

2026/2027

First Aid & Medical Care Policy

WHOLE SCHOOL



SINCE 1973

Policy Owner:

Executive Director

Responsible Officer:

School Nurse

First Aid & Medical Care Policy

1. Policy Statement

Morna International College is committed to safeguarding the health, safety and welfare of all students, staff, visitors and members of the school community.

The school recognises that prompt and effective first aid and appropriate medical care are essential in reducing the impact of illness and injury and in ensuring that students are able to participate fully in school life wherever possible.

This policy establishes clear procedures for the provision of first aid, the management of medical conditions, the administration of medication and the response to medical emergencies occurring:

- on the school premises;
- during educational visits and residential trips;
- whilst participating in sporting fixtures or school activities;
- or whenever students are under the care and supervision of Morna International College staff.

This policy should be read alongside the school's:

- Health & Safety Policy
 - Safeguarding Policy
 - Educational Visits Policy
 - SEND Policy
 - Data Protection & Privacy Notice (GDPR)
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2. Aims

The aims of this policy are to:

- ensure that Morna International College provides a safe and effective first aid and medical care service for all students, staff and visitors;
 - provide clear procedures for responding to illness, injury and medical emergencies;
 - ensure the safe administration and management of medication;
 - support students with medical conditions, enabling them to participate fully in school life wherever reasonably possible; and
 - promote a culture of health, safety and wellbeing throughout the school community.
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3. Scope

This policy applies to:

- all students;
- all employees;
- volunteers;
- contractors;
- visitors;
- parents whilst on the school site.

All members of staff are expected to act reasonably in an emergency to safeguard the welfare of students until appropriate medical assistance becomes available.

4. Responsibilities

Executive Director

The Executive Director has overall operational responsibility for the implementation of this policy and for ensuring that appropriate first aid and medical provision is maintained throughout the school.

The Executive Director is responsible for ensuring that:

- adequate first aid arrangements are maintained across the school;
 - appropriate resources and equipment are provided;
 - sufficient numbers of trained first aid personnel are available;
 - statutory requirements are met;
 - appropriate insurance arrangements remain in place;
 - the School Nurse receives appropriate operational support to fulfil the requirements of this policy.
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School Nurse

The School Nurse has responsibility for the day-to-day implementation of this policy.

The School Nurse is responsible for:

- assessing and treating illness and injury;
 - maintaining accurate medical records;
 - overseeing the administration of medication;
 - maintaining Individual Healthcare Plans (IHPs);
 - providing medical advice to staff;
 - monitoring students with long-term medical conditions;
 - ensuring first aid equipment is adequately stocked;
 - monitoring medication expiry dates;
 - coordinating emergency responses where required;
 - liaising with parents, medical professionals and emergency services;
 - supporting educational visits through medical planning and risk assessment;
 - ensuring that all first aid and medical procedures remain compliant with current legislation and recognised good practice.
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Head Teacher and Heads of Section

The Head Teacher and Heads of Section are responsible for ensuring that teaching staff:

- follow this policy;
 - cooperate fully with the School Nurse;
 - promptly report accidents and medical concerns;
 - support students with identified medical needs;
 - ensure that educational activities are adapted where necessary following medical advice.
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All Staff

Every member of staff has a duty of care towards students.

All staff are expected to:

- act appropriately in an emergency;
- summon medical assistance without delay;
- follow the instructions of the School Nurse;
- report all accidents, injuries and medical concerns;
- complete any required documentation;
- maintain appropriate confidentiality.

All staff are covered by the school's insurance and are expected to use their best endeavours to safeguard the welfare of students in an emergency.

5. School Medical Provision

Morna International College benefits from having a fully qualified full-time School Nurse based permanently on site.

The Medical Room is located adjacent to Reception and the Main Office and includes:

- a fully equipped treatment room;
- disabled access suitable for stretcher access if required.

The School Nurse should be contacted immediately in all medical situations.

