# Honywood School Medical Care and First Aid Policy

*2026*

*Read alongside the Allergy Safety Policy and the Supporting Learners with Medical Conditions Policy* | *Draft for ratification, October 2026*

## Aims

- To provide a policy which will support learners and staff with medical and first aid needs in school and on trips.
- To provide guidance for all staff in the school regarding the procedure for First Aid care and protocols to follow in the event of an emergency.
- To prevent learners and staff from placing themselves at risk.
- To provide a framework for responding to an incident and recording and reporting the outcomes.

## Objectives

To achieve these aims, it is the school's intention to:

- provide support, education and training for all staff requiring such development;
- provide regular days for staff to participate in basic First Aid, to be updated every three years;
- increase the number of First Aiders in the school;
- ensure all staff are aware of their roles, accountability and responsibilities in respect of Health and Safety;
- monitor the procedures set out in this document annually;
- standardise and check all First Aid boxes regularly;
- make literature available to staff on caring for an individual with certain medical conditions; and
- ensure that learners are informed of how to seek appropriate help in the event of an emergency at the start of each academic year.

> **Allergic reactions and anaphylaxis.** Where this policy and the Allergy Safety Policy differ, the Allergy Safety Policy applies. In a suspected anaphylaxis, any member of staff gives adrenaline immediately and calls 999, without waiting for a First Aider and without checking consent.

## Roles and Responsibilities

### The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding Medical Care and First Aid.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of learners who need to be out of school for fifteen days or more due to a medical condition.

## The Governing Body is responsible for:

- The overall implementation of the Medical Care and First Aid Policy and procedures within Honywood.
- Ensuring that this policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in Saffron Academy Trust's Complaints Policy, which covers all schools within the Trust.
- Ensuring that all learners with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the appropriate authorities is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding Medical Care and First Aid are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual learners and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

## The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making relevant staff aware of the child's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy, if necessary.
- Ensuring the correct level of insurance is in place for teachers who support learners in line with this policy.
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Ensuring that adequate space is available to cater to the medical needs of learners.
- Reporting specific incidents to the HSE when necessary.

## The Learner Reception (Medical) team is responsible for:

- Developing and monitoring Individual Healthcare Plans (IHCPs).
- The day-to-day implementation and management of the Medical Care and First Aid Policy and procedures of Honywood.
- Administering medication if they have agreed to undertake that responsibility and have had appropriate training.
- Ensuring they follow first aid procedures.

- Completing accident reports for incidents to which they attend.
- Informing the Headteacher or their Line Manager of any specific health conditions or first aid needs.

### Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include learners with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for Medical Care and First Aid, if they have agreed to undertake that responsibility.
- Completing annual allergy awareness and emergency response training, in line with the Allergy Safety Policy.
- Familiarising themselves with procedures detailing how to respond when they become aware that a learner with a medical condition needs help.
- Completing risk assessments for school visits and other school activities.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within Individual Healthcare Plans); a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. The exception is emergency adrenaline: any member of staff may give adrenaline to save a life, as set out in the Allergy Safety Policy.

The Headteacher will ensure that there are suitable arrangements for whole-school awareness training so that all staff are aware of the school's policy, and that induction arrangements for new staff are also included.

## Medical Information about Learners

A medical enquiry form is completed before entry to school. A copy of this is kept on the learner's file. On admission of the learner to the school, all parents/carers will be required to provide information giving full details of:

- medical conditions;
- allergies, including whether the learner is prescribed adrenaline;
- regular medication;
- emergency contact numbers;
- name of family GP/Consultants; and
- special requirements (e.g. dietary, disability).

At the beginning of each academic year all parents/carers are required to update the medical form. Unless otherwise indicated, it is assumed parents/carers are happy for their child to receive basic first aid treatment. It is the responsibility of parents/carers to keep the school updated about any changes affecting the learner's health. The Learner Reception (Medical) team will ensure that SIMS is updated to show all relevant medical information for each learner. Specific medical conditions of learners are made known to all staff and Individual Healthcare Plans (IHCPs) are completed in conjunction with parents/carers and their medical advisors, where applicable (see 'At Risk' Learners below). Records are kept for nine years after a learner leaves the school.

