THE MANDEVILLE SCHOOL
BELIEVE · ACHIEVE · SUCCEED

Healthcare, First Aid & Administration of Medicines Policy

Adopted: September 2026
Next Review: September 2027

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Vision & Values

Our Vision

At TMS we want to ‘Believe Achieve Succeed’. We believe all stakeholders should have high aspirations for our students, we believe they can achieve the highest academic outcomes, and that they will become successful citizens equipped to be the leaders of tomorrow.

Our Values

Believe
We believe all our students will be successful

Achieve

We believe our students will all achieve excellent academic outcomes

Succeed

We believe our students will become successful citizens equipped to be the leaders of tomorrow

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's & Families Act 2014
- Education Act 2002
- Children's 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 can 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

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

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 Administration Assistant in charge of First Aid 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 in charge of First Aid will maintain medical records for each student and pass information to staff as appropriate.

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 able to provide support to students with medical conditions, including administering medicines.

Medical Officer in charge of First Aid 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
- Ensure that there are suitable cover arrangements in case of staff absence or staff turnover to make sure that someone is always available
- 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 SharePoint 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
- Provide students with medical information, equipment and medicines for trips and visits.

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 notified by a specified person responsible.

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 person responsible 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 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.

TMS First Aiders

Name	Job Title	Expiry Date
Mary Grant	Wellbeing Officer 404	January 2025 (2days)
Dean Holdsworth	PE Department/402	December 2025 (2days)
Caroline McCormack	RAO/461	October 2026
Dominic Shea	Librarian/ 415	October 2026
Rebekah Faulkner	SEN /419	October 2026
Simon West	RAO	October 2026
Georgia Zinna	PE	November 2026
Sam Mock	SEN	May 2025
Nigel Sibley	Science Tech	May 2025
David Emsden	PE	May 2025
Jan Lindsey	SEN	May 2025
Awatif Wiklandour	Science	May 2025
Emma Sommerford	RAO	October 2027
Anna Kalibala	RAO	October 2027
Rachel Luff	RAO	October 2027

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.

- Sign and return consent form for staff to use 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 has a responsibility as follows:

School Nurses will:

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

Other Healthcare Professionals (inc. GP's and Pediatrician's) will:

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

Local Authority will:

- 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.

Ofsted will:

- 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.

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 noticeboard in the staffroom and in reception.

Additionally, where necessary:

- Appropriate staff will be briefed by the Administration Assistant in charge of First Aid on how to cope with specific needs 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 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 people 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 for first aid and in all instances the details will be recorded. If a student is too unwell to remain in school:

- Their parents/carers will be contacted so that arrangements can be made for them to go home
- They will only be permitted to leave school with an agreement by parent/carer who 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 the medical room and will be secured where required to prevent unauthorised access.
- First Aid boxes and EpiPen and asthma inhalers are located throughout the school and for offsite trips, visits and events. The Medical Officer is responsible for maintaining these.

First Aid Box location at TMS		Emergency EpiPens	
Medical	Art	South Building	
Reset	Admin	Reception	
East Building	PE Department		
West Building	Science		
Reception			

Defibrillator at TMS	
Reception	Medical

Appendix D – Managing Medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

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 Admin Assistant. The Parent/Carer must complete the:

- Parental agreement to schools to Administer Medicine o
- Consent to administer over the counter medication This covers
- On site during school hours
- Offsite during trips, visits, events, both single day and residential.

Students:

- Are encouraged to be responsible for their own medication under the supervision of the 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. 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:

- Only be brought to school when essential, that is where it would be detrimental to a student's health if the medicine were not administered during the school day
- Be stored in a clear plastic container in the medical room in their original container and/or packaging with the appropriate instructions as dispensed
- Be 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 stored in containers in reception, clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration

- Emergency medicines will be readily available to the students and will not be locked away
- Only by agreement between the school and parents/carers will a student be allowed to carry emergency medicines for self-administering. 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:

- A student who has been prescribed a controlled drug may legally have it in their possession.
- Prescribed controlled drugs that are stored in school will be kept in a locked non-portable container and only authorised staff will have access then.
- 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 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 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
- 2 safety pins
- 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 sport
- 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: TMS Healthcare Plan

All Healthcare plans are available on the school website for parents and guardians to complete.