

Healthcare, First Aid & Administration of Medicines Policy



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1. Introduction

This policy on health care, including first aid and managing medicines, takes account of guidance, both statutory and non-statutory outlined in:

- Supporting Students at School with Medical Conditions (2014)
- Children & Families Act 2014
- Education Act 2002
- Keeping Children Safe in Education 2025
- Childrens Act 1989
- Equality Act 2010
- Health & Safety at Work Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968 School Premises (England) Regulations 2012 (Regulation 5)
- Health & Safety (First Aid) Regulations 1981
- School Premises (England) Regulations 2012
- Education (independent School Standards) Regulations 2014

The policy sets out to ensure that:

- all staff are aware of this policy;
- all staff are clear about what to do in a medical emergency;
- everyone, including parents/carers, is clear about their respective roles and responsibilities;
- students with medical conditions receive proper care and support whilst in school, including school trips, visits, events and physical education so that they have full access to education, can play a full and active role in school life, remain healthy and achieve their academic potential;
- school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed;
- first aid trained staff and equipment are available;
- Medicines are handled responsibly in the school setting.

2. Scope

The policy and associated procedures set out in this document applies to all employees at the school.

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

3. Healthcare Provision

Parents/carers, including any person who has parental responsibility for or care of a child as defined in Section 576 of the Education Act 1996, should provide full information on admission to the school and on an ongoing basis to the Medical Officer about their child's medical needs.

This can include:

- details of their child's condition;
- special requirements including details and side-effects of medicines their child needs;
- what constitutes an emergency for their child;
- what to do (and not to do) in such an emergency;
- who to contact in an emergency and to notify the school of any changes.

The Medical Officer will maintain medical records for each student and pass information to staff as appropriate.

4. School Practice

In accordance with legislation and good practice the:

Trust, Governing Body & Head of School will ensure that:

- as many staff as required are trained to recognise the symptoms of an asthma attack;
- as many staff as required are allergy trained to recognise the symptoms of allergic reaction and anaphylaxis;
- as many staff as required are able to provide support to students with medical conditions, including administering medicines.

Medical Officer will:

- maintain and communicate a list of staff trained and holding appropriate certification;
- maintain and communicate a list of first aid box/bag locations and epipen and asthma inhalers;
- ensure first aid boxes hold at least the minimum requirements;
- provide appropriate training and guidance to those requiring it;
- provide necessary equipment and facilities;
- communicate First Aid arrangements to all staff;
- review and respond as required to data relating to accidents, incidents, medicines and healthcare plans;
- be appropriately trained and available to respond to accidents, illnesses and emergencies that occur during the course of the school day;
- manage medicines in line with agreed procedures;
- maintain the medical boxes/bags, epipen and asthma inhalers situated around the school site;
- refer all relevant staff to the details of the child's condition held on Google drive via the Staff Bulletin on a half termly basis;
- contact all new parents with children who have a medical condition to ensure a smooth transition to the school occurs;
- liaise with the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to their attention;
- in liaison with trip co-ordinators and parents, provide students medical information, equipment and medicines for trips and visits;
- manage the records made and retained of all significant accidents and incidents, both on and off the premises, and the action taken;

- record date, time and place of incident along with details of the incident incident, action taken and name of first aider;
- manage the process and record keeping in relation to medicines;
- manage the process, record keeping and action in relation to Healthcare Plans
- Conduct a regular automated external defibrillator (AED) check as prompted by The Circuit.

In the absence of the Medical Officer, a member of the Administration Team will provide First Aid and support to students with medical conditions, including the administering of medicines as required.

RIDDOR:

This record is not the same as the statutory accident book although schools and colleges can choose to combine them. All reportable incidents should be reported to a specified responsible person such as the Health and Safety Officer.

Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

HSE should be notified of fatal and major injuries, and dangerous occurrences without delay. See the HSE RIDDOR advice for more details.

Injuries to anyone who has been involved in an accident at the school or college, or on an activity organised by the school or college, are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident schools and colleges can consult the HSE general RIDDOR guidance.

Other qualified school staff will:

- assist with this provision as required, including in preparation for and during offsite trips, visits and events;
- may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so.

Note: Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

A list of first-aid trained members of staff is displayed in the staff room and reception area.

Parents have the prime responsibility for their child's health. They will:

- ensure that they or another nominated adult are contactable at all times;
- provide the school with sufficient and up-to-date information about their child's medical needs;
- ensure that they carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment as soon as reasonably possible.
- Sign and return consent form for staff to administer an epipen or asthma inhaler in an emergency.

