



School First Aid and Supporting Pupils with Medical Conditions Policy

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Contents

- Statement of Intent
- Scope
- Legislative Framework
- Supporting Pupils with Medical Conditions
- First Aid Arrangements
- Administration of Medication
- Medical Emergencies
- Record Keeping and Reporting
- Staff Training and Competence
- Monitoring and Review

Statement of Intent

The Beech House School provides education for children and young people whose individual needs often extend beyond the classroom. Many pupils have experienced trauma, disruption to their education, or have health needs that require careful planning and consistent support. The school works as part of Cameron & Cooper Limited's integrated care and education provision, recognising that children achieve the best outcomes when education, care and safeguarding work together rather than as separate services.

The health, safety and welfare of every pupil remains a priority throughout the school day. Adults are expected to recognise when a child is unwell or injured, respond promptly within the limits of their training, and seek additional medical assistance whenever this is required. Decisions will always be guided by the needs of the individual child, the advice of healthcare professionals where appropriate, and the school's safeguarding responsibilities.

Routine healthcare and the administration of medication are managed through the residential provision or, where appropriate, by the accompanying adult supporting a pupil from Cherry Blossom. This ensures that medication is administered by adults who know the young person well and who are familiar with their medical history, prescribed treatment and individual healthcare arrangements. Although these responsibilities sit outside the school, relevant information is shared between education and care so that pupils can attend school safely and receive appropriate support throughout the day.

The school will make reasonable adjustments to support pupils with medical conditions to access education alongside their peers wherever it is safe and appropriate to do so. Medical needs will never be viewed in isolation but considered alongside each young person's educational, emotional and safeguarding needs.

This policy sets out how first aid is provided within the school, how medical needs are supported during the school day, and the respective responsibilities of education and residential adults. It should be read alongside the school's safeguarding, health and safety, educational visits and SEND policies, together with Cameron & Cooper Limited's wider healthcare and medication procedures.

Scope

This policy applies to all adults working at The Beech House School, including permanent employees, agency workers, and any other individual working on behalf of Cameron & Cooper Limited whilst on the school site or supervising pupils during educational activities away from the school.

It applies to all pupils attending The Beech House School, including those living at The Beech House and those attending from the care homes.

The policy covers:

- the provision of first aid during the school day;
- the support provided to pupils with medical conditions whilst attending school;
- the arrangements for responding to illness, injury and medical emergencies;

- the respective responsibilities of education and residential adults in relation to healthcare and medication; and
- the recording, reporting and review of first aid and medical incidents.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Health and Safety Policy, Educational Visits Policy, SEND Policy and Cameron & Cooper Limited's Medication Policy and associated healthcare procedures, all of which form part of the organisation's wider safeguarding arrangements.

Legislative Framework

This policy has been developed with reference to the following legislation and statutory guidance:

- Children Act 1989 and Children Act 2004
- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Children and Families Act 2014
- The Education (Independent School Standards) Regulations 2014
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years
- *Supporting Pupils at School with Medical Conditions* (Department for Education)
- *Keeping Children Safe in Education* (current edition)
- *Guidance on First Aid for Schools* (Department for Education)

The arrangements described within this policy reflect the way healthcare, first aid and safeguarding are delivered across Cameron & Cooper Limited's education and residential services and should be read alongside the organisation's wider policies and procedures.

Supporting Pupils with Medical Conditions

Some pupils attending The Beech House School have medical conditions or healthcare needs that require support during the school day. The school works closely with residential adults, parents where appropriate, social workers and healthcare professionals to ensure that relevant information is shared and that pupils receive consistent, well-planned support throughout the school day.

Medical needs are considered alongside each pupil's educational, emotional and safeguarding needs. Adults working within the school have access to the information they need to support pupils safely, including relevant risk assessments and healthcare information appropriate to their role. Information is shared on a need-to-know basis to ensure pupils receive consistent support whilst maintaining appropriate confidentiality.

