

Medicines and First Aid Policy



July 2026 – July 2027

Hillside Primary School is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and other users of the school site. This First Aid Policy outlines our procedures and responsibilities in relation to first aid provision and incident management.

We aim to:

- Provide prompt and effective first aid in the event of illness, accident, or injury.
- Ensure that all staff are aware of and follow the correct procedures.
- Meet our statutory obligations under health and safety legislation.

The aims of this policy are:

- Formulate and implement effective procedures for responding to incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users.
- Ensure appropriate training is provided, and that correct procedures are followed, so staff have sufficient understanding, confidence, and expertise in first aid practices.
- Establish a procedure to monitor accident trends, ensuring that the Board of Directors reviews relevant data and takes appropriate action when necessary.
- Implement suitable investigation methods for all significant accidents, incidents, and near misses to identify causes and prevent recurrence.
- Notify appropriate authorities (e.g., RIDDOR, Ofsted, HSE) of significant accidents or incidents in line with legal requirements.
- Take all reasonably practicable steps to maintain the health and welfare of all persons using the school premises.
- Establish and maintain safe working procedures amongst employees to reduce risks and hazards.
- Ensure insurance arrangements are in place that provide full cover for claims arising from the actions of staff, when acting within the scope of their employment.

At Hillside Primary school, there are clear systems for first aid treatment of pupils, staff and visitors. The following outlines practices and procedures carried out at Hillside Primary.

Trained staff:

Providing first aid is not a requirement for all staff; however, staff at Hillside Primary School may volunteer to take on this role.

We are committed to ensuring that:

- Staff who volunteer to become first aiders or appointed persons receive appropriate training and guidance.
- We maintain a team of staff trained in a variety of first aid qualifications, including:
 - First Aid at Work (18-hour course)
 - Emergency First Aid at Work (6-hour course)
 - Paediatric First Aid (12-hour course)
 - Emergency Paediatric First Aid (6-hour course)
 - Forest School-specific First Aid

Some first aiders may also receive additional training to support the specific medical needs of individual pupils.

First Aid Training:

All first aiders must hold a valid certificate of competence from a suitable and competent training provider.

The school will:

- Ensure training is appropriate to staff roles and the needs identified through the First Aid Needs Assessment
- Maintain sufficient trained first aiders to meet the needs of pupils, staff and activities, including during staff absence and off-site visits,
- Keep an up-to-date record of first aid qualifications and expiry dates.
- Arrange refresher or requalification training before certificates expire.
- Ensure training providers have appropriate systems for trainer competence, assessment, quality assurance and certification.
- Provide additional training where needed to meet the specific medical needs of individual pupils

First aid certificates are normally valid for three years, depending on the qualification held.

Staff providing first aid should use appropriate personal protective equipment, such as gloves and aprons, where required.

Assessment of Needs:

Under the Management of Health and Safety at Work Regulations (1999), schools must assess the risks to the health and safety of staff, pupils, and others on site, and put in place suitable measures to manage these risks.

At Hillside Primary School, we will:

- Carry out a regular assessment of our first aid needs to make sure we have the right level of first aid cover at all times.
- Take into account the needs of staff, pupils, volunteers, visitors, and contractors when completing our assessment.
- Review our first aid needs at least once a year, and whenever there are significant changes — for example, when staff join or leave, or if there are changes to the school site or activities.
- Ensure that the minimum number of trained first aiders is always met, and monitor this regularly to maintain compliance with legal requirements and good practice.

This assessment helps us ensure that our first aid provision is always suitable, safe, and effective for our school community.

Lesson times:

Firstly, the class teacher will do an initial assessment to determine the need for first aid treatment. Very minor injuries such as small scratches can be easily treated with a sterile wipe with no further action required. Should a First Aider be required, each phase in school has a minimum of one first aider; the children will go to their phase first aider first for treatment.

If the phase first aider is unavailable, they will find another first aider in the nearest phase.

Playtimes:

At playtimes there is an emergency first aid bag which accompanies the members of staff on to the playground. First aiders will be available on the playground during playtimes.

