

Weston Secondary School's School Specific Medical (First Aid) Policy 2026-2027

Prepared by	Business Manager		
Approved by	D Butterworth	Date	September 2026
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Introduction

Weston Secondary school (WSS) recognises the concerns parents/carers of students with medical conditions experience. This may be due to a long-term condition, or a short-term illness/injury. We are committed to ensuring all pupils with medical conditions are fully supported so they can actively engage in school life, remain healthy and achieve their potential.

Supporting students with a Medical Condition

Students with long term conditions or those that are at high risk of needing emergency intervention will have an Individual Health Care Plan (IHCP).

An IHCP helps to ensure that effective support is given, as not every student with the same condition requires the same support.

Parents/carers and health professionals, if appropriate, will be invited into school to put together a plan that is suited to the student's needs.

This will include:

- The medical condition, (triggers, signs, symptoms and treatment).
- Procedures to be followed in an emergency.
- Medication.
- Emergency contact details.
- All parties will sign to agree to the plan.
- Parents/carers will be asked to sign to give consent to share information with staff and other relevant professionals.
- Parents/carers will be asked to sign to give consent for their child's photograph and condition to be displayed in staff only areas.
- A copy of the plan will be kept in the medical area, in the student's file and given to parents/carers.

If necessary, a Personal Emergency Evacuation Plan (PEEP) will be put in place to ensure the safe evacuation of a student in an emergency.

Students with a short-term illness or injury will be supported depending on level of need i.e. medication for illness in liaison with parents/carers.

A student with an injury or debilitating condition may require a risk assessment to be put in place. This is to ensure their safe care in our school environment. A PEEP in preparation for an emergency evacuation and reasonable adjustments to the school day may also be necessary. This is all in liaison with parents/carers and health professionals.

Day Trips, Residential Visits and Sporting Activities

At WSS, we consider what reasonable adjustments are needed to ensure all students with medical needs are able to participate fully and safely on visits, unless there is evidence from a clinician stating it is not possible to do so.

This will be in consultation with parents/carers, health professionals and staff to ensure safe participation.

All staff will be aware of how a student's condition can impact on their participation and have a clear plan and risk assessment in place outlining how to support in this situation.

It remains the responsibility of parents/carers to notify the school of any changes to their child's health conditions or needs.

A school trained first aider will be in attendance for all off-site trips and activities with a school first aid kit.

Managing Medication

Medication will only be administered at school when it would be detrimental to a pupil's health, or school attendance not to do so.

No student under 16 years of age will be given medication without parent/carers consent.

Parents/carers are required to sign an agreement to administer medication clearly stating medication type, dosage and frequency. This includes over the counter medication for pain/hay fever. No medication containing aspirin will be administered to a student under 16 years of age unless prescribed by a doctor.

All medication must be:

- In date.
- Labelled.
- In original packaging.
- Include instructions.
- The exception to this is insulin, though this must still be in date and may be supplied in an injector pen or a pump.

We will ensure there are sufficient members of staff trained to administer medication. No medication will be administered without checking the maximum dose and when the previous dose was taken.

There will be two members of staff present when administering medication.

All medication administered will be recorded, date, time, medication given, dosage and names of staff present.

In agreement with parents/carers we support students who are competent to administer their own medication.

If a student refuses to take medication or carry out a necessary procedure they will not be forced to do so. Parents/carers will be informed so alternative options can be explored.

If a student misuses their medication, or other's medication, parents/carers will be informed, and the schools behaviour procedures will be followed.

Storage of Medication

Students with severe allergies requiring emergency treatment are to carry their Auto Injector (EpiPen) on them at all times. Parents/carers are to provide a second Auto Injector (EpiPen) which will be kept in the staff room in a labelled, unlocked cabinet.

Students with asthma are to carry their inhalers on them at all times. Parents/carers are to provide a second to keep in the medical area.

All medications are stored securely in the medical room in a lockable cupboard, or medical refrigerator, easily accessible at all times.

Controlled drugs are stored in a locked cupboard with restricted access.

Record Keeping/ Maintaining First Aid Supplies

Records are kept of all medication administered on Medical Tracker.