Students with medical conditions will:

- provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.
- Can carry with them items of medication e.g asthma inhalers, EpiPens, diabetic equipment for use in an emergency for fast response.

Additionally external bodies/individual have a responsibility as follows:

Buckinghamshire School Nursing Team should:

- liaise regularly with the school to ensure it has access to school nursing services.

Other Healthcare Professionals (inc. GPs and paediatricians) should:

- notify the school nurse when a child has been identified as having a medical condition that will require support at school.

Local Authority should:

- under Section 10 of the Children Act 2004, have a duty to promote co-operation between relevant partners – such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England – with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation;
- together with clinical commissioning groups (CCGs) make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014);

- provide support, advice and guidance to ensure that the support specified within individual healthcare plans can be delivered effectively;
- work with schools to support students with medical conditions to attend full-time.

Note: Where students would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

Ofsted should:

- consider how well a school meets the needs of the full range of students, including those with medical conditions.

Note: Key judgements will be informed by the progress and achievement of these children alongside those of students with special educational needs and disabilities, and also by students' spiritual, moral, social and cultural development.

5. Concerns & Complaints

Parent/carers should initially raise any concerns directly with the school. If matters are not resolved satisfactorily, the guidelines in the school's Commendations & Complaint Policy should be followed. A copy of this policy is on the school's website and can also be provided directly by contacting the school.

Appendix A

Healthcare Plans - Long Term or Complex Medical Needs

The school will initiate individual Healthcare Plans for students with long term and complex medical conditions (including severe allergic reaction, severe asthma, diabetes and epilepsy) in order to:

- identify the level of support that is needed;
- provide clarity about what needs to be done, when and by whom.

Some children with medical conditions may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs as well as the provision for their special educational needs.

This will include input from:

- healthcare professionals
- the child
- parents/carers
- home to school transport providers (where appropriate)

and will be reviewed annually or more often if a student's needs change.

Access to, communication of, and requirements linked to Healthcare Plans, for individual students with complex medical conditions will be managed by the Administration Assistant in charge of First Aid, as follows:

- the original copy will be stored in reception (in the Healthcare Plan file and/or in the medication box where applicable) where they are readily available in an emergency;
- copied and provided to staff, with any medications and consent forms, for offsite trips, visits and events;
- a list of all students with medical conditions will be circulated each term to all staff;
- a photographic list of all students with long term or complex medical conditions will be displayed in confidence on the medical notice board in the Staffroom and in reception.

Additionally, where necessary:

- appropriate staff will be briefed, by the Medical Officer, on how to cope with specific needs and they may be contacted to provide training to staff or to advise on health enquiries;
- special arrangements to support and maintain regular contact with students with complex or long term medical needs that disrupt their attendance at school will be made and co-ordinated by the Raising Achievement Team (Years 7-11) and Sixth Form Raising Achievement team (Years 12- 13) and will include strategies as required to catch up on missed lessons, organise work to be sent home and facilitate a phased reintroduction to school after a long absence.

Appendix B

First Aid Provision

The health and safety of all persons on the school site is a prime concern. It is assumed that all students attending school are healthy and fit to cope with the school day unless prior communication to the Attendance Officer has been received.

Only trained staff will apply first aid in all instances the details will be recorded.

If a student is too unwell to remain in school:

- their parents/carers will be contacted to come and collect them;
- their parents/carers will take responsibility for the student once they leave the school site.
- their parents/carers will be informed if the student needs to be or is taken to hospital (and in all instances will be accompanied by a member of staff until a parent/carer is present).

Appendix C

First Aid Materials

First aid materials are held in reception, and will be secured where required to prevent unauthorised access.

First Aid boxes, EpiPens and asthma inhalers are located throughout the school, as detailed below, and for offsite trips, visits and events. The Medical Officer is responsible for maintaining these.

First Aid Box location

Emergency EpiPens

DEPARTMENT	NUMBER	DEPARTMENT	NUMBER
SEND	1	Reception	2
D&T	4	T23 Food Room	2
Science	9	Science prep room	2
Art	1	PE Office	2
PE	2	Trips (Reception)	2
Reception	6	Total	7
		Emergency Asthma Inhaler	
Sixth Form Centre	1		
Sound and light studio - hall	1	DEPARTMENT	NUMBER
RESET	1	Reception	3
Total	26	Total	3

Defibrillator

ITEM	LOCATION
Defibrillator	Community Sports Hall Foyer

Appendix D

Managing Medicines

General Information:

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. In such instances, **all medication should be handed into the school office**, where it can be administered at the school office and documented accordingly.

