Mickleton Primary School

First Aid and Medicines Policy

Approved by:	FGB	**Date:**	Sept 2026
Next review due by:	Sept 2027		

1. Policy Statement

Mickleton Primary School is committed to safeguarding and promoting the welfare, health and wellbeing of all pupils. We recognise that pupils with medical conditions should be properly supported so that they have full access to education, including educational visits, physical education and extracurricular activities.

The school aims to ensure that:

- Pupils with medical conditions are properly supported.
- Medicines are administered safely and appropriately.
- Staff understand their responsibilities regarding first aid and medical needs.
- Appropriate systems are in place for emergency situations.
- Pupils with medical conditions are able to participate fully in school life.
- Medical information is managed securely and confidentially.

No child with a medical condition will be denied admission or prevented from attending school because arrangements for supporting their medical condition have not yet been finalised, unless doing so would place the child or others at unacceptable risk and medical advice indicates otherwise.

2. Legal Framework

This policy has due regard to current legislation and statutory guidance including:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Children and Families Act 2014
- Human Medicines Regulations 2012
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- SEND Code of Practice: 0-25 Years

- DfE: Supporting Pupils at School with Medical Conditions
- DfE: First Aid in Schools, Early Years and Further Education
- DfE: Automated External Defibrillators (AEDs)
- Statutory Framework for the Early Years Foundation Stage
- Working Together to Safeguard Children
- Keeping Children Safe in Education

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Accessibility Plan
- Educational Visits Policy
- Equality Policy
- Intimate Care Policy

3. Principles

The school recognises that:

- Children with medical conditions have the same rights of admission and attendance as other children.
- Many pupils require short-term medication, whilst others may have long-term or complex medical conditions.
- Reasonable adjustments will be made to support pupils with disabilities and medical needs.
- Individual Healthcare Plans (IHPs) should promote inclusion, independence and participation.
- Medical conditions should not create barriers to learning.

4. Roles and Responsibilities

Parents and Carers

Parents/carers are responsible for:

- Providing accurate medical information.
- Informing the school of any changes in medical needs.
- Completing consent forms for medication administration.
- Providing medicines in original pharmacy-labelled containers.
- Ensuring medicines are in date.

- Participating in healthcare plan reviews.

Governing Board

The Governing Board will:

- Ensure appropriate policies are in place.
- Monitor compliance.
- Ensure adequate resources and training are available.

Headteacher

The Headteacher will:

- Implement this policy.
- Ensure staff are aware of medical needs.
- Ensure suitable staff training is provided.
- Ensure healthcare plans are developed where needed.
- Ensure first aid arrangements meet statutory requirements.

Staff

All staff will:

- Follow school procedures.
- Know how to respond in an emergency.
- Maintain confidentiality.
- Undertake training appropriate to their role.
- Support pupils with medical conditions.

5. Individual Healthcare Plans (IHPs)

The school will work with parents, healthcare professionals and, where appropriate, pupils, to develop Individual Healthcare Plans.

An IHP may include:

- Medical condition and symptoms.
- Daily management requirements.
- Medication requirements.
- Emergency procedures.
- Staff responsible for support.

- Arrangements for educational visits.
- Risk assessments where necessary.

Where a pupil has an Education, Health and Care Plan (EHCP), the IHP will complement the provision identified within that plan.

6. Training

Staff supporting pupils with medical conditions will receive appropriate training.

Training may be provided by:

- School nursing services.
- Specialist nurses.
- Healthcare professionals.
- Accredited training providers.

Training records will be maintained.

The school will ensure an appropriate number of staff maintain valid Paediatric First Aid qualifications.

7. Administering Medicines

Prescribed Medicines

Medicines should only be brought into school where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that:

- Have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Are supplied in their original container.
- Have a pharmacy label showing the pupil's name and dosage instructions.
- Are accompanied by written parental consent.

Storage of Medicines

Medicines will be stored:

- In a secure medicines cabinet.
- In a refrigerator where required.
- In accordance with manufacturer instructions.

Emergency medication such as inhalers and adrenaline auto-injectors will be readily accessible at all times.

Non-Prescribed Medicines

The school may administer certain non-prescribed medicines where:

- Parents have supplied the medicine.
- Written consent has been provided.
- Administration is appropriate and safe.

The school will not routinely administer aspirin or ibuprofen-based medicines.

Refusal of Medication

Where a pupil refuses medication:

- Staff will not force medication.
- The refusal will be recorded.
- Parents will be informed.
- Emergency procedures will be followed if necessary.

Self-Management

Where appropriate and agreed by parents and healthcare professionals, pupils may carry and administer their own medication.

This will be assessed on an individual basis and documented within the Healthcare Plan.

8. Medicines Administration Record (MAR) Procedure

Before medication is administered, staff must:

1 Verify written parental consent.
2 Confirm the pupil's identity.
3 Check dosage instructions.
4 Confirm expiry date.
5 Check previous administration records.
6 Ensure medication is stored correctly.
All administration must be recorded immediately after administration.