In the event of additional first aiders being required outside, staff will send in their ID badge with a message or message the office via walkie talkie.

Lunchtimes:

At lunchtime, all Midday Supervisors are trained to offer first aid and have a first aid bag that accompanies them. In the event of additional first aiders being required, middays will use the walkie talkie to request further assistance.

Trips:

First aid boxes, record book and emergency inhalers are to be taken on the trip. These will be stored/carried with the first aider(s). Records will be completed as they are at school.

Where there is a major incident whilst on a trip, the off-site visit risk assessment will have details to follow.

Liability and Indemnity:

At Hillside Primary School, we understand that staff who volunteer to provide first aid are acting in the best interests of pupils, staff, and visitors, and are doing so within the scope of their training and employment.

In the event of a claim related to a first aid incident:

- Any legal action is most likely to be brought against the school, not the individual staff member.
- The school will ensure that appropriate insurance arrangements are in place to fully cover staff for any claims that may arise while they are performing their duties as a trained first aider.

- This includes all actions taken by staff within the scope of their first aid training and their role within the school.

This gives reassurance to all staff that they are protected and supported when acting responsibly and in accordance with their training.

First Aid Equipment and Facilities

Hillside Primary School will ensure that suitable first aid equipment and facilities are available at all times to meet the needs of pupils, staff and visitors.

First Aid Kits

First aid kits are located throughout the school, including:

- In every classroom
- In key areas such as the hall, office and playground

First aid kits will be stocked in line with the school's First Aid Needs Assessment and current Health and Safety Executive guidance.

The school will ensure that kits are:

- Clearly identified
- Easily accessible
- Checked regularly
- Replenished when items are used
- Monitored to ensure sterile items remain in date

Additional first aid equipment may be provided where this is identified through risk assessment or the individual needs of pupils.

An appointed member of staff will maintain records of first aid kit checks, and additional first aid stock will be kept in a clearly labelled and accessible location.

All staff will be made aware of the location of first aid equipment across the school.

First Aid Accommodation

The school will provide suitable accommodation for administering first aid, based on the findings of the First Aid Needs Assessment.

The area used for first aid will:

- Be clean and readily available when required.
- Provide appropriate privacy and dignity.
- Have access to handwashing facilities.
- Be located near to toilet facilities where reasonably practicable

The space does not need to be used exclusively for first aid but must always be suitable for the safe treatment of illness or injury.

Hygiene and Infection Control

At Hillside Primary School, we take hygiene and infection control seriously to protect the health and safety of all pupils, staff, and visitors.

We ensure that:

- All staff follow basic hygiene procedures and take appropriate precautions to prevent the spread of infection.
- Single-use disposable gloves and handwashing facilities are available and must be used when dealing with:
 - Blood

- Vomit
- Other bodily fluids
- Soiled dressings or medical waste

Cleaning After Incidents

- After treating an injury or illness, the first aider is responsible for cleaning any area that has come into contact with bodily fluids.
- Depending on the situation, staff should use:
 - The approved cleaning spray
- Yellow clinical waste bags are provided for the safe disposal of contaminated items.
- Clinical waste bins are located in:
 - The disabled toilet in FS2
 - The Year 4/5 corridor

By following these procedures, we help maintain a clean, safe, and hygienic environment for everyone in the school.

Reporting Accidents and Record Keeping

At Hillside Primary School, all accidents and first aid incidents are recorded accurately and stored securely in line with data protection requirements.

Accident Recording

- Accidents are recorded using our accident book and through Arbor, our school's management system.
- We also use a separate head bump letter system to inform parents or carers when a head injury has occurred.

When to Record an Accident

Accidents requiring a record include, but are not limited to:

- Head injuries, including where bruising or swelling is visible or suspected.
- Suspected breaks, fractures or sprains.
- Injuries where pain continues after monitoring.
- Incidents where a parent or carer has asked to be informed of all injuries.
- Injuries involving a child with a medical condition or safeguarding plan where recording is required.