The school will ensure that an appropriate number of staff have attended *Supporting Students with Medical Conditions* training to understand and to ensure medicines are appropriately managed within the school.

Students requiring other medication, both prescription and non-prescription, should report this to the Medical Officer or Admin Team in their absence. The Parent/Carer must:

- Complete the Permission to Administer Medicine form or complete the permissions section of the Individual Healthcare Plan
- Hand in the medication to the office

This is applicable:

- on site during school hours;
- offsite during trips, visits, events, both single day and residential.

Students with medical conditions that require emergency medication:

- are encouraged to be responsible for their own medication under the supervision of the Medical Officer/Admin Assistant or a nominated member of staff;
- over the age of 16 may be authorised on an individual basis according to circumstances to hold their own medication;

Halving tablets is to be avoided whenever possible.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan, but parents should be informed.

A record will be kept of all medication administered, and all medication will be returned to the parents/carers when no longer required to arrange safe disposal.

Prescription Medicines

All medication should be:

- handed into the school office for correct recording and administration;
- in their original container/packaging with the prescription label and appropriate instructions as dispensed;
- accompanied by a completed Parental agreement to schools to Administer Medicine *Form* and the *Individual Healthcare Plan Form* (if applicable).

Additionally:

- emergency prescribed medicines, such as asthma inhalers and adrenaline pens, will be clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration and carried by the student - a spare set may be kept in school where needed;
- emergency medicines will be readily available to the students and will not be locked away;
- parents/carers will be responsible for ensuring their child's medication remains in date;

Common Conditions

Asthma:

- appropriate staff will be trained to recognise the symptoms of an asthma attack and know how to respond in an emergency;
- appropriate staff will know how and when to use the emergency salbutamol inhaler.
- parents must give permission for the school to administer the emergency inhaler

Anaphylaxis:

- appropriate staff will attend training on the symptoms of anaphylaxis,

Epilepsy:

- if appropriate, a record will be kept of the student's seizures, so that any changes to seizure patterns can be identified and shared with the student's parents and healthcare team.

Non-prescription Medicines

Non-prescribed medicines will not be administered unless specific permission has been given by parents/carers and Parental agreement to schools to Administer Medicine or consent to administer over the counter medication form has been completed.

Controlled Drugs

The supply, possession and administration of some medicines for use by students e.g. methylphenidate, are controlled by the Misuse of Drugs Act 1971:

-
- prescribed controlled drugs that are stored in school will be kept in a locked non-portable cabinet and only authorised staff will have access to them;
- students must come to the school office to take their medication
- a record will be kept for audit and safety purposes;

Managing medical needs/medicines on trips, visits and events

- Parents will be asked to provide medical information and contact details, and may be invited to school to discuss their child's medical needs with staff accompanying residential trips.
- The Medical Officer/Trip Admin will ensure that staff leading day and residential excursions are:
 - aware of any specific medical needs and emergency procedures;

- aware of the arrangements for medication requirements;

Travelling first aid containers

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisers' Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

HSE recommends that the minimum travelling first aid kit should be:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Managing medical needs/medicines for sporting activities

- Most students with medical conditions can participate in physical activities and extra-curricular sports.
- Any restrictions will be recorded in their Healthcare Plan and this will be communicated to the appropriate staff, e.g. some may need to take precautionary measures before or during exercise and will be allowed immediate access to any emergency medicines such as asthma inhalers.

Appendix E - Individual Healthcare Plan Form

MEDICAL – INDIVIDUAL HEALTH CARE PLAN & PERMISSION TO ADMINISTER MEDICATION



Princes Risborough School has a policy that requires this form to be completed for those children with a diagnosed medical condition that requires specific support. This form is only to be completed following discussion with the school and will be emailed to parents/carers to complete and return to the school. Please note that the school does not have a school nurse or matron – the medical services are provided by the Medical Officer and first aiders.

Please note:

- Medicines must be in the original container with full instructions as dispensed by the pharmacy otherwise the school will not be able to administer them.
- They must be handed into the Medical Officer or Office Team
- Where possible medicines should be administered so that the student does not need to take it in school hours.

