



TOWNLEY  
— EST 1937 —  
GRAMMAR SCHOOL

# FIRST AID POLICY

## 1. Introduction

This policy outlines the procedures for administering medications and managing first aid at Townley Grammar School, thus ensuring the health and safety of all students. It adheres to guidelines set by the Department for Education (DfE) and other relevant bodies.

## 2. Aims

Provide clear guidelines for safe storage, administration, and documentation of medications.

Ensure all medication is administered with the explicit consent of parent(s) or carer(s), the individual student and advice from healthcare professionals if required. If staff working with the student, including the School Nurse or Medical Welfare Officer, is concerned about the symptoms observed from taking the medication, parent(s), carer(s) will be contacted by a staff member in the medical team and asked to seek additional medical guidance to ensure that the student's health and safety are fully considered.

Support student well-being by managing medication needs during school hours. It is important to note that students on the school site after school hours (Between 8 am - 8:30 am and Mondays after 2:35 pm, Tuesdays to Fridays after 3:30 pm) should always be supervised by an appropriately qualified staff member.

Align with the 'Students with Medical Needs Who Cannot Attend School Policy' to ensure that medical conditions do not become a barrier to education, supporting attendance through appropriate medical and social-emotional interventions.

## 3. Medications Covered

**Non-prescription:** Paracetamol, ibuprofen, Strepsils (written parental consent required).

**School events and Emergencies:** Antihistamines, inhalers, and Adrenaline auto-injectors (EpiPens) (kept on-site and administered by First Aid trained staff).

**Prescribed:** A completed Prescription Medication Form and original packaging with clear labelling must be accompanied.

**Controlled Drugs:** Strict guidelines apply (proof of prescription, unambiguous labelling, controlled drug record-keeping, double-locked storage).

## 4. Labelling of Medication

Parents and Carers are responsible for sending medication to school which reflects the following criteria:

**Clear and legible labelling:** The label should be easy to read and understand without ambiguity.

**Student's name:** The student's full name should be written on the label.

**Medication name:** The full name of the medication (no abbreviations/nicknames).

**Dosage and frequency:** Clearly stated.

**Dates:** Date of issue and expiry date must be visible.

**Special instructions:** E.g., "with food".

**Parent/guardian signature:** Confirming they have understood the information.

**Additional requirements:** Use permanent marker; ensure labels are securely attached. If in a blister pack, attach a label with the student's name to the pack.

## 5. Consent and Documentation

Written parental consent is required at the start of each school year.

Emergency consent is not needed for the use of Adrenaline auto-injectors on site.

**Controlled Drugs:** Proof of prescription (doctor's letter) is required, plus a separate specific consent form.

**Logs:** Comprehensive logs track all medications given (name, time, dosage, reason, staff member).

**Controlled Drug Record:** Requires an additional entry in the Controlled Drug Record Book, countersigned by a second staff member.

**Retention:** Records are kept securely for a minimum of one year (longer for medical records).

## 6. Being Notified of a Medical Condition

When the school is notified that a student has a medical condition, the process below is followed to decide whether an Individual Healthcare Plan (IHCP) is required. The school aims to arrange this within two weeks or by the start of the relevant term.

## 7. Individual Healthcare Plans (IHCPs)

Responsibility for IHCPs is delegated to the School Nurse or Medical Welfare Officer. Plans are reviewed annually or when needs change.

**Development:** Plans are drawn up in partnership with the school, parents, and healthcare professionals.

**Content:** The plan details the condition, triggers, treatments, medication needs, and specific support for educational/social needs.

**SEND:** If a student has SEND but no EHC plan, their SEN will be mentioned in the IHCP.

## 8. Storage of Medications

**Non-prescription:** Locked cabinet in the medical room.

**Emergency:** Marked, accessible locations in the medical room. Students with IHCPs may carry inhalers/AAls.

**Prescribed:** Securely stored in the medical room (or fridge if required).

**Controlled Drugs:** Double-locked cabinet. Daily inventory checks by the School Nurse or Medical Welfare Officer.

## 9. Administration of Medications

**Non-prescription:** Administered during school hours for specific conditions (e.g., headaches) after assessment by the School Nurse, Medical Welfare Officer or First Aid trained staff member. .

**Emergency:** Per IHCP or for unexpected emergencies. Staff receive annual training.

**Prescribed:** Per prescription instructions. Logged in writing.

**Controlled Drugs:** Administered by School Nurse/First Aid trained staff. Witnessed and double-signed.

**Refusal:** Documented immediately and parents informed.

## 10. Staff Training and Responsibilities

**School Nurse:** Leads administration and training.

**Staff:** Receive annual training on emergency medications (EpiPens, inhalers) and defibrillator use.

**Controlled Drugs:** Specific training on management and storage.

## 11. Disposal of Medications

Expired medications are disposed of safely by the School Nurse.

Controlled drugs are returned to parents or disposed of via pharmacy guidelines.

## 12. Monitoring and Review

The policy is reviewed annually. Termly audits of records and storage ensure compliance.

## 13. Unacceptable Practice

In line with the 'Students with Medical Needs Who Cannot Attend School Policy,' it is generally not acceptable to:

- Prevent students from accessing medication.
- Ignore the views of the student/parents or medical evidence.
- Send students home frequently for reasons associated with their condition without proper assessment.
- Penalise attendance records for medical absences.
- Create barriers to participation in school life (e.g., trips).

