



IntuitionSCHOOL

First Aid and Medication Policy

Links to other Policies, please see:

[Safeguarding and Child Protection Policy](#)

[Health and Safety Policy](#)

[Supporting Pupils with Medical Conditions Policy](#)

[Educational Visits Policy](#)

[Allergies in Schools Policy](#)

[Data Protection Policy](#)

Policy Information		
Policy Author: Emma Shutt Governing Board approval date/date policy is in effect from: November 2020		
Latest Review information:	Summary of amendments	Date of next review:
Date: September 2026 Name of reviewer/s: Amy Clewlow	Content and Format , amended allergies and added new legislation	September 2027

First Aid and Medication Policy

1. Policy Statement

Intuition School is committed to ensuring the health, safety and welfare of all pupils, staff, visitors and contractors. The School will provide appropriate first aid arrangements to ensure that anyone who becomes ill or is injured whilst on school premises or engaged in a school activity receives prompt and effective assistance.

The School recognises its duty of care and will maintain suitable first aid equipment, facilities and trained personnel to meet the needs of the school community.

This policy should be read alongside the School's Health and Safety Policy, Safeguarding and Child Protection Policy, Supporting Pupils with Medical Conditions Policy, Educational Visits Policy, Allergies in Schools Policy and Data Protection Policy.

2. Legal Framework

This policy has regard to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Education (Independent School Standards) Regulations 2014, including Schedule, Part 3 (Welfare, health and safety of pupils)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children and Families Act 2014
- Equality Act 2010
- Human Medicines Regulations 2012
- Human Medicines (Amendment) Regulations 2017
- Human Medicines (Amendment) Regulations 2023
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- DfE Supporting Pupils with Medical Conditions at School
- DfE First Aid in Schools, Early Years and Colleges guidance
- DfE Guidance on the Use of Emergency Salbutamol Inhalers in Schools
- Resuscitation Council UK Guidance
- Allergy Safety in Schools statutory guidance, July 2026

The Allergy Safety in Schools guidance is not currently statutory for independent schools. The School nevertheless has regard to it as relevant good practice and in anticipation of equivalent requirements being introduced through the independent-school regulatory standards.

3. Scope and Aims

This policy applies to:

- Pupils
- Employees
- Volunteers
- Contractors
- Visitors
- School trips and off-site activities

First aid provision will be available whenever pupils, staff or visitors are on the premises and during all school-led activities.

The aims of this policy are to:

- Provide effective first aid arrangements.
- Ensure prompt treatment of injuries and illnesses.
- Ensure compliance with statutory requirements.
- Support pupils with medical conditions.
- Ensure appropriate administration of medicines.
- Maintain accurate records.
- Promote the health and welfare of all members of the school community.

4. Roles and Responsibilities

Proprietor

The Proprietor will:

- Ensure appropriate first aid arrangements are in place.
- Ensure sufficient resources are available.
- Monitor implementation of this policy.
- Ensure appropriate insurance arrangements are maintained.

Principal

The Principal will:

- Implement this policy.
- Ensure risk assessments are completed and reviewed.
- Maintain records of trained first aiders.
- Ensure staff receive appropriate training.

- Ensure first aid incidents are recorded and monitored.

First Aiders

Qualified first aiders will:

- Provide immediate first aid treatment.
- Assess the need for further medical assistance.
- Call emergency services when required.
- Maintain records of treatment provided.
- Monitor and replenish first aid supplies.

A first aid qualification does not, by itself, authorise a member of staff to administer medication. Staff must have any medication specific training and authorisation required under this policy and the pupil's agreed arrangements.

All Staff

All staff are expected to:

- Take reasonable care of pupils and colleagues.
- Familiarise themselves with the medical needs of pupils in their care.
- Seek assistance from a first aider when required.
- Report accidents and incidents promptly.

First Aid Arrangements

5. First Aid Needs Assessment and Personnel

The School will undertake annual assessments of first aid needs, considering:

- Number of pupils and staff
- Premises and facilities
- Educational visits
- Curriculum activities
- Medical needs of pupils
- Previous accident data

The assessment will determine:

- Number of first aiders required
- Training needs
- Equipment requirements
- Location of first aid resources

The School will maintain sufficient appropriately trained first aid personnel, as determined by its first aid needs assessment, and in any event will seek to maintain a minimum of three appropriately trained first aiders.

A current register of staff qualified in the following will be maintained and displayed within the School:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- Paediatric First Aid

Training certificates will be renewed before expiry.

6. First Aid Facilities and Equipment

The School will maintain:

- Clearly identified first aid boxes.
- A designated first aid/medical room.
- Portable first aid kits for trips and visits.
- A first aid kit in the school minibus.
- Access to a telephone at all times.

All first aid equipment will be checked regularly and replenished as necessary.

