



First Aid and Medical Conditions

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Authorised by: Local Governing Body

First Aid Policy

Sir Harry Smith Community College is committed to providing appropriate first aid to ensure the health, safety and welfare of all students, staff and visitors. This policy sets out clear procedures for the management of first aid, medical needs, injuries and medical emergencies during the school day and on social activities.

First aid will be administered in a timely, safe and proportionate manner by appropriately trained staff, in line with statutory guidance and best practice.

1.1 Legal Framework.

This policy considers the following legislation and guidance.

Health and Safety at Work Act – 1974

Management of Health and Safety at Work Act – 1999

The Education (Independent Schools Standards) regulations – where applicable.

Supporting students with Medical Conditions – DFE Guidance

First Aid in the Workplace Regulations -1981

1.2 Aims of the Policy

- To ensure that appropriate first aid is always available.
- To provide clear guidance for staff responding to injuries and medical needs.
- To ensure that time critical medical conditions are prioritised.
- To ensure that medication is administered safely and appropriately.
- To minimise the disruption to learning while monitoring pupil safety.

1.3 Role and Responsibilities

Principal

- To ensure that the school has adequate First Aid provision.
- To ensure that staff are aware of this policy.

Designated First Aid Lead

- To oversee First Aid provision and procedures
- To ensure that First Aid supplies are stocked and maintained.
- To maintain records of First Aid incidents.
- To coordinate care plans for students with medical needs.

Trainer First Aiders

- To provide First Aid within the limits of their training.
- To record all treatment provided accurately.
- To refer students for further medical assessment where necessary.

All Staff

- To know how to summon assistance.
- To act in accordance with this policy.
- To safeguard students at all times.

2.1 First Aid Provision

- Clearly labelled First Aid Kits are located throughout the school.
- Portable First Aid Kits are available for Trips and Activities.

2.2 First Aid Supplies

First Aid Kits may include – but not limited to:

- Glove and basic dressings
- Sterile Wipes
- Paper Towels

- Ice Packs – instant or reusable – appropriately wrapped.
- Bandages and Slings
- Ice Packs may be used for minor bumps, strains and soft tissue injuries if deemed appropriate.

3 Management of Injuries

3.1 First Aid Assessment and monitoring

- When a student attends first aid, an appropriate initial assessment will be carried out by a trained first aider to determine the students needs and the appropriate course of action.
- The first aid assessment may include:
 - The students presenting symptoms and reasons for attending first aid.
 - Observations of the student's general appearance and behaviour
 - A discussion with the student regarding how they are feeling and when the symptoms began.
 - A temperature check where illness or fever is suspected.
 - Consideration of any known medical conditions or care plan.
 - Identification of any signs that symptoms are time critical.

Monitoring and observations

- Students may be monitored for a period where symptoms require observations.
- Decisions regarding return to lesson, continued observation or contacting parents/carer will be based upon professional judgement.
- Students should not attend first aid with the expectation that they will be collected unless there is a medical reason.
- Nothing in this section prevents a student from seeking medical support where they feel unwell. Any new or concerning symptoms will always be assessed.

3.2 Minor Injuries, such as small cuts, grazes or minor bumps will be treated on site. Students may be returned to lessons if this is appropriate.

3.3 Serious Injury/Illness:

All First Aid is to be carried out by a First Aider in College.

- Leave student where he/she is.
- Telephone or send one student/adult to the First Aid room or Reception stating briefly what has happened and where the injured student is.
- Appointed First Aider will go to the injured student, give First Aid and advise if ambulance is required.
- First Aiders/Reception staff only will normally telephone for an ambulance, stating briefly the nature of the injuries and number of injured students.

Do not delay in sending for the ambulance when required.

- First Aiders/Reception staff will contact parents or other named person on student record of contacts.
- Injured student to be accompanied in the ambulance by an adult (Accident - Department at Peterborough City Hospital will not accept unaccompanied minors).

- Accident form to be completed by First Aider, a copy kept in the First Aid room and the original sent to Health and Safety at Cambridgeshire County Council. (This is confidential and should not be completed with the student present).

3.4 Head Injuries Observation Procedure.

- All Head injuries are treated with caution and seriousness, regardless of perceived severity.
- Any student which sustains a head injury will be assessed by a trained first aider.
- Parents/Carers will be informed of all head injuries.
- Where appropriate, a head injury advice sheet will be issued.

Observation Period

- Following a Head Injury, students will be observed on site for a period between 5 and 30 minutes depending on:
 - The nature of the injury
 - Reported symptoms.
 - Age and medical history of the student.
- During the observation period, staff will monitor for signs including (but not limited to):
 - Headache or increased pain
 - Dizziness or confusion
 - Nausea or vomiting
 - Drowsiness or unusual behaviour
 - Visual disturbance.
- If symptoms worsen or raise concern at any point:
 - Emergency services will be contacted.
 - Parents/carers will be informed without delay.
- A student will only return to the lesson if they are deemed well enough following observation. Continued monitoring may be advised, and parents/carers may be called to collect the student where appropriate.

