

The background features three large, semi-transparent blue circles of varying sizes. Two thin blue lines intersect diagonally across the upper half of the page. A large, solid light-blue circle is positioned in the bottom right corner.

# **Supporting Pupils with Medical Conditions and First Aid Policy**

Rudyard Kipling Primary School

**September 2025**

**Review date: September 2028**

## **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities which they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

## **School Ethos**

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Rudyard Kipling is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

## **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## **Entitlement**

Rudyard Kipling Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs.

Employees will receive adequate training and appropriate updates in order for them to support pupils with medical needs.

## **Implementation**

- The Headteacher is responsible for ensuring that sufficient staff is suitably trained

### **Communicating Medical Conditions to Relevant Staff**

The following methods will be used to ensure all relevant staff are aware of the pupil's medical condition (with appropriate consideration of pupil confidentiality and data protection):

- A list of all children within a class is kept in the School Office, adhering to GDPR guidance.
- A central register will be placed in the staffroom to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information

- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room, to explain the needs of individual children within the class. If necessary, a list will be given to the supply teacher to be returned to the School Office at the end of the day.

#### **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in a code-named folder in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan (IHP) clearly accessible in a folder in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided or updated to class teachers annually or when needed.

- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available - A child's IHP will have named staff who are qualified and trained to assist that child alongside others for contingency.
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable – All Risk Assessments are completed for every outside school activity and co-ordinated by the Risk Assessment co-ordinator to ensure every child's needs are covered to ensure inclusivity.
- Individual Healthcare Plans will be written, monitored and updated by the Senco with the support of the Headteacher and relevant health professionals annually or as required.

## **Procedure**

Parents / Carers have the prime responsibility for their child's health and as such, should provide Rudyard Kipling Primary School with information about their child's medical condition, either upon admission or when their child first develops a medical need.

Medical professionals involved in the care of children with medical needs will fully inform staff beforehand, with parental consent, of the child's condition, its management and implications for the school life of that individual. Rudyard Kipling Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil

In organising transition arrangements between schools, Rudyard Kipling will ensure that with parental consultation and consent, full disclosure of relevant medical information, Healthcare plans and support needed for the child will be transferred in advance (wherever possible) for the child's receiving school to adequately prepare for their arrival and integration. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks – a transitional phone call between schools will be made immediately.

## **Individual Healthcare Plans**

Where a pupil is identified as having a chronic or long-term medical condition, a health care plan will be drawn up in conjunction with parents/carers and all health care professionals involved. A model Health Care Plan is provided at the end of this policy. All prior meetings and information will be co-ordinated by the Senco, who will be responsible for the writing of, monitoring and updating. Termly meetings will take place with the office team to update any children who are on a Healthcare Plan.

Please see Annex A: Model process for developing Individual Healthcare Plan.

Individual Healthcare plans will be written, monitored and reviewed regularly and at least annually and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

## **Roles and Responsibilities**

## Governing Body

The Governing Body will ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions. An essential requirement for any policy will be to identify collaborative working arrangements between all those involved (school staff, healthcare professionals, social care professionals, local authorities, parents and pupils). The Governing Body will make arrangements to support pupils with medical conditions in school including making sure that this policy is monitored and evaluated. They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The Governing Body will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

## Headteacher

The Headteacher will ensure that the school's policy is developed and effectively implemented with partners. This includes that ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. This will be part of all Induction processes for new staff. The Headteacher will ensure that all staff who need to know are aware of the child's condition. The Headteacher will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all IHPs including in contingency and emergency situations. The Headteacher has an overall responsibility for the development of IHPs. The Headteacher will also make sure that school staff are appropriately insured and are aware that they are insured to support children in this way. They should contact the school nursing service in the case of any child who has a medical condition that requires support at the school who has not yet been brought to the attention of the school nurse.

