



Things done well make the best memories
SIR NORTON KNATCHBULL – 1637

First Aid & Medicine Policy

Policy Owner	Pat Aird, Site Manager
Reviewed by	Pat Aird, Site Manager
Equalities Impact Assessment*	Pat Aird & Ben Greene 16/06/2026
Delegated authority	Headteacher
Approved by HT	 10th August 2026
Date of Review	June 2027
Publication	Shared with Headteacher & All First Aiders. Accessible to parents if requested or deemed necessary

STATEMENT OF INTENT

The Governors and Headteacher of The Norton Knatchbull School believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for pupils, staff, and visitors.
- Ensuring that pupils with medical needs are fully supported at school.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the school is appropriately insured, and that staff are aware that they are insured to support pupils in this way.

In the event of illness, a staff member will accompany the pupil to the school office/medical room. In order to manage their medical condition effectively, the school will not prevent pupils from eating, drinking, or taking breaks whenever they need to.

AMENDMENTS

The Policy Document has been amended in light of updated guidance on supporting pupils with medical conditions, drafted by the Department of Education for maintained schools and proprietors of academies in England. It is the responsibility of the Head Teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

Amendment No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	2018	PAird	<i>P Aird</i>	2/10/2020
2	2021	PAird	<i>P Aird</i>	22/11/2021
3	2022	P Aird	P Aird	17/11/2022
4	2023	P Aird	P Aird	28/11/23
5	2024	P Aird	P Aird	03/12/24
6	2026	P Aird	P Aird	16/06/2026

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Arrangements

Student Receptionist

The school employs a student receptionist; this person will have the lead role in ensuring that pupils with medical conditions are identified and properly supported in school, including supporting staff in implementing a pupil's Healthcare Plan. The student receptionist will liaise with parents/carers and, where relevant, healthcare professionals, and will advise on any training needs for school staff. Suitable cover will be provided in the absence of the Student Receptionist.

The First Aid Team

The school has a team of level 3 and level 2 trained staff who are proactive in looking after the Wellbeing of all staff and students when they are called upon to do so.

They are required to retrain every three years to keep their knowledge up to date with the change in first aid practices.

The school has level 3 trained first aiders who control medication use which is supplied by the parent or carer. Further specialised training may be required and will be sourced when the need arises

First Aid Boxes

The first aid posts are located in:

- Student Reception
- Main reception
- High Risk Departments. Science, PE, and DT

Medication

Pupils' medication is stored in:

- First aid room.

First Aid

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
 - The first aider administers first aid and records details in our treatment book.
 - If the child has had a bump on the head, they must be given a "bump on the head" note.
 - Full details of the accident are recorded in our accident book
 - If the child has to be taken to hospital or the injury is 'work' related, then the accident is reported to the Governing Body.
 - If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.
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School Insurance Arrangements

RPA

Membership Number/ **URN 138019** Norton Knatchbull Academy

RPAAdvice@willistowerswatsonsecure.com

School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

Administering Medicines in School

Prescribed medicines may be administered in school by a staff member appropriately trained, where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupils will administer their own medicine, under the supervision of a member of staff.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

First aid trained staff should not administer paracetamol or ibuprofen as part of routine first aid provision.

The school does not stock or routinely provide paracetamol, ibuprofen, or other non-prescribed medication as part of its first aid provision. Where such medication is required, it must be supplied by the parent/carer and accompanied by the appropriate written consent in accordance with the school's medication policy.

In all cases, we must have written parental permission outlining the type of medicine, dosage, and the time the medicine needs to be given. These forms are available in Student Reception.

Staff will ensure that records are kept of any medication given.

Storage/Disposal of Medicines

Wherever possible, children will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in the Student Reception for self-medication, quickly and easily. Pupils' medicine will be locked away out of pupil's access. On school trips medication will be held by the trip leader. It is the responsibility of the school to return medicines that are no longer required to the parents for safe disposal.

Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required.

Parents will then be informed and arrangements made regarding where they should meet their child. It is vital therefore that parents provide the school with up-to-date contact names and telephone numbers.

Defibrillators

Defibrillators are available within the school as part of the first aid equipment. First aiders are trained in the use of defibrillators.

