



Paradise Rida Schools Trust

First Aid, Illness and Medical Emergency Policy

Approved by:	Governors	Date: Sep 2025
Last reviewed on:	Sep 2025	
Next review due by:	Sep 2027	

Aims

Paradise Rida Schools Trust places the highest priority on pupil safety and well-being. This policy sets out our practices in relation to illness, medical needs, and medical emergencies.

Background information / Defining terms

Definition: Pupils' medical needs may be broadly summarised as two types:

- **Short-term:** affecting participation in school activities while on a course of medication.
- **Long-term:** potentially limiting access to education and requiring extra care and support (deemed special medical needs).

Rationale: Local authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. For pupils with special medical needs, the employer must ensure safety measures cover all pupils, including those at higher risk. Individual procedures may be required, and relevant staff must be trained to provide additional support if needed.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission as other children and cannot be refused admission or excluded on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act **in loco parentis** and may need to take swift action in an emergency, including administering medication.

The prime responsibility for a child's health lies with the parent, who must provide information about the child's medication. The school follows guidance from Shropshire Council's Medicines in Schools policy, which encourages self-administration of medication when possible.

Our Aims

The school aims to:

- Assist parents in providing medical care for their children.
- Educate staff and pupils about special medical needs.
- Adopt and implement the LA policy on medication in schools.
- Arrange training for staff and volunteers to support individual pupils.
- Liaise with medical services in support of individual pupils.
- Ensure access to full education wherever possible.
- Monitor and maintain appropriate records.

Entitlement

The school recognises that pupils with medical needs should be assisted wherever possible and have the right to the same education as other pupils.

Employees supporting pupils with medical needs have the right to:

- Choose whether or not to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Raise concerns about legal liability.
- Report concerns or matters relating to supporting pupils with medical needs to management.

Expectations

It is expected that:

- Parents will encourage self-administration of long-term medication when practicable. Staff will only be involved if necessary.
- Parents will keep the school informed of any long-term medical conditions.
- Medication provided for administration at school must be supplied in a pharmacy-labeled container with clear instructions. The school will only administer medicines that require four doses per day, with one given before lunch. Medicines requiring three doses per day will not be administered. Calpol/infant paracetamol or ibuprofen will only be administered if prescribed. Parents/carers must complete a medicine form before any administration.
- Employees will carefully consider requests to administer or supervise medication, evaluating each request individually.
- The school will liaise with the School Health Service and relevant practitioners to support pupils' medical needs.
- Staff personal medication (e.g., headache tablets, inhalers) must be stored appropriately and is the responsibility of the individual.

Policy into Practice

Children with long-term medical conditions (e.g., asthma, diabetes, allergies)

- See the Asthma policy.
- Detailed records of children with medical needs are maintained and shared with all staff and teaching assistants.
- Supply teachers will be informed of relevant medical conditions.
- Medical information is recorded on A4 forms kept in classrooms and the staff room.
- Parents/carers and school maintain close communication to ensure appropriate care and updates on treatment or condition changes.
- Class teachers carry out risk assessments for children with long-term conditions.
- Children with Type 1 Diabetes are supported by the specialist nurse and trained staff, with a rota ensuring trained staff are always available.
- Children requiring emergency medication (e.g., epipens) will have medicines stored in named containers, kept accessible and taken on trips or outdoor lessons.
- Asthma inhalers are stored in class asthma bags, with spacers, and taken to PE, playtimes, trips, etc.

Staff Training

- All staff undertaking first aid duties receive training in accordance with current legal requirements.
- Appointed persons attend a four-hour basic course.
- Whole school epipen training is provided annually.
- Diabetic specialist nurse training occurs as required when treatment or conditions change.
- The Headteacher ensures training is up-to-date and available at all times.

Informing parents/carers of protocol surrounding illness and exclusion

Illness:

- Parents/carers are informed of illness and sickness procedures during induction.
- Children must be well to attend school; parents/carers should respect exclusion periods.
- Children may return to school only after 48 hours following vomiting or diarrhoea.
- Children are expected to manage personal hygiene (e.g., blowing their nose).
- Infectious disease notifications will be communicated to parents if necessary.
- Staff may request a parent/carer to collect a child who is unwell or has not met exclusion requirements.

Dealing with illness in school:

- Staff will comfort and reassure unwell children while contacting parents/carers for collection.
- If no response, staff will continue attempts to reach parents while keeping the child safe.

Dealing with injuries involving blood or bodily fluids:

- At least one first aider is on site at all times.
- Staff must wear latex gloves and a disposable apron, apply pressure to stop bleeding, dispose of dressings in clinical waste, and clean the area with diluted bleach (1:10).
- Ensure children and staff are kept safe during cleanup.

First Aid compliance:

- Governed by the Health and Safety (First Aid) Regulations 1981.
- Risk assessments consider school size, type, layout, accident history, and needs of lone or travelling workers.
- First aid kits are checked monthly; first aid sheets record all treatments.
- All accidents are reviewed to prevent recurrence.

Dealing with a medical emergency:

- Qualified paediatric first aid staff will provide appropriate care.
- First Aider assesses the situation and informs parent/carers as needed.
- For hospital transfer, a staff member accompanies the child; additional cover provided.

Reporting an Accident/Incident:

- Incidents are investigated, and appropriate action is taken.
- All accidents/incidents are recorded in the accident and illness book; serious injuries are reported immediately.
- Serious accidents, injuries, or deaths are reported to Ofsted and Kirklees Initial Contact Team .
- RIDDOR 1995 requirements are followed; the Headteacher reports serious injuries or dangerous occurrences.

School Staff:

- First aid trained staff are identified on noticeboards; certificates stored in the office.
- The Headteacher ensures staff training is current.
- First Aid kits are available across key locations (office, Food Tech room, Science lab, Kitchen, Lunch Hall).
- Staff inform class teachers and Headteacher of any incidents; risk assessments are reviewed regularly.
- Staff have access to each child's enrolment form, including medical conditions and contacts.

Dealing with Visitors:

- First aid assistance is offered to visitors.
- Supervising staff will call a first aider and record accidents in the visitor accident book.