## 14. Sickness and Diarrhoea

The school enforces a 48-hour rule: students/staff must remain home for 48 hours after the last episode of sickness/diarrhoea.

## 15. Reporting Absence Due to Illness

In accordance with the **Attendance Policy**, parents/carers must follow these procedures if their child is unable to attend school due to illness:

- **Notification Time:** Parents must contact the school **before 8:30 am** on the first day of absence.
- **Daily Updates:** Parents must contact the school **every subsequent day** of absence before 8:30 am, unless a specific period of absence has already been authorised.
- **Contact Methods:**
  - **Telephone:** Call the dedicated Absence Line on **020 8304 8311 (Option 1)**.
  - **Email:** Send a notification to **attendance@townleygrammar.org.uk**.
  - **Medical Evidence:** If a student is unwell for **5 continuous days**, the Attendance Officer will contact home and advise that medical advice be sought.

Additional information to consider to authorise an absence:

To authorise an absence, please provide a specific symptom (e.g., "high temperature," "vomiting," or "severe sore throat") that prevents your child from attending school. Unfortunately, simply stating your child is "unwell" is not sufficient for an absence to be formally authorised.

As a general guideline, it is usually appropriate for parents and carers to send children to school with mild respiratory illnesses. This includes general cold symptoms like a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above.

We strongly encourage parents or carers to utilise the NHS guidance 'Is My Child too Ill for School?' available here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## 16. Procedures for Student Illness During the School Day

To ensure the safety and appropriate care of all students, the following procedures must be strictly adhered to if a student feels unwell **during** the school day.

### 16.1 Reporting to the Medical Room

**No Private Contact:** Students must **refrain** from contacting parents/guardians privately (via text, email, or phone calls) when they feel ill.

**Assessment:** Students must report directly to the Medical Room to be assessed by an appropriately trained staff member.

## 16.2 Rationale for Procedure

**Immediate Care:** This ensures a staff member is immediately aware of the student's condition and can provide appropriate medical or social-emotional support.

**Assessment:** The school will contact home immediately if the assessment indicates the medical need exceeds school provision or requires the student to be collected.

**Attendance and Support:** This procedure aligns with the school's attendance and EBSA (Emotionally Based School Avoidance) guidance. The medical team can often provide necessary support—whether medical, academic, or mental health-related—to help the student feel better and return to learning, thereby avoiding unnecessary absences.

**16.3 Parental Support** Parents are asked to reinforce this procedure with their children to ensure that the school can safeguard the student's health and safety effectively.

**16.4 Additional information** about any medical-related topics, individual healthcare plans and scheduled vaccinations can be accessed on the website:

<https://sites.google.com/townleygrammar.org.uk/tgs-medical/medical>

## 17. Emergency Procedures (Students taken ill during the day)

- **Stay Calm:** Assess the situation and ensure safety.
- **Call for Help:** Send a runner to the Student Hub or use the Arbor emergency alert.
- **Alert Emergency Services (if necessary):** Call 999 for severe situations (unconsciousness, severe bleeding, etc.).
- **Stay with the Injured Person:** Until the School Nurse/First Aider arrives.
- **School Nurse/First Aider:** Takes over, bringing kit and defibrillator if needed.
- **Guide Services:** Staff member meets the ambulance at reception or nearest school entrance to the person requiring medical assistance.
- **Family Liaison Officer:** Contact family immediately.
- **Inform a member in the Senior Leadership Team:** when the emergency services are called, inform the Assistant Headteacher: SENDCo. In his absence, inform any member in the Senior Leadership Team.
- **Post-Incident Debrief:** Review the situation and identify improvements.
- **Accurate record keeping:** Ensure that the incident and medical assistance is recorded in the Accident Record Book.
- **Diarrhoea and Nausea:** if these symptoms are present at home, the student should not come to school. The student should wait 24-hours since the last episode of vomiting or diarrhoea before returning to school.
- **Our priority:** we will always have the best interest of the student in mind. After medical treatment, and the student is deemed well by the medical team, we will encourage the student to return to the classroom. However, if the student is deemed too unwell to return to the classroom, the school will contact the parents or carers to collect their child at the school reception.

## 18. Key Roles and Responsibilities in the event of an Emergency

**Lead (School Nurse/ First Aider):** Leads emergency and provides first aid.

**Second First Aider:** Assists lead, manages kit/defib.

**Family Liaison:** Contacts family.

**Escort:** Guides emergency services.

**Documentation:** A staff member documents the event.

**When alternative transport arrangements are necessary (in exceptional circumstances):**

If a student needs to go home, a parent or carer or trusted adult that the school has a record for will be asked to collect them from school. In exceptional circumstances where parent(s) or carer(s) want the student to go home in a taxi (for example, Uber) this must be in writing; however, the school has the right to refuse if concerned about the safeguarding of the student. .

## 19. Complaints

Complaints regarding medical support should first be discussed with the medical team or link Senior Leader. If unresolved, parents will be directed to the school's complaints procedure.

## 20. Links to Other Policies

This policy operates in conjunction with:

- Students with Medical Needs Who Cannot Attend School Policy.
- Attendance Policy.
- Supporting Pupils with Medical Conditions.
- Accessibility Plan.

## 21. Contact Details

Medical Team - [medical@townleygrammar.org.uk](mailto:medical@townleygrammar.org.uk)