Where immediate attendance is not possible, an appropriately trained First Aider should provide initial assistance until the School Nurse arrives.

The School Nurse has authority to:

- assess medical conditions;
 - administer treatment;
 - determine whether students may return to class;
 - recommend that a student be collected by parents;
 - contact emergency medical services where necessary;
 - coordinate medical responses during emergencies.
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6. Qualified First Aiders

The school maintains an appropriate number of qualified First Aiders across all areas of the campus. First Aid qualifications are renewed at least every three years, or sooner where required.

Qualified First Aiders are deployed throughout:

- Administration
- Early Years Foundation Stage
- Primary School
- Secondary School
- Sports Department

An up-to-date register of qualified First Aiders is maintained by the School Nurse and reviewed annually.

7. Paediatric First Aid

In accordance with the latest UK Early Years Foundation Stage (EYFS) requirements and recognised best practice, all EYFS members of staff at Morna International College hold a current Paediatric First Aid qualification.

In June 2026, every member of the EYFS team successfully completed specialist Paediatric First Aid training to ensure the highest standard of medical care and emergency response for our youngest students.

This means that:

- a qualified Paediatric First Aider is present at all times throughout the EYFS setting;
- all EYFS staff are trained to recognise and respond appropriately to medical emergencies involving infants and young children;
- appropriately qualified staff accompany EYFS students on all educational visits and off-site activities.

Paediatric First Aid qualifications are renewed in accordance with current UK statutory guidance and recognised training requirements to ensure all certifications remain valid and up to date.

8. Individual Healthcare Plans (IHPs)

Students with significant or long-term medical conditions, including but not limited to asthma, diabetes, epilepsy, severe allergies or other conditions requiring regular medical support, may have an Individual Healthcare Plan (IHP).

The School Nurse will prepare the Individual Healthcare Plan in consultation with:

- parents or legal guardians;
- the student's medical professionals where appropriate;
- relevant members of staff.

Each plan may include:

- details of the student's condition;
- prescribed medication;
- emergency procedures;
- dietary requirements;
- participation in sport;
- educational visit considerations;
- staff responsibilities.

Individual Healthcare Plans will be reviewed annually or sooner if the student's medical needs change. Relevant information will only be shared with staff who require it in order to safeguard the student.

9. First Aid and Accident Procedures

Whenever a student becomes unwell or sustains an injury, the following procedure must be followed.

Minor illness or injury

Students should attend the Medical Room independently where appropriate.

For younger children or where the injury or illness requires support, the student should be accompanied by a member of staff or Learning Support Assistant.

Where it is apparent that the student is unlikely to return to lessons (for example due to fever or vomiting), staff should arrange for the student's belongings to accompany them where practical.

If the School Nurse is attending another student, the accompanying adult should remain with the student until they have been assessed.

The School Nurse will:

- assess the student's condition;
- provide appropriate treatment;
- record the medical incident;
- determine whether the student:
- returns to class;
- remains under observation;
- requires collection by parents;

- requires emergency medical treatment.
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Administration of Medication

Medication will only be administered:

- with prior parental consent;
- in accordance with this policy;
- following assessment by the School Nurse.

Where permission has previously been recorded through the school's management information system (iSAMS), the School Nurse may administer authorised medication in accordance with those permissions. No medication will be administered solely at the discretion of non-medical staff.

Students Returning to Lessons

Following treatment, students may return to lessons where, in the professional judgement of the School Nurse, they are medically fit to do so.

Relevant staff will be informed where any temporary adjustments or monitoring are required.

Students Requiring Collection

Where a student is unable to remain in school safely, the School Nurse will recommend collection by a parent or authorised adult.

The School Office or the School Nurse will:

- contact parents;
- communicate the recommendations;
- coordinate collection arrangements.

Where necessary, classroom staff or Learning Support Assistants will arrange for the student's belongings to be collected.