First Aid Locations

Medical Room: First Floor Bathroom Area

Main First Aid Box: Medical Room

Travel First Aid Kit: School Office

Minibus First Aid Kit: School Minibus

Closest AED: Sutherland Institute, inside Longton Library

7. Calling Emergency Services and AED Arrangements

Staff should dial 999 without delay where a person:

- Is unconscious.
- Has difficulty breathing.
- Experiences chest pain.
- Suffers severe bleeding.
- Has a suspected spinal injury.
- Experiences a seizure lasting longer than five minutes.
- Has a severe allergic reaction.

- Sustains a serious head injury.
- Has a suspected fracture requiring emergency assessment.
- Has any condition considered life-threatening.

Parents/carers will be informed as soon as possible.

The School does not maintain an automated external defibrillator (AED) on site. The closest AED is in the Sutherland Institute, inside Longton Library.

In the event of a cardiac emergency:

- Dial 999 immediately.
- Commence CPR where appropriate.
- Retrieve and use the AED, following its voice instructions.
- Follow guidance provided by the emergency services.

8. Accident Reporting and RIDDOR

All accidents, injuries and first aid treatments must be recorded. Records must include:

- Name of injured person.
- Date and time.
- Nature of injury or illness.
- Treatment provided.
- Name of staff member providing treatment.
- Whether parents/carers were informed.

Records will be retained securely in accordance with data protection requirements.

The School will report incidents to the Health and Safety Executive (HSE) where required under RIDDOR 2013.

The Proprietor, as the responsible body/employer, retains legal responsibility for ensuring that required reports are made. The Principal will assess incidents and submit any required report on the Proprietor's behalf.

9. Infection Prevention, Clinical Waste and Sharps

When dealing with bodily fluids:

- Disposable gloves must be worn.
- Appropriate cleaning products must be used.

- Waste must be disposed of safely.
- Hands must be washed thoroughly following treatment.

Staff must follow current infection control guidance. Clinical waste must be managed safely, and items contaminated with blood or bodily fluids will be disposed of in accordance with infection control procedures.

Sharps containers will be used for:

- Needles
- Lancets
- Adrenaline auto-injectors after use

Sharps containers will be stored securely and disposed of through an authorised contractor.

Medicines and Medical Needs

10. Pupils with Medical Conditions and Individual Healthcare Plans

The School will make reasonable adjustments for pupils with medical needs. Where appropriate, an Individual Healthcare Plan (IHP) will be developed. Staff will be informed of relevant medical needs and emergency procedures.

An IHP may be developed where a pupil has:

- A chronic medical condition
- Significant allergies
- Diabetes
- Epilepsy
- Asthma
- Complex healthcare needs

Plans will include:

- Medical diagnosis
- Signs and symptoms
- Emergency procedures
- Medication requirements
- Contact information
- Educational implications

Plans will be reviewed annually or sooner where medical needs change.

11. Administration of Medicines

Medicines should only be administered where necessary during the school day. The School will normally only administer medicines that are:

- Prescribed by a doctor, nurse prescriber, dentist or pharmacist prescriber.
- Provided in original packaging.
- Clearly labelled with pupil details and dosage instructions.
- Accompanied by written parental consent.

A record must be kept whenever medication is administered. Appendix B provides the Medication Administration Record.

12. Non-Prescribed Medicines and Paracetamol

Staff will not administer non-prescribed medication unless:

- Written parental consent has been provided; see Appendices A and C.
- Administration is in accordance with this policy.
- Appropriate records are maintained.

Children under 16 will not be given aspirin unless prescribed by a medical practitioner.

The School may hold a supply of paracetamol for emergency or short-term use. Paracetamol may only be administered where:

- Written parental consent has been obtained in advance.
- Staff have confirmed with the parent/carer before administration that no dose has been administered within the previous four hours.
- There is no known medical reason why the pupil should not take paracetamol.
- The pupil's symptoms are consistent with appropriate use.

Paracetamol may be administered for:

- Headache
- Toothache
- Menstrual pain
- Fever
- Minor pain or discomfort

The following must be recorded using Appendix B:

- Pupil name
- Date and time
- Dose administered
- Reason for administration
- Name of administering staff member

Parents/carers will be informed on the same day. Paracetamol will not be administered:

- Without parental consent.
- Above the recommended dosage.
- To mask symptoms of serious illness.
- Where emergency medical assessment is required.

13. Controlled Drugs

Controlled drugs will:

- Be stored securely in a locked safe.
- Be accessible only to authorised staff.
- Be recorded upon receipt and administration.
- Be returned to parents when no longer required.

14. Self-Carry and Self-Administration

Where appropriate and following discussion with parents/carers and healthcare professionals, pupils may carry and administer their own medication. This may include:

- Asthma inhalers
- Adrenaline auto-injectors
- Diabetes medication

The School must receive written confirmation that the pupil has been assessed as competent to self-manage their medication. The School reserves the right to require medication to be stored securely if there are concerns regarding safe use.