3.5 Managing of dizziness or feeling faint.

- When a student feels dizziness, light headedness or faint, the school will follow appropriate first aid procedures.
- The student will be assessed by a first aid trained member of staff.
- Where appropriate the student will be advised to lie down with their legs in the air to promote recovery.

If the student refuses the recommendation for first aid treatment this refusal will be:

- Acknowledged
- Logged
- In the absence of ongoing symptoms or safeguarding concerns, the student will be deemed well enough to return to lessons.
- Staff will continue to exercise professional judgement and may extend the observation, contact parents/carers or escalate concerns where symptoms persist, worsen or raise concerns.

4 Administration of Medicine.

General Principles:

- Medication will only be administered in line with parental consent and school

- procedures.
- All administration of medication is recorded.

4.1 Medication in School.

- All medication must be brought into school by a parent or carer and handed directly to reception or first aid staff.
- Students are not permitted to carry or self-store medication in school, unless specifically agreed within a care plan (E.g. Asthma Inhalers, Creon for Cystic Fibrosis or emergency medication agreed by the Principal)
- Medication must be provided in its original packaging, clearly labelled with:
 - Students full name
 - Dosage and administration instructions
 - Expiry date
- A green form must be completed providing permission for the first aider to administer.
- Medication will be stored in accordance with school procedures.

4.2 Controlled medication.

- Some medications are classed as controlled drugs and are subject to strict legal and safeguarding requirements.
- For controlled medication
 - It must be handed in personally by a parent or carer.
 - It will not be accepted from students.
 - A record will be kept detailing:
 - Quantity received.
 - Dosage instructions
 - Administration times
 - Quantity remaining
 - Thorough checks are carried out on receipt and during administration.
 - Controlled medication is secured securely in a locked cabinet with restricted access.
 - Administration is carried out in line with agreed procedures and recorded accurately.
 - These measures are essential in ensuring compliance with legal requirements and to safeguard students and staff.
 - Responsibility of parent carer,
 - Parents and carers are responsible for
 - Providing medication promptly
 - Ensuring medication is in date.
 - Informing the school of any changes to dosage and treatment
 - Collecting medication at the end of the required period or when it expires.
 - The school reserve the right to refuse medication that doesn't meet the above requirements.

4.3 Paracetamol and Ibuprofen

To minimise disruption to learning

- Paracetamol and Ibuprofen will only be administered during break and lunch.
- This applies to non-urgent pain relief such as headaches, mild pain or discomfort.
- Students may be asked to wait until the next break or lunch where appropriate.

Time Critical Needs (exemptions)

- The above restriction does not apply to time critical or emergency needs, including, but not limited to Asthma (inhalers)
- Anaphylaxis (EpiPens)
- Allergic reactions
- Migraines requiring urgent interventions.
- Diabetes or other medical emergencies

These conditions will always be treated immediately, regardless of lesson time.

4.4 Paracetamol and Ibuprofen brought into school by parents/carers during school hours.

- Where parents/carers wish for paracetamol or ibuprofen to be available to their child during the school day the following procedure must be followed:
- Medication must be brought into school by a parent/carer.
- Medication must be handed to reception of First Aid staff.
- Medication must be in its original packaging clearly labelled with the student's name.

Authorisation form.

- Parents/carers must sign and complete the school's medical authorisation (green form).
- The completed form must be left at reception.

5.1 Parent responsibility and communication.

It is vital that parents and carers inform school of existing medical conditions including:

- Newly diagnosed conditions
- Change to medical needs or procedures/treatment.
- This information must be provided as soon as possible and supported by written confirmation from relevant medical professionals where ongoing medical support or adjustments are required.
- Failure to notify the school of medical conditions may limit the College's ability to implement appropriate procedures and support.

Implementation of procedures.

- Timely and accurate medical information enables the school to
- Put the correct procedures in place.
- Ensure staff are appropriately informed and trained.
- Maintain student safety and wellbeing.
- Meet its statutory duty of care.
- No long-term medical arrangements or adjustments can be implemented without the necessary information and documentation.

5.2 Students requiring specific equipment or adjustments.

Where students require specific equipment, adaptations or restrictions due to:

- A medical condition,
- Awaiting surgery
- Post operative recovery.

The school must be satisfied that appropriate and proportionate measures are in place to

support student safety whilst in school.

Medical evidence and specialist confirmation.

In such cases

- Written confirmation from a medical specialist is required.
- The confirmation must outline the medical need, any equipment required, restrictions of adaptations necessary and the expected duration of the need.
- This information will be used to inform the pupils care plan and/or risk assessment.