The School Nurse may contact parents following collection where additional medical advice or follow-up is appropriate.

10. Accident Reporting and Medical Records

All accidents, injuries, illnesses requiring treatment and the administration of medication must be accurately recorded by the School Nurse.

Medical records will include, where appropriate:

- the student's name;
- the date and time of the incident;
- details of the illness or injury;
- treatment administered;
- medication given (where applicable);
- the name of the member of staff providing treatment;
- whether parents were contacted;
- any recommendations or follow-up actions.

Records will be maintained securely within the school's medical record system and in accordance with the school's **Data Protection & Privacy Notice (GDPR)**.

Where an accident requires completion of an insurance claim, the School Nurse will prepare the appropriate documentation and retain a scanned copy within the school's secure medical records.

The Executive Director may review accident records periodically to identify trends and ensure appropriate health and safety measures are being maintained.

11. Informing Parents

Parents or legal guardians will be informed whenever:

- a student requires collection from school due to illness;
- medication has been administered where parental notification is required;
- a significant injury or accident has occurred;
- emergency medical treatment has been required;
- a student has sustained any head injury;
- there is any concern regarding the student's health or wellbeing.

Where appropriate, the School Nurse may provide parents with advice regarding further medical assessment or follow-up care.

In the event of an emergency, the school will always prioritise obtaining appropriate medical assistance before contacting parents where immediate action is required.

12. Access to Medical Information

Medical information, including allergies, medical conditions and emergency contacts, is maintained within the school's management information system (iSAMS).

The School Nurse is responsible for ensuring that medical information remains accurate and up to date. Information required to safeguard students, including serious allergies and emergency medical conditions, will be shared only with those members of staff who require it to fulfil their safeguarding responsibilities. Current allergy information will also be made available to:

- the Catering Team;
- Kitchen Staff;
- Dining Hall Supervisors;
- relevant teaching staff;
- Educational Visit Leaders where appropriate.

Printed allergy information may also be maintained in designated secure locations where immediate access may be required during an emergency.

13. Confidentiality

The school recognises that medical information is confidential.

Information relating to a student's health will only be shared with members of staff who require the information in order to safeguard the student or provide appropriate medical care.

All medical records will be stored securely and processed in accordance with:

- the UK General Data Protection Regulation (UK GDPR), where applicable;
- the EU General Data Protection Regulation (EU GDPR);
- Spanish data protection legislation;

- the school's Data Protection & Privacy Notice.

Parents are responsible for informing the school promptly of any significant changes to their child's medical condition, medication or emergency contact information.

14. Storage and Administration of Medication

Many students will require medication during their time at school, either on a short-term or long-term basis.

The school will administer medication only where it is necessary for the student's health and wellbeing and where appropriate written parental consent has been obtained.

The administration of medication is coordinated by the School Nurse.

Short-Term Medication

Prescription medication required during the school day should be delivered directly to the School Nurse by a parent or other responsible adult.

Medication must:

- remain in its original pharmacy packaging;
- clearly display the student's name;
- include dosage instructions;
- be accompanied by written parental authorisation.

Medication will be stored securely within the Medical Room and returned to parents when no longer required.

Students must not carry medication unless specifically authorised under this policy.

Long-Term Medical Conditions

Students requiring ongoing medication for chronic medical conditions, including but not limited to asthma, diabetes, epilepsy or severe allergies, will normally have an Individual Healthcare Plan.

The School Nurse will maintain records of:

- prescribed medication;
- dosage;
- expiry dates;
- emergency procedures;
- parental consent.

Parents remain responsible for ensuring that all medication supplied to school remains in date.

The School Nurse will monitor expiry dates and notify parents when replacement medication is required.

Self-Carry Emergency Medication

Where appropriate, and following agreement between the School Nurse and parents or legal guardians, students may carry prescribed emergency medication including:

- asthma reliever inhalers;
- adrenaline auto-injectors (EpiPens or equivalent);
- diabetic emergency medication where appropriate.

