

**Provision of First Aid and  
Medical Care Policy  
Heathcote School and Science College**



**Approved by the Governing Board: Summer 2025**

**To be reviewed: Annually**

**Next review due: Summer 2026**

## Other Documentation

This Policy should be used in reference with the following documents;

- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Equal Opportunities Policy
- Behaviour Policy
- Educational Visits Policy

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

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## Introduction

Heathcote School is committed to ensuring that every student, every member of staff and every visitor to our school will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major. We are committed to developing and maintaining an environment in which our pupils' medical needs are catered for in such a manner that they feel valued, cared for and ready and able to learn.

## Principles

The following framework underpins the approach to Provision of First Aid and Medicines at Heathcote School:

- Safety is paramount at all times
- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- Pupils and staff are familiar with the first aid procedures in operation and know who the current First Aiders are and how they can be located
- Effective management systems are in place to support individual children with medical needs
- Medicines are recorded, handled, stored and administered responsibly;
- Any forms, which parents / guardians are required to complete throughout the course of their child's schooling as and when medical support may be needed are available on request from the school.
- Any submission of an Individual Medical Healthcare Plan must be accompanied by supporting medical information from a medical professional.
- First aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits, sporting events or trips
- All incidents involving medical assistance are properly recorded
- Children should feel valued and cared for as individuals at all times at Heathcote School

## Roles and Responsibilities for First Aid and Medical Care Policy

Headteacher	Responsible for the implementation of this policy including; <ul style="list-style-type: none"><li>- Responsible for ensuring that the school is maintaining statutory first aid expectations across the school.</li><li>- Overall responsibility for Individual Medical Healthcare Plans (IMHCP's)</li></ul>
HR Manager/School Business Manager	<ul style="list-style-type: none"><li>- Responsible for ensuring that all staff are trained appropriately and First Aid coverage remains in place across the school.</li><li>- Responsible for communicating the contents of this Policy to all staff;</li></ul>
Pupils	<ul style="list-style-type: none"><li>- To report any accident or illness to a member of staff/first aider as soon as possible to ensure that appropriate provision can be made swiftly</li><li>- To attend the medical welfare room in order to be assessed by the medical welfare officer and given the necessary first aid / medical attention</li><li>- Not to use their mobile phone to contact parents / carers and, if they do, to understand that a sanction will be issued for using a</li></ul>

	banned item and the subsequent absence from school may not be unauthorised
Parents	<ul style="list-style-type: none"> <li>- Provide sufficient and up-to-date information about their child's medical needs – IMHCPS, Asthma plans, including detailed care requirements and provide medical evidence of medical conditions</li> <li>- Update the School with any changes to medical care requirements</li> <li>- Accompany their child to school on the first day following any injury which affects their mobility (e.g. a sprain, fracture or break which required medical attention and resulted in the need for a cast, splint or mobility aid). This is so that a Risk Assessment can be completed with them before the start of the school day. Sufficient medical evidence (discharge summary / doctor's letter) should also be provided to help complete the Risk Assessment and agree on how best to meet any specific medical needs during the recovery period. This will also assist us in ensuring that any reasonable adjustments required in school can then be arranged.</li> <li>- Medical equipment such as crutches should only be used in school if provided by a Health professional</li> <li>- If pupil has an injury which results in pupil not being able to write a chrome book will be provided to enable student to access learning. Chrome book must be returned to main office before end of day and not taken home – if chrome book is lost or damaged parent/carer will need to pay to repair or replace the chrome book</li> <li>- If a pupil has an injury and unable to wear their normal school shoes suitable footwear will be accepted with the exception of crocs, sandals. Students are not permitted to wear these types of footwear in school</li> <li>- Toilet passes are only provided for students with medical need and evidence of need/medical condition must be provided for a toilet pass to be issued. All toilet passes are reviewed regularly.</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>- To use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency;</li> <li>- To be familiar with the information provided on First Aid through emails, briefings and on noticeboards;</li> <li>- To take precautions to avoid infection and follow basic hygiene procedures;</li> <li>- If agreed, to administer medical procedures as part of an IMHCP only when trained in the appropriate procedures;</li> <li>- Read and familiarise themselves with IMHCPs for pupils;</li> <li>- Attend first aid training as directed by line manager.</li> </ul>