5.3 Review Arrangements

- All arrangements will be reviewed after **3 months**.
- At each review point, updated medical confirmation is required to continue the use of specific equipment or adjustments.
- Reviews ensure that the support remains appropriate, proportionate and in line with the current medical advice.

5.4 Return to standard equipment.

- Following a scheduled review:
- The school will assume that the student is able to return to standard school equipment and arrangements.
- Temporary measures or adaptations will be withdrawn with the students following normal procedures.
- Parents and carers will be notified in advance of the review dates and the documentation required.

6.1 Safeguarding Rational

- This approach is considered as reasonable because it:
- Ensure decisions are based upon current medical evidence.
- Prevents unnecessary or outdated restrictions.
- Supports student safety and inclusion.
- Enables the school to meet its duty of care.

Important Note – wherever there are safeguarding or welfare concerns, the school reserves the right to seek further clarification or make interim arrangements whilst awaiting medical evidence.

7. 1 Medical Conditions, Care Plans and Risk Assessments.

- The school is committed to supporting students with medical conditions so that they can access education safely and fully. All pupils with a medical condition must have an appropriate Individual Health Care Plan (IHP) and where required, a risk assessment in place.
- Care plans and risk assessments will be developed in consultation with parents/carers and relevant medical professionals.
- These documents will outline symptoms, treatment, emergency procedures and any reasonable adjustments required.

7.2 Injuries requiring a Care Plan or Risk Assessment.

- Where a student sustains an injury or has a condition that impacts their safety, mobility or access to the school environment, the school will take additional steps to ensure that appropriate support is in place.
- This includes, but is not limited to:
- Broken bones or fractures
- Use of casts, splints, crutches, or mobility aids.
- Temporary or long-term injuries requiring supervision or adjustments.
- Any condition requiring a care plan or risk assessment to ensure safe attendance.

7.3 Parental/Carer involvement in Care Plans and Risk Assessments.

- In such circumstances:
- Parents and carers are required to attend school at the beginning and end of the first day (or return day), to review the relevant care plan or risk assessment.
- The purpose of this meeting is to review identified risks, agree control measures and support arrangements, confirm that the student can safely be supported while attending school.
- Attendance in school may be delayed if this meeting has not taken place and the necessary documentation has not been agreed.
- This process ensures that all parties are satisfied that reasonable and appropriate safety measures are in place and the school can meet its duty of care to the students.

8.1 Emergency contact information

- To ensure that the students can be supported promptly and safely when unwell or injured, the school relies on accurate and up to date emergency contact.
- Parents are responsible in making sure that medical and contact details are kept up to date at all times.
- The school is not permitted to use alternate numbers or contact individuals which are not listed.
- Failure to maintain accurate contact details may result in delays in communication and collection which will impact student welfare.
- The school cannot accept responsibility for delays or difficulties in contact parents/carers where contact details have not been kept up to date.

8.2 Contacting parents and carers regarding illness.

- To ensure student safety accurate information sharing and appropriate supervision:
- Students are not permitted to contact home throughout the school day to request collection due to illness.
- Such contact is considered unauthorised absence.

8.3 Authorised communication.

- Only a trained first aider or authorised member of staff may contact parents/carers regarding student illness, injury or need to be collected.
- This ensures that the student has been appropriately assessed.
- Information shared with parents is accurate and consistent.
- Safeguarding and attendance procedures are followed.

9.1 Use of Mobile Phones in First Aid Situations.

- To protect a student's privacy, ensure safeguarding and maintain appropriate first aid procedures, students are not permitted to use mobile phones whilst receiving first aid.
- Students must not:
- Contact parent regarding illness or collection.
- Record, photograph or film in the first aid area.
- Use mobile phones in a manner which disrupts assessment or treatment.
- Mobile phones are banned in school and should not be used and will be managed using the College behaviour policy.

10.1 Safeguarding and Welfare

- Students are always supported to seek help from staff if they feel unwell.
- Any decision to contact home or arrange collection will be made using professional judgement based on the student's condition and welfare needs.
- This procedure doesn't prevent the school from contacting parents/carers immediately where there are concerns for a student's health, safety or wellbeing.

11.1 Procedure for unwell students and collection from school

- When a student becomes unwell during the school day and is deemed unfit to remain at school:
- Students will not be permitted to walk home alone under any circumstances.
- A parent/carer or authorised adult must attend the school to collect the student.
- The student will remain under appropriate supervision until collected.
- This procedure applies to all students regardless of age, proximity of home to school or previous arrangements.
- The school considers this a safeguarding measure to ensure health, welfare and safety of all students who are unwell or vulnerable. Exceptions will only be considered in exceptional circumstances and will require explicit agreement from the Principal, Senior Leadership and parental consent.

