



# First Aid Policy

Last Reviewed	March 2023
Next Review Date	March 2025
Ratified by the Trustee Board	March 2024

# HORSFORTH SCHOOL

## First Aid Policy

### 1. Aim

The health and safety of all Horsforth School stakeholders (students, parents/carers, staff and visitors) is of the utmost importance. This policy is created with the aim of ensuring everyone is aware of the standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how it can assist in effective resolution of such incidents.

### 2. Context

The School recognises that under section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting students at their school with medical conditions. This is done through individual health care plans, which are drawn up in consultation with health and social care professionals, students, parent/carer to ensure these needs are effectively supported and that no student is excluded from full access to education, including school trips, and PE on the grounds of a medical condition.

### 3. Evaluation

This policy will be evaluated annually by the Board of Trustees to ensure it is still fit for purpose.

### 4. Authors

This policy has been reviewed by TRH in February 2023.

### 5. Appendices

Procedures to support this policy are appended as follows:

Appendix 1	First Aid Procedures
Appendix 2	Example First Aider List
Appendix 3	Parental Agreement for School to Administer Medicine
Appendix 4	Record of Medicine Administered to Students
Appendix 5	First Aid/Sickness Record
Appendix 6	Accident/Incident Report Form
Appendix 7	Diabetic Student Record
Appendix 8	Linked Policies

## Appendix I      First Aid Procedures

### I. Roles and Responsibilities

a) The Trustee Board

The Trustees of Horsforth School hold overall responsibility for ensuring that the school has an up-to-date First Aid Policy, effective first aid provision, personnel and equipment in place and will ensure that arrangements are in place to support students with medical conditions. In so doing they will ensure that these children can access and enjoy the same opportunities at school as any other child. Trustees will also ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

b) The Headteacher

The Headteacher is responsible for ensuring the first aid provision is up to standard. Where this responsibility is delegated to another member of staff, the Head is responsible for ensuring that member of staff is adequately equipped, qualified and willing to carry out the role.

c) First Aiders and Appointed Person(s)

The Appointed Person is the person nominated to take charge of first aid arrangements at Horsforth School.

Our school's first aiders and the School's Appointed Person will be displayed prominently around the school. An example of the first aider list displayed around school can be seen in Appendix 2

They are responsible for ensuring that:

- First aid facilities under their control are available and maintained in a good condition
- First aid boxes under their control are stocked and maintained in a good condition, including replacing any damaged or out of date items
- They provide immediate first aid treatment to injured or ill students, staff and visitors
- They always take a first aid kit with them when evacuating the building during a fire or other emergency, as long as it is safe to do so
- Accidents or incidents requiring first aid treatment are recorded in the first aid/sickness record and if required on an accident form, on the same day or as soon as is reasonably practicable, after an incident (Appendix 6)
- They take the lead in accidents or incidents involving injury or ill health and where appropriate contact emergency services and ensure ongoing communication with them
- The parent/carer is contacted if the student needs to be sent home
- Their training remains up to date and copies of their First Aid Training certificates are provided to School.

**It is emphasised that the qualified First Aiders are NOT trained doctors or nurses.**

The School has 18 first aiders. The HSE advises that for low risk establishments e.g. most schools, there should be 1 trained first aider for every 100 people.

All First Aiders receive updated training every 3 years and must ensure their certificates do not lapse.

The Leadership Team lead for First Aid will ensure there will be at least one First Aider on the school site whenever students are present during the school day.

d) School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff must be aware of this policy and the school's **Health and Safety Policy**, and should:

- ask for help immediately if a student or member of staff requires first aid via a school radio, phone or by emailing Reception. They must clearly state who needs first aid, the location and a brief description of the first aid need;
- keep managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred;
- ensure an Accident and Incident Form is completed promptly when they are the supervising staff for any incidents that occurs where a student requires further medical attention;
- ensure that all the correct provisions are assessed and in place before the start of any activity;
- cooperate fully with the school in order to fulfil legal obligations;
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to the Leadership Team and should not be used;
- be aware of the needs of students with medical conditions that they teach;
- know what to do and respond accordingly when they become aware that a student with a medical condition needs help;
- may be asked to provide support, including administering medicines to students with individual healthcare plans. Where this is the case, staff will receive sufficient and suitable training to achieve the necessary level of competency before taking on such responsibility;
- not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training.