First Aiders	<ul style="list-style-type: none"> <li>- First aiders must be trained on a course approved by the Health and Safety Executive (HSE) or other relevant qualification;</li> <li>- First aiders must refresh or re-train at least every 3 years;</li> <li>- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;</li> <li>- When necessary, ensure that an ambulance or other professional medical help is called;</li> <li>- In the case of serious injury or illness, contact the parent/guardian of the child requiring First Aid on the day that the incident occurred, before the child goes home;</li> <li>- Complete the medical section on Arbor after every medical incident</li> <li>- Complete the First Aid record after every external incident (for example on a school trip or sporting fixture)</li> <li>- Administer prescribed medicines as outlined in this and / or the Supporting Pupils with Medical Conditions policy.</li> </ul>
Medical Welfare Officer	<ul style="list-style-type: none"> <li>- Takes the lead in first aid across the school.</li> <li>- Remains in contact via Radio/telephone whilst on duty.</li> <li>- Provides prompt basic first aid and emergency / basic medical treatment for sick or injured pupils and staff</li> <li>- Keeps accurate and timely records of illness, accidents and injuries in the Arbor medical log</li> <li>- Undertakes regular quality assurance, alongside the Assistant Head teacher/ Designated Safeguarding Lead, of the medical log and identify patterns and trends in pupil illness</li> <li>- Assesses and evaluate the medical needs of pupils who require medical intervention in school and write/ edit/ update Individual Medical Health Care Plans (IMHCP'S) with these pupils, their parents and medical professionals annually.</li> <li>- Takes responsibility for medicating and administering prescribed medicines to pupils in accordance with the Supporting pupils with Medical Needs policy.</li> <li>- Ensures that medication is stored safely, securely and is in within date.</li> <li>- Takes responsibility for pupils who need to undertake assessment of their medical condition during the school day (e.g. diabetic pupils)</li> <li>- Maintains and updates the Individual Medical Healthcare and, Asthma Plan in addition to the Allergy Health Care Plan posters and ensure that all first aiders are aware of student medical needs and what to do in the event of an emergency.</li> <li>- Arranges for children or adults to be taken to hospital whenever serious injury or illness is evident or suspected.</li> <li>- Contacts parents/guardians promptly in the event of serious illness, accident or medical emergency or when a child needs to be collected from school due to illness. The medical team will contact parents / guardians if deemed necessary and must always report head or facial injuries as soon as possible.</li> <li>- Provides support when necessary for pupils' personal hygiene needs.</li> <li>- Arranges and liaises with the School Nursing team regarding pupils in need of school nurse support and obtains consent if/when necessary, from parents/guardians.</li> </ul>

