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\_\_\_\_\_ learners who aspire for themselves and inspire others

## First Aid and Supporting Students with Medical Conditions Procedure

### (CPS-ST-P-PRO-042)

Version Number	Comments	Date
01	Two policies amalgamated into one	May 23
02	Procedure split into two with Administration of Medicines now a separate procedure (CPS-NS-X-PRO-052)	Nov 24
03		
04		

#### Endorsement

This procedure was endorsed for use electronically by Governors on 22 October 2025

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## 1. Introduction

In accordance with Section 29(1) of the Education Act 2002, all maintained schools must have and publish procedures to deal with first aid and supporting students with medical conditions.

Pursuant to the general school policy governing Health and Safety Policy, it is incumbent upon Calthorpe Park School to make adequate first aid provision available at all times while people are on school premises and also off the premises whilst on school visits and to provide dedicated support to those students with existing medical needs. It is also the school's responsibility to promote and foster a regime of good physical/mental and emotional health and welfare which it undertakes through day-to-day structures, routines and procedures, the curriculum, Health and Safety Committee, pastoral care system and whole-school wellbeing group.

This procedure outlines the additional and more specific responsibilities and accountabilities of all stakeholders in the school necessary for the fulfilment of the objectives of this procedure.

## 2. Definitions

For the purposes of this procedure, definitions are as follows:

Emergency First Aid which refers to, but is not limited to, seizures, major wounds, unconsciousness, severe pain, fractures, etc.

Non-emergency First Aid which refers to, but is not limited to, scratches, head and stomach aches, period pains, non-specific nausea, toothache, etc.

Students with medical conditions/disability/illness refers to, but is not limited to, the care and maintenance of student's medical condition/disability/illness whilst in school.

## 3. Objectives

To identify the first aid needs of the school in line with prevailing legislation

To ensure that first aid provision is available at all times whilst people are on school premises and also off the premises whilst on school visits (see Annex 1, 1a, 1b)

To ensure the appropriate number of suitably trained people as Emergency First Aid at Work (1 day course) and Emergency First Aid at Work (3 day course) to take charge of first aid arrangements

To ensure relevant and suitable training for all staff and ensure monitoring of training needs

To provide sufficient and appropriate resources and facilities

To inform staff and parents of the school's first aid arrangements

To keep such records as are required under prevailing legislation and in line with CPS policy, HCC and HSE policies and guidelines

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To ensure appropriate risk assessment to determine any additional provision necessary

To ensure any student with an ongoing medical condition/disability is assessed on a case by case basis in order for the school to provide as full an education as is reasonably possible. This may include liaison with outside agencies/medical professionals/parents

Consideration must be given to the re-integration of any student who has had a long-term period of absence due to medical condition/disability/illness

**4. Responsibilities and Accountabilities**  
**The Deputy Headteacher** will have overall responsibility for the development of a) individual Healthcare Plans and b) appropriate policies and procedures for the planning for and provision of emergency aid.

**The Governing Body will ensure that:**

- Ensure that a detailed policy and procedural arrangements for the provision of first aid measures are in place, properly disseminated to all appropriate stakeholders and are being complied with.

**School Health and Welfare Officers are responsible for:**

- Notifying the school when a young person has been identified as having a medical condition/concern that will require support in school and will support the school's staff in implementing a young person's Individual Healthcare Plan, providing advice and guidance to inform related training.
- Ensuring sufficient staff are suitably trained (see Calthorpe Park School's risk assessment of first aid needs found in medical room) in first aid, administration of epipens, manual handling, evac chairs and any further appropriate training to help the needs of individual students and that the qualifications for all relevant staff are kept up to date.
- Taking charge, where appropriate, when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring the provision, upkeep and adequacy of first aid equipment including eye wash stations, fixed and portable first aid boxes (see Annex 2, 2a, 2b,2c).

- Maintenance of appropriate records on students and staff with medical conditions and use/communication of such information within the constraints of professional and legislated matters concerning confidentiality and disclosure.

