LORDSWOOD SCHOOL

Medical Needs and First Aid Policy

Date: January 2026
Review Due: January 2027
Reviewed Annually

Aim

Our aim is to ensure that all pupils with medical conditions, in terms of both physical and mental health are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 (updated 2017) – "Supporting pupils at school with medical conditions" under a statutory duty form, section 100 of the Children and Families Act 2014.

Lordswood acknowledges the need to provide support to pupils with medical conditions, ensuring their unrestricted access to education, including school trips and physical education. Some of these children may also be classified as disabled, and in such cases, the school will adhere to its obligations under the Equality Act 2010.

To instill confidence in parents and pupils regarding the school's ability to provide effective support for medical conditions and disabilities, Lordswood will implement arrangements and adjustments. These measures will be tailored to individual children, considering the impact of medical conditions on their learning, enhancing their confidence, and promoting self-care. Our staff will receive appropriate training from healthcare professionals and specialist teachers to offer the necessary support to pupils.

Policy Implementation

To ensure that this policy is effective in meeting our aims, the following safeguards are in place:

- A Medical Needs Register is maintained and updated regularly.
- Photographs of all children with known long-term medical conditions are displayed on Individual Health Care Plans and this information is kept electronically, First Aid Administering areas and in class rooms. All staff in school are made aware of pupils with medical conditions. Health Care Plans are written and agreed with parents and healthcare professionals, if relevant and updated regularly.
- Asthma Plans are paper based and are kept in First Aid Administering areas and class rooms. These are created in line with Asthma UK guidelines. The school is part of the Medway "Asthma friendly schools" programme.
- Lordswood School will maintain a record of medical/first aid training and ensure that all training is updated on a regular basis.
- A thorough risk assessment procedure is in place with medical needs noted and arrangements to meet their needs detailed.
- We fully welcome advice from Health Care professionals and seek specialised training in line with the needs of the pupil.
- We recognise the social and emotional implications associated with medical conditions and aim to support children and families to achieve the best outcomes possible.

Health Care Plans

- Individual Healthcare Plans play a crucial role in effectively supporting pupils with medical conditions. They provide clarity on necessary actions, timelines, and responsible parties.

- A Health Care Plan is drawn up in liaison with parents and relevant Health Care professionals (where appropriate). Where possible, this should be done prior to admission to the school. Every effort will be made to ensure that the necessary arrangements are put in place within 2 weeks. Where a child is leaving the school, we will contact the new school, where possible, to advise them of the child's needs.
- All Health Care Plans will be reviewed at least annually, although this will happen more frequently as necessary depending on the nature of the child's condition and needs.

Roles and Responsibilities

Governing Body

- Ensure that the policy is appropriate and effectively implemented
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all areas of school life. This includes ensuring staff have adequate training.

Head

- Ensure that the school policy is appropriately devised and effectively implemented.

SENDCo

- Ensure that all pupils with known medical conditions have an Individual Health Care Plan in place.
- Ensure regular liaison with Health Care professionals and parents as necessary.
- Ensure all staff are appropriately briefed.
- Ensure all staff receive the appropriate and necessary medical awareness training.

Teaching Staff

- Staff should NOT give prescription medicines or undertake health care procedures without appropriate training.
- Staff should NOT accept medication /inhalers into the classroom without prescription labels on and only in the event of a Health Care Plan being in place and in liaison with the SENDCO.
- Ensure that all activities are assessed to identify potential risks in terms of pupils' medical conditions.
- To ensure that all classroom records are maintained and visible to all adults working with the pupil.
- Ensure that all asthma medication is appropriately stored and is accessible during any outdoor activities/PE/School Trips.

Pupils

- Pupils are often best placed to provide information about how their condition affects them and, where appropriate, should be fully involved in discussion about their medical support needs.

Parents

- Advise the school of any medical conditions and symptoms as soon as possible.
- Where an inhaler is required parents must complete a School Asthma form.
- Work alongside the SENDCo in drawing up an Individual Health Care Plan for their child, preferably prior to their child starting school (where possible).

- Provide all necessary medication in the original packaging with information leaflet, as well as doctors instructions, these must be in English. Always provide the school with evidence of their child's medical condition, where possible (Doctors letter or instructions on packaging).
- Complete written and signed instructions for any prescribed medication as without this the school cannot administer them. Please note that the school is unable to administer creams.
- Keep your child at home if acutely unwell or infectious for the recommended period of time.
- Notify the school in writing if the pupil's needs have ceased.
- Abide by the rule that the school cannot administer any medicines that have not been prescribed by a doctor apart from paracetamol suspension.