Staff should use professional judgement and record any other accident or injury where there may be a need for monitoring, follow-up or further action.

Head Injuries

- If a child sustains a head injury, first aid will be administered as appropriate and the child will be monitored closely.
- For children in the Early Years, staff will contact parents/carers directly following a head bump to inform them of the incident and any first aid provided.
- For children in Years 1–6, the school office will contact parents/carers following a head bump to inform them of the incident and any first aid provided.
- A head bump letter may also be sent home, even if the child appears well and no treatment is needed, as a precaution.
- Staff working with the child will be informed so that they can monitor the child closely for the remainder of the day.

Injuries Requiring More Treatment

- If an injury requires closer monitoring or medical treatment:
 - The first aider will contact the parents to inform them.
 - The first aider may ask that the child is collected to be monitored at home or that they seek further medical advice.
 - In serious cases needing an ambulance, the school will call 999 first, then contact parents.
 - When sending a child home or for further medical attention, the child must take the accident letter with them.
- If a break or similar serious injury is later confirmed, the first aider or staff member must inform the school office who will complete an electronic accident report form.

Injury to Staff

- If a member of staff requires first aid, a Staff Accident Form will be completed to record the incident.

Confidentiality

- All first aid and accident records are stored securely.
- For any accident investigation, the school will seek permission from the staff member before sharing any medical details.

Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents and incidents must be reported to the Health and Safety Executive (HSE).

Hillside Primary School will keep a record of any reportable injury, disease, or dangerous occurrence. This record will include:

- The date and method of reporting
- The date, time, and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease

These records may be combined with other accident records held by the school.

For detailed definitions of major injuries, dangerous occurrences, and reportable diseases, see the HSE guidance on RIDDOR.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE

Hillside Primary school will ensure that all accident records are stored securely at all times and that reports for all injuries are kept for a minimum of three years from the date of the injury.

Emergency Procedures for Medical Emergencies

Hillside Primary School has clear procedures in place to respond promptly and effectively to any pupil medical emergency. In the event of a serious incident, staff must remain calm and act immediately in accordance with the pupil's Individual Healthcare Plans (IHP), where one is in place and training guidelines. Emergency first aid will be administered by a trained first aider without delay, and **999** will be called if the situation is life-threatening or requires urgent medical attention. Staff will ensure the pupil is never left unattended, and appropriate personal protective equipment (PPE) is used to maintain safety and hygiene. Parents/carers will be informed as soon as possible, and all actions taken will be recorded accurately. First aid kits and emergency medication are readily accessible across the school, and trained staff are available during lesson times, playtimes, lunchtimes, and off-site visits to provide immediate care.

Emergency Medication

Emergency medication must be **readily accessible at all times** and must not be stored in a way that could delay access during an emergency.

This includes:

- Asthma reliever inhalers
- Adrenaline auto-injectors
- Medication for hypoglycaemia
- Any other medication identified as requiring immediate access within an Individual Healthcare Plan

Relevant staff must know:

- Where emergency medication is stored
- How to access it quickly
- When it should be administered
- What action to take in an emergency

Emergency medication must accompany pupils when they leave the classroom or school site where it may be required.

Mental Health First Aid (MHFA)

It is important to recognise that mental health issues require attention just like physical first aid needs.

Hillside recognises that emotional and mental wellbeing is an important part of pupils' and staff health.

The school may provide Mental Health First Aid or other appropriate wellbeing training to identified members of staff as part of its wider approach to supporting mental health.

Staff will be supported to recognise when a pupil may need additional emotional or mental health support and will follow the school's safeguarding, pastoral and referral procedures where concerns arise.

Mental Health First Aid does not replace professional mental health assessment or emergency medical support.