It is the responsibility of each staff member to notify the Director of HR about any medical conditions they may have that the School needs to be aware of in the event of an emergency or need for first aid treatment.

- e) The SENDCO is responsible for ensuring that all staff members are fully briefed as to the needs of any student with individual healthcare plans if they are likely to encounter these students.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

f) Students

Students at the school are familiar with medical procedures and how to seek first aid by asking their teacher when they are in lesson or by speaking to a member of staff in Reception. Students are aware of who the school first aiders are. If unsure they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything hazardous to health and safety on or near the school site to a member of staff;
- taking care for their own safety and the safety of others. Students who put themselves, staff, or any other members of the school community or visitors in danger through reckless behaviour may be dealt with under the school's Positive Behaviour Policy;
- ensure staff members are aware of any health conditions or ailments that may require first aid assistance This is particularly important in circumstances where students are likely to be travelling away from school premises, for example for a sports match or a school trip.

Where a student has a health condition which requires an individual healthcare plan the student will be involved wherever practicable in discussions requiring medical support and will be required to act in a way which is compliant with the plan.

All students are expected to demonstrate a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow student is unwell.

g) Parent/carers

Parent/carers can help the school to maintain an effective first aid provision by:

- Alerting the school to any ongoing or temporary medical conditions their child has that may require first aid. This is extremely important, and parent/carers are required to notify the school in writing of such circumstances, and provide medical evidence for each separate condition;
- medical conditions cannot be added to the student record until the parent provides medical evidence;
- completing the Parental Agreement to Administer Medicine Form (Appendix 3) for any prescribed medicines that their child needs administering. Ensuring that the prescribed medicines are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage;
- carrying out any action which has been agreed as a part of the plan, e.g. provision of prescription medicines and equipment, ensuring that they or a nominated adult are contactable at all times;
- working with the school to instill a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home;
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises;
- familiarising themselves with this policy in order to understand the steps that will be taken if their child requires emergency first aid for any reason.

The First Aid Policy will be shared with parents annually following its annual evaluation by the Board of Trustees.

h) Visitors

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors can request a copy of the First Aid Policy, as well as the school's Health and Safety policy.

## **2. Equipment**

First aid boxes are situated in Reception, the PE office and PE utilities room, Food Tech room, Design Tech room, Biology prep room, Physics prep room, Chemistry prep room, school kitchen office, school mini buses, the staff room, the Sixth Form kitchen, Sixth Form workroom in block A and the Sixth Form Administrator's office in block b. It is the responsibility of the first aiders to ensure that the first aid boxes are fully stocked at all times with items that are in date.

The School has 3 defibrillators on site to be used as required. These are located behind student reception, in the entrance to the main school staff room and the Sixth Form staff work room, block A. The devices are checked weekly by a First Aider and batteries are replaced every 2 years.

## **3. Confidentiality**

The school takes student privacy and confidentiality very seriously. First Aiders are responsible for sharing medical information with other staff on a need-to-know basis only.

All staff will be made aware of which students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created.

#### **4. After school events and lettings**

As a school we are **not** responsible for providing first aid to lettings, after school or weekend events. It is the event leader's responsibility to ensure they have first aid provision during their event or letting.