Where a pupil's medical condition affects their ability to access education, reasonable adjustments will be considered on an individual basis. These may include adjustments to Cameron and Cooper Limited School First Aid and Supporting Pupils with Medical Conditions Policy

activities, the learning environment, timetables or the level of adult support provided. Any adjustments will be based on the individual needs of the pupil and reviewed whenever those needs change.

Pupils with identified medical conditions, such as epilepsy or diabetes, will have comprehensive individual risk assessments that describe their healthcare needs, the potential risks associated with their condition, the signs and symptoms adults should be aware of, and the action to be taken in both routine and emergency situations. These risk assessments are shared with all relevant adults and reviewed regularly, and whenever circumstances change, to ensure they continue to reflect the child's current needs and the measures required to keep them safe.

The Beech House School does not maintain separate healthcare plans where a pupil's medical needs are already managed through Cameron & Cooper Limited's residential services. Instead, education adults work from shared information contained within the pupil's hospital passport, individual risk assessments and other relevant care documentation. This ensures that adults have access to the information they need to support the pupil safely throughout the school day, whilst avoiding unnecessary duplication and maintaining a consistent approach between education and residential care.

Where a pupil attends the school with an accompanying adult, responsibility for implementing agreed healthcare arrangements remains with that adult, working alongside education adults throughout the school day.

First Aid Arrangements

The Beech House School maintains appropriate first aid arrangements to ensure pupils, adults and visitors can receive immediate assistance in the event of illness or injury whilst on the school site or taking part in school activities.

A suitable number of adults hold recognised first aid qualifications appropriate to their role, and arrangements are made to ensure that qualified first aiders are available throughout the school day. Information identifying trained first aiders is displayed within the school and made available to all adults.

First aid equipment is maintained in clearly identified locations and is checked regularly to ensure that supplies remain complete, in date and ready for use. Any deficiencies identified during routine checks will be addressed without delay.

First aid will only be provided within the limits of an adult's training and competence. Where an injury or illness requires treatment beyond the scope of first aid, appropriate medical assistance will be sought immediately.

Following any accident or injury, the pupil will be monitored for any change in their condition and, where necessary, advice will be sought from healthcare professionals. Where a pupil lives within one of Cameron & Cooper Limited's residential homes, education adults will liaise with residential adults to ensure that any ongoing observations or follow-up care are communicated promptly. Where a pupil attends with an accompanying adult, relevant information will be shared with them before the pupil leaves the school.

All first aid incidents will be recorded in accordance with the school's recording procedures. Records will include sufficient detail to describe the incident, the first aid provided, any onward action taken and whether further medical treatment or monitoring was required.

Administration of Medication

The routine administration, storage and monitoring of medication does not take place within The Beech House School. Responsibility for these arrangements remains with Cameron & Cooper Limited's residential services or, where a pupil attends the school with an accompanying adult, that individual.

This approach ensures that medication is administered by adults who are familiar with the pupil's medical history, prescribed medication, known allergies and any specific instructions relating to its administration. It also provides consistency for pupils by maintaining the same medication arrangements throughout the day.

Where a pupil requires prescribed medication during the school day, this will be administered by the appropriate residential or accompanying adult in accordance with Cameron & Cooper Limited's Medication Policy and the pupil's individual risk assessments. Medication records will be completed in line with the organisation's medication management procedures.

Education adults will not administer routine medication unless there are exceptional circumstances, appropriate authorisation has been given, the necessary training has been completed, and this has been agreed as part of the pupil's assessed healthcare arrangements.

Where emergency medication may be required, such as medication used to treat prolonged seizures, severe allergic reactions or other life-threatening medical emergencies, adults will act immediately in accordance with the pupil's hospital passport, individual risk assessments, emergency guidance and the limits of their training. Emergency medical assistance will be sought without delay whenever this is required.