The School Nurse will maintain appropriate records and ensure that relevant members of staff are aware of the student's medical needs.

Non-Prescription Medication

Non-prescription medication will only be administered where:

- parental consent has been provided;
- administration is considered appropriate by the School Nurse;
- the medication complies with the school's procedures.

The administration of medication is based upon the professional judgement of the School Nurse and the requirements of this policy.

15. Medical Equipment and First Aid Supplies

The School Nurse is responsible for ensuring that first aid equipment is maintained throughout the school.

First aid kits are located in designated areas including:

- Reception;
- Administration;
- EYFS;
- Primary;
- Secondary;
- Sports Facilities;
- Staff Rooms;
- Head of Section offices.

Each first aid kit will be checked regularly and replenished as necessary.

Emergency equipment, including the school's Automated External Defibrillator (AED), emergency medication and specialist medical equipment, will be maintained in accordance with manufacturer guidance and inspected regularly.

Staff must notify the School Nurse immediately if equipment has been used or requires replacement.

16. Educational Visits

Appropriate first aid provision forms part of the planning process for all educational visits.

Trip Leaders are responsible for ensuring that:

- an appropriate first aid kit accompanies the visit;
- emergency contact information is available;
- relevant medical information is available to supervising staff;
- emergency medication accompanies students where required.

The School Nurse will advise Trip Leaders regarding students with medical conditions and provide any necessary medication or equipment.

Where a student has significant medical needs, an individual medical risk assessment may be completed before the visit in consultation with parents, the Trip Leader and, where appropriate, relevant healthcare professionals.

All medication administered during educational visits must be recorded and reported to the School Nurse upon return to school.

17. Medical Emergencies

The School Nurse will coordinate the school's response to all medical emergencies whenever reasonably practicable.

Where the School Nurse is not immediately available, the nearest qualified First Aider should provide immediate assistance whilst another member of staff contacts the School Nurse or emergency services, as appropriate.

No student experiencing a medical emergency should ever be left unattended.

Where there is any doubt regarding the seriousness of a student's condition, emergency medical services (112) should be contacted immediately.

Where emergency medical services are required, the school's Emergency Medical Assistance Procedure (Section 17A) must be followed.

17A. Emergency Medical Assistance

Where emergency medical assistance is required, the following procedure must be followed:

- The member of staff attending the casualty must immediately inform the School Nurse and the Main Office.
- The Main Office will contact the emergency services (**112**) without delay, providing clear information regarding:
 - the nature of the emergency;
 - the condition of the casualty;
 - the exact location of the casualty within the school;
 - the school's address and any access information required by the emergency services.
- The School Nurse or the qualified First Aider attending the casualty must remain with the casualty at all times and continue providing appropriate care until the emergency services arrive.
- Reception or the Main Office will ensure that emergency services are met upon arrival and directed promptly to the casualty.
- The Main Office will notify the Executive Director and the Head Teacher (or, in the absence of either, another member of the Senior Leadership Team) as soon as reasonably practicable.
- Parents or legal guardians will be informed as soon as reasonably practicable, unless doing so would delay the provision of emergency medical care.

Following any serious medical incident, the School Nurse will ensure that all appropriate medical records and accident documentation are completed, and the Executive Director will coordinate any operational follow-up or statutory reporting required.

18. Asthma

The school recognises that asthma is one of the most common long-term medical conditions affecting children and is committed to ensuring that students with asthma are able to participate fully and safely in school life.

Students diagnosed with asthma should have an Individual Healthcare Plan where appropriate.

Parents are responsible for:

- informing the school of their child's diagnosis;
- providing an in-date reliever inhaler;
- ensuring medication remains within its expiry date;
- informing the School Nurse of any changes to treatment.

Where agreed by parents and the School Nurse, students may carry their own reliever inhaler.

