original container (for prescription medicines - as dispensed by the pharmacist), clearly labelled with the child's name, the name of the drug and the dosage. The medication must be in date and have clear storage instructions on the packaging or accompanying leaflet. The exception to this is insulin which must still be in date, but will generally be presented inside an insulin pen or a pump, rather than in the original container.
- All medication will be kept either in the refrigerator or medical cupboard in the Sycamore Bay medical room. Medical cupboard key will be readily available in case of emergency.
- Asthma pumps and adrenaline pens will **not** be locked away but will be readily available to pupils. If a child appears to be in anaphylaxis the school may administer an EpiPen (Via our KITT MEDICAL Portal) regardless of a diagnosis.
- Staff administering medication will complete the Record Book kept in the Medical Room, ensuring that the following are recorded clearly on the parental permission forms;-
 - The date and time that the drug was administered
 - The full name of the child
 - The name of the drug,
 - the dosage administered
 - the full name of the person administering the medication
- Controlled drugs will be kept in a locked, non-portable container and only named staff will have access. However, the drug will be easily accessible in

an emergency. A written record will be kept of the amount of controlled substance kept within the school and how much has been administered.

- When no longer required, all medicines are to be returned to the child's parent/guardian for disposal.
- Sharps will be disposed of in a designated Sharps Box.

10. Individual Health Care Plans

We will work with the parents/carers and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

Parents/Carers are responsible for informing the school immediately of any long term medical conditions or prior to the child starting at the school if known previously.

Data collection sheets are sent out annually for parents/carers to ensure the school has up to date and correct information.

Our Family/School Co-ordinator visits all families prior to a child starting school. At this visit medical information will be asked about and then shared with relevant staff at school. Any appropriate actions will take place in order to assist the child and protocols followed.

- The Inclusion Manager and School Family Co-ordinator are responsible for drafting IHCPs alongside parents and relevant Healthcare professionals.

IHCPs should provide clarity about:-

- The condition, its triggers, signs, symptoms and treatments.
- Pupils' needs in the light of their condition including medication and other treatments (eg. physiotherapy, occupational therapy, SALT etc),
- How parental authorisation is gained for the administration of medication.
- Details of time, equipment, facilities, and dietary requirements needed to meet the child's medical needs
- How pupils taking responsibility for their own health care will be supervised / monitored.
- How conditions which fluctuate will be monitored.
- How the school will respond in a medical emergency situation
- How the school will respond in a school emergency situation eg, a managed evacuation of the school.
- Any steps that need to be taken to remove barriers to children participating fully in school life eg. additional time in exams, the management of absences from school, counselling etc.
- How any prolonged or frequent absences from school will be managed and recorded.
- Separate procedures or arrangements that need to be put in place for school trips or other out of school hours activities eg. risk assessments

- Who in the school needs to be aware of the child's condition and how the school manages any confidentiality issues.
- Parents and professionals should agree, based on evidence, when an individual healthcare plan would be inappropriate or disproportionate. In cases where a consensus cannot be reached, the Headteacher will have the final view.
- Emergency Procedures – IHCPs should clearly define what constitutes an emergency and explain clearly what to do.
- All relevant staff should be aware of emergency symptoms and procedures. Other pupils should know what to do in general terms, such as informing the teacher immediately if they think that help is needed.
- Copies of IHCPs are held in the Medical Room and on the individual child's record.

11. Day Trips, Residential Visits and Sporting Activities

- The school is committed to the inclusion of pupils in all activities.
- Staff will actively include any child with a medical condition unless evidence from a clinician states that this is not possible.
- Teachers will be made aware prior to a trip/residential visit/sports activity of how a child's medical condition will impact on their participation and made aware of the child's IHCP requirements .
- Staff will undertake a risk assessment, prior to the activity or trip taking place, identifying reasonable adjustments that need to be made in order for a child with a medical condition to participate safely and as fully as possible. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process.

12. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

13. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. This includes part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff (induction training). Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

Medical Room – Willingale Road Entrance

- Reception – The Broadway Entrance
 - Kitchen
- Main Hall – KITT medical wall-mounted Anaphylaxis Kitt
Access keys for KITT Medical Portal are located outside Headteacher's office

14. Concerns and Complaints

- Parents may air a concern or make a formal complaint via the school Complaints Policy.
- The Complaints Policy is available from the school website or in hard copy format from the school office.

Signed: R Jenkins
Chair of Governors