- Creating Individual Healthcare Plans that are agreed with parents and reviewed annually or sooner if the medical concern/condition/disability changes (see Annex 3, 3a, 3b, 3c, 3d, 3e).
- Ensuring that staff are supplied with an ongoing updated list of students' conditions and medical care plan if appropriate (found on SIMS/Medical Tracker).
- Ensuring that own qualifications are up-to-date.
- Liaising with the Primary Health Care Trust regarding government immunisation programmes.
- Supporting and supervising students when taking medication for specific health needs.
- Ensuring that written parental consent is obtained before supporting a student taking medication.
- Provision of information and training as required to staff leading school trips, concerning any student with a known medical condition.
- To liaise with parents/schools in respect of any new student coming to CPS to obtain medical information and any care plan required to assist the student whilst in school. This information needs to be in place no later than two weeks after the student's start date.
- To liaise with parents/exam office/school staff and/or any other relevant outside agency with regards to the provision of extra time in exams, rest periods, additional support in catching up with lessons and counselling/support sessions.
- The guidelines for the administration of medicines to students are documented in the Administration of Medicines procedure.

**Staff are responsible for:**

- All staff are responsible for the preliminary assessment of the need for first aid based upon the afore-mentioned definitions of emergency versus non-emergency first aid. A guide to such assessments is shown in Appendix 1. Teachers and other staff in charge of students are expected to always use their best endeavours, especially in emergencies, to secure the welfare of the students in the same way that parents might be expected to act towards their children (acting 'in loco parentis'). It is the responsibility of all staff to be familiar with the whereabouts of various first aid stations throughout the school and the names and locations of current First Aiders (see list in Medical Room and on All Staff Teams).
- Ensuring that they are aware, as far as practicable, of the specific medical conditions of individual students and any procedures that need to be followed with reference to them whilst in school, as provided by the School Health and Welfare Officers. This information can be accessed on SIMS (under medical or on register mark sheets). Changes to medical conditions/specific care will be communicated to staff (via email) as and when required.

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New members of staff are informed how to access all medical information and care plans by their line manager as part of their induction programme.

- All staff have a duty of care to inform the School Health and Welfare Officer if a student with a medical condition/illness/disability appears to need additional help in accessing the

curriculum/extra-curricular activities so that procedures can be put in place to assist (including informing and using outside agencies if necessary).

- Relevant staff are responsible for assessing any specific support for student's educational, social and emotional needs to include how absences are managed, requirements for extra time to complete exams, use of rest periods, or additional support in catching up with lessons or counselling sessions.
- Relevant staff are responsible for ensuring risk assessments are completed for students with medical conditions/disabilities if they lead a trip or other extra-curricular activities in liaison with School Health and Welfare Officers and other outside agencies as appropriate.
- All staff need to ensure that they are familiar with the school's protocols for dealing with students who become unwell or have ongoing medical conditions/disabilities. The protocols include but are not limited to Student Self-referral to Medical Room, Accident/Incident Referral/Reporting and Medical Intervention on Trips (see Annex 1, 1a, 1b). All these protocols are attached to this policy for ease of reference.

**Supply Staff** will be handed a medical information sheet by the Cover Manager upon their arrival. This will explain where to access individual student medical information and how to contact the Medical Room/First Aider in an emergency.

Whilst every endeavour will be made to ensure first aid boxes are kept fully equipped, staff are required to inform the School Health and Welfare Officers if they discover that supplies in the first aid boxes are becoming depleted between routine checks. A list of contents is included in each box (see Annex 2, 2a,2b,2c).

#### **Parents are responsible for:**

- Providing the school with sufficient and up-to-date information about their child's medical needs. It is the parent's responsibility to inform the School Health and Welfare Officers of any changes in their child's medical condition/disability and any procedure/plan of care that needs to be adhered to for that student including but not limited to emergency care.
- Participating in the development and review of their child's Individual Healthcare Plan, if a plan is agreed to be appropriate.
- Carrying out any action they have agreed to as part of the implementation of their child's Individual Health Care Plan.
- Once informed, the School Health and Welfare Officer/relevant staff member may make contact with the parent to discuss the medical concern/condition/disability, signs and symptoms, any procedures which need to be followed including any medication that needs to be administered if/as required. The School Health and Welfare Officer will document all relevant information on SIMS and liaise with all members of staff and where appropriate outside agencies to ensure all reasonable care is being provided.

