



First Aid, Medicine and Intimate Care in Schools Policy

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Purpose and Scope

At Franciscan Primary School, we believe that effective first aid, medical management, and intimate care are integral to high-quality care and safeguarding. First aid and medical care are not isolated events; they are continuous processes that enable staff to ensure every pupil is safe, included, and supported to achieve their full potential. The school is committed to caring for, and protecting, the health, safety, and welfare of its pupils, staff, and visitors, taking into account relevant guidance from Public Health England (PHE).

The governing body recognises its duty to make arrangements to support pupils at school with medical conditions under section 100 of the Children and Families Act 2014, as well as its compliance with The Health and Safety (First Aid) Regulations 1981.

Respect • Kindness • Perseverance

Ethos: Achieving Excellence Together

At Franciscan Primary School, first aid and medical care are viewed as vital tools for safeguarding and wellbeing rather than simply an administrative duty. We believe that pupils thrive when medical care is accurate, responsive, and clear.

Our approach promotes:

- High expectations for the safety and inclusion of every learner.
- Responsive risk mitigation that adapts to pupils' individual health needs.
- Secure staff knowledge and prompt emergency response preparedness.
- Pupil confidence, self-management, and awareness.
- Collaboration between staff, healthcare professionals, pupils, and families.
- Continual improvement through professional dialogue, practice drills, and policy reviews.

This policy supports our Franciscan values of **Respect, Kindness, and Perseverance** by protecting vulnerable pupils, celebrating inclusive practice, and encouraging pupils to manage their health with confidence and resilience.

Shared Expectations: Pupils, Staff and Families

Pupils are supported and expected to:

- Refrain from handling medical supplies or equipment without adult supervision.
- Notify an adult immediately if they feel unwell, sustain an injury, or witness a peer needing help.
- Follow intimate care guidance and routines to promote their own hygiene and independence according to their developmental stage.
- Demonstrate the school's values of Respect, Kindness, and Perseverance throughout daily school life.

Staff are responsible for:

All members of staff are expected to carry out any obvious first aid or common sense action to save a child in an emergency. Teaching and Support Staff are responsible for:

- Knowing which pupils in their care have specific medical conditions or care plans.
- Contacting named, trained First Aid practitioners immediately in the event of an accident, injury, or illness.
- Maintaining pupil dignity, safeguarding standards, and safety during all intimate care procedures.
- Logging all incidents, injuries, and intimate care provisions immediately on Medical Tracker.

First Aid Practitioners are responsible for:

- Providing appropriate care for pupils or staff who are ill or sustain an injury.
- Ensuring an electronic letter (via Medical Tracker) is sent home to parents/guardians for any head injury, however minor.
- Completing an incident log on Medical Tracker for all incidents where first aid has been administered.

Senior Leaders and the Office Manager are responsible for:

- Monitoring the central Medical Tracker and maintaining incident overviews.
- Reporting required incidents to the Health and Safety Executive under RIDDOR 2013 regulations within 10 days of the incident.
- Ensuring appropriate levels of first aid provision are maintained across school operating hours.

Parents and Carers are expected to:

- Provide full details of known medical conditions, treatments, and emergency contact numbers.
- Supply prescribed medication (excluding Aspirin unless prescribed by a doctor) with written consent.
- Collect pupils as soon as possible if notified that their child is too unwell to remain in school.
- Work collaboratively with staff to support intimate care arrangements and review care plans.

Details of First Aid Practitioners

The school maintains coverage from 8am – 5pm, Monday to Friday (term time only) across three qualification levels:

First Aid at Work	Emergency First Aid at Work	Paediatric First Aid	
Lindsey Beers Suzie Pourou	Jane Emmerson Rachel Nelson Misbah Qureshi Debbie Douglas Zubaida Housein Daniel Hamilton Natalie Parchment	Sharon Pourou Marsha McIntosh Jamie Nihill Jane Emmerson Lizzie Lee Cerez Emmile Tillie Pope Tamara Campbell	Claire Robinson Debbie Douglas Zenia McDonald Nora Lihani Hannah Wade Lillian Vassallo Kerylyn Kally-Gallimore Lalita Seeboruth

(Additional trained staff across site: Tillie Pope, Tamara Campbell, Claire Robinson, Debbie Douglas, Zenia McDonald, Nora Lihani, Hannah Wade, Lillian Vassallo, Kerylyn Kally-Gallimore, Lalita Seeboruth).

Emergency Response & Contacting Emergency Services

An ambulance must be called immediately for any severe injury or condition, including:

- Loss of consciousness (excluding a simple faint) or severe head injury.
- Anaphylaxis / following administration of an Epi-pen.
- Epileptic seizures, severe asthma attacks, or severe hypoglycaemia.
- Suspected fractures, severe bleeding, or severe breathing difficulties.

Protocol: Call 999, inform a member of SLT, notify parents via telephone immediately, and ensure a member of staff accompanies the pupil to the hospital until a parent arrives.

Practical First Aid & Facilities Arrangements

- **First Aid Facilities:** A portable first aid kit must be obtained from the main office for all school visits. The appointed person/s (Dorothea Klotz/Hannia Sandhu) oversee overall equipment restocking, while class teachers ensure classroom boxes remain stocked.
- **Automated External Defibrillator (AED):** Located at the entrance of the middle building (clearly signposted). It provides automated verbal and visual commands and requires no formal training.
- **Bodily Fluids & Infection Control:** All bodily fluids (blood, faeces, urine, vomit, saliva) must be treated as infected. Wear disposable gloves, clean with disposable towels and disinfectant (never use mops for blood/bodily fluids), dispose of waste in yellow clinical waste bags, and wash hands thoroughly.

Intimate Care Protocol

All intimate care (toileting, changing, medical support) is provided maintaining dignity, safety, and safeguarding:

- Every instance must be logged on Medical Tracker immediately after completion.
- Records must be factual and updated in real time.
- Parents/carers are informed on the same day (verbally or via agreed channels).
- Any safeguarding concerns or unusual patterns are immediately escalated to the Designated Safeguarding Lead (DSL).

Administration of Medication in School

- No medication is given without written parental consent.
- Aspirin-based products are strictly prohibited unless explicitly prescribed by a doctor.
- All medications and expiry dates must be logged and tracked centrally on Medical Tracker.

Recording and Using First Aid & Medical Safety Information

- **Medical Data Sharing:** Medical condition lists and treatment plans are stored in the staff room, kitchen area, and centrally on Medical Tracker to ensure accessibility for daily lessons and trip risk assessments.
- **Accident & Incident Logging:** All accidents, injuries, first aid treatments, and intimate care provisions are recorded on Medical Tracker. Hard copy and electronic logs are kept strictly secure to ensure confidentiality under UK GDPR.
- **RIDDOR Reporting:** The Office Manager maintains records of reportable injuries, diseases, or dangerous occurrences under RIDDOR 2013, submitting reports to the HSE within 10 days.

Review

This policy was reviewed on **01.09.25** and is due for review by **31st August 2027**. It will be reviewed every two years or earlier in response to statutory changes or operational requirements.

Version	Date Reviewed	Reviewed By	Summary of Changes	Next Review Date
1.0	01.09.2023	Headteacher	Policy created and updated	31.08.2025
2.0	01.09.2025	Headteacher	Integrated Intimate Care Statement, updated practitioner list & Medical Tracker protocols	31.08.2027