



**SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL**

Medical Needs and First Aid Policy

Senior Leader Review Lead: D S L, Health & Wellbeing Lead

Last Reviewed: Spring 2026

Next review date: Spring 2027



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Introduction

This policy should be read in conjunction with other relevant policies:

- Safeguarding and Child Protection Policy
- Equalities Policy
- Health and Safety policy

Aims

Sir William Borlase's Grammar School recognises and understands that some members of the school community may need help and support with the management of their medical needs and / or conditions. Whilst the primary responsibility for the health and wellbeing of a student remains with parents, the school has a duty of care to the student, and aims to do all that is reasonable and practical to support the student through discussion with the student, parents and any medical professionals.

Department for Education Guidance

From September 2014, Section 100 of the Children and Families Act 2014, placed a duty on governing bodies of schools and academies to make arrangements for supporting students with medical conditions, in consultation with health and social care professionals, students and their parents. This involves the development of Individual Health Care Plans for students with medical needs and / or conditions in accordance with the statutory [guidance](#) 'Supporting Pupils at School with Medical Conditions' (updated December 2015).

Key principles

Students' Rights & Responsibilities:

- to be valued
- to respect yourself and be respected
- to feel safe and respect the safety of others
- to use common sense
- to support others

Managing Medicines

For pain relief either paracetamol or ibuprofen will be provided.

This will be recorded on CPOMS.

The school encourages students in agreement with parents, to carry a small amount of their own prescribed pain relief medication. Under no circumstances should pain relief medication or any other form of medication be shared with, or given to another student.

Medication is not held in school for students who can medicate outside the school day, for example, hay fever or twice daily antibiotics.

The school Health and Wellbeing Lead holds Medical Information which is part of the enrolment forms and confirms consent to administer paracetamol during the school day and on educational visits.



Any student taking prescribed medication during the school day is required to see the school Health and Wellbeing Lead to discuss dosage and timings. All medications will be stored in a locked cabinet. The student can access the medication when required via the school Health and Wellbeing Lead and this will be recorded in the Medicine Provision record book.

It is the responsibility of parents and students to ensure that their medication is in-date at all times.

Medicines will be disposed of in accordance with NHS guidelines.

First Aid

Accidents and injuries are treated by first Aid trained staff in loco parentis.

Parents are only called when it is deemed parental intervention is necessary or for possible further medical intervention.

Individual Health Care Plans (IHCP) Information

The school Health and Wellbeing Lead holds Individual Health Care Plans (IHCP) and ensures all relevant staff, such as the SENDCo, are aware of a student's IHCP.

The school Health and Wellbeing Lead and Student Support will ensure that IHCPs are put in place at the earliest opportunity where required, after parental contact with the school, and following any significant medical diagnosis.

As part of the regular request for updated information, parents will be sent an electronic form and required to update all medical information. The school Health and Wellbeing Lead will send a letter to parents at the start of each academic year asking for IHCPs to be updated and for any new information.

The school Health and Wellbeing Lead maintains an up-to-date Health Care Register and associated medical documentation.

IHCPs are reviewed on an annual basis, or earlier if the student's needs have changed.

The school Health and Wellbeing Lead and any other relevant staff will liaise with parents, health and other professionals, staff and students, to ensure that information is managed sensitively and with the best interests of the student in mind.

Medication will be accessible as required.

If a student refuses to take a medicine or carry out a procedure parents and, where appropriate, medical professionals will be informed.

Medical Return to School Meetings

These are arranged for students who have had an accident or injury requiring external medical intervention, or if they are required to attend school on crutches on the advice of a medical practitioner, and / or following an operation.

Meetings take place before, or on the first day the student returns to school and involve assessing the student's safety on the school site / ability to move safely around the school site and consider any timetable or wider implications.



These meetings will involve the school Health and Wellbeing Lead and any relevant members of staff.

Roles and Responsibilities

The Local Governing Body will support the School in its effective implementation and monitoring of the Medical Needs policy and regularly reviews the policy and necessary training.

The Headteacher is responsible for the implementation of the policy on a day-to-day basis and has overall responsibility for the development of IHCPs

Staff will:

Ensure the Healthcare room is staffed during the school day to support students and staff with medical needs.

Continually review First Aid needs according to department activities such as events, trips and fixtures ensuring First Aid trained individuals provide care for students and staff at all times.