Any concerns relating to medication, including missed doses, medication errors, damaged medication or concerns regarding a pupil's health, will be reported immediately to the appropriate residential adult or accompanying adult and managed in accordance with Cameron & Cooper Limited's medication and safeguarding procedures.

Medical Emergencies

Adults are expected to respond promptly to any pupil who becomes acutely unwell or is seriously injured during the school day. The immediate welfare of the pupil will always take priority.

Where a medical emergency arises, adults will assess the situation, remain with the pupil and seek assistance from a qualified first aider. If there is any immediate concern for a pupil's life or wellbeing, emergency services will be contacted without delay.

Where it is safe to do so, adults will follow the guidance contained within the pupil's hospital passport and individual risk assessments, together with any advice provided by emergency services. Adults will only undertake actions that fall within the limits of their training and competence.

Where a pupil lives within one of Cameron & Cooper Limited's residential homes, residential adults will be informed immediately so that they can provide ongoing support and make any
Cameron and Cooper Limited School First Aid and Supporting Pupils with Medical Conditions
Policy

necessary arrangements. Where a pupil attends the school with an accompanying adult, they will be informed without delay and will assume responsibility for the pupil's ongoing care, unless emergency services advise otherwise.

A member of the school team will remain with the pupil until responsibility has been safely handed over to emergency services, residential adults, an accompanying adult or another appropriate healthcare professional.

Following any medical emergency, the incident will be recorded in accordance with the school's recording procedures. Where appropriate, the circumstances surrounding the incident will be reviewed to identify whether any changes are required to the pupil's risk assessments, hospital passport or wider support arrangements.

Record Keeping and Reporting

All first aid provided within the school will be recorded as soon as reasonably practicable after the incident. Records will include the date and time of the incident, the nature of the illness or injury, the first aid provided, who administered the treatment, and any further action taken.

Where a pupil requires ongoing monitoring, referral to another healthcare service or transfer to hospital, this will be clearly recorded, together with the actions taken by the school and any communication with residential adults, accompanying adults or emergency services.

Where an accident, injury or medical incident gives rise to a safeguarding concern, this will be managed in accordance with the school's Safeguarding and Child Protection Policy and Cameron & Cooper Limited's safeguarding procedures.

Accident and first aid records will be reviewed periodically by the Headteacher or delegated senior leader to identify any patterns, recurring themes or environmental factors that may require further action. Where appropriate, this may include reviewing risk assessments, making changes to the learning environment or identifying additional training needs for adults.

Incidents that meet the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported by the appropriate person in accordance with the organisation's health and safety procedures.

Staff Training and Competence

The Beech House School recognises that effective first aid and the safe support of pupils with medical conditions depend upon adults having the knowledge, skills and confidence to respond appropriately.

Adults will receive training appropriate to their role and responsibilities. This will include first aid training for designated adults, together with any additional training required to support pupils with specific medical conditions where this has been identified through individual risk assessments or following advice from healthcare professionals.

Adults supporting pupils with identified medical conditions will be expected to familiarise themselves with the pupil's hospital passport, individual risk assessments and any other relevant information before working unsupervised with that pupil. Where changes are made to a pupil's medical needs or support arrangements, this information will be shared promptly with relevant adults.

Training records will be maintained to demonstrate that appropriate training has been completed and to support the timely renewal of qualifications where required.

Monitoring and Review

The Headteacher has overall responsibility for monitoring the implementation of this policy and ensuring that appropriate arrangements remain in place to support pupils' health, safety and welfare whilst attending school.

The effectiveness of the school's first aid arrangements will be monitored through the review of first aid records, accident reports, significant incidents, feedback from adults and, where appropriate, outcomes from audits or investigations. Where learning is identified, this will be used to review practice, update risk assessments and improve arrangements where necessary.

This policy will be reviewed annually or sooner where there are changes in legislation, statutory guidance, the needs of pupils attending the school, or following any incident that identifies the need for amendments to current practice.