- Sending any medication for their child to the School Health and Welfare Officer for safe storage in the medical room. Such medication must be clearly labelled with the name of the child. The dose, time(s) of administration, and expiry date of the medication should be stated on the signed Parental Medicine Consent Form filed in the Medical Room. The school will only accept prescribed medicines as dispensed by a pharmacist in the original box. This

medication must be in-date and include the pharmacy label clearly stating the student's name, instructions for administration, dosage and storage. Blister packs must be accompanied by the original leaflet and remain intact in the original packaging with the expiry date and the name of recipient clearly visible. Non-prescribed medicines need to be in the original container with the instruction leaflet together with a written letter including the information stated above (see Annex 3, 3a, 3b, 3c, 3d, 3e, 4, 4a, 4b, 4c, 4d). Please also refer to the Administration of Medicines procedure.

- Confirming that any medication provided does not interfere with any other drugs the student is taking or may need to take.
- Providing a written note or email to explain illness or injury which would affect a student taking part in PE lessons. A doctor's note is required if injury or illness requires non-participation in PE for longer than three weeks.
- Advising any external travel company that provides transport to and from school, if they wish to do so, of any medical conditions that may need to be considered whilst the student travels to and from school.

**Qualified Emergency First Aiders at work and Emergency First Aiders are responsible for:**

- Giving immediate help to casualties with injuries or illness.
- Once informed of an emergency/incident the First Aider will attend the casualty and treat to the best of his/her ability in the safest possible way. He/she will call for help from others, from emergency services or from other professional medical personnel, where needed. If an ambulance is required he/she will ensure that the student is accompanied in the ambulance.
- Ensure the area remains safe to the casualty, themselves and others.
- First Aiders will ensure that their qualifications are kept up-to-date.
- In the event of an accident, First Aiders will ensure that immediate contact is made with a student's parents or guardians.
- The First Aider will act as advocate until the arrival of the parent or guardian.
- Any First Aider involved in an accident or where provision of medical care is required, they will be responsible for recording the nature of the injury/medical condition and any treatment given, they must inform the School Health and Welfare officers as soon as reasonably possible and pass their written documentation to them.
- If a casualty is taken directly via ambulance from school the Headteacher must be informed immediately.
- Any witnesses must be sent to Medical/HQ to write a brief statement which will be signed, dated and passed to Medical.
- The School Health and Welfare Officers will document accidents/incidents onto Medical Tracker and report as applicable as stated below following HCC/HSE/Children's Health and Safety Services guidelines and procedures. As required the School Health and Welfare

Officers liaise with the Senior Leadership Team who will investigate the accident/incident further.

**Students and staff** are responsible for ensuring that they act in a responsible way both in respect of their own safety and welfare and the safety and welfare of other users of the school premises.

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**With the exception of prescribed asthma inhalers, insulin and epipens, students are not permitted to carry any medication on their person. This includes, but is not limited to, paracetamol and other prescribed or over-the-counter painkillers.**

- Only appointed persons are permitted to administer prescribed medication/non-prescribed medication to students as per the parental written permission consent
- Only epipen trained staff can administer prescribed epipens to anaphylactic students as prescribed it by their GP/Health Care professional
- Only Glucogen IM injection trained staff can administer Glucogen injections to diabetic students as prescribed by their GP/Health Care professional

**Contractors** are responsible for the safe use of their own tools and equipment. They must not act in a way that puts others at risk. All contractors must possess appropriate and valid public liability insurance. Refer also to CPS Health and Safety policy.

**Visitors** are required to complete and submit an Accident Report Form in the event of an accident on site or whilst accompanying a school Trip. Refer also to CPS Health and Safety policy, see below section regarding accidents and school trips, refer also to Annex 5.

## 5. General Procedures

Basic hygiene procedures must be followed by all staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and must be disposed of, with dressings as stated below, etc.

In the event of spillage of bodily fluids, ensure the area is cordoned off and the site team is contacted immediately so they are able to clean the area using appropriate solutions. This should then be double bagged and brought to the Medical Room for disposal. Clinical waste must be doubled bagged and placed in the bin in the Medical Room or the sanitary bin in the Medical Room as advised by Hampshire County Council.