## Staffing

There is normally at least one FAW (First Aid at Work) qualified First Aider present in school during school hours. The Medical Room is situated in Learner Reception on the ground floor between the C7 courtyard and MS1. The Learner Reception (Medical) team, who are qualified First Aiders, provide day-to-day first aid and treatment of minor illness and care for a learner before they are sent back to lesson. If a learner is taken seriously ill, the Learner Reception (Medical) team will care for them until their parent/carer arrives or will arrange for another member of staff to accompany them to hospital when necessary.

## Learners Requiring Medical Attention

If a learner needs to see the Learner Reception (Medical) team, the learner should let the teacher in charge of the lesson know that they are unwell. The teacher emails the Learner Reception (Medical) team at medical@honywoodschool.com with a brief notification that the learner is unwell. The team will either come directly to the classroom or will email to confirm that the teacher should send the learner to Learner Reception. If the learner needs more urgent care (e.g. a nosebleed), they should be sent to Learner Reception immediately, accompanied by a suitable person, and the teacher should notify the team at medical@honywoodschool.com.

> **Suspected allergic reaction: do not send the learner anywhere.** If a learner shows signs of an allergic reaction (for example swelling of the lips or face, an itchy mouth, a rash, vomiting or abdominal pain after eating, or any difficulty breathing), keep them where they are, stay with them, and send another person for help and the learner's adrenaline or the nearest spare AAI. Follow the Allergy Safety Policy.

The Learner Reception (Medical) team has a secure medical record storing details of time of attendance, the name of the learner and learning group, the presenting complaint and how it is managed. The team or First Aider will convey the nature of the learner's illness and its severity to the parent/carer and will ask the parent/carer to collect the learner as soon as possible if the situation permits. A learner who has had a mild allergic reaction is not routinely sent home, but is supervised and observed for at least 60 minutes.

## Medication

The school can administer medication with the written consent of parents/carers. The exception is the emergency use of the school's spare adrenaline auto-injectors (AAIs), which does not require prior consent, as set out in the Allergy Safety Policy. The school expects that, normally, parents/carers will administer medication to their children. It is the parent's/carer's responsibility to ensure all medication is kept up to date.

- The Learner Reception (Medical) team or First Aider is able to oversee learners' medicines, provided that they are clearly labelled and accompanied by a parental agreement form.
- Parents/carers should collect medicines held at school. If they are not collected, the Learner Reception (Medical) team may dispose of the medication.
- Inhalers for asthma may be kept on the learner's person. A spare inhaler must be clearly labelled and easily accessible in the Medical Room. The school's emergency salbutamol inhalers may only be used for learners with a prescribed reliever inhaler and written parental consent.

- Learners prescribed adrenaline (an AAI or nasal device) carry their devices on their person. Where a second prescribed device is held in school, it is clearly labelled with the learner's name and kept unlocked and easily accessible in the Medical Room. The school's own spare AAIs are separate and are covered by the Allergy Safety Policy.

## Confidentiality

Medical information about learners will be treated sensitively. However, in providing medical care for learners it is recognised that the information may need to be passed to relevant staff or other professionals, if agreed by the parent/carer. Allergy information is shared with all staff where needed to keep the learner safe, as set out in the Allergy Safety Policy.

## Health and Safety

The school is a low-risk environment but ongoing risk assessments are carried out to consider the first aid needs of specific times, places and activities. In particular:

- off-site P.E.;
- school trips;
- Science, D.T., Food and Art rooms, including allergens in ingredients and materials;
- adequate provision in case of absence (including trips); and
- out-of-hours provision (e.g. clubs and events).

Please refer to the current SAT Health and Safety Policy.

## Infectious and Contagious Illnesses

Infectious diseases will occur in learners and staff of all ages, varying from mild (e.g. the common cold) to more severe. Parents/carers are asked to inform the school as soon as possible of any communicable disease their child may have so that the school may take appropriate action. The school will inform parents/carers, staff and health authorities where necessary, following current UK Health Security Agency guidance. In the case of head lice infestations, parents/carers are informed by the Learner Reception (Medical) team or Cohort Leaders and asked to check and treat their children.