## Parents / Carers

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents should not send a child to school if they are unwell or infectious
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (verbal instructions cannot be accepted)
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (verbal instructions cannot be accepted)
- All medicines must be in their original packaging with the pharmacists dispensing label
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer.
- Parents/Carers may provide paracetamol/Calpol/Nurofen on an individual basis and in agreement with the school. This is to be reviewed daily, weekly depending on care plan and/or a child's period of illness. **No pain relief will be held in school outside of an individual care plan or period of illness.**
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional
- Inhalers are stored in the School Office in boxes and checked/signed monthly.

## **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils will be fully involved in discussions about their medical support needs (where appropriate) and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan. Other pupils will often be sensitive to the needs of those with medical conditions.

## **School Staff**

At Rudyard Kipling Primary School, the person responsible for the management of meeting the medical needs of pupils/ administration of medication is Debbie Mills. The head teacher maintains the overall responsibility for implementing the policy.

The following staff have a role in the management of medication at the schools:

Role	Name and Job Title
Administration of medication	DM, LR, AV,AF & LM
Managing storage of medication	LR, DM
Returning medication to parents/ guardians for disposal	LR, DM
Checking that medication has been removed at the end of each term	LR

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it, however some staff may have it included within their job description. Where staff do undertake to agree to administer medication:

- Each request should be considered on individual merit and staff have the right to refuse to be involved
- Staff should understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise
- Regular training relating to emergency medication and relevant medical conditions should be undertaken

## **School nurse**

The school nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, school nurses should do this before the child starts at the school. They will support staff on implementing a child's IHP and provide advice and liaison to school and parents, for example, on training. School nurses will liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will be approached where necessary for advice and support.

## **Other healthcare professionals**

Other healthcare professionals including GPs and paediatricians, will notify the school nurse when a child had been identified when a child have been identified as having a medical condition that will require support at the school. They may also provide advice on developing IHPs. Where necessary, specialist local health teams will be consulted to provide support and advice with particular conditions.

## **The Local Authority**

See DFE 'Supporting pupils at school with medical conditions' Statutory Guidance, page 15.

## **Clinical Commissioning Groups**

See DFE 'Supporting pupils at school with medical conditions' Statutory Guidance, page 16.

## **Providers of health services**

See DFE 'Supporting pupils at school with medical conditions' Statutory Guidance, page 16.

## **Ofsted**

See DFE 'Supporting pupils at school with medical conditions' Statutory Guidance, page 17.

## **Staff training and support**

- Any staff required to administer medicines will receive appropriate training.
- Where applicable (e.g. for some intimate medical interventions) a nurse/ medical practitioner will deliver the training and sign off a 'Confidence to practice' statement (See the councils 'Delivery of Medical Interventions by Non-Medical Staff Guidance' available on the health & safety resource pages on BEEM for further information)
- Staff will receive annual refresher training where required (e.g. as indicated in the care plan or confidence in practice statement).

### **Trained Staff**

**School First Aiders (full certificate), Paediatric First Aid & Emergency First Aid at Work staff list updated annually and attached to this policy.**

### **Training:**

Suitable training will have been identified during the development or review of an IHP. Some staff may already have some knowledge of the specific support needed by a child with a medical condition, so extensive training may not be required. Staff providing support to pupils with medical conditions will be included in meetings where this is discussed. The relevant healthcare professional will lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. Training will ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in the IHPs. Staff will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. Healthcare professionals, including the school nurse when required will provide confirmation of the proficiency of staff in a medical procedure or when providing medication.

Where appropriate, awareness training will be provided to all staff regularly as part of staff meetings, inset days etc. Following a child's IHP, this will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The child's family will provide relevant information to school staff about how their child's needs can be met and update and inform when necessary. Parents/carers should provide specific advice, but should not be the sole trainer. Staff training needs will be assessed following Statutory Guidance and advice for healthcare and other relevant professionals regarding specific medical needs in school. Where First Aid training is provided, this will be conducted and assessed by a Brighton & Hove City Council Accredited Training Provider following LA recommendations.

## **The child's role in managing their own medical needs**

Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.

Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers.

It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made.

There may be circumstances where it is not appropriate for a child of any age to self-manage. Health Professionals need to assess, with Parents / Carers and children, the appropriate time to make this transition.

Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a "Self-Management" form which will detail where the medicines are to be stored during the school day.