Medical sharps are to be disposed of in the sharps bin (found in the Medical Room). This will be collected on a supply and demand basis with Suez.

Should it be necessary for the emergency services to be called, every effort will be made to contact the parent. A member of staff must accompany the student in the ambulance to hospital and act as their advocate until the parent/carer arrives.

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Staff should be aware of the procedure for contacting the emergency services (see Annex 1a).

**Risk Assessment for Students Returning to School with upper/lower limb injuries/ Crutches/slings/splints/wheelchairs**

Any student returning to school with an upper or lower limb injury, on crutches or with a sling/ splint in situ **MUST** report to the School Health and Welfare Officers immediately upon arrival for a risk assessment. This will include assessment of accessibility, eg. stairs, student's timetable/lessons, arrangements to leave classes five minutes early, appointing a helper to carry bags/open doors and liaising with relevant staff regarding students access to work in lessons. Under **NO** circumstances should a student on crutches be allowed to enter school without first seeing the School Health and Welfare Officers. Parents of students requiring crutches must complete a Parental Consent Form (for the Use of Crutches on Stairways - see Annex 6 and 6a).

### **Accidents/Incidents and Medical Care for Students on a Trip - Off Site**

It is the trip organiser's responsibility to ensure that they have completed the trip checklist given to them by the Supply Cover Manager prior to the trip. It is the Supply Cover Manager's responsibility to inform relevant staff of names of students that are attending the trips (these are given to her/him by the trip organiser).

Every trip requires qualified First Aiders (as per the First Aid Needs Assessment Form). The trip organiser must inform the Medical Room at least ten days prior to the trip of all students attending in order for them to compile medical information for the students.

It is the responsibility of the trip organiser to liaise with relevant staff regarding any risk assessments/reasonable adjustments which may be required for individual students whilst on a trip.

It is the responsibility of the trip organiser/first aider on the trip to meet with School Health and Welfare Officers to collect the First Aid Kit and medical information the day before the trip.

It is the trip organiser's responsibility to inform the Student Welfare Officers if any additional medical information has been added by the parent on the trip consent form.

The Medical Room will provide a First Aid Kit, relevant student medical information lists, any relevant student medication that is held in the medical room and any other relevant paperwork that will assist them whilst on the trip (see Annex 1b, 7a, 7b, 9, 9a). Please also refer to the Administration of Medicines procedure.

Should it be necessary for the emergency services to be called, every effort will be made to contact the parent.

## **6. Evaluation & Review**

The implementation of this policy will be monitored by the Head Teacher, by the Senior Leadership Team and by the Governing Body.

The implementation of this policy will be reviewed, and its impact monitored, in accordance with the Governing Body's programme for Policy Review - refer to CPS-NS-X-PRO-002 Document Review Procedure.

## Appendix 1

### **Medical Room Practices**

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#### **Triage**

Student who come to medical knock on the door and are required to wait there until we announce to come in or we come to the door.

We then ask the student what we can do to help and then assess accordingly. If we feel they need to come into medical, then we would ask them to take a seat. If they are not needing to come and sit, for example they need a plaster, then we would treat and send the student back to lesson.

We then go onto SIMS and mark the student with a Q code and add a comment as to why the student is in medical.

And update Medical Tracker with the treatment provided.

**We allow 4 Students at a time to be in medical – Students waiting will wait in the corridor.**

#### **Headache**

If student presents during lesson with a headache – check they have eaten and had a drink – if not get student to have a drink. Ask student to return at break or lunch time for pain killers or if they have their own medication in our room we can supply this, in line with guidance.

#### **Nausea**

If a student is nauseous, check with the student to see if they have eaten and had a drink. Offer a drink of water. Check temperature. Get the student to sit for 5 – 10 minutes with a sick bag – if not sick then return the student to lesson, if they have been sick then send student home and to advise parents/carers that there will be a 48hr absence from the last time they have been sick.

#### **Vomiting/Diarrhoea**

If student has vomited, need to go home and 48-hour absence from last time they vomit. Same for diarrhoea. We would notify parents/carers of this over the phone or face to face with parent, if we have taken the student to reception.