A spare inhaler may also be stored securely within the Medical Room.

Reliever inhalers must accompany students during:

- educational visits;
- sporting fixtures;
- outdoor learning activities;
- any off-site activities.

Responding to an Asthma Attack

If a student develops asthma symptoms:

- remain calm and reassure the student;
- encourage the student to use their prescribed reliever inhaler;
- help the student sit upright in a comfortable position;
- encourage slow, steady breathing;
- do not lay the student flat;
- do not leave the student unattended.

The School Nurse should be informed immediately.

If symptoms fail to improve, worsen, or the student becomes distressed or unable to speak in full sentences, emergency medical services (112) must be contacted immediately.

Parents will be informed as soon as possible.

19. Diabetes

Students with diabetes will normally have an Individual Healthcare Plan prepared by the School Nurse in consultation with parents and, where appropriate, the student's healthcare professionals.

The plan will include:

- blood glucose monitoring arrangements;
- medication requirements;
- dietary considerations;
- emergency procedures;
- participation in physical education and educational visits.

Relevant staff will receive appropriate guidance from the School Nurse.

Hypoglycaemia (Low Blood Sugar)

Common signs may include:

- sweating;
- shaking;
- hunger;
- irritability;
- confusion;
- headache;
- pale appearance;
- glazed eyes;
- drowsiness.

If hypoglycaemia is suspected:

- contact the School Nurse immediately;
- if appropriate and the student is conscious, administer fast-acting glucose in accordance with the student's Individual Healthcare Plan;
- monitor the student's condition closely;
- never leave the student unattended.

If the student becomes unconscious:

- call emergency services (112) immediately;
- place the student in the recovery position if breathing normally;
- do not give food or drink;
- administer emergency medication only if trained and authorised to do so;
- continue monitoring until emergency services arrive.

Parents will be informed immediately.

20. Severe Allergic Reactions (Anaphylaxis)

The school recognises that anaphylaxis is a potentially life-threatening medical emergency requiring an immediate response.

Students with severe allergies will normally have:

- an Individual Healthcare Plan;
- prescribed adrenaline auto-injectors (EpiPens or equivalent);
- appropriate information shared with relevant staff.

Emergency medication will accompany the student during all educational visits.

Signs of Anaphylaxis

Symptoms may include:

- swelling of the face, lips or tongue;
 - difficulty breathing;
 - wheezing;
 - persistent coughing;
 - difficulty swallowing;
 - collapse;
 - loss of consciousness.
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Emergency Response

Where anaphylaxis is suspected:

- administer the student's prescribed adrenaline auto-injector immediately;
- contact emergency services (112);
- inform the School Nurse;
- monitor the student's breathing and level of consciousness;
- administer CPR if required and appropriately trained;
- contact parents as soon as possible.

No student suspected of suffering an anaphylactic reaction should remain in school following treatment.

They must always receive medical assessment.

21. Epilepsy

Students diagnosed with epilepsy may have an Individual Healthcare Plan detailing their normal seizure pattern and any emergency procedures.

Staff supporting these students will receive guidance from the School Nurse where appropriate.

If a Student Has a Seizure

Staff should:

- remain calm;
- protect the student from injury;
- remove nearby hazards;
- place something soft beneath the student's head if possible;
- allow the seizure to run its course naturally;
- never restrain the student;
- never place anything in the student's mouth;
- never attempt to give food, drink or medication during a seizure.

Following the seizure:

- place the student in the recovery position if appropriate;
- monitor breathing;
- reassure the student as they regain consciousness;
- remain with the student until fully recovered.

Emergency services (112) must be contacted if:

- the seizure lasts longer than five minutes;
- repeated seizures occur without recovery;
- the student has difficulty breathing afterwards;
- the student suffers a significant injury;
- this is the student's first known seizure.

Parents will be informed as soon as reasonably practicable.

