



First Aid and Medical Policy

Chew Valley School

May 2026

School Policy Approved by Local Governing Body

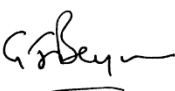
Signed: 

Name: Sarah Cran

Date 20.05.26

Chair of Local Governing Body

Authorised for Issue

Signed: 

Name: Gareth Beynon

Date 20.05.26

Headteacher

Rationale

Generally, First Aid should be left to those members of staff who are qualified first aiders. However, all staff have a general duty to act in 'loco parentis' in emergencies. The school and governing body will support students with medical conditions enabling them to participate actively in the school day (according to the statutory guidance laid out by the Department for Education).

Purpose

To clarify the role and expectation of staff and the school as a whole concerning students' medical needs.

NB: The school employs Pastoral Staff who act as First Aiders during the school day. In addition, the school exceeds the basic recommendation for first aiders, which is for two employees to have a First Aid at Work certificate. A list of the members of staff that hold this certificate (and other equivalent first aid qualifications) is kept on the staff shared area and communicated clearly across the school.

Guidelines

1. Staff must allow students to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents/carers). Students should only carry the quantity of medication required during the school day. No student will be prevented from taking prescribed medication. Students with EpiPens should carry these at all times. Staff will only administer prescribed medication following appropriate training from a health care professional (first aid certificate does not constitute appropriate training).
2. On the request of parents/carers, the student reception office will look after prescribed medicines for students. Prescribed medicines should be brought to school, by a parent/carer only, in their original container/packaging which shows name, dosages etc, and accompanied by a completed medication form available from the school. It will be recorded that the medication has been taken.
3. In a medical emergency teachers may administer an EpiPen if a student is unable to do this for themselves. A second EpiPen should be provided by parent/carer to be kept in the student reception office. First Aid staff also have access to an emergency EpiPen which is located in the student reception office. Other drugs should not be given to students by members of staff, (except in those cases covered by point 2 above).
4. Some students will have individual healthcare plans which will inform staff of a child's needs and which will contain advice and guidance which should be followed. These are kept in the student reception office and are available to staff at any time via the school's provision software. They are reviewed and updated when necessary. It will not be assumed that every child with the same medical condition has the same needs.
5. Teaching staff should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they will inform the student reception office, using the 'on call' system, or via an appointed student.
6. If qualified first-aiders cannot deal with a medical emergency they will call an ambulance and will also contact parents/carers. If parents/carers are unavailable, this should not result in a delay obtaining medical attention.
7. In the event of a reported bump to the head, students will be monitored for a short time by the First Aider. All bumped heads that require any level of treatment should be fully recorded, home should be contacted and school will consider seeking medical attention. Parents/carers will be provided with

information on aftercare and/or symptoms that may indicate further medical attention is required. Staff will be advised if the student returns to lessons so that they can look out for signs of concussion etc.

8. Any accident where first aid is administered to students in school will be recorded on iAM Compliant.
9. In the case of a chemical incident, the teacher in charge will immediately follow the recommended action. If extra help is required they will send another student to get first aid help from Student Services or use the 'On Call' alert system. After immediate action (and if first aid is not called to the incident), the student will be accompanied by a fellow student to the student reception office with written details of the name of the chemical, its concentration and the action taken so far. At the end of the lesson, the teacher must go to the first aid office to give a full account of the incident.
10. Guidelines where there is a need for an ambulance:
 - When an ambulance arrives, the paramedics take charge and will inform the school of their proposed course of action.
 - A member of staff who is in full possession of the facts will contact a parent or carer. This will usually be the first-aider in attendance.
 - A parent/carers will be informed when an ambulance is preparing to leave the school. They will be asked to attend the hospital on the student's arrival or as soon as possible. The ambulance will not usually leave the school premises (except in extreme emergency) until the school knows that a parent/carers has been contacted.
 - If the school is unable to get hold of a parent/carers or any other recognised emergency contact, a member of staff will go with the student and the school will continue to try to contact parents/carers.
 - If a parent/carers is contacted but is unable to get to the hospital in time for the child's arrival, a member of staff will accompany the ambulance to the hospital.
11. Children with identified medical conditions may be required to visit the toilet, drink water, eat or take breaks in order to manage their medical condition effectively. This should be permitted in line with medical advice and guidance.