#### **5. Administering and Managing Medicine on School Premises**

The school is only responsible for administering medicines when not to do so would be detrimental to the students' health or school attendance. The school requires parents/carers to notify the school of any side effects of any medication to be administered. The following is a key points guide regarding the school's policy on managing medicines in accordance with the statutory guidelines:

- No student will be given medicine unless prescribed by a doctor. Medicines must be in the original container as dispensed by the pharmacy. Parents/carers must complete the Parental Agreement for School to Administer Medicine (Appendix 3)
- A record of all medication administered (with the exception of insulin) will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom. (See Appendix 4)
- A record of insulin corrections will be logged in the Diabetic Student Record (Appendix 7)
- Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form.
- Medicines will be stored safely at all times but students will have immediate access to their own medication at all times and will be able to access medication swiftly from a First Aider in Reception. Items such as inhalers, blood glucose meters and adrenaline pens should always be readily available and will not be locked away.
- The Appointed Person will carry out a monthly check on medicines stored in school to ensure they are in date and that there are sufficient supplies for the student and will liaise with parents/carers about this.
- Parents will be asked to collect any medication which is no longer required or out of date to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps.

- Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them.
- The school recognises that a student who has been prescribed a controlled drug may legally carry it with them provided they are competent to administer it themselves, however, passing it to another child for use is an offence.
- The School emergency Adrenaline Auto Injector (AAI) will only be administered to students whose parents have provided an up to date Allergy Action Plan and parents have given formal consent and who are recorded on the appropriate register.
- The School emergency Inhaler will only be administered to students whose parents have provided an up to date Asthma Plan, and parents have given formal consent and who are recorded on the appropriate register.

## **6. Illnesses**

If a student falls ill during a lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. The student will be accompanied to the medical room if appropriate.

The First aider will administer appropriate first aid, and the parent/carer will be contacted and asked to collect their child where the child is too unwell to complete the rest of the school day. If a parent/carer is unable to collect their child, they can give permission for their child to go home independently if appropriate or the child will remain in the medical room until the parent/carer collects them at the end of the school day or another family member collects them.

Where a child who is sent home early is still too unwell to attend school the next day, parent/carer should follow the procedure outlined under attendance procedure. The school aims to reduce the risk of a spread of infection or illness and asks parent/carer to keep their child at home where there is risk. Staff will work with students who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she may seek advice from a First Aider, who will notify the Director of HR or her Deputy. If a member of teaching staff is unwell during the school day they should ensure that the Director of HR or her Deputy is aware in order for any cover to be arranged. The Director of HR or her Deputy will also ensure the correct protocols are followed regarding contacting next of kin if required.

## **7. Reporting continued absence due to illness**

Most cases of absence due to illness are short term, but parents/carers should make a phone call to alert the school on the first day/each day of absence.

When a child returns to school they should bring a note from their parent/carer explaining the absence, for the school records.

For prolonged absence due to illness, parents/carers may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription.

## **8. Procedure in the event of an accident or injury**

In the case of an accident or injury, a First Aider should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called.

Accidents involving head, neck and back injuries and burns, regardless of whether they need to leave school or not, should be reported to the student's parent/carer. In the case of head injuries, the parent/carer should be informed to observe the student for illness or deterioration for 48 hours. This communication will be recorded on SIMs

The First Aider will ensure first aid treatment is recorded in the first aid/sickness record and if required an accident form is completed and passed to the Health and Safety Lead in school.

## **9. Emergency services**

The emergency services should be called immediately if the casualty is/has:

- unconscious
- not breathing
- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- choking
- suspected overdose
- any other injuries of a nature that further medical assistance is required.

If the emergency services are called, the call should be made from the location of the injured or ill person so that details of their current status and condition can be given, in such a situation, the Reception office must be notified so that they can make arrangements to meet the emergency services and where appropriate, notify the person's next of kin/parents/carers.

First aiders are not paramedics, and if the first aider feels they cannot adequately deal with an injury they will arrange for access to appropriate medical care without delay.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless a parent/carer is able to reach the school site in time to accompany their child. Ambulances will not be delayed waiting for parents/carers to arrive at the school. Parents/carers will be informed immediately of any medical emergency along with details of the hospital to go to.

All accidents and injuries must be reported.

