



Early Years Medical & Health Care Policy

1. Policy Statement

At The British School of Tenerife, we are committed to safeguarding and promoting the welfare of all children. We recognise that some children may have medical conditions that require support during the school day.

In line with Spanish regulations, school staff do not administer routine medication. The school will only administer emergency, life-saving medication, specifically:

- Adrenaline auto-injectors (EpiPens) for anaphylaxis
- Asthma reliever inhalers
- Insulin and essential diabetes-related emergency treatment

All other medication must be administered by parents/carers outside of school hours unless otherwise agreed through formal medical arrangements.

Trained staff will provide emergency care and First Aid in line with this policy and individual healthcare plans.

2. Aims

The school aims to:

- Safeguard all children in our care
- Respond effectively to medical emergencies
- Support children with long-term medical conditions in line with their healthcare plans
- Ensure staff act confidently, safely, and consistently in emergency situations
- Maintain clear communication with parents and emergency services

3. Staff Responsibilities

All staff will:

- Understand and follow this policy
- Be aware of children with medical needs in their care
- Receive appropriate First Aid training, including emergency use of inhalers and EpiPens where required
- Act promptly and appropriately in emergencies
- Follow individual healthcare plans at all times
- Record all incidents accurately and promptly

Medical information will be treated confidentially and only shared with staff who need to know to ensure the child's safety.

4. Parents' Responsibilities

Parents/carers must:

- Inform the school of any medical conditions or changes
- Provide up-to-date emergency contact details
- Supply all required emergency medication in date and clearly labelled
- Ensure healthcare plans are completed and updated when necessary
- Keep children at home when they are unwell

5. School Medical Care Approach (Spain Compliance)

The school does NOT administer routine medication such as:

- Antibiotics
- Pain relief
- Fever medication
- Creams or non-emergency treatments

Parents are responsible for administering all non-emergency medication at home.

The school WILL administer emergency life-saving medication only, when required, in line with care plans and staff training.

6. First Aid and Minor Injuries

Trained staff will provide First Aid for minor injuries including:

- Cuts and grazes
- Bumps and bruises
- Nosebleeds
- Minor head injuries (monitored closely)

Procedures:

- Injuries will be assessed by a trained First Aider
- Basic First Aid will be provided
- Children will be monitored where necessary
- Parents will be informed of all head injuries or significant incidents
- All incidents will be recorded in the Accident Book or digital system

If there is any concern about a child's condition, parents will be contacted immediately.

7. Illness During the School Day

If a child becomes unwell:

- They will be monitored by staff
- Parents will be contacted if the child cannot comfortably remain in school
- The child will be supervised in a safe, calm environment until collected
- Emergency contacts will be used if parents cannot be reached

If a child has a temperature of 38°C or above, parents will be asked to collect them immediately.

No medication will be administered by staff for illness or fever.

8. Emergency Procedures

In all medical emergencies:

- Staff will act immediately and calmly
- Emergency services will be called where required
- Parents will be contacted straight away
- A trained First Aider will remain with the child at all times
- The child will not be left alone under any circumstances
- Full documentation will be completed after the incident

9. Asthma (Inhalers)

- Each child must have a named reliever inhaler in school
- Parents must provide an Asthma Care Plan
- In emergencies, trained staff may administer inhalers
- Use will be recorded and parents informed

10. EpiPens (Anaphylaxis)

- Children must have two in-date EpiPens at all times
- A full Allergy Care Plan must be in place
- Only trained staff may administer an EpiPen
- Emergency services will be called immediately after use
- Parents will be informed without delay
- All incidents will be fully documented

Children cannot attend school without in-date emergency medication.

11. Diabetes Management

Children with diabetes will be supported in line with their healthcare plan.

- Parents must provide all equipment and medication
- Staff will support monitoring and emergency response
- Hypoglycaemia will be treated using parent-provided treatment
- Hyperglycaemia will be managed in line with care plans and parental guidance

If a child is unconscious:

- Do not give anything by mouth
- Place in the recovery position
- Call emergency services immediately

12. School Trips and Off-Site Activities

- Emergency medication must always be taken on trips
- A trained staff member will be responsible for medication
- Care plans will be followed at all times
- Risk assessments will include medical needs

13. Sun Cream and Nappy Cream

- Parents must provide labelled sun cream (SPF 30 or 50)
- Application should be done at home where possible
- Staff may assist only with parental consent
- Nappy cream must be provided and clearly labelled

14. Communication with Parents

The school will ensure timely communication with parents regarding:

- Any injury or illness
- Any use of emergency medication
- Any concerns about a child's health

Parents are expected to remain contactable during school hours.

15. Record Keeping

The school will maintain accurate records of:

- First Aid treatment

- Medication administration (emergency only)
- Accidents and incidents
- Communications with parents regarding health concerns

Policy Review: █

This policy will be reviewed every, or more frequently if required by changes in legislation, guidance, or school operational needs. █

Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2026		