	<ul style="list-style-type: none"> <li>- Arranges and schedules vaccination/immunisation programmes in school for required pupils in communication with the Waltham Forest Vaccination team and the assistant head teacher in charge of medical care and provision.</li> <li>- Maintains sufficient supplies of in-school first aid equipment and those first aid kits required on school trips and visits.</li> <li>- Manage and oversee the defibrillator placements, servicing and status of the defibrillators. One in the reception situated in the Sixth Form Building whilst the second unit is placed in the main school office.</li> </ul>
SLT in charge of Medical	<ul style="list-style-type: none"> <li>- Responsible for communicating First Aid arrangements to parents and carer;</li> <li>- Supports with complex IMHCP's</li> <li>- Monitor first aid incidents and report as appropriate;</li> <li>- Model excellent practice in relation to First Aid, and support colleagues where appropriate;</li> <li>- Actively seek improvements to all processes in relation to First Aid, and train staff as appropriate.</li> <li>- Takes charge when someone is injured or becomes ill;</li> <li>- Ensures that an ambulance or other professional medical help is summoned when appropriate;</li> <li>- Organises training for First Aiders, and ensures that they are sufficient in number at all times;</li> <li>- Informs staff of any pupils for whom medical conditions may impact on participation, in particular PE;</li> <li>- Re-assess the First Aid requirements on an annual basis, and ensures there are appropriate procedures for monitoring and reviewing the School's requirements;</li> <li>- Responsible for ensuring that all staff involved in Medical Care are appropriately trained and competent;</li> <li>- Monitoring the effectiveness of training for First Aid and Medical Care;</li> <li>- Responsible for ensuring all aspects of this policy are implemented;</li> <li>- Reviewing the effectiveness of this policy annually and amending as appropriate.</li> <li>- Undertakes Safeguarding Level 3 child protection training and take responsibility for the safeguarding of all pupils with medical needs</li> </ul>
Governing Body	<ul style="list-style-type: none"> <li>- Responsible for ensuring that Health and Safety policies are in place, up to date, and adhered to.</li> </ul>

### Communication about First Aid Provision

- All staff, pupils and visitors at Heathcote School must be clear about First Aid provision, including: the location of equipment, facilities and first-aid personnel and the procedures for monitoring and reviewing the school's first-aid needs.
- First Aid notices are on display in prominent places around the school.
- First Aid information is included in the Staff Handbook which is given to all members of staff as part of their induction and is on the website.

- Key pupils/staff with medical conditions are highlighted in the staff bulletin at the beginning of the school year to raise awareness.
- All First Aiders take First Aid refreshers training every three years, or more frequently as the need arises

### **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.
- In the event of a significant first aid incident the main school office should be made aware of the situation along with the Headteacher/ SLT lead for medical.
- The 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 the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The 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, the medical welfare officer will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the medical welfare officer will contact parents/carers immediately
- The first aider/relevant member will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury, this process will be overseen by the medical welfare officer.

### **Off-site procedures**

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit and any medication as required according to pupil IMHCP's.

### **First Aid Provision**

First Aid medical boxes are located throughout the school situated as identified towards the end of the policy.

A trips medical pack is available from the Medical Welfare Officer, who is located in the school office, and must be taken on all trips and visits, including off-site P.E.

All first aid medical boxes are marked with a white cross on a green background. The minimum provision of first-aid items in each container is:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves;
- sterile wipes.

The travelling first aid medical pack contains a minimum of:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- sterile wipes.

Department Leads are responsible for checking the First Aid boxes in their departments and requesting replacement items from the Medical Welfare Officer as and when items have been used from the first aid box.

The Medical Welfare Officer is responsible for overseeing the checking and re-stocking of the First Aid containers at least termly. Spare stock should be kept in the school office at all times.

The school has also purchased two defibrillators in case of serious medical emergencies and cardiac arrest on the school site or in the local community. These are located across the school site, one being in the main school reception and the second located in the reception of the 6<sup>th</sup> form building.

Both defibrillators are auto operated and easy to follow with full operating procedures provided through an automated verbal instruction when opened.

The medical welfare officer will check the operational efficiency of both defibrillators on an annual basis.

### **Hygiene/infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves, anti-septic gel and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Implementation of Medicines**

Notification and communication of a Medical Condition

A brief overview of a child's significant medical needs is included on the application form for all pupils new to the school. Parent/guardians should;

- Personally bring in any medication or send a nominated adult to drop off medication pupil needs to take whilst in school ensuring it is in date. Students are not permitted to bring in their own medication with the exception of Diabetes medication, an Auto injector-pen or an Asthma Inhaler of which the school is already aware.
- Provide written consent for the School to administer medication from the School Emergency Supply – that can be via email.
- Inform the School if they **do not consent** for a plaster/sterile eye wash or burn gel to be administered to their child if the need arises.
- To ensure their child has up to date Diabetes management medication.
- To ensure their child has their Asthma Inhaler together with their Spacer and or Auto Injector with them at all times, and if pupil does not have these medications – give consent for the School's Spare Asthma inhaler / Auto injector to be administered by completing the relevant consent forms

When a new medical concern or change in medical circumstances arises the parent/guardian must inform the school about the concern and treatment. This includes amendments to medication either by name or amount to be administered.