22. Automated External Defibrillator (AED)

The school maintains an Automated External Defibrillator (AED) on site to assist in the emergency treatment of sudden cardiac arrest.

The AED is located on the exterior wall outside the Year 5 classroom in the Primary School and is clearly signposted.

All members of staff are encouraged to familiarise themselves with the location of the AED. Regular training is provided to appropriate members of staff.

Where a casualty is found to be unresponsive and not breathing normally:

- emergency medical services (112) must be contacted immediately;
- cardiopulmonary resuscitation (CPR) should be commenced without delay by a suitably trained person;
- another member of staff should retrieve the AED if available;
- the voice prompts provided by the AED should be followed until emergency services arrive.

The AED should only be used in accordance with current first aid guidance and manufacturer instructions.



23. Choking

Choking is a medical emergency that requires an immediate and calm response.

A choking incident occurs when a foreign object partially or completely blocks the airway, preventing air from entering or leaving the lungs normally. If the airway becomes completely obstructed, there is a risk of loss of consciousness, cardiac arrest and death by asphyxiation if prompt action is not taken.

Choking can occur at any age but is particularly common in younger children. Common causes include:

- sausages and other pieces of meat;
 - grapes;
 - nuts;
 - sweets;
 - popcorn;
 - fish or chicken bones;
 - coins;
 - buttons;
 - batteries;
 - marbles;
 - small toy parts; and
 - other small objects.
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Recognising Choking

Signs and symptoms may include:

- clutching the throat;
 - obvious distress or panic;
 - coughing in an attempt to clear the airway;
 - inability to speak or cry out;
 - noisy or difficult breathing;
 - blue or purple colouring around the lips or face (cyanosis);
 - loss of consciousness if the airway remains completely obstructed.
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Emergency Procedure

Remain calm and immediately summon assistance.

The School Nurse should be informed immediately, whilst another member of staff contacts the emergency services (112) if required.

The response depends upon whether the casualty is still able to cough.

Conscious Student with an Effective Cough

If the student is conscious and coughing effectively:

- encourage them to continue coughing;
- do not strike them on the back unnecessarily;
- do not attempt to remove an object from the mouth unless it is clearly visible and can be safely removed;
- remain with the student and monitor their condition closely.

Many choking incidents resolve naturally through effective coughing.

Conscious Student with an Ineffective Cough

If the student cannot cough effectively, is unable to speak or breathe properly, or the obstruction appears severe:

- immediately call for assistance;
- deliver up to five back blows between the shoulder blades;
- if unsuccessful, give up to five abdominal thrusts (Heimlich manoeuvre) in accordance with current recognised first aid guidance;
- continue alternating back blows and abdominal thrusts until:
 - the obstruction is cleared;
 - the student becomes unconscious; or
 - emergency medical services take over.

The School Nurse should attend immediately.

Emergency services (112) should be called without delay.

If the Student Becomes Unconscious

- call emergency services (112) immediately if this has not already been done;
- carefully lower the student onto a firm, flat surface;
- begin CPR immediately in accordance with current first aid guidance;
- ask another member of staff to bring the AED;
- continue CPR until:
 - the student begins breathing normally;
 - the emergency services arrive; or
 - you are physically unable to continue.

If alone, call 112 using the speakerphone function without leaving the casualty.

Anti-Choking Devices

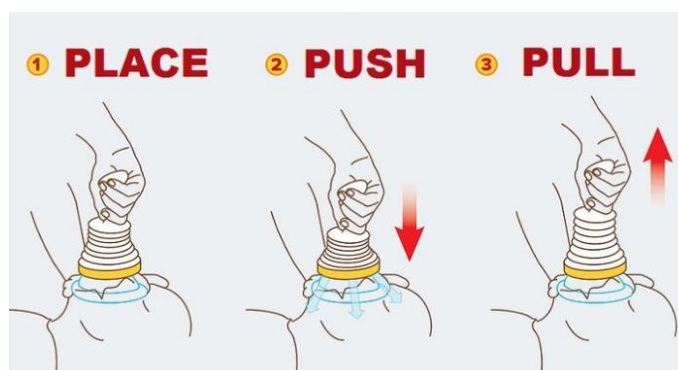
Morna International College maintains anti-choking devices (LifeVac or equivalent) at designated locations around the school.