## Managing medicines on school premises

**Rudyard Kipling Primary School** aims to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. We also ensure that all children are given the opportunity to participate fully in all aspects of school life, including Physical Education (PE), Science, educational visits, outings, field trips and extracurricular activities. This is in line with our Special Educational Needs and our Equality, Diversity and Inclusion Policies.

**It is the policy of Rudyard Kipling Primary School to administer prescribed medication only to pupils where doing so will enable the individual to participate fully in all aspects of school life.**

Any medicines stored and administered within school are handled in a safe and monitored environment. This section of the policy has been written using guidance from the DFE [‘Supporting pupils with medical conditions at school’ guide](#) and Brighton and Hove City Council Administration of Medicines Standard HS-S-32.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs e.g. finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled asthma, epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

### Procedures for the Administration of Medicines

#### Storing Medicines

- All medicines will be stored in a lockable cabinet during the day or a fridge when necessary.
- When items such as asthma inhalers and automatic adrenaline injectors (AAIs) need to be readily available to pupils at all times, these will be kept in clearly named zipper bags/box in the child’s classroom. Where children need to have an AAI on their person at all times (as advised by healthcare professionals) they will be kept in class.
- Inhalers are stored in boxes in the School Office.
- Controlled medication (e.g. Class 1 and 2 drugs such as “Ritalin” prescribed for Attention Deficit Syndrome) are kept in clearly named zipper bags/box in a locked cupboard in the school office and a written stock record is kept to comply with the Misuse of Drugs Act legislation. However, wherever possible these medications should be given at home.

#### Administering Medication

- The dose of a liquid medicine must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent
- Tablets or capsules must be given with a glass of water
- The record of medication administered will be completed each time medication is given including the time and dose given.

#### Prescribed Medicines

- Medicines should only be taken to school where it would be detrimental to a child’s health if the medicine were not administered during the school day
- Rudyard Kipling Primary School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration – the following must be clearly shown on the label as follows:
  - Child’s name, date of birth
  - Name and strength of medication
  - Dose
  - Expiry dates whenever possible
  - Dispensing date/pharmacists detail

- Some medicines, such as antibiotics, must be taken at a specific time in relation to food – this will be written on the label, and the instructions on the label must be carefully followed
- The Parent / Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. The medication in/ out log will be completed to document that medication has been removed/ disposed of.
- Medicines will not be handed to a child to bring home unless agreed as in the Self-Management section of this policy.

### **‘Spare’ Emergency Medication**

Schools are now permitted to keep a salbutamol inhaler and/or an automatic adrenaline injector (AAI) on their premises, bought from a pharmaceutical supplier without prescription to use in emergencies when a child cannot access their own inhaler or AAI. The following arrangements are in place to manage the spare medication in the school:

Where the salbutamol inhaler / AAI will be stored	Epipens in class Inhalers in School office
Who checks the salbutamol inhaler / AAI to ensure it is in date and when	LR checks monthly
Who will administer it in an emergency	LR/DM
How the school will ensure it is only used for children that have been prescribed their own salbutamol inhaler / AAI	Labelled & Checked
Who is responsible for disposing of and replacing the salbutamol inhaler / AAI	Parents/Carers

- The school will not keep a store of medication for general use (e.g. Calpol.)

### **Refusal of Medicine**

If a child refuses to take medicine, we will not force them to do so, but this will be recorded on the ‘Record of medication administered’ and the parents /carers will be informed as soon as possible, on the same day. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

### **Equality, Diversity and Inclusion**

At Rudyard Kipling Primary School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of ‘differences’. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children’s range of life experiences when devising and implementing school policies and procedures.

### **Confidentiality**

Medical information will be kept secure in line with Data Protection requirements and will only be shared with those staff that need to know i.e. those that provide day to day support and/or medication to the individual and those that may be required to act in the event of an emergency.

Medical information will be kept secure but readily accessible in the event of an emergency.