#### **Temperature**

Temperature checks should be done on student's feeling unwell. Up to 37 is acceptable. 37.2 can be given paracetamol at break or lunch, however, consider other symptoms. Temperatures over 37.5 should be sent home.

#### **Stomach ache/Period pains**

If at break or lunch can have pain killers, offer heat pad as an alternative to pain killers or when pain killers cannot be given.

#### **Diabetics**

Most of our diabetic students attend medical at start of lunch to let us know their readings and how much insulin they are given. If reading is below 4 then they should stay in medical. Student's readings are be recorded on Medical Tracker and email notification sent to Parents.

At lunch time students are to report their blood glucose readings to us in medical between the times of 1240 – 1250. After this we can then treat other students unless an emergency first aid treatment is required within this time.

### **Pain killers**

Check SIMS to see if parental permission has been given for pain killers. Check that student has not taken any medication within 4-hour period. When permission given and no medication been taken 1<sup>st</sup> option would be to give 1 paracetamol unless student is 16 and over then we can offer the student either 1 or two 2 paracetamols.

**Ibuprofen** if parent has consented and student is over 12. Ask student what dose they want as can give 400mg (2 tablets). Ask student if they would like either 1 or 2 ibuprofens.

### **Painkillers can only be given at break or lunchtime unless supplied from home.**

We would then report on medical tracker under medication use and then send off a notification via email to parents/carers of what they have taken along with the dosage and time the student took this.

If students are not able to swallow tablets, then we stock Calpol sachets for these students. We also carry out an audit on our painkillers once a week on a Friday to check stock levels for Calpol sachets, paracetamol, and ibuprofen.

### **No student should be carrying any painkillers, tablets, or medicine in their school bag.**

### **Injuries**

Assessment of injury and treat appropriately. If injury caused potentially on purpose by another student, then encourage student to report to HQ for investigation or supply them with a statement sheet which we hold in the office and if necessary either the student or member of staff to take this over to HQ.

**Head injuries** – Treat head injury then report on medical tracker and send an email notification to parent/carer and then follow this up with a telephone call to parent/carer to explain how they got the injury and if after assessment then to send the student home to monitor.

### **PE injuries**

Once we have assessed the student and treated the injury the PE teacher should inform the Head of PE if one of their students goes to A&E and the Head of PE will telephone the parent/carer ideally on the same day.

### **Safeguarding**

With any safeguarding concerns ie self-harm, we firstly treat with first aid, inform the safeguarding team verbally, and then report the concerns on to the system CPOM's and flag the necessary members of staff.

### **Asthma and EpiPens**

Students with diagnoses of Asthma are allowed to carry their own inhaler in their bags. We do hold some spare inhalers for students who have bought them into medical and we do also hold one emergency inhaler. This also is the same process for EpiPens.

### **First aid kits in classrooms and for trips**

All departments and classrooms have a first aid kit in them which are fully stocked with plasters, dressings, sterile wipes etc which a first aider can use from. These are checked termly so we can re stock and check to make sure all items in the kits are in date.

In medical we hold 4 first aid bags which go on trips. Again, these are well stocked with first aid treatment and once they have been returned, they are restocked back up. We do allow one packet of paracetamol to be in each of the bags.

### **Ice packs and heat pads**

We stock ice packs and heat pads in the medical room. We tend to usually use icepacks for any bumps and scrapes the student has occurred and use heat pads for stomach aches and period pains.

We do not notify parents/carers when we have given out either of these as we use them a lot throughout the day.

### **Antihistamines and Creams**

We do not stock antihistamines or creams in the medical room. Students who need to take either of these should bring them to medical with a medical form filled out by parents/carers.

### **Sanitary products**

We do have a big stock of sanitary products which we store in our medical bathroom. We also have spare tights if students require them.

### **Staff Accident records and Staff health.**

We hold the staff and accident book in medical if a staff member has a form of accident in school which we will then report to Hampshire.

We also stock painkillers for staff which they are required to sign what medication they had taken.

### **Ending treatment process**

Once we feel that the student is well enough to go back to lesson following first aid treatment, we would send the student back to class with a note to state that they have been in medical.