Currently, these are located in:

- the Main Dining Hall;
- the Packed Lunch Room;
- the Nursery and Reception Building;
- the Head of Primary's Office.

Relevant members of staff receive training in the location and operation of these devices.

These devices are intended only as an additional emergency aid and do not replace recognised first aid procedures, including encouraging effective coughing, delivering back blows, abdominal thrusts or CPR. Their use should always be in accordance with current training and the manufacturer's instructions.



Following a Choking Incident

- the School Nurse must assess the student, even if the obstruction appears to have been successfully removed;
 - parents or legal guardians must be informed;
 - an accident report must be completed;
 - where abdominal thrusts have been administered, the student should receive medical assessment, as internal injuries may occur even when the student appears well.
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24. Infection Control and Body Fluids

The school is committed to minimising the risk of infection and ensuring a safe environment for students, staff and visitors.

All spillages involving blood or other bodily fluids must be treated as potentially infectious.

Appropriate personal protective equipment (PPE), including disposable gloves and aprons where necessary, must always be worn.

Where practicable, spillages should be dealt with by the Cleaning Team. Outside normal cleaning hours, appropriately trained members of the Maintenance Team will respond.

The area should be:

- secured where necessary;
- cleaned using approved disinfectant products;
- disposed of safely in accordance with health and safety procedures.

Any contaminated waste must be disposed of appropriately.

25. First Aid Equipment

The School Nurse is responsible for ensuring that first aid equipment throughout the school is maintained, replenished and fit for purpose.

First aid kits are located throughout the campus in strategic locations, including:

- Reception;
- Administration;
- EYFS;
- Primary;
- Secondary;
- Sports Facilities;
- Staff Rooms;
- Head of Section offices.

Travel first aid kits are maintained for educational visits, sporting fixtures and off-site activities.

The contents of all first aid kits are checked regularly and replenished following use.

Emergency medication and specialist equipment required for individual students will accompany those students whenever they participate in educational visits.

26. Staff Training

The school is committed to ensuring that staff receive appropriate first aid and medical training relevant to their roles.

Training may include:

- Emergency First Aid at Work;
- Paediatric First Aid;
- CPR and AED training;
- Administration of adrenaline auto-injectors;
- Asthma awareness;
- Diabetes awareness;
- Epilepsy awareness;
- Other specialist medical training where required.

Training records are maintained by the school and refreshed in accordance with recognised training requirements.

27. Monitoring and Review

The Executive Director will ensure that this policy is reviewed regularly to ensure continued compliance with statutory requirements, recognised good practice and the operational needs of the school.

The School Nurse will advise on any medical updates or procedural changes required between formal policy reviews.

The policy will normally be reviewed annually or sooner where:

- legislation changes;
- medical guidance changes;
- an incident highlights the need for review;
- operational procedures change.

28. Related Policies and Documents

This policy should be read alongside the following school policies and documents:

- Health & Safety Policy
- Safeguarding Policy
- Educational Visits Policy
- SEND Policy
- Drugs, Alcohol & Substance Misuse Policy
- Data Protection & Privacy Notice (GDPR)

Where appropriate, reference should also be made to Individual Healthcare Plans (IHPs) prepared for students with specific medical needs.

29. Policy Information

Policy Title	First Aid & Medical Care Policy
Policy Owner	Executive Director
Responsible Officer	School Nurse
Applies To	Whole School
Approved By	Executive Director
Date Approved	15 th July 2026
Review Frequency	Annual
Next Review Date	15 th July 2027