The procedures for putting an Individual Medical Healthcare Plan in place are included in the Supporting Pupils with Medical Conditions policy.

Copies of all Individual Medical Healthcare Plans are kept in the School Office and securely on Arbor for staff to refer to.

### **Prescribed Medicines**

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

The School only accepts 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 Child's name, Expiry Date, and the prescriber's instructions for administration and dosage.

Medicines will never be accepted that have been taken out of the container as originally dispensed nor changes made to dosages on parental instructions.

Medicines are kept in labelled wallets in a secure cupboard in the main school office or at 6<sup>th</sup> form reception.

All medical waste such as vials, syringes or bandages must be discarded in medical waste with all sharps placed in an allocated medical sharps bin at main school reception or 6<sup>th</sup> form reception.

### **Controlled Drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate.

First Aiders or the Medical Welfare Officer may administer a controlled drug to the child for whom it has been prescribed, according to the prescription instructions. A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible

and best practice for the school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

The school keeps controlled drugs in a locked non-portable container stored in the main school office. Only First Aiders and the Medical Welfare Officer have access to it. A record is kept with the container about the contents and pupils the medication relates to. Whenever any medication is administered there is an electronic record kept on the Arbor system providing a date and time of administration.

A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label) or discarded in medical waste bins in the main school office.

Misuse of a controlled drug, such as passing it to another child for use, is an offence.

All medical waste such as vials, syringes or bandages must be discarded in medical waste with all sharps placed in an allocated medical sharps bin at main school reception or 6<sup>th</sup> form reception.

### **Non-Prescription Medicines**

Staff should **never** give a non-prescribed medicine to a child under 16 years old unless there is specific prior written permission (via email is sufficient) from the parents / guardian and the member of staff has received appropriate training (if required).

If parents wish for their child to be provided medication such as paracetamol, then this will only be given in the recommended dose once written consent is obtained. This process must be suggested by the parent and not at the suggestion of the school medical team.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

### **Self-Management**

Children are encouraged, where possible, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines, varies.

If a child is old enough to administer their own medicine, their parent/guardian must complete a consent form in order to allow them to do this during the school day. On the consent form, parents/guardians specify whether the child needs to be supervised during the administering of medicine or otherwise.

Any pupil self-managing a condition such as Diabetes must be instructed to discard of all medical waste such as needles, wipes or syringes into a medical waste bin and inform medical staff that is what they are doing. Pupils with serious medical conditions, such as Asthma or Diabetes should be self-managing whilst in the company or close proximity to a first-aider.

## First aid and accident recording

Our Information Management System (Arbor) must be completed each time first aid is provided to a child. This is done in the most part by the medical welfare officer in the main school office.

- The online platform, *My Compliance* which is an electronic recording system will be completed by the medical welfare officer on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, in line with all of the information requested on the *My Compliance* recording system.
- For accidents involving pupils, the details will be added to the pupil's Arbor (school MIS) record by the medical welfare officer.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## Reporting to the HSE

Waltham Forest policy states that Heathcote School and Science College must report any RIDDOR incidents to the *My Compliance* via the Health, Safety and Wellbeing Team on 020 8496 4444 Option 3 for help and support. The team will request paperwork is completed by those within the school.

The School Business Manager will keep a record of any accident that 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 HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalding 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

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

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

### **Long-Term Medical Needs**

It is important to have sufficient and up to date information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

Any particular needs for a child will be outlined by the parent/guardians prior to the child starting on the Admissions Form or when a child first develops a medical need. This will form part of an IMHCP and practical subjects will need to adapt their practice accordingly.

For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals.