### **Record keeping**



Should medicine need to be administered, staff will complete Appendices B – the Individual Healthcare Plan, C - Protocol for School's Administration of Medicine, F – Record of Medicine Administered to Children, and ensure that parents/carers have completed D – Parent's Consent Form or E – Parental Consent for Children to carry out their own Medication. Once parents/carers/school/health care professionals have completed the relevant forms, the Headteacher will sign and send Appendix G – The Agreement to Administer Medicine.

## **Emergency Procedures**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Provide as many details as possible about the situation and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

See also Appendix C

## **Educational Visits**

In line with the requirements of the Equalities Act, Rudyard Kipling Primary School will make reasonable adjustments so far as is reasonably practicable, to enable children with medical needs to participate fully and safely on visits.

Educational Visits include any outing from school, both residential and non-residential, for the purposes of this policy.

- Risk assessments will be undertaken and will allow for children with medical needs. Where necessary an individual pupil risk assessment will be completed.
- Staff supervising excursions will be aware of any medical needs and the relevant emergency procedures that need to be followed.
- A copy of any Health Care Plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the School Health Service and/or the child's GP/ specialist (in consultation with the parent/carer).

## **Sporting Activities**

In line with the Equalities Act, Rudyard Kipling Primary School will make reasonable adjustments to enable children with medical needs to participate fully and safely in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being.

- There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities
- Any restrictions on a child's ability to participate in physical activity and sport should be recorded in their individual Health Care Plan
- The school is aware of issues of privacy and dignity for children with particular needs
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as Asthma inhalers.

## **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice

- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record where this is related to a medical condition. In these circumstances each case will be looked at on an individual basis in consultation with appropriate agencies.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

## **Liability and Indemnity**

The Governing Body of Rudyard Kipling Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

See also Appendix C

## **Complaints**

Should parents be unhappy with any aspect of their child's care at Rudyard Kipling, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint in line with the school's Complaints Procedure.

## **Home to school transport**

Where necessary the school will liaise with the Local Authority whose responsibility it is to ensure that pupils are provided with transport from home to school in accordance with their IHP especially with respect to emergency situations. This will assist the school in developing Transport HealthCare plans for children with Life threatening conditions.

## **Defibrillators**

Sudden Cardiac Arrest is when the heart stops beating and can happen to people of any age without warning. The school has a defibrillator located in the reception lobby. It is used to give an electric shock to re-start a patient's heart when they are in cardiac arrest. Staff members appointed as First Aiders in the use of CPR and are able to administer First Aid with the use of a defibrillator:

Names and training details here – DM to ensure defibrillator is checked and training up to date.

This training will then be reviewed and updated as necessary.

# First Aid

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation.

The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

## Roles and responsibilities Appointed

### person(s) and first aiders

The school's appointed person is Oona Graham-Taylor (School Business Manager). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in the main office.

## The local authority and governing body

Brighton & Hove City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

## The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## First aid procedures

### In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- A first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- A first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the school office team will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. For all other non- EYFS school trips and visits, a trained first aider who may not have a current paediatric first aid certificate will accompany the pupils.

## First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office
- The school kitchens

## Record-keeping and reporting

### First aid and accident recording

- An accident form (HS2 form) will be completed by the attending / involved staff members on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- All first aid / administration of medicine is logged onto CPOMS by the office team

## Reporting to the HSE

The school office will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](https://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## Notifying parents

The School Business Manager or other delegated member of the admin team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify BHCC / LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep an electronic register of all trained first aiders, what training they have received and when this is valid until.