## **10. Procedure in the event of contact with blood or other bodily fluid**

The school understands the importance of ensuring risk of cross-contamination is kept to an absolute minimum, and First Aiders undertake training which outlines best practice. It is important



that First Aiders at the scene of an accident or injury take the following precautions to avoid risk of infection to themselves and others:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- wash hands after every procedure.

When a First Aider suspects they or anyone else may have been contaminated with blood and/or other bodily fluids, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Director of HR or her Deputy and take medical advice, if appropriate. The Facilities Team will then make arrangements for the proper containment, clear-up and cleansing of the spillage site.

## **11. First aid in PE and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the Head of PE to ensure that first aid boxes in the department are kept fully stocked. All staff in the department must be aware of where these boxes are stored, what should be in them, and appropriate use.

First aid boxes may be taken from Reception provided they are returned to the same place. The first aid boxes within the school's PE Department are for use in school only and should not be removed from site in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place and risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must visit the host-school's medical room or be given first aid treatment elsewhere, a member of Horsforth School will be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest hospital Accident and Emergency Department.

Injuries that occur off-site should be reported to the Appointed Person upon return to the school, who will provide first aid follow-up care where necessary.

## **12. Reporting and Recording accidents, emergencies, and first aid administration**

Any first aider who has administered first aid or medication should log this in the first aid/sickness record (Appendix 5) and if applicable in the record of medicine administered to pupils (Appendix 4). If required, a separate Accident report form should also be completed for any accidents or incidents (appendix 6). These are available online and paper copies are kept in Reception. They are used to record **all** incidents, both major and minor. Accident forms are stored securely according to the Data Protection Act 1998. The Appointed First Aider will send the Accident Form to all I members of staff supervising at the time of the incident to add their account to it. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered must be recorded.

Accidents that fall under health and safety issues should also be dealt with as per the Health and Safety Policy.

All injuries that have occurred, and first aid that has been carried out both on and off-site should be reported to a First Aider, no matter how minor the injury. The Health and Safety Lead is responsible for ensuring that all incident report forms are completed accurately, and stored appropriately.

A written record must also be kept of all medicines administered to children, including those prescribed for students with individual healthcare plans. (Appendix 4)

First Aiders in consultation with the Pastoral Team are responsible for ensuring parents/carers are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment received. In an emergency situation or in the case of a serious injury, parents/carers will be informed as soon as is practicably possible.

### **13. Serious incidents**

Serious incidents are monitored by the Health and Safety Lead. Serious incidents will also be recorded, and reviewed by senior leaders. The Headteacher will review cases of serious incidents and determine what, if any, steps are taken in order to ensure that the same accident does not reoccur. The types of minor accidents reported (no personal details discussed) will be reviewed at Leadership Team Meetings to determine any accident trends and address how these can be avoided in the future.

### **14. Reporting to the HSE**

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on **0845 300 9923** (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Headteacher/Health and Safety Lead to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

- a) Staff
- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
  - work related accidents that prevent the injured member of staff from continuing to work for more than 7 days must be reported within 15 days (note that even though over-3-day injuries do not need to be reported, a record must still be retained);
  - notification from a doctor of cases of work related diseases (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
  - certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).
- b) Students

- accidents which result in the death of school stakeholder that arose out of or in connection with the school's activities;
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

## **15. Incident investigations**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

The Leadership Team or Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure is being used correctly, effectively, and that future incidents of a similar nature can be avoided.



# FIRST AID

## Your first aiders are:

### EMERGENCY FIRST AIDERS

STAFF NAME - EXTENSION NUMBER

(Appointed Person)

STAFF NAME - EXTENSION NUMBER

### FIRST AIDERS

First Aider Name and Extension No.  
First Aider Name and Extension No.  
First Aider Name and Extension No.  
First Aider Name and Extension No.

