



St John's C of E Primary School

First Aid and Supporting Pupils with Medical Needs Policy

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St John's C of E Primary School

First Aid and Supporting Pupils with Medical Needs Policy

Our Vision

Learn Together • Achieve Together • Celebrate Together
“and let your light shine” Matthew 5:16

Our Mission Statement

To enable all children to achieve their true potential in a caring and inclusive community based on Christian values.

Our Values

Respect • Responsibility • Kindness • Truthfulness • Perseverance

1. Introduction

This policy sets out the arrangements for first aid provision and the support of pupils with medical needs at St John's C of E Primary School. It has been written in line with the Department for Education statutory guidance 'Supporting pupils at school with medical conditions'.

The Governing Body has a statutory duty to ensure arrangements are in place to support pupils with medical conditions so they can access education in the same way as their peers.

At St John's, decisions relating to medical care are underpinned by our Christian vision and values. We seek to balance safety, compassion and responsibility, ensuring pupils are supported with dignity and care.

2. Aims

- To preserve life.
- To limit worsening of the condition.
- To promote recovery.
- To provide first aid as necessary from trained members of staff.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs.

3. Roles and Responsibilities

Governing Body:

- Ensure this policy is implemented and reviewed regularly
- Ensure arrangements are in place to support pupils with medical conditions, including Individual Healthcare Plans (IHPs)

Headteacher:

- Ensure staff are aware of and trained appropriately
- Ensure IHPs are in place and reviewed
- Liaise with parents and healthcare professionals

Staff:

- Be aware of pupils' medical needs
- Follow training and guidance
- Act within the limits of their training

Parents:

- Provide up-to-date medical information
- Ensure medicines are in date and clearly labelled
- Complete consent forms

4. First aiders

Qualified first aiders provide first aid. In emergencies, all staff may act to secure pupil welfare. Training is refreshed every three years.

First aid equipment is stored in the medical room. Each classroom has a basic first aid kit, and portable kits are used for trips.

All accidents and injuries are recorded. Parents are informed of head injuries.

5. First Aid Provision

The school has clear arrangements in place to ensure that first aid is provided promptly, safely and effectively when required. These arrangements are designed to support staff in responding appropriately to injuries or medical needs, ensure that essential equipment and medication are readily available, and maintain consistency in practice across the school day and during off-site activities. All staff are expected to be familiar with these arrangements and to follow established procedures to safeguard the welfare of pupils, staff and visitors.

5.1 Equipment, Supplies and Emergency Medication

- First aid equipment and supplies are kept in the medical room, where they are accessible to trained staff.
- Each classroom is equipped with a basic first aid kit for the treatment of minor injuries.
- Mobile first aid kits are provided and must be taken on all educational visits and off-site activities.

5.2 Emergency medication

- Emergency medication, including asthma inhalers and adrenaline auto-injectors (EpiPens), is individually labelled and stored in a clearly labelled medical box within the classroom or school office.
- These medical boxes are kept out of pupils' reach, but in a location known to all relevant staff so that medication can be accessed quickly in an emergency.
- Staff must ensure that emergency medication is taken whenever a class leaves the school premises, including for trips, visits and sporting activities.

6. Accidents and Injuries

The school recognises the importance of accurate recording and clear communication following accidents and injuries. Robust procedures are in place to ensure that incidents are responded to appropriately, records are maintained accurately, and parents are informed in a timely and transparent manner. These arrangements support pupil welfare, enable effective follow-up where required, and provide clarity and reassurance for both staff and families.

6.1 Procedures

- All accidents and injuries involving pupils must be recorded in the First Aid Books, which are kept in the school.
- Where a pupil sustains a head injury, parents/carers will be contacted by telephone on the same day so that they can make an informed decision about next steps.

- Any pupil who receives first aid will be given a first aid slip to take home, outlining the injury sustained and the treatment provided.
- If an accident occurs during playtime, the child will either be treated on the playground or brought into school and a staff member alerted, depending on the nature of the injury.
- In the event of a serious injury requiring hospital treatment, the Headteacher must be notified immediately and appropriate emergency action taken in line with the school's emergency procedures.

6.2 Staff accidents

- Any accident involving a member of staff must also be recorded.
- Where a member of staff is injured, another adult should be asked to cover their responsibilities while first aid is administered.
- All staff accidents must be recorded in the Staff Accident Book, which is kept in the Medical Room.

7. Emergency Procedures and Serious Incidents

The school has clear procedures in place to ensure that accidents, incidents and medical emergencies are responded to promptly, consistently and safely. These procedures are designed to support staff in knowing exactly what action to take in different situations, ensure that appropriate senior leadership support is accessed without delay, and safeguard the welfare of pupils, staff and visitors. All staff are expected to follow these procedures so that emergencies are managed effectively and in line with established school practice.