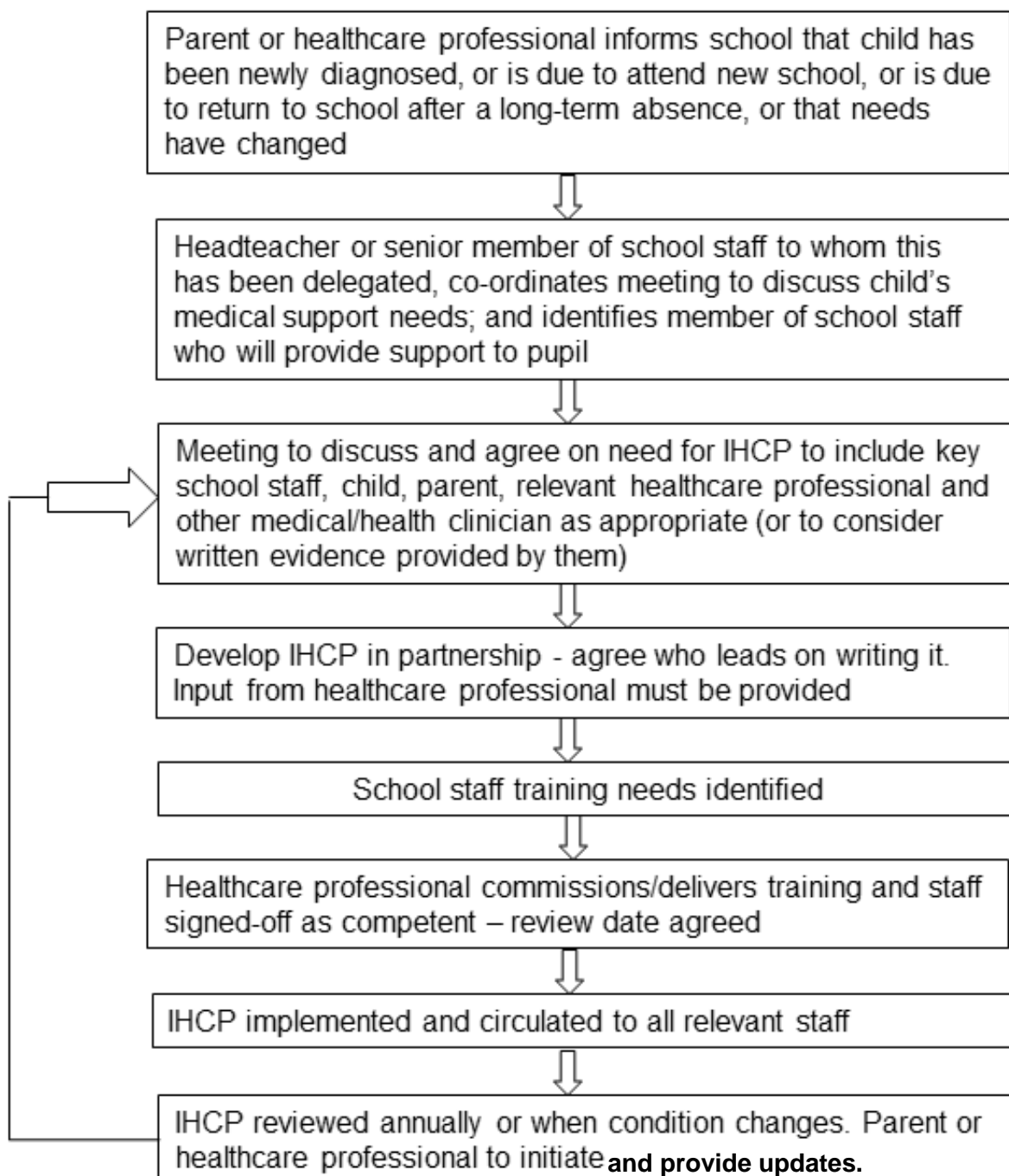
Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.



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## **Annex A: Model process for developing individual healthcare plans**



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**B**

**HEALTH CARE PLAN**

<b>Name of Child</b>	
<b>Date of Birth</b>	
<b>Condition</b>	
<b>Date</b>	
<b>Class/Form</b>	
<b>Review Date</b>	

---

**Contact Information**

**Family/Carer Contact 1**

<b>Name</b>	
<b>Phone: Work</b>	
<b>Mobile</b>	
<b>Home</b>	
<b>Relationship</b>	

**Family/ Carer Contact 2**

<b>Name</b>	
<b>Phone: Work</b>	
<b>Mobile</b>	
<b>Home</b>	
<b>Relationship</b>	

**Clinic/Hospital Contact**

<b>Name</b>	
<b>Tel. No</b>	

**GP**

<b>Name</b>	
<b>Tel. No.</b>	

**Describe condition and give details of pupil's individual symptoms:**

--

**Daily care requirements (e.g. before sport/at lunchtime):**

--

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<b>Describe what constitutes an emergency for the pupil and the action to take if this occurs:</b>