### FIRST AIDERS

First Aider Name and Extension  
First Aider Name and Extension

## The nearest first aid box is situated:

**MEDICINE CUPBOARD - MAIN RECEPTION**



**Appendix 3  
Parental Agreement for School to Store and Administer Medicine**

**Please note:** Horsforth School will not give your child medicine unless you complete and sign this form

Name of child	
Date of birth	
Form	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



## Appendix 5 First Aid Sickness Record



# Horsforth School

### FIRST AID/SICKNESS RECORD

<b>DAY:</b>	<b>DATE:</b>
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STUDENT NAME & FORM	DETAIL OF INCIDENT AND TREATMENT
<b>TIME</b>	
<b>ATTENDANCE</b>	
<b>FIRST AID STAFF INITIALS</b>	
<b>TEMPERATURE</b>	
<b>BACK TO CLASS (BTC)/SENT HOME (SH) WITH TIME</b>	
<b>SENT HOME AUTHORISED BY LT (NAME)</b>	
<b>COMMUNICATION LOG:</b>	
<b>ACCIDENT FORM:</b>	

STUDENT NAME & FORM	DETAIL OF INCIDENT AND TREATMENT
<b>TIME</b>	
<b>ATTENDANCE</b>	
<b>FIRST AID STAFF INITIALS</b>	
<b>TEMPERATURE</b>	
<b>BACK TO CLASS (BTC)/SENT HOME (SH) WITH TIME</b>	
<b>SENT HOME AUTHORISED BY LT (NAME)</b>	
<b>COMMUNICATION LOG:</b>	
<b>ACCIDENT FORM:</b>	

## Appendix 6 Accident/Incident Form

### HORSFORTH SCHOOL ACCIDENT/INCIDENT REPORT FORM

#### PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT

Full Name:	Department (if applicable)
Job Title:	Other (pupil, member of public)

Home address (inc postcode):

Home Telephone No:	Mobile No:
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#### PART B – ABOUT THE ACCIDENT/INCIDENT

Date of accident/incident	Time (use 24hr format)
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Where did the accident/incident occur? Please state room of place
--

Address and location of accident if it did NOT take place on school premises

How did the accident/incident happen? Give cause if you can

*Continue on a separate sheet if necessary*

If the person suffered any injury say what the injury was (i.e. cut, graze, strain and what part (s) of the body were injured?)

Was the person absent from work/school as a result of the accident?

What was the accident/incident? Please tick only one	
A fatality	
A major injury or condition i.e. fracture or loss of consciousness	
An injury to a pupil or member of the public where they had to be taken from the scene of the accident to hospital for treatment	
A minor injury or condition	
A violent incident (physical assault, verbal abuse, threatening behaviour)	
A near miss	



**PART C – ACTIONS TO PREVENT A RECURRENCE**

<b>Risk Assessment completed or reviewed?</b>	YES	NO
<b>Please state action taken to prevent recurrence</b>		

**PART D – ABOUT YOU, THE PERSON COMPETING THE FORM**

<b>NAME (print)</b>	
<b>Address (inc postcode)</b>	
<b>Designation</b>	

<b>Signature:</b>		<b>Date:</b>	
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<b>Manager /Headteacher Signature:</b>		<b>Date:</b>	
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**Please return completed form to Lauren Robinson, HR Director**

**FOR OFFICE USE ONLY**

<b>Date received:</b>	<b>Data entry date:</b>	<b>Data entry by (initial)</b>	<b>RIDDOR reportable?</b>	<b>YES/NO</b>
			<b>RIDDOR reference</b>	

**Appendix 7 Diabetic Student Record (Anonymised example)**

<b>Diabetic Student Record (Ad-hoc visits)</b>	
Student Name and Form: <b>Student A</b>	<b>Expected Levels 5-10</b>
<b>mmol/L</b>	

Day Date	Time	Reading	HYPO (3.9 and below) Action Taken	HYPER (above expected level) Units of Insulin Taken	Staff Initials	Details: BTC SH

## Appendix 8      Linked Policies

Please read this policy in conjunction with the following policies/guides:

- Attendance Policy
- Health and Safety Policy
- Education of Children with Medical Needs who Cannot Attend School
- Supporting Students with Medical Conditions