Any First Aid given to a student will be recorded on Medical Tracker and parents/carers notified. If it is a serious incident, parents will be informed via a phone call and a follow up email. If a student has been assessed and they are medically fit to stay in school, parents will receive an email regarding the incident. It is the responsibility of the First Aider to ensure records of events they have managed have been recorded and shared with parents/carers.

The WSS Matron is responsible for checking the contents of First Aid kits half termly, or if large amounts of stock have been used.

First Aid in School

Upon being summoned in the event of an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, the First Aider is to administer appropriate First Aid, and make a balanced judgement as to whether there is a requirement to call an ambulance.

The injured person should not be moved if there is any possibility of a spinal or neck injury.

The First Aider is to always request an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture/dislocation or where this is suspected.
- Whenever the first aider is unsure of the severity of the injuries.
- In the event of a severe allergic reaction or following the administration of an EpiPen.
- In the event of the person having difficulty breathing.
- In the event of a severe seizure if the person has not had a seizure before.

In the event of an accident involving a student, where appropriate, it is policy to always notify parents/carers by phone call of their child's accident if it:

- Is considered to be a serious injury.
- Requires First Aid treatment for serious (or more than minor) injury.
- Requires attendance at hospital.
- If there has been an injury to the head.

- If there has been an injury to a private part of the body not seen by the First Aider.

Our procedure for notifying parents/carers is to use all telephone numbers available to contact them in a serious incident and leave a message should they not be contactable.

In the event that parent/carers cannot be contacted, and a message has been left, our policy is to continue to attempt to contact the parents/carers. In the interim, we will ensure that the qualified First Aider remains with the student until the parent/carer can be contacted and arrives.

In the event that the student requires hospital treatment, and the parents/carers cannot be contacted prior to attendance, the qualified First Aider will accompany the student to the hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

Our procedure for a minor injury is to notify parents/carers via email using Medical Tracker.

All accidents requiring hospital treatment will be reported to Hamwic immediately in line with RIDDOR, who will complete an investigation (as per the HET Policy).

Parental Support

To assist WSS in its fulfilment of this policy, parents are required to:

- Complete the medical information section on the admissions form with sufficient information about their child's medical needs and providing updates as necessary.
- Complete the medical form annually in their child's academic planner.
- To be involved in the development and drafting of Individual Health Care Plans as and when required.
- To electronically sign off all IHCPs via Medical Tracker.
- Provide the required medication and equipment, including spare where appropriate.
- If a student has broken a bone, and requires a risk assessment, parents are to phone the school and make contact with the WSS Matron prior to sending the student to school.
- Ensure that they or another nominated adult are always contactable.

Staff Training

All staff involved in the administration of medicines will have suitable instruction, information, and training. This will include basic administration of medicines training as well as any specialist training required to support students with IHCPs.

The type and training required to support students with specific medical needs will vary and is usually determined during the development of the IHCP.

Where care plans are already in place and additional training is required, the Director of Inclusion will be responsible for arranging the necessary training.

Medical Tracker

Medical Tracker is an online first-aid, medical and health tracking and management software. It allows WSS to go paperless when recording, monitoring and analysing incidence and injuries, continuing to ensure school is a safe place to learn and grow.

Displaying Medical Information

To improve the physical security of WSS data, students' medical information, which needs to be displayed, is done so discreetly with parent/carer permission within the staff room.

Students that require an IHCP, this information will be accessible to all staff via the Medical Staff handbook on the 'landing page' as each member of staff accesses their secure computer.

If an IHCP requires amendments, or an additional student requires an IHCP, this will be shared within the weekly staff briefing before being added to the Medical Staff handbook.

School Age Vaccines

WSS support the school aged immunisation team with administering their age-appropriate vaccines.

- All correspondence from them will be shared with relevant parents/carers. Consent for vaccines is all given online directly to their team from parents/carers.
- No vaccine information is recorded in school.
- No vaccine is given without parent/carers consent.
- All queries need to be made with the immunisation team as shared in their parent information letter.

Roles and Responsibilities

WSS Matron: Mrs Jean McCartney

Policy Updates and Compliance: Attendance Officer – Lisa Sawyer

Strategic Overview: School Business Manager – Tracey Harper