<b>Follow-up Care (e.g. after a medical episode such as a seizure, fainting, vomiting etc.):</b>

<b>Who is responsible in an emergency: (state if different on off-site activities):</b>

<b>Form copied to:</b>

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**C SAMPLE PROTOCOL FOR SCHOOLS ADMINISTRATION OF MEDICATION**

**1 Background**

(Insert child's name) has been diagnosed with/has the following condition(s) and therefore may require access to the following medication:

Medical Condition	Medication
Add medical condition	List medication
Allergens	Resultant behaviour/ physical appearance/ reaction
Add allergen	Describe the pupils reaction(s)

The arrangements set out below are intended to assist (insert child's name), their parents/carer and the school in achieving the least possible disruption to their education but also to make appropriate provision for their medical requirements.

The Head teacher will arrange for all relevant staff (e.g. class teacher, general assistant, midday supervisory assistants, catering staff where applicable) to be briefed about (insert child's name) condition and necessary arrangements as outlined in this document.

**Pupils with Allergies (Delete or add details as necessary)**

Where the pupil has a food allergy/ sensitivity whether through digestion or touch etc., the School staff will take all reasonable steps to ensure that (insert child's name) does not come into contact with/ eat those identified allergens. All necessary information including emergency procedures/ location of emergency medication will be shared with the schools catering staff.

(insert child's name) parents will remind them regularly of the need to refuse any food items which might be offered to them by other pupils. In particular, parents will provide the following for them:

- a suitable mid-morning snack;
- a suitable packed lunch;

Whenever the planned curriculum involves cookery or experiments that may involve (insert name of allergen(s)) prior discussions will be held between the school and parents to agree measures and suitable alternatives. Where necessary, an individual pupil risk assessment will be undertaken.

During the planning for offsite visits/ trips, prior discussions will be held between the school and (insert child's name) parents/ carers to assess the risk of the pupil coming into contact with the allergen(s) and what measures will be needed on the trip.

**Pupil Requiring Medication (Delete or add details as necessary)**

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The school will hold, under secure conditions, (add pupils name) medication. The Medicine(s) will be provided by the parent/ carer in their original packaging and all prescribed medication must have a dispensing pharmacy label which lists the dose, frequency of dosing and any instructions for administration. All medication will have an expiry date and only medication in date will be administered.

The medication is stored: (add location).

The parents/carers accept responsibility for maintaining appropriate supplies of medication.

#### **Emergency Response**

When a pupil displays known symptoms relating to their condition that requires an emergency response, the appropriate medication will be administered following staff training/instruction (e.g. use of an asthma inhaler or automatic adrenaline injector (AAI),

In the event of (insert child's name) showing any physical symptoms for which there is no obvious alternative explanation, their condition will be immediately reported to (insert name of person nominated to take control of the situation - this person could be the class teacher, first-aider or head teacher).

On receipt of such a report, this person, if agreeing that their condition is a cause for concern will instruct a member of staff to contact (in direct order of priority):

- AMBULANCE – Emergency Services 999  
Message to be given – (name of child) (insert medical condition)
- Parents/ carer  
Name – number (insert)

Whilst awaiting medical assistance, (insert name of nominated person) will assess (insert child's name) condition and **administer the appropriate medication** in line with perceived symptoms and following their training/instructions and as detailed on the consent form.

The administration of this medication is safer for (insert child's name) than doing nothing - even if it is given through a misdiagnosis it will do them no harm.

On the arrival of a qualified medical staff, the nominated person will tell them of the medication given to (insert child's name). All used medication will be handed to the medical staff.

After the incident, a debriefing session will take place with all members of staff involved.

Parents will replace any used medication.

#### **Staff Training**

A training session was held by (school nurse) which was attended by (insert names of staff/trained in procedure.) (insert name) was nominated as the key person to take control of a situation and (insert name) was nominated to perform this role in the event of their absence.