- Main Reception
- Fraser Building main entrance
- Pavilion
-

The local NHS ambulance service have been notified of its location.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP state that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely in school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical conditions are included.

School will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The school appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Pediatrician. The school receptionist may also provide additional background information and practical training for school staff.

Procedure that will be followed when the school is first notified of a pupil's medical condition

1. A Health Care Plan will be written and put in place (Form 2).
2. Information will be entered on to the sites administration system (Arbor)
3. Parental agreement for school to administer medicine will be sort (Form3)
4. A record of regular medicine administration will be maintained by a trained member of staff. (Form 4)
5. Additional training may be required and will be sourced if appropriate.

This will be in place in time for the start of the relevant school term for a new pupil starting at the school or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the school mid-term.

Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542029

Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555988 (9am to 5pm)

Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children

Tel: (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Equality and Human Rights Commission

Helpline: 0808 800 0082

Textphone: 0808 800 0084

Website: www.equalityhumanrights.com

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk/



THE NORTON
KNATCHBULL
SCHOOL

NKS Equality impact assessment

**The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised. EIA assessments are completed for policies reviewed on or after 30 October 2023 and are appended to the policy.*

Policy details

POLICY NAME AND PURPOSE
First Aid Policy 2024
LAST REVIEW
03/12/2024 P A Aird - Site Manager
POLICY STATUS
Reviewed No changes
THIS POLICY WILL AFFECT

- Pupils
- Staff
- Governors/trustees
- Volunteers
- Visitors
- Parents

EIA completed by:	P A Aird – Site Manager NKS
Contributors to EIA:	B Greene Head Teacher.
Date completed:	16/06/2026.

Impact analysis

- Indicate what type of impact this policy will have for each group, and explain why
- If a policy doesn't impact a group, tick the 'neutral impact' column and record this
- Remember that a policy may impact a group in multiple ways. For example, your curriculum policy may positively impact BAME pupils by promoting British values of mutual respect and tolerance, but negatively impact BAME pupils by failing to promote material that highlights a variety of cultures and ethnicities

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL POLICY HAVE THIS EFFECT?
Sex		X		
Race		X		N/A
Religion or belief		X		N/A
Sexual orientation		X		N/A
Gender reassignment		X		N/A
Pregnancy or maternity		X		N/A
Age		X		N/A
Disability		X		N/A
Marriage or civil partnership		X		N/A

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL POLICY HAVE THIS EFFECT?
You could also add non-protected characteristics that have a specific impact in your school, e.g.: • English as an additional language • Looked-after children • Families with separated parents		N/A		N/A

INTERSECTIONAL IMPACT
• Will this policy impact any groups more because of multiple/combined characteristics? - No there will not be impact • What will the impact be, and why? N/A • For example, if you're reviewing your: N/A • Family leave policy: if your rules or language around leave arrangement assumes that people having children are married, this could negatively impact unmarried women who are pregnant or have children. N/A • Supporting pupils with medicines policy: if your response to allergies relies on pupils carrying and administering their own epi-pens, this could negatively impact younger pupils with allergies who are not able to do this N/A •

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT

- Record your decision on what you will do with the policy/process after the results of the EIA.

On completion of the EIA this policy will form part of the normal working day within the school. This policy is designed to keep employees and students safe in times of infection and illness. This policy is in place to lessen the impact on the learning environment for our pupils and staff.

- Remove the policy (if it's not statutory) N/A
- Adapt the policy to address the equality issues you've identified. N/A
- Keep the policy without change (The policy has been updated)
- Include details about the evidence used to come to this decision, and why you're doing it.

We have added the following paragraph into the Administering Medicines in School section page 5.

First aid trained staff should not administer paracetamol or ibuprofen as part of routine first aid provision.

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The Policy changes do not require consultation

FINAL DECISION ON POLICY

CONSULTATION AND STAKEHOLDER ENGAGEMENT

- Details of how the EIA outcome will be monitored
- Evidence collected / data reviewed
- Policy review schedule

Any further consultation or stakeholder engagement

Monitoring arrangements

MONITORING ARRANGEMENTS

[Annual review](#)