Emergency Procedures for Anaphylaxis:

If a pupil shows signs of anaphylaxis (such as difficulty breathing, swelling of the face or throat, or sudden collapse), staff must act immediately. Call **999** for an ambulance without delay and inform them it is an anaphylactic reaction. Administer the pupil's prescribed adrenaline auto-injector (Epipen) following their Individual Healthcare Plans (IHP), individual action plan and training guidelines. If two adults are present, one should administer the Epipen while the other calls emergency services. A second dose may be given if symptoms persist and a second device is available. Keep the pupil lying down with legs elevated unless breathing is easier sitting up. Do not leave the pupil unattended. Inform parents/carers as soon as possible and provide the used Epipen to ambulance personnel. Record the incident, including time and dose administered.

Emergency Procedures for Choking:

If a pupil is choking, staff must respond immediately in accordance with their current first aid training.

A trained first aider should be called without delay and emergency services contacted where necessary.

If the pupil becomes unresponsive, **999 must be called immediately** and resuscitation commenced in accordance with current first aid training.

The pupil must not be left unattended.

Parents or carers will be informed as soon as possible and the incident will be recorded in accordance with the school's accident reporting procedures.

MEDICINE POLICY

Policy Statement

Hillside is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Hillside ensures that all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Hillside Primary School recognises that pupils may have a wide range of medical conditions which require support during the school day.

Pupils with medical conditions should be able to access the same education and opportunities as other pupils wherever it is safe and reasonable for them to do so.

Hillside will work with pupils, parents, carers and healthcare professionals to remove barriers and make appropriate arrangements so that medical needs do not unnecessarily prevent pupils from:

- Attending school
- Accessing the curriculum
- Participating in PE
- Attending educational visits
- Taking part in clubs and enrichment
- Participating fully in wider school life

No pupil should be unnecessarily excluded from an activity solely because of a medical condition.

Under the Children and Families Act 2014, the school has a duty to make arrangements to support pupils with medical conditions so that they can access education, school trips, physical education and wider school activities as fully as possible.

Medical conditions may include, but are not limited to:

- Asthma
- Allergies and anaphylaxis
- Diabetes
- Epilepsy
- Cancer
- Heart conditions
- Physical disabilities
- Other short-term or long-term medical needs

Support will always be based on the **individual needs of the pupil** rather than diagnosis alone.

Hillside understands the importance of medication being taken as prescribed.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. This policy reflects the school's duties under the Children and Families Act 2014 and relevant statutory guidance.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) may be needed where a pupil has a complex or long-term medical condition, requires specific support during the school day, or has emergency medical needs. Parents and carers must inform the school of any medical needs before a child starts school, or as soon as a new medical need develops.

The school will work with parents, carers and, where appropriate, relevant healthcare professionals to decide whether an IHP is required.

Where an IHP is needed, it will be developed collaboratively and will clearly set out:

- The pupil's medical condition and individual needs
- Daily care and support arrangements
- Medication requirements
- Dietary or activity-related considerations
- Emergency procedures
- Any relevant adjustments
- Arrangements for educational visits and off-site activities
- The roles and responsibilities of those involved

IHPs will be reviewed regularly and updated whenever a pupil's medical needs or circumstances change.

Parents and Carers

Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's medical needs.

Where the school agrees to administer medication, written parental or carer consent must be provided. Verbal instructions will not normally be accepted.

Medication must be supplied in its original container, clearly labelled with:

- The child's name
- The name and strength of the medication
- The prescribed dose
- Instructions for administration
- The expiry date
- Relevant pharmacy or dispensing details
-

Parents and carers are responsible for ensuring that medication supplied to school is in date and that replacement medication is provided when required.

Where a pupil self-administers medication, appropriate arrangements will be agreed with the school and written parental consent will be obtained.

Staff Training

Staff will receive appropriate training to support pupils with medical conditions safely.

Training will be matched to individual needs and may include medication, allergies, asthma, diabetes, epilepsy and emergency procedures.

Staff will only carry out procedures they have been appropriately trained to undertake. Training records will be maintained and refresher training arranged where needed.

Storage

Medicines will be stored safely and securely in accordance with the child's Individual Healthcare Plans (IHP), the manufacturer's instructions and current statutory guidance.

