



FIRST AID & MEDICAL POLICY

Date approved by Governors: June 2026

Review period: Annual

1. Policy Statement

Uplands Manor Primary School is committed to safeguarding and promoting the health, safety and wellbeing of all pupils, staff and visitors.

This policy is underpinned by statutory duties set out in:

- **Children and Families Act 2014 (Section 100)**
- **DfE: Supporting Pupils with Medical Conditions (statutory guidance)**
- **Keeping Children Safe in Education (latest edition)**
- **Health and Safety at Work Act 1974**
- **Equality Act 2010**
- **SEND Code of Practice (2015)**

The school adopts a **proactive, inclusive and child-centred approach**, ensuring that pupils with medical conditions can fully access education, including trips, PE and enrichment opportunities, without discrimination.

2. Aims

The school will:

- Ensure pupils with medical conditions are **safe, included and able to achieve**
- Provide **timely, appropriate first aid and medical support**
- Maintain **robust systems for recording, reporting and monitoring incidents**
- Work in **partnership with parents, health professionals and the local authority**
- Ensure **staff competence through training and clear accountability**

3. Roles and Responsibilities (Strengthened for Ofsted)

Governing Body

- Ensures statutory compliance and policy review **at least annually**
- Monitors effectiveness through safeguarding and H&S oversight
- Ensures sufficient **trained staff and appropriate insurance**

Headteacher

- Has **overall accountability** for policy implementation
- Ensures staff awareness, training and compliance
- Oversees Individual Healthcare Plans (IHPs) and risk management

SENCo/Medical Lead

- Coordinates provision for pupils with medical needs
- Leads on development and review of **IHPs (at least annually or sooner if needed)**
- Liaises with health professionals and external agencies

All Staff

- Have a duty of care and must know **how to respond in an emergency**
- Follow care plans and procedures
- Escalate concerns immediately

4. First Aid Arrangements

- Trained first aiders are available **at all times during the school day and off-site activities**
- At least one member of staff holds **Paediatric First Aid (PFA)** certification in line with EYFS requirements
- First aid kits and defibrillators are **accessible and regularly checked**
- All incidents are recorded promptly and monitored for patterns

5. Responding to Illness or Injury

In the event of an incident:

- A trained first aider will assess and respond immediately

- Emergency services will be contacted without delay where required
- Parents/carers will be informed **as soon as possible**
- Staff will remain with the child until responsibility is transferred

6. Supporting Pupils with Medical Conditions

The school ensures that:

- No pupil is excluded from learning due to a medical condition **unless risk-assessed as necessary**
- Adjustments are made in line with the **Equality Act (reasonable adjustments duty)**
- Support is in place **without delay, even prior to diagnosis where appropriate**

7. Individual Healthcare Plans (IHPs)

Where required:

- Developed in partnership with **parents, school and healthcare professionals**
- Clearly outline: needs, signs/symptoms, medication, emergency procedures
- Reviewed **at least annually or when needs change**
- Linked to EHCPs where applicable

8. Administration of Medicines

- Medicines are only administered **when essential to health or attendance**
- Written parental consent is required
- Medicines must be:
 - In date
 - Clearly labelled
 - Supplied in original packaging
- Secure storage is maintained with **clear access protocols for emergency medication**

Staff administering medication are appropriately trained and recorded.

9. Record Keeping and Monitoring

- All first aid and medical incidents are recorded **the same day or as soon as practicable**
- Serious incidents are recorded electronically (Evolve system)
- Records are retained in line with statutory requirements
- Leaders analyse data to identify **patterns, risks and preventative actions**

10. Training and Staff Competence

- All staff receive **annual awareness training**
- Additional training is provided for specific medical needs (e.g. diabetes, epilepsy, anaphylaxis)
- Training is delivered and/or verified by **health professionals where appropriate**

Staff must not undertake medical procedures without appropriate training.

11. Emergency Procedures

- Clear procedures are in place and understood by all staff
- Emergency medication is **accessible at all times**
- Risk assessments underpin planning for trips and activities

If concerned, staff must **err on the side of caution and call emergency services**.

12. Safeguarding and Inclusion

- Medical needs are considered within safeguarding systems
- Pupils are not penalised for medical-related absence
- Pupils are supported to develop **independence and self-management where appropriate**

13. Monitoring and Review

- Policy reviewed annually
- Implementation monitored through:
 - Safeguarding reviews

- Incident tracking
- Governor oversight