The training included details of (insert name of child) condition, the symptoms of (insert medical condition); the stages and procedures for the administration of medication and emergency procedures to follow.

Further advice is available to the school staff at any point in the future if they feel the need for further assistance. In any case, the medical training will be repeated every (add frequency e.g. six months.)

#### **Staff Indemnity**

In order to give staff reassurance about the protection their employment provides, Brighton & Hove City Council agrees to fully indemnify its staff at the school against claims of negligence from (insert child's name) parents/pupils providing the staff are acting within the terms of this protocol. In practice, the indemnity means the Council and not the employee will meet the cost of damages should a claim for alleged negligence be successful. It is very

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rare for school staff to be sued for negligence and the action will usually be between the parent and the employer (the Council).

**Agreement**

A copy of these notes will be held by the school and the parents/ carer and a copy sent to (insert child's GP/doctor's name and address) and (insert school nurse's name and address) for information.

Any necessary revisions will be the subject of further discussions between the school and the parents/ carers and appropriate medical practioners.

On a termly basis, any changes in routine will be noted and circulated.

Agreed & Signed on behalf of the school:

Head teacher:

Date:

Parents/Carer:

Date:

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**D**  
**PARENTAL CONSENT FORM**

**TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD TO WHOM DRUGS MAY BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF.**

If you need help to complete this form, please contact the School or the Health Visitor attached to your doctor's surgery. Please complete in block letters.

<b>Name of Child</b>		<b>Doctor's Name</b>	
<b>Date of Birth</b>		<b>Doctor's Phone No.</b>	
<b>School</b>		<b>Doctor's 24hour contact No.</b>	
<b>Home Address</b>		<b>Doctor's Address</b>	

**The Doctor has prescribed (as follows) for my child:**

a) Regularly:

Name of Drug/Medicine to be given	How Often (e.g. lunchtime, after food?)	How much? (e.g. 5ml/ 1 tablet)

b) In special circumstances:

**Describe what circumstances would require the administration of the medicine(s) or treatment details of the necessary dosage:**

--

c) Special Procedures

**Describe under what circumstances medical/ intimate (including tube feeding, catheter care, tracheotomy care or nasopharyngeal suctioning etc.) procedures will be undertaken:**

<b>List any necessary equipment:</b>



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I request that the treatment be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with any necessary medical equipment and the drugs, medicines, food my child requires in properly labelled containers and keep the school informed of any material facts or information which may affect medication being given to the child. I will dispose of unused equipment, drugs and/ or medication at the end of each term or sooner if the drugs/ medication have expired.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

<b>Name of Parent/ Carer</b>	
<b>Signature of Parent/Carer</b>	
<b>Date</b>	
<b>Home telephone number</b>	
<b>Daytime telephone number</b>	
<b>Relationship to child</b>	
<b>Phone number</b>	

I undertake to provide advice if any changes in medication/ medical procedures are necessary.

<b>Name of Doctor/Consultant Paediatrician</b>	
<b>Signature</b>	
<b>Date</b>	

---

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**E**

**PARENTAL CONSENT FORM FOR PUPIL TO CARRY THEIR OWN MEDICATION**

**This form must be completed by parents/carers**

Please complete in block letters

<b>Name of child:</b>	
<b>Class:</b>	
<b>Address:</b>	
<b>Condition or illness:</b>	
<b>Name of Medicine(s):</b>	
<b>Procedure to be taken in an emergency:</b>	

---

**Contact Information**

<b>Name:</b>	
<b>Daytime telephone number:</b>	
<b>Relationship to child:</b>	

I would like **add pupil name** to keep their medication on them for use as necessary.

**Signed:**

**Date:**

**Relationship to child:**

---

## F RECORD OF MEDICINE ADMINISTERED TO CHILDREN/YOUNG PEOPLE

**Date Discontinued:**

Date Commenced:

## Record of Medicine Administered

[illegible]

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**G**

**EXAMPLE HEADTEACHER/ HEAD OF SETTING AGREEMENT TO ADMINISTER MEDICINE**

Dear

I agree that (name of child) will receive (quantity and name of medicine) every (add time medicine to be administered, e.g. lunchtime or afternoon break).