12.1 Use of Ice Packs and Paper Towels

- In line with the schools first aid policy, frozen paper towels may be used as an alternative to standard ice packs for the treatment of minor bumps, soft tissue injuries and swelling.
- Frozen paper towels are double bagged prior to use to maintain hygiene and prevent leakage.
- These are single use only and will be disposed of after use.
- Frozen paper towels do not come into contact with skin as they are double bagged.
- This method reduces cross contamination and supports infection control procedures.
- The use of frozen paper towels is considered a safe and hygienic First Aid measure and is in line with the schools agreed first aid arrangements.
- This practice ensures timely access to cold therapy whilst maintaining high standards of hygiene and student safety.

13. 1 Use of cups and hydration arrangements.

- To maintain hygiene standards and ensure first aid resources are used appropriately, disposable cups held by first aid are solely for the use of administering medication.
- Cups are not provided for general drinking or hydration purposes.

13. 2 Students' responsibility for drinks.

- Students are expected to bring their own reusable water bottles from home.
- Where students do not have a drink, they may purchase drinks from the canteen at break or lunch.
- This approach supports infection and control, appropriate use of first aid resources, minimising unnecessary disruption during lesson time.
- Where a student's health or welfare is at risk, staff retain the discretion to make appropriate arrangements.

14. 1 Asthma, respiratory conditions and use of sprays.

- The school has a zero tolerance approach to the use of sprays and aerosols due to the risk that they pose to staff and students with asthma or other respiratory conditions.
- Sprays and aerosols must not be used anywhere on the school site at any time.
- This includes body sprays and deodorants, perfumes and aftershaves or any other aerosol.

Health and safety rationale

- The use of sprays can trigger asthma attacks, cause breathing difficulties and create immediate health risks requiring first aid or emergency intervention.

Enforcement:

- Students caught using sprays will be dealt with in line with the school's behaviour policy.
- Incidents will be escalated to the HOH or SLT.
- Asthma is a time-critical medical condition. Inhalers and emergency medication will always be accessible.

15. 1 Non first aid attendance

- Where pupils attend first aid for reasons which are not related to first aid or medical need, including but not limited to:
 - Repeated requests to go home for minor non-severe ailments.
 - Attendance following reassurance and advice with no new or worsening symptoms.
 - Staff will follow agreed procedures to lesson where appropriate.

16. 1 Behaviour towards staff

- The school expects all pupils to behave respectfully towards first aid staff. Disrespect will not be tolerated.
- This includes disappointment arising from disappointment of refusal to be sent home where there is no medical indication.
- This behaviour will be recorded and managed in line with the school's behaviour policy.

Escalation and reporting

- Where a student repeatedly attends first aid without medical need and/or displays inappropriate or disrespectful behaviour, the matter may be reported to the HOH, or escalated to the SLT.
- This ensures that the first aid provision remains available for all students who require medical support, whilst also addressing behaviour concerns appropriately.

- Nothing in this section limits a student's right to seek medical support. Any new, worsening or concerning symptoms will always be assessed.

17. 1 Arranging education for students who cannot attend school because of health needs.

Arranging education for children who cannot attend school because of health needs

- Where a student cannot attend college because of a physical or mental health need, and cannot access suitable full time education, the school is responsible for arranging suitable alternative provision.
- This legal duty applies to children on our role, of compulsory school age who would normally attend maintained schools.
- All our students, regardless of circumstance or setting, should expect to receive the same high standard of education. Provision for our students who are not attending college due to their health needs should be offered a good quality education equivalent to that provided in their mainstream school, as far as the child's health needs allow.
- Alternative provision must be suitable to the child's age, ability and aptitude, and any special educational needs they have.
- The named person responsible for this is Anna Wahlandt (Deputy Principal and DSL)
- Where possible the college will continue to provide education to students with health needs who can attend college through a range of support mechanisms to help manage their health needs so they students can continue to be educated on site.
- The college will work closely with parents/carers to ensure that the needs of the child are fully met and fully consulted on. Any student on alternative provision, full or part time due to medical need will have a written IAEP agreed with parents and regularly review at least every **6 weeks**.
- Parents/carers are responsible for ensuring that the college has the most up to date medical evidence and recommendations from medical professionals, including students who require hospital education, to ensure that appropriate provision meets need.
- When a student is ready to return or increase their educational provision in college a reintegration plan will be out in place, to provide additional support and to help full any gaps arising from the child's absence.
- Where possible our children and young people with physical or mental health needs should be able to take examinations at the same time as their peers. We will work with the relevant organisations and liaise together effectively to facilitate access to external exams when students with health needs are approaching exams.

18.1 Review

The Governing Body will review this Policy statement and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.