



The Parks School

First Aid, Medication and Medical Needs Policy

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”

FIRST AID, MEDICATION AND MEDICAL NEEDS POLICY

Policy Version: September 2026

Review Date: September 2027

Policy Lead: Headteacher / Appointed First Aid Lead

Approved By: Proprietor

1. Statement of Intent

The Parks School is committed to ensuring the health, safety and wellbeing of all pupils, staff, visitors and contractors.

We recognise that prompt and effective first aid can prevent minor injuries becoming more serious and can save lives in emergency situations.

The school will provide appropriate first aid arrangements, medication management and support for pupils with medical conditions to enable full participation in school life.

2. Our Approach

MOTIVATE

We promote a culture where pupils are encouraged to take increasing responsibility for their health, wellbeing and personal safety.

CHALLENGE

We maintain high standards of health and safety, ensuring that risks are managed effectively and that procedures are followed consistently.

SUPPORT

We provide appropriate medical, emotional and practical support to enable all pupils to access education safely and successfully.

3. Legal Framework

This policy is informed by:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981

- Supporting Pupils at School with Medical Conditions (DfE)
 - Keeping Children Safe in Education (Current Edition)
 - Equality Act 2010
 - Children and Families Act 2014
 - SEND Code of Practice
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - Independent School Standards Regulations
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4. Aims

The Parks School aims to:

- Provide effective first aid provision.
 - Support pupils with medical conditions.
 - Promote health, wellbeing and safety.
 - Ensure staff understand their responsibilities.
 - Maintain appropriate first aid equipment and facilities.
 - Enable all pupils to participate fully in school life.
 - Ensure compliance with statutory guidance.
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5. Responsibilities

Proprietor

Will ensure:

- Adequate first aid provision.
- Appropriate insurance arrangements.
- Compliance with legislation.

Headteacher

Will ensure:

- Effective implementation of this policy.
- Appropriate staffing and training.
- Monitoring of incidents and procedures.

First Aid Lead

Will:

- Maintain first aid equipment.
- Monitor stock levels.

- Coordinate first aid arrangements.
- Maintain records.
- Arrange training.

Staff

Will:

- Follow first aid procedures.
 - Report incidents.
 - Understand emergency arrangements.
 - Support pupils with medical needs.
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6. First Aid Provision

The school will provide:

- Adequately stocked first aid kits.
- Travel first aid kits.
- Access to trained first aiders.
- Medical facilities appropriate to the needs of the school.
- Emergency communication systems.

First aid kits will be checked regularly and replenished when required.

7. Trained First Aiders

The school will maintain an appropriate number of trained first aiders.

Training may include:

- Emergency First Aid at Work.
- First Aid at Work.
- Paediatric First Aid (where required).
- Anaphylaxis awareness.
- Asthma awareness.
- Defibrillator awareness.

A current list of qualified first aiders will be displayed around the school.

8. Responding to Illness and Injury

Where a pupil or staff member becomes ill or injured:

1. The situation will be assessed.
2. First aid will be administered where appropriate.
3. Emergency services will be contacted where required.
4. Parents/carers will be informed where necessary.
5. Records will be completed.

Staff will remain calm and provide reassurance throughout.

9. Emergency Procedures

In serious incidents:

- A trained first aider will attend immediately.
- Emergency services will be called where required.
- Parents/carers will be informed as soon as possible.
- A member of staff will accompany a pupil to hospital if a parent/carer is unavailable.

No pupil will be left unaccompanied during a medical emergency.

10. Defibrillator (AED)

Where an Automated External Defibrillator (AED) is available:

- Staff will be informed of its location.
- Appropriate training will be provided.
- The AED will be maintained in accordance with manufacturer guidance.

The absence of training should never prevent a member of staff from using an AED in an emergency.

11. Medication in School

Medication will only be administered where:

- Parental consent has been provided.
- Medication is in its original packaging.
- Instructions are clear and current.

Medication administration will be recorded appropriately.

Staff administering medication must follow the:

Six Rights of Administration

- Right Person
 - Right Medication
 - Right Dose
 - Right Time
 - Right Route
 - Right to Refuse
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12. Controlled Drugs

Controlled drugs will:

- Be stored securely.
 - Be accessible only to authorised staff.
 - Be recorded accurately.
 - Require two authorised staff members to witness administration where appropriate.
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13. Individual Healthcare

Where pupils have significant medical needs, additional information will be added to their Student Support Plans

This may include:

- Medical condition details.
- Symptoms and triggers.
- Medication requirements.
- Emergency procedures.
- Contact details.
- Reasonable adjustments.

Plans will be reviewed regularly.

14. Supporting Pupils with Medical Conditions

The Parks School will support pupils with conditions such as:

- Asthma.
- Diabetes.
- Epilepsy.
- Severe allergies.
- Mental health conditions.
- Other long-term medical conditions.

Reasonable adjustments will be made to support participation in all aspects of school life.

15. Educational Visits

Medical needs will be considered when planning educational visits.

Staff will ensure:

- Medication is available.
- Relevant healthcare plans are reviewed.
- Appropriate risk assessments are completed.
- Emergency procedures are understood.

Pupils with medical needs will not be excluded from visits unnecessarily.

16. SEMH and Mental Health Considerations

As a specialist SEMH setting, the school recognises that emotional wellbeing and physical health are closely linked.

Staff will:

- Consider emotional distress when assessing illness.
 - Promote emotional regulation.
 - Support pupils experiencing anxiety or mental health difficulties.
 - Work alongside families and external professionals where required.
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17. Accident Reporting

All accidents requiring first aid will be recorded.

Records will include:

- Date and time.
- Nature of injury.
- Treatment provided.
- Staff involved.
- Follow-up actions.

Records will be maintained securely.

18. RIDDOR Reporting

Where incidents meet reporting thresholds, the school will comply with RIDDOR requirements.

Relevant incidents will be reported to the appropriate authority within statutory timescales.

19. Safeguarding Considerations

Staff must remain alert to situations where injuries may indicate:

- Abuse.
- Neglect.
- Self-harm.
- Bullying.
- Exploitation.

Concerns must be reported immediately to the DSL.

20. Staff Training

Staff will receive appropriate training regarding:

- First aid.
- Medication administration.
- Anaphylaxis.
- Asthma.
- Safeguarding.

- Emergency procedures.

Training records will be maintained.

21. Monitoring and Review

The Headteacher and Proprietor will monitor:

- First aid incidents.
- Medication administration.
- Accident trends.
- Training compliance.
- Policy effectiveness.

This policy will be reviewed annually.

Related Policies

- Health & Safety Policy
 - Safeguarding & Child Protection Policy
 - Accessibility & Disability Policy
 - Educational Visits Policy
 - Risk Assessment Policy
 - Behaviour, Relationships & Positive Development Policy
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