(Name of child) will be given/supervised whilst they take their medication by (name of member of staff).

This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Date:

Signed:

(Headteacher/ Settings Manager)

---

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**H      EXAMPLE OF FORM FOR RECORDING MEDICAL TRAINING FOR STAFF**

<b>Name</b>	
<b>Type of Training received</b>	
<b>Date Completed</b>	
<b>Training Provided By</b>	

I confirm that **add name** has received the training detailed above and is competent to carry out **add details of medication and/or procedure**.

<b>Trainer's Signature</b>	
<b>Date</b>	

I confirm that I have received the training detailed above.

<b>Staff Signature</b>	
<b>Date</b>	
<b>Suggested Review Date</b>	

---

# I INSTRUCTIONS FOR THE ADMINISTRATION OF RECTAL DIAZEPAM

Guidelines for the administration of rectal Diazepam in epilepsy and febrile convulsion for non-medical/ non-nursing staff.

<b>NAME OF CHILD/YOUNG PERSON:</b>	
<b>D.O.B</b>	
<b>SEIZURE CLASSIFICATION AND/OR DESCRIPTION OF SEIZURES WHICH MAY REQUIRE RECTAL DIAZEPAM</b> Record all details of seizures e.g. goes stiff, falls, convulses down both sides of body, convulsions last 3 minutes etc. Include information re: triggers, recovery time etc.	
<b>USUAL DURATION OF SEIZURE</b>	
<b>OTHER USEFUL INFORMATION</b>	
<b>DIAZEPAM TREATMENT PLAN</b>	
<b>WHEN SHOULD RECTAL DIAZEPAM BE ADMINISTERED</b> Include whether it is after a certain length of time or number of seizures. e.g. For a tonic/clonic seizure lasting 5 minutes or 2 tonic/clonic seizures without recovery in-between	
<b>INITIAL DOSAGE:</b> How much rectal Diazepam given initially	
<b>USUAL REACTION(S) TO RECTAL DIAZEPAM</b>	
<b>ACTION TO TAKE IF THERE ARE DIFFICULTIES IN THE ADMINISTRATION OF RECTAL DIAZEPAM</b> e.g. constipation or diarrhoea	
<b>CAN A SECOND DOSE OF RECTAL DIAZEPAM BE GIVEN</b>	
<b>IF YES, AFTER HOW LONG CAN A SECOND DOSE OF RECTAL DIAZEPAM BE GIVEN</b> (State the time to have elapsed before re-administration takes place)	
<b>HOW MUCH RECTAL DIAZEPAM IS GIVEN AS A SECOND DOSE</b>	
<b>WHEN SHOULD THE PERSON'S USUAL DOCTOR BE CONSULTED</b>	
<b>WHEN SHOULD 999 BE DIALLED</b>	



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<b>FOR EMERGENCY HELP</b> e.g. if the full prescribed dose of rectal Diazepam fails to control the seizure	
<b>WHO SHOULD WITNESS THE ADMINISTRATION OF RECTAL DIAZEPAM?</b> (e.g. another member of staff of the same sex)	
<b>PRECAUTIONS - UNDER WHAT CIRCUMSTANCES SHOULD RECTAL DIAZEPAM NOT BE USED</b> e.g Oral diazepam already administered within the last X minutes.	
<b>DETAILS OF WHO/WHERE NEEDS TO BE INFORMED</b> e.g. Prescribing GP/ Parents/ carers	

All occasions when rectal Diazepam is administered must be recorded.

THIS PLAN HAS BEEN AGREED BY THE FOLLOWING:

	Signature	Date
<b>PRESCRIBING DOCTOR</b>		
<b>AUTHORISED PERSON(S) TRAINED TO ADMINISTER RECTAL DIAZEPAM</b>		
<b>PARENT/CARER</b>		
<b>HEAD OF SCHOOL/SETTING</b>		

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**J**

## MEDICATION IN/ OUT LOG INCLUDING DISPOSAL DETAILS

[illegible]