### **Short-Term Medical Needs / Unexpected Injuries**

Should your child sustain an injury – inside or outside of school – which affects their mobility. For example, a sprain, fracture or break which required medical attention and resulted in the need for a cast, splint and or a mobility aid (*such as crutches*).

In this instance, you would be required to accompany your child to school on their first day of return following the injury and enter via the main school reception. Michelle Heath (Medical Welfare Officer) would then complete a Risk Assessment with you before your child starts their day.

At this meeting, parents / guardians should provide sufficient information - including any medical evidence (*discharge summary / doctor's letter*) about your child's condition and care needed at school - to help us to complete the Risk Assessment and agree on how best to meet any specific medical needs during the recovery period. This will also assist us in ensuring that any reasonable adjustments required in school can then be arranged.

### **Sporting Activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their IMHCP. All adults should be 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.

Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of IMHCP's, relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

In the event of sporting events/competitions it is the duty of PE staff or lead staff on the trip to inform the Medical Welfare Officer that there is a trip going ahead. It is expected that this is to be done with as much notice as possible.

The medical welfare officer will then provide trip staff with the first aid and medications provisions bag to the lead staff member. This will be done highlighting those with IMHCP's and informing the trip lead if they require greater staff provisions on the trip. This process will be supported by the SLT lead for medical.

### **Unacceptable Practice**

At Heathcote School and Science College we reject the following practice:

- preventing children from easily accessing their inhalers, conducting diabetes checks or administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual medical healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition with supportive documentation (e.g. hospital appointments);
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents/guardians, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/guardian should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.
- Failing to address medical concerns with school nurse or medical professionals when concerns are raised.

### **Training**

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

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

### **Provision of First Aid**

The school has considered risk on the site and regularly train an appropriate number of First Aiders. Monitoring of training and capacity is undertaken by the School Business Director and HR Manager. Whenever first aid is administered, this is recorded on Arbor. These

records are checked periodically by the DSL and any concerns or pertinent analysis reported to the School Business Director or Headteacher.

The school designated First Aider(s) are:

Staff Member	Basic First Aid	Paediatric 2 day Course	First Aid at Work level 3 with Paediatric Bolt on (3 day Course)
Michelle Heath			24/06/2025-23/06/2028
Neil Hutchins			24/06/2025-23/06/2028
Paulina O'Neil			24/06/2025-23/06/2028
Sam Sinclair		18/07/2023-18/07/2026	
Gavin Prince		29/10/2024-28/10/2027	
Katharine Canham			24/06/2025-23/06/2028
Danielle Clancey			24/06/2025-23/06/2028
Debra Mills	21/01/2024 (NCE)		
Christine Everitt	16/01/2024 (NCE)	29/10/2024-28/10/2027	
Caroline Warden		29/10/2024-28/10/2027	
Ben Smith			24/06/2025-23/06/2028
Agnieszka Domanska	15/01/2024 (NCE)		
Catherine Whichelow	15/01/2024 (NCE)	29/10/2024-28/10/2027	
Dawn Roche		29/10/2024-28/10/2027	
Helen Baker	07/06/2024 (NCE)	29/10/2024-28/10/2027	
Joshua French			24/06/2025-23/06/2028
Lynette Hollis	15/01/2024 (NCE)		
Hershil Patel		29/10/2024-28/10/2027	

Henry O'Connor		29/10/2024-28/10/2027	
Aida Jagne		29/10/2024-28/10/2027	
Stacy Bragg		08/12/2023-18/07/2026	
Abiola Ogunsanya	16/01/2024 (NCE)		
Alex Poulton	16/01/2024 (NCE)		
Amal Kurukulasooriya	22/05/2024 (NCE)		
Anita Hollis	03/07/2024 (NCE)		
Elena Horder	15/01/2024 (NCE)		
Estiah Russell	16/01/2024 (NCE)		
Hayley Byrne	16/01/2024 (NCE)		
Heather Fleetwood	15/01/2024 (NCE)		24/06/2025-23/06/2028
Paul Mickleboro			24/06/2025-23/06/2028
Emily Clarke			24/06/2025-23/06/2028
Ian Johnson	16/01/2024 (NCE)		
Jo Wright	15/01/2024 (NCE)		
Jonathan Brown	31/01/2024 (NCE)		
Julie Vazquez	29/01/2024 (NCE)		24/06/2025-23/06/2028
Linda Elliott	15/01/2024 (NCE)		
Louise Hobbins	15/01/2024 (NCE)		24/06/2025-23/06/2028
Michelle Romion	15/01/2024 (NCE)		
Monika Joshi	15/01/2024 (NCE)		
Mujgan Dervish	14/03/2024 (NCE)		
Nick Tilbury	16/01/2024 (NCE)		