Students over the age of 16 may be authorised on an individual basis, according to circumstances, to hold their own medication. **In all cases this form must be completed. There are no exceptions.**

Name:		<i>Photo</i>
Date of Birth:		
Tutor Group:		
Medical Condition:		

Family Contact 1:

Name:	
Relationship:	
Mobile:	
Home Tel:	
Work Tel:	

Family Contact 2:

Name:	
Relationship:	
Mobile:	
Home Tel:	
Work Tel:	

Clinic/Hospital Contact

Name:	
Number:	

GP Contact

Name & address:	
Number:	

Describe medical needs and give details of child's symptoms:

Daily Care Requirements (eg. before sports/lunchtime):

Describe what constitutes an emergency for the child, and the action to take:

Follow up care:

Who is responsible in an emergency during school time:

On site: Medical Officer & nearest first aider
Off site: Trip leader / teacher / member of staff

Administration of Medicine:

Name/type of medicine: (as described on the container)	Medicine 1:	Medicine 2: *if applicable	Medicine 3: *if applicable
Expiry date			
Dosage and method			
Timing/When (to be taken)			
Special precautions/other instructions			
Are there any side effects that the school/setting needs to know about?			
Self-administration – yes/no			
Prescription / Non-Prescription (Delete as appropriate)			

NB: Medicines must be in the original container *as dispensed by the pharmacy* with a prescription label

Supply of medication – please circle:

To be held in the medical room:	Yes / No
To be held by the student:	Yes / No
To be held by both the student and in the medical room:	Yes / No

Procedure to take in an emergency:

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Asthma

My child suffers from Asthma, in the event of an emergency, I give consent for the school blue emergency inhaler to be administered to my child.

(please tick)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if medication is to be stopped.

- I confirm that I have administered this medication, without adverse effect, to my child in the past.
- I accept that this is a service that the school is not obliged to undertake.

Allergies - Anaphylaxis

My child suffers from a severe allergy which may result in anaphylaxis. I confirm that he/she carries: an adrenaline auto-injector pen (AAI). (please tick); antihistamines (please tick); blue inhaler (please tick)

Name	
Relationship to child	
I understand that I must deliver the medicine personally to the School Office	
Signature:	Date:

Please note: that on signing this form, you are giving permission for the school Medical Officer, member of the Office Team, or designated member of staff to administer the medication stated above.

For office use only: If further clarification is required, please contact the parent/carer and log the additional information here.	
Date:	Additional information:

Appendix F - Permission to Administer Medicine Form

MEDICAL – PERMISSION TO ADMINISTER MEDICINE (SHORT TERM)



Princes Risborough School has a policy that provides for staff to administer specific medicine to students, or a student to administer themselves.

In all cases this form must be completed. There are no exceptions.

Following completion and return of the form, the retention and distribution process for specified medication will be discussed and agreed between staff and student.

Please note:

- Medicines must be in the original container with full instructions as dispensed by the pharmacy otherwise the school will not be able to administer them.
- They must be handed into the Medical Officer or Office Team
- Where possible medicines should be administered so that the student does not need to take it in school hours.

Students over the age of 16 may be authorised on an individual basis according to circumstances to hold their own medication. **In all cases this form must be completed. There are no exceptions.**

Name:	
Date of Birth:	
Tutor Group:	
Medical Condition:	

Administration of Medicine:

Name/type of medicine: (as described on the container)	Medicine 1:	Medicine 2: *if applicable	Medicine 3: *if applicable
Expiry date			
Dosage and method			
Timing			
Special precautions/other instructions			
Are there any side effects that the school/setting needs to know about?			
Self-administration – yes/no			
Prescription/Non-Prescription (Delete as appropriate)			

NB: Medicines must be in the original container as dispensed by the pharmacy with a prescription label

Supply of medication – please circle:

To be held in the medical room:	Yes / No
To be held by the student:	Yes / No
To be held by both the student and in the medical room:	Yes / No

Procedure to take in an emergency:

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Asthma

My child suffers from Asthma, in the event of an emergency, I give consent for the school blue emergency inhaler to be administered to my child.

(please tick)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if medication is to be stopped.

- I confirm that I have administered this medication, without adverse effect, to my child in the past.
- I accept that this is a service that the school is not obliged to undertake.

I understand that I must deliver the medicine personally to the School Office

Name:	
Relationship to child:	
Contact No:	

Signature:	Date:
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For office use only:
If further clarification is required, please contact the parent/carer and log the additional information here.

Date:	Additional information:

6. Version Control

Date	Circulation	Amendments to previous version
25/10/2024	Governor Hub	Addition of allergy training, defib checks and update to location and number of first aid materials
14/11/2025	Governor Hub	<ul style="list-style-type: none"> • Addition of KSIE 2025 • Amended Administration Assistant to Medical Officer • Addition of Admin Team cover in the absence of Medical officer • Added 'in preparation for and' in Other Qualified Staff • Added 'as soon as reasonably possible' • Changed 'School Nurses' to Buckinghamshire Schools Nursing Team • Clarification that parents/carers will be contacted to come and collect students if they are too unwell to stay in school • Linked to IHCP and Permission to administer medication