## "At Risk" Learners

Individual Healthcare Plans (IHCPs) are set up for learners with serious illnesses or who are at risk of serious illness. These include learners with allergies, those at risk of anaphylaxis, diabetes, epilepsy, asthma and heart disease. The IHCP will specify what constitutes an emergency for that learner and clearly explain what to do in such a situation. The Learner Reception (Medical) team will take the lead in writing these and will involve the learner, their parents/carers and any other agencies; they will be reviewed at least annually. Parents/carers are expected to regularly update the school with information regarding their child's condition, what treatment is required and when.

## Allergies

Allergy safety is covered in full by the school's Allergy Safety Policy. In summary:

- Honywood is an allergy-aware school rather than a “nut-free” school. Staff and the catering team are informed of learners with allergies through the allergy register, and the catering provider gives allergen information for all food served.
- All staff, not only First Aiders, receive annual allergy awareness and emergency response training, including how and when to use an adrenaline auto-injector.
- The school holds spare AAIs in pairs in the Medical Room, Main Office and PE and Sports Department. They are never locked away and may be used for anyone showing signs of anaphylaxis.
- Parents/carers of learners with allergies are expected to keep the school regularly updated as to their condition.

## First Aid Administration and First Aiders

There are nominated persons to administer First Aid on the school premises. These persons have all undergone emergency first aid training. Human Resources and the senior leader who line manages the Learner Reception (Medical) team hold the list of qualified First Aiders in all departments within the school, and ensure that all First Aiders attend refresher courses every three years. The principal persons to administer first aid on the school premises are the Learner Reception (Medical) team. The main workplace is the Medical Room in Learner Reception. If the team is urgently needed elsewhere, an additional member of staff should be deployed to the Medical Room to attend to any less serious needs.

## When a Learner Has an Accident

In the case of an accident, the Learner Reception (Medical) team will attend the site of the incident and deal with the situation appropriately. In all scenarios, other courses of management will include telephoning for an emergency ambulance if a learner is seriously injured. Depending on the nature of the injury, a learner’s parent/carer will be contacted by telephone whenever a learner attends the Medical Room for anything other than a minor complaint. Any accidents or injuries, other than minor injury, will be reported to the parent/carer by the Learner Reception (Medical) team or First Aider following an assessment. When necessary, further assistance will be requested from other First Aiders.

## Accident and Emergency Procedure in School

Following an accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. In the event of an obvious medical emergency, an ambulance should be called immediately by an appointed member of staff under the guidance of the Learner Reception (Medical) team or other First Aider.

1. Ideally the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by the Learner Reception (Medical) team, a First Aider or ambulance personnel. In colder, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing.
2. The Learner Reception (Medical) team or a First Aider should be called to examine the injured person and give such treatment as is appropriate or possible.
3. If hospital treatment is necessary and an ambulance has not been called, this should be done. Where an ambulance has been called, or there has been an injury to the head, the

school will contact the parent/carer immediately so the parent/carer can travel with the learner to hospital.

> **Anaphylaxis is the exception.** Do not wait for a First Aider. Any member of staff gives adrenaline immediately, calls 999 and keeps the person lying down, as set out in the Allergy Safety Policy.

## Accident Forms

The Learner Reception (Medical) team keeps records according to Health and Safety Regulations. There is a form for recording accidents and near misses. This form is completed by the Learner Reception (Medical) team and sent to the Site Manager. Information will also be provided to a member of the SAT Head of Estates and Health and Safety Team. If it involves a member of staff, a copy is given to Human Resources.

Any allergic reaction, use of an adrenaline device or allergy-related near miss is also sent to the Allergy Safety Lead on the same day, and reported to parents/carers and governors as set out in the Allergy Safety Policy.

## First Aid for Events off School Premises

Staff in charge of any outing off the school premises are responsible for being acquainted with any specific medical needs of the learners in their care, including learners with asthma and their need for inhalers, learners with allergies and learners at risk of anaphylaxis. Fully completed risk assessments must identify learners at risk on each trip. Learners prescribed adrenaline must take both of their devices, and a member of staff trained to give adrenaline must attend; a pair of the school's spare AAIs may be taken where the risk assessment calls for it. Information about learners' medical needs will be included on the school trip form, which is populated from SIMS. Before educational trips and visits, parents/carers will be asked to tell the school of any changes to their child's medical condition in the initial trip letter. If an accident occurs off school premises, the member of staff present should complete an Accident Form as soon as possible after returning to school and forward it to the Learner Reception (Medical) team and Site Manager.