Formally record all medications administered and accidents on CPOMS which the trust will escalate as necessary (RIDDOR).

Know and understand the signs and symptoms of any medical conditions for relevant students

Be positive role models and promote positive behaviours by the way they speak to, and treat others

Engage in any relevant training to support the wellbeing and safety of students

Refer students to qualified First Aiders where required.

The School will have a number of staff trained in First Aid in addition to three Adult First Aiders (FAW). All staff First Aid training, in house, online and offsite will be recorded and qualifications renewed as required.

All trip leaders must have an up to date First Aid Qualification.

All sports staff have a First Aid qualification.

Medical information and emergency medications will be taken to all sports fixtures.

Review provision of First Aid onsite, in high risk areas and trips annually.

Support the Headteacher in the implementation of this policy

[Educational Visits Policy](#)

Student Role

Students :

Are encouraged to self-manage and self-medicate their medical conditions wherever possible.

Must carry their own medication devices, for example, an inhaler, auto-injector pen, diabetic testing kit.

Students who are taking medication that can be administered out of school hours are required to do so, for example, hay fever medication, eye drops and twice daily antibiotics. This type of medication will not be held in school.



Parental Role

To make the school aware of any new medical concerns or diagnosis, or any changes to their child's medical circumstances.

To keep the school up-to-date regarding any on-going treatment and / or additional support required.

To complete and return to the school Health and Wellbeing Lead, an IHCP for their child if they have any of the following conditions : asthma, eczema, diabetes, epilepsy, an allergy requiring an auto-injector, or any other medical condition that may require additional support and / or medication to be held in school.

To contact the school to arrange a medical return to school meeting, prior to their child's return to school.

To ensure that all medication provided is in date, clearly labelled, in the original packaging as dispensed by a pharmacist, and contains full instructions for administration, dosage and storage.

To ensure that their child collects their medication when it is due to expire and replaces it promptly.

To aim to ensure that routine medical and dental appointments are scheduled out of school hours, including vaccinations.

To ensure that any physical or mental health conditions are declared on the medical information forms for any residential visits.

To make sure that parent contact details are fully up-to-date and inform SWBGS via parents@Swbgs.com of any changes immediately. Ensuring their child only attends school on crutches when the crutches are provided by a medical practitioner / hospital and related to a specific injury.

Guidance on infection control

The school will follow good hygiene practice to prevent the spread of infections. [Public Health guidance on infection control in schools can be found here.](#)

Appendix 1: ALLERGY AND ANAPHYLAXIS MANAGEMENT POLICY

Sir William Borlase's Grammar School is committed to a whole school approach to the health care and management of those members of the school community suffering from specific allergies.

The School position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

The School is committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering from allergies.
- Provision of staff awareness of anaphylaxis.
- The establishment and documentation of a comprehensive management plan where needed.
- Close liaison with parents of children who suffer allergies.



This management approach is congruent with contemporary specialist medical advice, and the School believes educating children to self-manage their condition is a skill attuned to their 'real world' situation.

RATIONALE

The School recognises that a number of community members (pupils and staff) may suffer from potentially life threatening allergies to certain foods or toxins from insects. The School seeks parent, staff and pupil support towards maintaining a minimised risk environment, whilst also concentrating on ensuring effective medical response to potential anaphylactic episodes.

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at School or attending any school related activity, and to ensure staff are properly prepared to manage such emergency situations should they arise.

The common causes of allergies relevant to this policy are nuts, (in particular peanuts), stings from wasps, bees, and insects. The allergy to nuts is the most common high risk allergy, and as such demands more rigorous controls than the controls for allergies to dairy products, eggs and wasps, bees and ants.

The underlying principles of the School Allergy Policy include: -

- The pro-active establishment of effective risk management practices to minimise pupil, staff, parents' and visitors' exposure to known trigger foods and insects.
- Staff training and education to ensure an effective emergency response to any allergic reaction situation.

DEFINITIONS

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EpiPen – Brand name for syringe style device containing the drug adrenaline which is ready for immediate intramuscular administration.

Minimised Risk Environment - An environment where risk management practices have minimised the risk of (allergen) exposure to a reasonable level. Not an allergen free environment.

Anaphylaxis Health Care Plan – A detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.

Management System – A record system managed by the person in charge which describes the individual student medical care plans and the particular members of staff who will need to be trained and informed of these plans.