Medicines and medical devices that may be required in an emergency, including asthma reliever inhalers, spacers and adrenaline auto-injectors (AAIs), must be readily accessible at all times and must not be locked away. They will be stored in a clearly identified location known to relevant staff and will be immediately accessible when required. Emergency medicines must also remain readily accessible when pupils are outside the classroom or off the school site, including on educational visits and school trips.

Prescribed medicines that are not required for immediate emergency use will be stored securely with access restricted to authorised staff, in accordance with the school's medicines policy and the child's IHP.

Where a medicine requires secure storage, it will be kept in a suitable locked cupboard or cabinet with access restricted to authorised staff.

Medicines will not be stored in a first-aid container. All medicines accepted by the school must be in date, appropriately labelled, in the original container where applicable, and accompanied by clear instructions for administration, dosage and storage.

The school will maintain appropriate systems for checking the expiry dates, condition and availability of medicines and medical devices. Staff responsible for pupils with medical conditions will know where their emergency medication is kept and how to access and administer it in accordance with the relevant IHP, emergency plan and training.

When pupils leave the school site, including for educational visits and school trips, any emergency medication required for that pupil will accompany them and remain readily accessible throughout the visit.

Controlled Drugs

When controlled drugs are kept at school, a written stock record is also required in order to comply with the Misuse of Drugs Act legislation. This will detail the quantities kept and administered, taken and returned on any educational visit, and returned to the parent/carer, e.g. at the end of term. These drugs are kept in a locked cabinet in a room with restricted access (staff only).

Antibiotics

Where possible, parents and carers should ask the prescriber whether antibiotic doses can be given outside school hours.

Where an antibiotic needs to be administered during the school day, the school will do so in accordance with:

- The pharmacy label and prescriber's instructions
- Written parental or carer consent
- Any relevant Individual Healthcare Plan (IHP)
-

Antibiotics must be provided in the original, clearly labelled container and must include the child's name, medication name, dose, frequency and any storage instructions.

The school will record each dose administered. If a scheduled dose cannot be given, parents or carers will be informed as soon as possible.

Medication will be stored safely and appropriately, including refrigeration where required.

Analgesics (Pain Relief)

Where a pupil requires pain relief medication during the school day, the school may administer it where:

- Written parental or carer consent has been provided.
- The medication is supplied in the original, clearly labelled packaging.
- Instructions for dosage and timing are clear.
- Administration can be carried out safely and in line with school procedures

An Individual Healthcare Plan (IHP) will not normally be required for occasional use of pain relief medication unless the pupil has a more complex or ongoing medical need.

The school will not administer aspirin or medicines containing aspirin to a child under 16 unless prescribed by a doctor.

Over-the-Counter Medication

Over-the-counter medication, such as hay fever remedies, may be administered where this is necessary during the school day and where:

- Written parental or carer consent has been provided.
- the medication is in the original packaging.

- Dosage instructions are clear.
- The medication is suitable for the child.
- Administration is recorded

An IHP may be considered where the medication forms part of the management of a longer-term, complex or significant medical condition.

Disposal of Medicine

Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should collect medicines held by the school at the end of each term.

Residential Visits

On occasion it may be necessary for school to administer an "over the counter" medicine in the event of a pupil suffering from a minor ailment, such as a cold or sore throat while away on an Educational Visit. In this instance the parental consent form (EV4) will provide an "if needed" authority, which will be confirmed by phone call from the Group Leader to the parent/carer if this is needed and a written record is kept with the visit documentation.

Refusing Medicine

When a child refuses medicine the parent will be informed the same day and be recorded accordingly. Staff will not force a child to take any medicine.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children keeping their own asthma reliever.

Travel Sickness

In the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply:

- Parents are asked to provide travel sickness medication or wrist bands for both journeys.
- Where possible the first dose will be given before coming into school.

Day Visits (e.g. to a museum or exhibition)

The pupil should be given the appropriate medication before leaving home, and when a written parental consent is received he/she may be given a further dose before leaving the venue for the return journey (in a clearly marked sealed envelope with child's details, contents, and time of medication). Medication will be kept in the charge of a named member of staff.