## Accident and Emergency Procedure out of School

1. Ideally, the injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. The decision whether to move the casualty should only be made by a qualified First Aider or ambulance personnel.
2. The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to their training. In suspected anaphylaxis, adrenaline is given immediately and 999 called.
3. If hospital treatment is necessary, an ambulance should be called immediately.
4. If it is felt an ambulance is not necessary and the injuries do not require urgent treatment, the injured learner's parent/carer should be called to provide transport to hospital.
5. If the family cannot be contacted, one member of staff should accompany the person to hospital.
6. In no circumstances should learners be left unattended as a result of a member of staff transporting the injured person to hospital; in this instance, an ambulance should be called.

7. The member of staff present should complete the appropriate accident form, which should be sent to the Learner Reception (Medical) team on return to school.
8. Accidents and injuries that must be reported to the Health and Safety Executive will be reported.

## Trips and Visits

Staff planning educational visits or journeys should consider the level of First Aid cover that will be required and, if necessary, arrange for a First Aider to be one of the accompanying staff. Only the First Aid Kits issued by the Learner Reception (Medical) team should be used. Where the risk assessment indicates that extra items or equipment will be required, these should be carried separately from the First Aid Kit, and the trip organiser should keep a complete list of them. No other items may be kept in the First Aid Kit. For summer visits or visits to hot countries, parents/carers will be asked to provide sun screen and a sun hat. First Aid Kits should be ordered from the Learner Reception (Medical) team with one week's notice, signed for, and returned directly after the trip with a record of what has been administered, stating date, time and reason. Parents/carers will be asked to give permission to administer over-the-counter medicines if required.

## First Aid Kits and Boxes on School Premises

The Learner Reception (Medical) team checks the contents of each First Aid Kit whenever it is brought back from a school trip and before it is issued for a trip. The contents of First Aid Kits are in accordance with Health and Safety Guidelines. The team makes regular checks of the First Aid boxes in the school building, which are situated in the Art, Food Technology and Science departments, the Medical Room, prep rooms and the PE office. Eye wash stations are located in the Science department and Medical Room. Spare AAI kits are checked separately, at least half-termly, under the Allergy Safety Policy.

## Storage and Administration of Medicines

The Medical Room has a locked cupboard and refrigerator for the storage of medicines. Keys for the medicine cupboard are kept in a secure location in the Medical Room.

> **Adrenaline devices and asthma inhalers are never locked away.** They are stored unlocked, at room temperature, out of direct sunlight and never refrigerated, so they can be reached within five minutes.

Normally it is expected that the parent/carer at home would administer medicine (e.g. antibiotics). However, where a learner is taking a limited course of medication but is fit to return to school, they may do so by agreement, provided full written instructions are given to the Learner Reception (Medical) team. If a learner requires medication during school hours, they bring a note stating what medication they are to have, the reasons why, the dosage and times and any other instructions. The bottle or packet must be clearly labelled with the name of the learner, learning group, the contents and the dosage. It is the learner's responsibility to come to the Learner Reception (Medical) team to take their medication at the correct time.

Medicines no longer required are returned to the parent/carer for disposal. As a last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations. Used adrenaline auto-injectors are handed to paramedics, and used or expired AAIs are otherwise placed in a sharps bin or returned to a pharmacy. AAIs contain needles and are never put in general waste.

## Unacceptable Practice

It is unacceptable to:

- prevent learners from easily accessing their inhalers, adrenaline devices or other medication, including by locking them away;
- delay giving adrenaline in a suspected anaphylaxis to check consent, contact parents or find a First Aider;
- prevent learners from administering their medication when and where necessary;
- ignore the views of the child or their parents, or 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, unless this is specified in their IHCP;
- if the child becomes ill, send them to the Medical Room unaccompanied or with someone unsuitable;
- prevent learners from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively; or
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.

## Complaints Procedure

If a parent or carer is unhappy with how their child is being supported with their medical condition, they should initially discuss their concerns with the Cohort Leader. Where the matter is still not resolved, parents/carers will be directed to the Saffron Academy Trust Complaints Policy.

### Policy Review

This policy was approved on [date] and is due for review in September 2027, or sooner following a change to statutory guidance.