Appendix C contains consent forms for the self-administration of prescribed and over-the-counter medication.

15. Storage, Disposal, and Missing or Incorrect Medicines

All medicines held by the School, except those designated as emergency medication, will be:

- Stored securely.
- Kept in accordance with the manufacturer's instructions.

- Clearly labelled with the pupil's name.
- Accessible only to authorised staff.

Medicines requiring refrigeration will be stored in a dedicated medical refrigerator or a secured container within a refrigerator inaccessible to pupils. Emergency medication must remain readily accessible at all times and must not be locked away where this would delay access.

Parents/carers are responsible for collecting expired or unused medication. Medication that is expired, damaged or no longer required will not be administered. The School will arrange safe disposal in accordance with pharmacy guidance where medicines are not collected. Sharps will be disposed of using approved sharps containers.

Where medication is lost, damaged, unavailable or incorrectly labelled, the School will:

- Immediately notify parents/carers.
- Seek emergency medical advice where necessary.
- Complete an incident record, which will be reviewed by the Principal.

16. Asthma and Emergency Inhalers

The School maintains an emergency salbutamol inhaler. The inhaler may only be used by pupils:

- Diagnosed with asthma or prescribed an inhaler.
- Whose parents have provided written consent.

The School will maintain a register of pupils for whom written consent to use the emergency inhaler has been obtained. The emergency inhaler may be used only by a pupil on that register and normally only where the pupil's own prescribed reliever inhaler is unavailable, empty, broken or otherwise unusable, and the pupil is displaying symptoms of asthma.

The emergency inhaler kit will be stored so that it is readily accessible to authorised staff but out of reach and sight of pupils. A designated member of staff will check the kit regularly, including the inhaler's expiry date, canister contents, spacer availability and cleanliness, and will arrange prompt replacement of used or expired items.

Only staff who have received appropriate instruction and training will assist with or administer the emergency inhaler. They will follow the manufacturer's instructions and the School's emergency procedures. If the pupil does not improve, or if there is concern about their condition, staff will call 999 without delay.

A record will be maintained of any emergency use, including the date, time, dose and circumstances. Parents will be informed immediately following administration.

The pupil's usual healthcare professional will also be notified where required by the applicable guidance and agreed school procedure.

17. Allergies and Anaphylaxis

The School maintains arrangements for the identification and management of allergies and anaphylaxis.

In the event of suspected anaphylaxis, staff will follow the pupil's emergency arrangements, administer an adrenaline auto-injector where appropriate, call 999 without delay and follow the School's emergency procedures.

Detailed arrangements relating to allergy management, adrenaline auto-injectors, spare AAI's, staff training, risk assessment and preventative measures are set out in the School's Allergies in Schools Policy.

Specific Circumstances

18. Mental Health Emergencies and Wellbeing

The School recognises that mental health concerns can present as medical emergencies and that early intervention is important.

Where a pupil presents with:

- Severe emotional distress
- Panic attacks
- Suicidal ideation
- Self-harming behaviour
- Acute anxiety
- Mental health crisis

Staff will:

- Remain calm and ensure the pupil is supervised.
- Seek assistance from a Designated Safeguarding Lead (DSL) or Deputy DSL immediately.
- Contact parents/carers where appropriate.
- Seek emergency medical assistance where there is an immediate risk of harm.
- Follow safeguarding procedures and record all actions taken.

Mental health incidents will be managed in accordance with the School's Safeguarding and Child Protection Policy.

19. Menstrual Health Support

The School recognises that pupils may require support relating to menstruation. Appropriate sanitary products will be available to pupils when required.

Paracetamol may be administered in accordance with Section 12 where parental consent has been provided. Pupils experiencing significant pain, heavy bleeding or symptoms affecting their wellbeing will be referred to parents/carers and medical advice sought where appropriate.

20. Infectious Diseases and Communicable Illness

The School follows guidance issued by:

- UK Health Security Agency (UKHSA)
- Department for Education

Where a pupil becomes unwell with symptoms of an infectious disease:

- Parents/carers will be contacted.
- Appropriate isolation measures will be implemented where necessary.
- Medical advice will be sought where appropriate.

The School reserves the right to require pupils to remain at home where attendance may pose a risk to others.

21. Educational and Residential Visits

Suitable first aid provision will be included in all educational visit risk assessments. Risk assessments for educational and residential visits must consider:

- First aid arrangements
- Medical needs of pupils and other participants
- Number and availability of trained staff
- Emergency contact procedures
- Access to emergency services and healthcare facilities
- Nature of activities undertaken

Portable first aid kits will accompany all visits. At least one trained first aider should accompany educational visits where reasonably practicable. All medication required by pupils must accompany the visit.