Classroom emergency procedure

- Sending the red triangle to the School Office
- Immediate alert to the Headteacher

Playground emergency procedure

- Sending the green triangle to the office

Serious injury response

- Headteacher notified
- Ambulance summoned
- No use of private cars unless authorised due to ambulance delay

Staff accidents

- Class cover arranged
- Staff Accident Book used
- Recorded separately from pupil incidents

8. Medical Information and Individual Healthcare Plans

Individual Healthcare Plans are developed with parents, pupils and healthcare professionals where required. Plans are reviewed at least annually and shared with relevant staff.

9. Educational Visits and Sporting Activities

Pupils with medical conditions will be supported to participate fully. Medicines and care needs form part of visit risk assessments.

10. Sun Cream

The school recognises the importance of protecting pupils from the effects of sun exposure during warmer weather. Clear arrangements are in place to ensure that sun cream is managed safely and appropriately,

while encouraging pupils to take increasing responsibility for their own care where possible and maintaining clear expectations for staff and parents.

- Staff do **not** apply sun cream routinely
- Children apply their own, if able
- Named sun cream permitted
- Parental permission required if staff assistance needed

11.Review

This policy will be reviewed every two years or sooner if legislation or guidance changes.

Appendix A - Administering Medicines in School

This appendix forms an integral part of the First Aid and Supporting Pupils with Medical Needs Policy and must be read in conjunction with the main policy.

GENERAL PRINCIPLES

Medicines will only be administered in school when it is essential to do so and where it would be detrimental to a pupil's health if the medicine were not administered during the school day. Written parental consent is required before any medicine is administered.

Where medicines are prescribed to be taken three times a day, the school expects that, wherever possible, doses will be administered outside of the school day, for example before school, after school and at bedtime. In such cases, medicines should not routinely need to be administered during the school day. Requests for medicines to be administered in school during the school day will be considered where this is clinically necessary and supported by medical advice. The school is not able to administer medicines as a matter of convenience and is not a substitute for prescribed dosing arrangements that can reasonably be managed outside the school day.

Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted, unless stated otherwise within this appendix. Medicines must be provided in their original container with clear dosage instructions and the pupil's name.

A written record will be kept of all medicines administered.

NON-PRESCRIPTION MEDICINES

Non-prescription medicines will not be administered to pupils unless written parental consent has been provided.

The school does not routinely administer non-prescription medicines. Where permission is granted, administration will only take place where staff are willing and able to do so, and clear instructions have been provided.

LONG-TERM MEDICAL NEEDS AND SELF-MANAGEMENT

The school recognises that pupils with long-term medical conditions, such as asthma, may be able to manage their own medication appropriately.

Where this is the case, pupils will be encouraged to take increasing responsibility for managing their own medicines, in line with their age, maturity and Individual Healthcare Plan.

Asthma inhalers and other emergency medication may be carried or accessed by pupils where this has been agreed and documented within their Individual Healthcare Plan.

All arrangements for long-term medical needs will be clearly set out in the pupil's Individual Healthcare Plan, which will be developed in partnership with parents and relevant healthcare professionals and reviewed regularly.

MEDICINES ON EDUCATIONAL VISITS

Arrangements for administering medicines during educational visits and off-site activities will be included as part of the visit risk assessment.

A named, willing member of staff will be responsible for the safe storage and administration of medicines during the visit.

Individual Healthcare Plans will be used to inform planning and arrangements, including emergency procedures and access to medication.

STAFF RESPONSIBILITIES AND TRAINING

Teachers are not required, as part of their conditions of employment, to administer medicines or supervise pupils taking medicines.

Only staff who are willing and who have received appropriate training will administer medicines or undertake medical procedures.

No member of staff will be required to act beyond their level of training or competence. Where there is any doubt, advice will be sought from parents or healthcare professionals.

CONTROLLED DRUGS

Controlled drugs will be stored in a separate, secure, non-portable container. Access to controlled drugs will be restricted to authorised staff only.

The administration of controlled drugs will be authorised by the Headteacher and recorded appropriately.

STORAGE AND RECORD KEEPING

Medicines will be stored securely and in accordance with manufacturer instructions, including refrigeration where required.

Emergency medicines such as asthma inhalers and adrenaline auto-injectors will not be locked away but will be stored safely and be readily accessible to staff.

Accurate records will be kept each time a medicine is administered, including the name of the pupil, the medicine given, dosage, time and the name of the member of staff administering the medicine.