Allergy Safety

Hillside Primary School is committed to providing a safe and inclusive environment for pupils with allergies. The school has a separate **Allergy Safety Policy**, which sets out detailed arrangements for:

- Identifying pupils with allergies.
- Reducing and managing exposure to known allergens.
- Individual Healthcare Plans (IHPs) and allergy action plans.
- Staff training and awareness.
- Storage and accessibility of adrenaline auto-injectors (AAIs).
- Use of spare emergency AAs.
- Emergency procedures for anaphylaxis.
- Educational visits, PE and off-site activities.
- Communication with parents, carers and healthcare professionals.
- Recording and reviewing allergy-related incidents and near misses
- All staff will receive appropriate allergy awareness training relevant to their role.
-

Where a pupil has a diagnosed allergy, the school will work with parents, carers and healthcare professionals to understand the pupil's individual needs and put appropriate arrangements in place.

Emergency response to anaphylaxis

If a pupil shows signs of anaphylaxis, staff must act immediately in accordance with the pupil's allergy action plan and their training.

An adrenaline auto-injector should be administered without delay where indicated, and **999 must be called immediately**.

The pupil must remain under continuous adult supervision while awaiting emergency medical assistance. Where a second dose is required, it should be administered in accordance with the pupil's allergy action plan, the manufacturer's instructions and current guidance.

Parents or carers will be informed as soon as possible, and the incident will be recorded and reviewed in accordance with the school's Allergy Safety Policy.

Prescribed and spare emergency AAs will be stored safely, always remain readily accessible and will accompany pupils where required during educational visits and off-site activities.

Allergy Safety Policy can be found on our school website

Managing Asthma

Hillside Primary School will support pupils with asthma according to their individual needs.

Parents and carers must provide the school with an in-date, prescribed reliever inhaler and spacer where required. These must be clearly labelled with the pupil's name.

Inhalers and spacers will be stored in a clearly identified location that is **always readily accessible** and will not be locked away or stored where access could be delayed in an emergency.

Where appropriate, pupils will be encouraged to carry and use their own inhaler, depending on their age, understanding and individual needs.

An Individual Healthcare Plan (IHP) may be put in place where a pupil's asthma is complex, requires additional support or presents a significant risk of a medical emergency. This will be agreed with parents, carers and relevant healthcare professionals.

The school will ensure that:

- Relevant staff know where the pupil's inhaler is kept.
- Inhalers remain accessible during PE, outdoor activities, educational visits and off-site activities.
- Staff supporting pupils with inhalers have appropriate information and training.
- Parents and carers are informed if there are concerns about frequent or excessive use of an inhaler.
- Out-of-date or no-longer-required inhalers are returned to parents or carers.
- Parents and carers are responsible for providing replacement inhalers when required.

If a pupil experiences an asthma attack, staff will follow the pupil's individual arrangements, current first aid guidance and the school's emergency procedures.

Supporting Pupils with Diabetes

Hillside Primary School will support pupils with diabetes according to their individual needs and the advice of parents, carers and relevant healthcare professionals.

Where appropriate, an Individual Healthcare Plan (IHP) will set out:

- The pupil's usual diabetes management.
- Signs that their blood glucose may be too low or too high.
- The support or treatment they may need.
- Arrangements for food, snacks and physical activity.
- Medication or equipment requirements.
- Emergency procedures.
- Arrangements for educational visits and off-site activities

Relevant staff will receive appropriate training so they understand the pupil's individual needs and know how to respond safely.

Any medication, treatment or equipment required for diabetes management will be kept **readily accessible** and used in accordance with the pupil's IHP and healthcare-professional advice.

Pupils will be supported to eat, drink, test or treat their condition when needed and should not have meals or necessary snacks unnecessarily delayed.

If a pupil becomes seriously unwell, staff will follow the emergency procedures in their IHP, call **999** where required and inform parents or carers as soon as possible.