For residential visits, arrangements for medication storage and administration will be documented before departure.

Governance

22. Staff Training

The School will maintain a training matrix identifying:

- First Aid at Work qualifications
- Emergency First Aid qualifications

- Paediatric First Aid qualifications
- Asthma training
- Anaphylaxis training
- AED familiarisation
- Administration of medication training

Training records will be monitored to ensure qualifications remain current.

Staff will not administer or supervise medication unless they have received information, instruction and any medication specific training necessary for the task. Where a procedure requires clinical training, the School will obtain confirmation of staff competence from an appropriately qualified healthcare professional. Training and competency records will be retained and reviewed.

23. Confidentiality and Record Retention

Medical information will be treated as confidential and handled in accordance with:

- UK GDPR
- Data Protection Act 2018
- School safeguarding procedures

Information will only be shared on a need-to-know basis.

Medical and first aid records will be retained in accordance with the School's Records Retention Schedule.

Retention periods will be documented, justified by the applicable legal or operational requirement and reviewed in accordance with the UK GDPR principles of storage limitation and data minimisation.

As a minimum:

Accident records relating to pupils will be retained for the period specified in the School's approved Records Retention Schedule, taking account of the pupil's age, applicable limitation periods, safeguarding requirements and any ongoing claim or investigation. Records will not automatically be retained until age 25 unless the Schedule identifies and documents an appropriate basis for doing so.

Staff accident records will be retained in accordance with employment and health and safety requirements.

Medication administration records will be retained securely and confidentially.

24. Equality and Accessibility

The School will make reasonable adjustments to ensure that pupils with disabilities or medical conditions are not disadvantaged. First aid and medical support arrangements will be implemented in accordance with the Equality Act 2010.

All pupils will be treated with dignity, respect and sensitivity.

25. Monitoring, Quality Assurance and Review

The Principal will monitor the implementation of this policy and review:

- Accident trends
- Near misses
- Medication errors
- First aid provision
- Staff training compliance

Where trends are identified, appropriate corrective actions and risk control measures will be implemented. An annual review report will be presented to the Proprietor.

The policy will be reviewed:

- Annually.
- Following significant incidents.
- Following changes in legislation or guidance.

Appendix A: Paracetamol Consent Form

Pupil Name: _____

Date of Birth: _____

I give permission for Intuition School to administer age-appropriate paracetamol to my child in accordance with the School's First Aid and Medication Policy.

I understand that:

- Staff will inform me if paracetamol is administered.
- Appropriate records will be kept.
- Staff will not exceed recommended dosages.
- I will be contacted before administration to confirm that paracetamol has not been administered within the previous four hours.

Parent/Carer Name: _____

Signature: _____

Date: _____

Emergency Contact Number: _____

Appendix B: Medication Administration Record

[illegible]

Appendix C: Self-Administration Consent Forms

Medical Consent Form for Self-Administration of Prescribed Medication

Student's Name: _____

Prescribed Medication

Name of Medication: _____

Prescribed Dosage: _____

Time(s) to be taken: _____

Condition being treated: _____

Prescribing Doctor's Name: _____

Parent/Carer Consent

I confirm that the above medication has been prescribed for my child by a registered medical professional.

I agree that:

- Medication will be provided in the **original packaging/box** with the prescription label attached.
- Only the **required amount for that day** will be brought into school unless alternative arrangements have been agreed.
- Medication will be stored securely as appropriate to the medication. Emergency medication will remain readily accessible and will not be locked away where this would delay access.
- My child will self-administer the medication responsibly, with staff supervision.
- Any change to the prescription or dosage will be communicated in writing and supported by medical documentation.

Declarations

Parent/Carer Signature: _____

Date: _____

Student Signature (if appropriate): _____

Date: _____

Staff Member Receiving Medication: _____

Date: _____

Medical Consent Form for Self-Administration of Over-the-Counter Medication

Student's Name: _____

Over-the-Counter (OTC) Medication

Name of Medication: _____

Dosage: _____

Time(s) to be taken: _____

Reason for use: _____

Parent/Carer Consent

I confirm that the above medication is required for my child and give permission for them to self-administer it at school.

I agree that:

- Medication will be provided in the **original packaging/box**, clearly labelled with the student's name.
- Only the **required amount for that day** will be brought into school.
- Medication will be stored securely as appropriate to the medication. Emergency medication will remain readily accessible and will not be locked away where this would delay access.
- OTC medication is supplied with parental consent and administered or self-administered in accordance with the policy, the manufacturer's instructions and agreed arrangements.
- I will notify the School of any changes to my child's medical needs.

Declarations

Parent/Carer Signature: _____

Date: _____

Student Signature (if appropriate): _____

Date: _____

Staff Member Receiving Medication: _____

Date: _____