The following must be documented:

- Pupil name
- Medication
- Dose
- Time administered
- Administering adult
- Witness (where applicable)
- Comments or observations

Medication records must never be completed in advance.

Any medication errors or omissions must be reported immediately to the Headteacher and parents/carers.

9. Emergency Medication

Emergency Salbutamol Inhalers

The school maintains an emergency salbutamol inhaler in line with Department for Education guidance.

Emergency inhalers may be used when:

- A pupil has asthma or a prescribed reliever inhaler.
- Written parental consent has been obtained.
- The pupil's own inhaler is unavailable or ineffective.

Emergency Adrenaline Auto-Injectors (AAIs)

The school maintains emergency AAIs for pupils at risk of anaphylaxis.

Emergency AAIs may be used when:

- A pupil is known to be at risk of anaphylaxis.
- Written parental consent exists.
- Immediate treatment is required.

10. First Aid Arrangements

First Aid Boxes

First aid kits are located:

- In all classrooms.
- In the Medical Room.
- Within educational visit bags.
- In designated outdoor activity locations.

Contents are checked regularly by trained first aid staff.

Playground Procedures

A first aid kit and relevant emergency medication must accompany pupils during:

- Break times.
- Lunchtimes.
- PE lessons.
- Outdoor learning.
- Educational visits.

All treatment provided must be recorded.

Head Injuries

Any pupil who receives a head injury will:

- Receive appropriate first aid.
- Be monitored.
- Have parents informed the same day.
- Receive a head bump notification.
- Be referred for further medical assessment where necessary.

Serious incidents will be recorded on CPOMS and managed in accordance with safeguarding and health and safety procedures.

11. Educational Visits

The school will make reasonable adjustments to enable pupils with medical conditions to participate fully in educational visits.

Risk assessments will identify:

- Required medication.
- Trained staff.
- Emergency procedures.
- Access to healthcare support.

Healthcare Plans and emergency medication will accompany pupils where appropriate.

12. Physical Education and Sporting Activities

Most pupils with medical conditions can participate fully in physical activities.

Any restrictions will be documented within the Individual Healthcare Plan.

Staff will ensure:

- Appropriate supervision.
- Immediate access to emergency medication.
- Reasonable adjustments where necessary.

13. Automated External Defibrillator (AED)

The school maintains an Automated External Defibrillator (AED).

Staff will be made aware of:

- Its location.
- Emergency access arrangements.
- Basic emergency procedures.

In a cardiac emergency, staff should:

1 Dial 999 immediately.
2 Begin CPR if trained and required.
3 Retrieve and use the AED according to emergency operator instructions.

14. Equality and Inclusion

The school fulfils its duties under the Equality Act 2010.

The school will:

- Make reasonable adjustments.
- Promote equal access.
- Advance inclusion.
- Preserve dignity and privacy.
- Support independence where appropriate.

No pupil will be disadvantaged because of a disability or medical condition.

15. Safeguarding

Any concerns regarding a child's welfare arising from:

- Medical needs;
- Medication administration;
- Parental engagement;

- Health concerns;

will be managed in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education.

16. Data Protection and Confidentiality

The school processes medical information in accordance with:

- Data Protection Act 2018
- UK GDPR

Medical information will be:

- Stored securely.
- Shared only on a need-to-know basis.
- Retained in accordance with school record retention requirements.

Appendix B - Medicines Administration Record (MAR)

Pupil Details

Item	Information
Pupil Name	
Date of Birth	
Class	
Medication	
Prescribed By	
Expiry Date	
Storage Location	

Administration Record

Date	Time	Dose Given	Administered By	Witness	Comments

Appendix C - Emergency Salbutamol Inhaler Procedure

Asthma Symptoms

- Persistent cough
- Wheeze
- Difficulty breathing
- Difficulty speaking
- Increased respiratory effort

Procedure

1 Keep pupil calm.
2 Sit pupil upright.
3 Administer 2 puffs through a spacer.

4 If no improvement, give one puff every minute up to ten puffs.
5 Call 999 if symptoms worsen or do not improve.
6 Inform parents immediately.
7 Record administration on the MAR form.

Appendix D - Emergency Adrenaline Auto-Injector Procedure

Signs of Anaphylaxis

- Swelling of lips, tongue or throat
- Wheezing
- Difficulty breathing
- Persistent cough
- Collapse
- Loss of consciousness
- Sudden severe allergic reaction

Procedure

1 Call 999 immediately and state "Anaphylaxis".
2 Administer prescribed AAI or emergency AAI.
3 Lay pupil flat where appropriate.
4 Monitor continuously.
5 Administer a second AAI after five minutes if required.
6 Inform parents immediately.
7 Complete all required records.

Appendix E - Emergency Medication Audit Checklist

Check	Yes/ No
Emergency inhaler present	
Inhaler in date	
Spacer available	
AAI available	
AAI in date	
Healthcare plans reviewed	
Consent forms current	
Staff training current	
Visit bags stocked	
Medication register updated	