Reintegration Following Absence Due to Treatment/Poor Health

For children with recurring or long-term health-related absences, we will seek to work with families and external professionals to develop a reintegration plan. This may involve collaboration with home schooling services, hospital schools, parents, teachers, and support staff to ensure a smooth return to school life. Continuous efforts will be made to support access to education and maintain friendships for children with more complex health related absences.

Procedures for Managing Medications

Medicines should only be administered in school when it would be detrimental to a child's health not to do so. Where possible, medicines should be prescribed in a way that allows administration outside of school hours. Controlled drugs for ADHD will be administered and signed for by two adults.

All medicines must be prescribed by a doctor and in the original container, although there may be some flexibility for long term medication, as long as the original packaging has been seen. They must be in date, labelled with the child's name, instructions, in English, for administration, dosage and storage. The exception being insulin which still must be in date but will generally be available to school inside an insulin pump or pen.

Written consent from parents is required for children under 16 to receive prescription or non-prescription medicines. A medicine form must be completed by the parent/carer prior to medicine being left in school. On occasion verbal consent will be sought for children to take paracetamol / Calpol held in school.

All medicines will be stored safely. Children and staff will know where their medicines are kept and must be able to access them immediately. Health Care Plans, medicines and equipment will accompany children on all trips.

Medicines no longer required will be returned to parents to arrange safe disposal.

If children will not take medicines, they will not be forced to do so and we will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in a medical emergency, the school's emergency procedures will be followed.

If a child requires intimate care during the school day, in accordance with their Health Care Plan or Educational Health and Care Plan, this will be supported by 2 members of staff. Any intimate care that is not pre-agreed will require a parent to be contacted and necessary arrangements be made. (Please read in conjunction with Intimate Care Policy.)

First Aid in School

Accidents in school generally fall into three categories:

Category 1: Injuries that can be addressed by a First Aider (e.g., small cuts, grazes, nosebleeds).

Category 2: Injuries requiring immediate consultation with a Paediatric First Aider (e.g., head bumps, sprains, cuts to the head, lacerations, suspected fractures). These incidents should be recorded in the School's Accident/Illnesses Book.

Category 3: Injuries necessitating medical attention outside of the school. An ambulance should be requested, and parents or designated contacts should be informed. A Paediatric First Aider may require assistance in these cases.

Day Trips, Residential Visits, and Sporting Activities

Lordswood School actively supports pupils with medical conditions to participate in school activities, trips, and sports. Teachers will consider the impact of medical conditions on participation and make necessary adjustments, ensuring flexibility and inclusivity.

Reasonable adjustments will be made for all pupils, unless clinically advised otherwise. Reasonable adjustments and risk assessments, with input from parents, children, and healthcare professionals, will be carried out before these activities to include pupils with medical conditions.

Allergies in School (To be read in conjunction with the Allergy Policy)

Lordswood prioritizes the safety of all pupils and staff, minimizing the risk of allergic reactions. While allergen absence cannot be guaranteed, we can reduce contamination risks by:

- Labeling bottles, drinks, and lunch boxes with the child's name.
- Verifying ingredients from the school canteen or the catering manager, where needed.
- Not providing food with allergens to children without parental permission (e.g., birthday treats, classroom experiments).

Nut-Free Policy

Lordswood aspires to be a nut-free school, with the aim of safeguarding pupils and staff who may experience anaphylactic reactions to nuts. Our approach is to protect children with nut allergies and educate them about safe food choices. Nut or nut products are not allowed in school lunches, and Aspens Services, the school dining contractor also adheres to a nut-free

policy.

Prohibited items include, but are not limited to:

- Packs of nuts
- Peanut butter or other nut spreads
- Fruit and cereal bars containing nuts
- Chocolate bars or sweets containing nuts
- Sesame seed rolls (as children allergic to nuts may react to sesame)
- Cakes made with or containing nuts

Complaints

- Should parents or pupils be dissatisfied with how the school has dealt with a child's medical condition, a complaint in the first instance should be made to the Head.
- If this does not resolve the issue a complaint should be made via the school's formal complaint procedure.