Any treatment or medication administered in school will be recorded in accordance with the school's procedures.

Supporting Pupils with Cancer or Other Complex Medical Conditions

Hillside Primary School will support pupils with cancer or other complex medical conditions according to their individual needs and the advice of parents, carers and relevant healthcare professionals.

Where appropriate, an Individual Healthcare Plan (IHP) will be put in place to set out the support required in school. This may include:

- Medication and treatment arrangements
- Attendance and phased return arrangements
- Adjustments to the school day or timetable
- Adaptations to learning and workload
- Support with fatigue or reduced stamina
- Arrangements for PE and physical activity
- Emotional and pastoral support
- Infection control considerations
- Emergency procedures
- Communication with relevant staff

The school will work closely with the pupil's family and medical team to make sure support is safe, appropriate and regularly reviewed.

Where necessary, reasonable adjustments will be made to help the pupil continue to access learning and wider school life without placing unnecessary pressure on them.

Relevant staff, including those supervising the pupil during less structured times, will be made aware of the information they need to support the pupil safely and sensitively.

If the pupil becomes unwell or there are concerns about their condition, staff will follow the arrangements set out in the IHP and seek medical advice or emergency assistance where required. Parents or carers will be informed as soon as possible.

Roles and Responsibilities

Governing Body / Trust

The governing body or Trust will ensure that appropriate arrangements are in place to support pupils with medical conditions and that relevant policies are implemented effectively.

Headteacher

The Headteacher has overall responsibility for ensuring that this policy is implemented and that sufficient trained staff, resources and arrangements are in place.

School Staff

Staff must:

- follow agreed Individual Healthcare Plans and emergency procedures
- undertake appropriate training where required
- know how to access emergency medication
- report concerns promptly
- record the administration of medicines and significant medical incidents accurately

Staff will not be required to undertake medical procedures for which they have not received appropriate information, training and support.

Parents and Carers

Parents and carers are responsible for:

- providing accurate and up-to-date medical information
- informing the school of changes to their child's condition
- supplying medication in accordance with school procedures
- ensuring medication is in date
- contributing to Individual Healthcare Plans where required

Pupils

Where appropriate to their age and understanding, pupils will be encouraged to contribute to decisions about their medical support and develop increasing independence in managing their condition.

Appendices

1. Individual Healthcare Plan (IHP)
2. Contacting Emergency Services
3. Administration of Medicines record form (Controlled drugs)

Appendix 1: Individual Healthcare Plans (IHP)

Name		Class	
Date			
Date Of Birth			
Introduction	This protocol has been written to formalise the care required by ????? whilst s/he attends Hillside Primary School. The contents of this document have been devised and agreed upon by the adults involved in ensuring their continued well-being.		
Agreement	This protocol has been agreed by the following adults: Parents Miss Lindse Houseman (SENCo) Class teacher (Insert name)		
General Information	Address		
Emergency Contact Details	Home		
Summary Of Medical Problems			
Daily Care Requirements			
What constitutes an emergency			
Management of medicine			
Management of equipment			
Additional information			
Offsite visits			
Review Date			
Signed (parent / carer)			Date:
Signed (school representative)			Date:

Appendix 2: Contacting Emergency Services

1. Dial 999, ask for ambulance and be ready with the following information
2. Your telephone number
3. Give your location as follows: (Hillside Primary and Nursery School, Roberts Lane, Hucknall)
4. State that the postcode is **NG15 6LW**
5. Give exact location in the school/setting (insert brief description)
6. Give your name
7. Give name of child and a brief description of child's symptoms
8. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Appendix 3: Administration of Medicines Record Form (Controlled Drugs)

Medicine Administration Form

Name of child:

Class:

Name of medication:

Dose:

Time of dose required:

Amount signed in by person over 18 years:

Expiry Date:

I give consent for the school to administer the medication below at the dosage prescribed by the doctor.

Signed:

Date:

Date	Administered by	Time given	Countersignature If required	Amount of medication remaining

Signature_____ Date_____