Paul Wellard	15/01/2024 (NCE)		
Rebecca Larkin	15/01/2024 (NCE)		
Sally Wescott	15/01/2024 (NCE)		
Sandra Branahene	17/01/2024 (NCE)		
Sarah Johnson	18/01/2024 (NCE)		
Tracey Trickey	15/01/2024 (NCE)		
Tracy Carter	15/01/2024 (NCE)		

First aid boxes are provided in:

<b>Location</b>	<b>Boxes</b>	<b>Building</b>	<b>Room no.</b>
School Office	1 large 1 small	Main School	H47
Medical Room	1	Main School	H48
Kier Site Office	1	Main School	H88
School Kitchen	1	Main School	
Food Tech Department	1	Main School	H56
Science Department	1	Main School	H134
P.E Department	1	Main School	H10
Art Department	1	Main School	H210
School Minibus	1 large	Main School	Car Park
School Minibus	1 medium	Main School	Car Park
School Trips Pack	3 small	Main School	H47
Main Reception	1	6 <sup>th</sup> form	H47
Site Office	1	6 <sup>th</sup> form	623
Canteen	1	6 <sup>th</sup> form	607
Science Prep Room	1	6 <sup>th</sup> form	613
LRC	1	6 <sup>th</sup> Form	NA
6 <sup>th</sup> form workshop	1	6 <sup>th</sup> Form	622
Staff Room	1	6 <sup>th</sup> Form	6107

Food Tech Room	1	Humanities	718
Science Prep Room	1	Humanities	711
Kitchen	1	Humanities	716
Oak Unit	1	Humanities	

The person(s) responsible for checking and maintaining the contents of first aid boxes is: **Heads of Department** and **Michelle Heath** (Medical Welfare Officer)

The school has two defibrillators, 1 is located in the Main Office (H47) the other is in the Sixth Form Building.

The school has purchased 2 Auto Injector pens and 3 Asthma inhalers and spacers in case of emergency.

All relevant staff will be trained in the use of these.

Details of medical conditions are shared with staff on a need to know basis and food allergies are shared with the Kitchen Manager.

All staff are regularly reminded of the circumstances in which pupils should be sent to the Medical Room, unless it is an emergency or associated with a pupil's medical conditions. Unless it is an emergency, no pupil should be sent home without the permission of a member of the Senior Leadership team. The following information is regularly shared with staff.

## Implementation of First Aid

### What is First Aid?

- Cardiac Arrest
- Burn or Scald
- External bleeding
- Unconsciousness/Collapse/fainting/sudden dizziness
- Seizure
- Suspected fracture of a limb
- Vomiting/diarrhoea
- Suspected or actual head injury
- Asthma attack/ asthmatic symptoms
- Those with specific permission/ taking medication

*In any of these situations alert the main office who will ensure the first aider on duty deals with the issue*

### What is NOT first aid

- Headache
- Stomach ache
- Feeling sick
- Toothache
- Period pains
- Minor grazes
- Blisters
- General “not feeling well”

*In any of these situations pupils are not allowed to be sent out of lessons and must see their HOY either before school, break or lunchtime who will assess the situation and request permission for the pupil to see a first aider if appropriate.*

**Any pupil that is sent out of lesson for feeling unwell and not first aid will be sent back to the classroom or area they came from.**