



FIRST AID & MEDICAL – QUICK GUIDE

Date approved by Governors: June 2026

Review period: Annual

Key Principle

All pupils must be **safe, included and able to access learning**, regardless of medical need.

In an Emergency

- Assess → Get first aider → Stay with child
- Call ambulance if needed
- Inform office → Parents contacted immediately

First Aid

- Trained first aiders available at all times
- Record ALL incidents the same day
- Inform parents

Medical Needs

- All staff must know children with medical conditions
- Follow Individual Healthcare Plans (IHPs)
- Never delay support

Medication

- Only with parental consent
- Must be labelled and in original packaging
- Store safely but ensure **emergency access**

EpiPens / Inhalers / Emergency Meds

- Must be accessible at all times
- Staff must know location and how to use them
- Act immediately in emergencies

Off-Site Visits

Take:

- First aid kit
- Medication
- Care plans
- Contact details

Do NOT

- Leave an ill child unattended
- Delay emergency treatment
- Exclude pupils unnecessarily
- Assume all conditions are the same

Always

- Act quickly
- Follow training
- Record and report

- Put the child first

Key Contacts

- SENCo / Medical Lead
- First Aiders
- Office