KEY STRATEGIES

General Aspects

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care plan.
- Ensuring effective communication of individual child medical needs to all relevant teachers and other staff.
- Ensuring First Aid Staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Parents of children with packed lunches will be requested to give careful thought to eliminating food that may be of risk to those members of staff and pupils who suffer from such allergies.

Nut Related Aspects

- If the school is aware of a child who suffers a nut allergy, the school lunch caterer and suppliers must be made aware of the risk minimisation policy and requested to eliminate nuts and food items with nuts as ingredients from meals. This does not extend to those foods labelled “may contain traces of nuts”
- Children are encouraged to self-manage their allergy.

Insect Related Aspects

- Diligent management of wasp, bee and ant nests on school grounds and proximity. This must include the effective system for staff reporting to the site team, and a system of timely response to eradicating nests.
- Education of staff and pupils to report any above normal presence of wasps, bees or ants in all areas of the school.

RESPONSIBILITIES

Parents are responsible for:

- Providing ongoing, accurate and current medical information in writing to the School. This is to include the completion of admission Information & medication consents forms. The School will seek updated information annually, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition the parents must advise the School of the fact, and details to be clarified accordingly in the individual health plan.
- Providing written advice from a doctor, which explains the child's allergy, defines the allergy triggers and reaction, and any required medication, including completion of an action plan with supporting photographic or other evidence.
- Providing EpiPens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
- Providing appropriate foods to be consumed by the child if necessary.
- Ensuring their child carries their own emergency medication at all times.

The Healthcare and wellbeing lead is responsible for:



- Ensuring the School receives medical documentation regarding a child's allergy.
- Ensuring there is an effective system to ensure this medical information is regularly updated.
- Ensuring that an Action Plan is provided by the child's parents.
- Ensuring that where children with known allergies are participating in camps and/or external visits, the risk assessment and safety management plans for those camps and
- External visits include the Pupil's Health Care plan.
- Ensuring that first aid staff are trained in the use of EpiPens and management of anaphylaxis.

Catering Staff are responsible for:

- Using only authorised suppliers and being the controlling/point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the school minimisation policy.
- Ensuring supplies of food stuffs are nut free or labelled "may contain nuts"
- Being aware of pupils and staff who have such food allergies.
- Clear labelling of items of food stuffs that may contain nuts.

EDUCATIONAL VISITS

- The Trip Leader will check with any food provider and ensure 'safe' food is provided, or that an effective control is in place to minimise risk of exposure.
- Where a pupil is prescribed an EpiPen the Trip Leader will ensure they or another supervising staff member is trained in the use of the EpiPen, and capable of performing any required medical treatment as outlined in the pupils Health Care Plan.
- The Trip leader will ensure the pupil has his EpiPen on the visit, and ensure a buddy system is in place. The Trip leader will carry the spare.
- If in doubt over the risk of a pupil with an allergy taking part on an education visit the Trip Leader should seek advice from the parent.

SCHOOL MANAGEMENT OF SEVERE ALLERGIES (ANAPHYLAXIS)

- All staff should be made aware of severe allergies and anaphylaxis and the emergency care procedures.
- Involved staff will know about the School Health Care Plan.
- The pupil is to carry one EpiPen with another EpiPen kept in a central, easily accessible place with an Emergency Care Flow Diagram.
- It is the responsibility of the parent/guardian to ensure that:
 - o Medication is supplied to the school.
 - o The medication is replaced as necessary i.e on change of dose or expiry date.
 - o All medication has the original pharmacy label attached stating the pupil's name, date of birth and dose.
- Consideration of a pupil's allergies is to be made with regard to classes to be attended, e.g food preparation or use of certain materials in science lessons.

Appendix 2: Useful Resources



Departmental guidance and advice

- [Special educational needs and disability code of practice 0 to 25](#)
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

Associated resources and organisations – medical conditions

- [Diabetes UK](#) – supports and campaigns for those affected by or at risk of diabetes
- [Children's Heart Federation](#) - a children's heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- [Education and Resources for Improving Childhood Continence \(ERIC\)](#) supports children with bladder and bowel problems and campaigns for better childhood continence care
- [Anaphylaxis Campaign](#) - supports people at risk from severe allergic reactions (anaphylaxis)
- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [Little Hearts Matter](#) - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents



- [The Association of Young People with ME](#) - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- [Migraine Action](#) - an advisory and support charity for children and adults with migraine and their families
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy
- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings

