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**Please note that links in the document to resources stored on the school network will only be available to school staff signed into the school network.**

**This includes: First Aid Procedures, list of first aid trained personnel, internal policies, Health Centre Information**

## References:

- A. Commentary on the Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))
- B. Reference Guide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))
- C. Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- D. "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E. "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F. Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors ([www.isi.net](http://www.isi.net))
- G. DfE "Guidance on First Aid for Schools" ([www.dfe.gov.uk](http://www.dfe.gov.uk))
- H. HSE home page, First Aid at Work ([www.hse.gov.uk](http://www.hse.gov.uk))
- I. MOSA Guidance: "First Aid Provision and Training in Schools" ([www.mosa.org.uk](http://www.mosa.org.uk))
- J. DfE Automated external defibrillators (AEDs) A guide for schools, September 2018
- K. Education (Independent School Standards) Regulations 2014.
- L. Guidance on the use of adrenaline auto-injectors in schools, September 2017.
- M. Guidance on the use of emergency salbutamol inhalers in schools, March 2015.

## Related Policies and Procedures:

- A. Safeguarding Children Policy.
- B. Health and Safety Policy.
- C. First Aid Procedures.
- D. 'Medical Welfare' section of the Parents' Handbook.
- E. Allergen Policy.
- F. Catering and Food Hygiene Policy.
- G. Mental Health at St Faith's – Guidance.
- H. Record Keeping Policy.
- I. First Aid Risk Assessment.

### 1 Introduction.

- 1.1 This policy applies to children and staff in school, or on school organised trips and events that take place away from the main school site. It also applies to visitors to the site. For the purposes of this policy Latham Road is considered part of the main school site.
- 1.2 This policy details the requirements and arrangements for first aid at St Faith's and is applicable to all those involved in the provision of first aid related to school activities. Procedures in the event of an accident or injury, or for other medical events, are contained in the [First Aid Procedures](#) document.
- 1.3 This policy has been prepared in accordance with the guidance provided in References A to M, and to ensure compliance with the relevant laws and acts. It is available to parents, prospective parents, and pupils via the school website, and to all staff via the school network.
- 1.4 This policy does not affect the ability of any person to contact the emergency services by calling 999/112 in the event of a medical emergency.

- 1.5 This policy ensures that there is always an adequate provision of appropriate first aid and that where individuals require medical assistance, there are suitable mechanisms in place to provide treatment.
- 1.6 This policy is limited to the provision of first aid. The school also has arrangements for:
- Dealing with pupils who have special educational needs or specialist medical needs.
  - Provision of medical examinations and immunisations.
  - Holding medical records.
  - Dealing with medicines and treatments brought to school for pupils.

## 2 Responsibilities.

- 2.1 The Bursar and the Lead Nurse are responsible for the policy. The Health Centre is responsible for the implementation of this policy.
- 2.2 The Safety Officer / Lead Nurse are responsible for ensuring the First Aid Risk Assessment is reviewed annually to determine and verify the school's first aid needs. This risk assessment will consider:
- Location and size of the school
  - Specific hazards or risks on the site
  - Staff or pupils with special health needs or disabilities
  - Previous record of accidents / incidents at the school
  - Provision for lunchtimes and breaks
  - Provision for leave / absence of first aiders
  - Off-site activities, including trips
  - Practical departments, such as Science, Engineering, Art, and Sports
  - Out of hours activities
  - Contractors on site and agreed arrangements
  - Lettings and hiring of school facilities
- 2.3 A more detailed schedule of responsibilities is at [Annex A](#).

## 3 Definitions.

- 3.1 "First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse. It also refers to the treatment of more serious injuries, prior to assistance from a medical practitioner or nurse for the purpose of preserving life and/or minimizing the consequences of injury or illness. First Aid does not generally include administering tablets or medicines to treat illness. The only exception is the use of aspirin for adults in accordance with accepted first aid practice, to treat a suspected heart attack.
- 3.2 Medical treatment at St Faith's means the management and care of a patient, the examination and treatment of a patient by a school nurse and the administration of prescribed and over the counter medication.
- 3.3 "Staff" includes employees, governors, volunteers and self-employed (including peripatetic) people working on the school premises.

#### 4 **Facilities.**

- 4.1 The Health Centre provides an essential first aid facility and is equipped accordingly. It is used for medical treatment (including first aid) when required during school hours for the care and treatment of pupils (and staff as appropriate). The Health Centre is clearly signposted and is ideally located for emergency vehicle access. The size and scope of this facility complies with the legal requirements as set out in Reference C and the guidance provided in Reference A.
- 4.2 The Health Centre is accessible to all pupils and staff and is managed by the School Nurses. The Health Centre is manned by School Nurses during term time on weekdays between 0800 and 1600.
- 4.3 The Pastoral Care Meeting Room is available for Health Centre use as an additional consultation or meeting room. This room can be used for therapy for those children with special needs, and for use by visiting specialists such as a physiotherapist or speech therapist.

#### 5 **First Aiders.**

- 5.1 The school will ensure that sufficient trained first aiders are available to cover day-to-day and other school activities. First aid training will be refreshed at least every 3 years, and annually where possible. A schedule of first aid capability is at [Annex B](#).
- 5.2 A first aider (pediatric first aid for EYFS pupils) will accompany pupils on visits out of school.
- 5.3 First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- 5.4 Lists of members of staff who are qualified first aiders are displayed on noticeboards (School Office, Staff Common Room, Pre-Prep, Art Room and the Health Centre). A list of first aid trained staff is [here](#).

#### 6 **First Aid Boxes.**

- 6.1 First aid boxes will be provided in areas of the school where accidents are considered most likely; this list is included in [Annex C](#). The contents of first aid boxes will be in accordance with the guidance given in HSE document "[Basic advice on first aid at work](#)".
- 6.2 A first aid box will also be taken when pupils leave the school on organised trips or participate in sports activities or events (both on and off-site).
- 6.3 When first aid boxes are used, staff need to inform the nursing team to ensure that items are restocked.
- 6.4 First aid boxes will be checked termly and replenished by the nursing team.

#### 7 **Medical Information on Pupils and Staff.**

- 7.1 **GDPR.** All medication information on pupils and staff is managed in accordance with the relevant school privacy notices and GDPR requirements. Such information is normally classified as sensitive personal information. Access to this information is carefully restricted and controlled.
- 7.2 **Pupil On-boarding.** Pupil on-boarding is an Admissions responsibility. Parents must provide all necessary medical information for their children at the point of entry to school. They are expected to

complete the relevant forms on [My School Portal and in Admissions+](#) as part of the onboarding process. It is essential that medical records have a recent photograph of the child uploaded on their medical record form. In the case of allergies, it is likely that the school will require a written GP diagnosis and be provided with an individual care plan.

- 7.3 **Staff On-boarding.** Staff on-boarding is an HR responsibility which includes the collection of medical information. Medical screening is one of the required safer recruitment checks. In cases where screening has identified a medical condition that the school, as an employer, should be aware of, the HR Adviser will request that information is provided by the employee to the Health Centre. Details are held in SIMS.

## 8 Procedures for Pupils with Medical Conditions.

- 8.1 Procedures to be followed for pupils with known medical conditions, such as Asthma, Epilepsy or Diabetes, can be found in [First Aid Procedures](#) All staff will receive annual training on asthma and allergy awareness delivered by the Lead Nurse. Nurses will identify pupils with significant medical conditions, inform relevant staff, and provide additional training if required to allow effective management of medical needs.
- 8.2 Parents/guardians of pupils who have medical conditions are required to complete an annual electronic medical record and consent form on My School Portal. This record will detail the specific needs, medication requirements, care and support required to manage the pupil whilst in school. It is the responsibility of parents/guardians to provide accurately labelled, in date, medication for their child, including dosage and storage instructions.
- 8.3 Annual Guidance and Care Reviews undertaken by GPs or specialist nurses are requested annually by the Health Centre team. These reviews inform the individual care plans generated for pupils with medical conditions. The individual care plans are stored on the medical database (Medical Tracker) and the nurses ensure that all medical information held on pupils is accurately documented. Staff will be provided with a link to relevant individual care plans and are given updates on any changes relating to pupils they teach.
- 8.4 The Health Centre team will compile asthma and allergy registers for the entire school. These can be found in the School Office, Staff Common Room, Health Centre and Pre Prep first aid cupboards. Staff are informed of any changes to these registers. An electronic copy of all registers is available in the 'All Staff' section of Microsoft Teams ([Health Centre Information](#)).
- 8.5 The school keeps emergency inhalers and emergency adrenaline auto-injectors in accordance with References L and M. Three emergency auto-injectors, specific to age groups, are held in a labelled allergy cupboard in the Staff Common Room (clearly signposted). Emergency inhaler kits are stored in the School Office Reception, Staff Common Room, Pre-Prep Late Stay and the Health Centre, and are carried by members of the Sports Department during all activities at Latham Road, and off-site fixtures. In addition, they are also carried by an allocated member of staff on day and residential trips.
- 8.6 Parents must complete the annual asthma and anaphylactic record forms which include consent for the use of the emergency inhaler and adrenaline auto-injectors should their child have an asthma or anaphylactic diagnosis. These forms are located on [My School Portal](#) under form section (Medical).

## 9 **Mental Health and Wellbeing.**

The nurses work closely with the Director of Pastoral Care and pastoral staff in identifying and supporting pupils who have wellbeing concerns or appear to be developing or suffering from mental health conditions. The nurses receive the weekly concerns notes which highlight pupils who have pastoral concerns. Alongside pastoral staff, the nurses may meet with parents in order to provide support and advice on mental health and wellbeing matters.

## 10 **Procedures in the Event of Illness.**

- 10.1 If a pupil becomes unwell in a lesson, they are referred to the Health Centre or a first aider on duty if the nurse is not available;
- 10.2 Pupils are assessed by a school nurse who makes a clinical decision whether to implement a plan to help alleviate symptoms or to advise parents to collect their child. Pupils are always supervised and cared for by a school nurse/ first aider until they are collected from school;
- 10.3 School nurses inform the School Office and relevant teachers whenever pupils are sent home with illness or injury;
- 10.4 If a school nurse is not available during school hours, parents are to be notified of illness by a member of the School Office. After school hours (1600), a member of the Late Stay team should contact home.

## 11 **Infection Control Procedures.**

Health Centre staff and first aiders must follow established infection control procedures, specifically:

- The use of PPE where appropriate
- Regular hand washing
- Action to be taken in the event of needle stick injuries
- Cleaning procedures
- Measures to prevent the outbreak of infection

## 12 **Procedures in the Event of an Accident or Injury.**

The procedure to deal with an accident or injury depends on the clinical picture, symptoms, the severity of the injury and the skill required to treat a pupil, staff member or visitor.

### 12.1 **Minor Injuries.**

- 12.1.1 Minor injuries are not life threatening, do not usually require immediate medical attention and include cuts, abrasions, minor burns or sprains. These injuries are either attended to by first aiders on duty or by nurses in the Health Centre.
- 12.1.2 **Offsite minor injury management.** First aiders must complete a report of the minor injury in the accident book provided in all first aid kits if they are off school site. A copy of the report must be forwarded to the Health Centre without delay. School nurses notify parents via the electronic notification process of reporting accidents (Medical Tracker).

12.1.3 **On site minor injury management.** First aiders will log all minor injuries on an electronic database at this link: [Log an Incident](#).

12.2 Major Injuries.

12.3

12.3.1 Major injuries are serious injuries which are beyond the capabilities of a first aider and may require prompt medical attention.

12.3.2 The nursing team must be informed immediately of the injury. The name of the injured pupil/staff member/visitor and their location must be clearly specified to allow a swift response.

12.3.3 The School Office and the SMT must be informed immediately. Parents will be notified of the injury and how it occurred via the electronic notification process in Medical Tracker. In addition, they might also be contacted by telephone to discuss the injury and the management of the injury. In the case of more serious accidents, a member of the school pastoral team/Lead nurse will contact parents. This discussion will include the overall care that the pupil might need following the injury.

12.3.4 All accidents involving the need for an assessment by Emergency Department (ED) require an electronic report form to be completed.

12.3.5 In most scenarios the nursing team will be on site to assess the injury/accident and decide the course of action. This may include the summoning of an ambulance. Maintenance staff must be informed whenever emergency services are required on the school site to co-ordinate the ambulance to the closest gate near where the injured pupil/staff member is being treated.

12.3.6 A return to school plan will be arranged as appropriate to ensure the pupil or member of staff's particular situation is considered and catered for.

12.4 Ambulances.

12.5

12.5.1 The School Nurses will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If a member of the Health Centre team is unavailable, a member of staff must call an ambulance without hesitation – 112/999. All staff are trained in the procedure to summon an ambulance. If a parent is not available at the time of transfer to hospital, a school nurse or a member of staff must accompany the pupil to hospital. They must stay with the pupil in hospital until a parent is in attendance.

12.5.2 The nursing team is responsible for contacting a parent, on the day that the injury occurred, to check on the condition of the pupil.

12.5.3 For further information on escorting pupils or adults to hospital, refer to the [First Aid Procedures](#)

## 13 Emergency Medical Treatment

13.1 In accepting a place at St Faith's, parents are required to give their consent for the school to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anesthetic and surgical procedure under the NHS if the school is unable to contact a parent in the event of a major injury or illness.

13.2 The school has Automated External Defibrillators ("AED") available for use for staff, visitors or pupils in the event of an emergency.

#### 14 Spillage of blood or other bodily fluids

14.1 Staff will follow the Bodily Fluid Spillage Procedure (Page 2 of the [First aid Procedures](#) document) whenever bodily fluid (urine, stool, vomit and blood) spillage occurs in the school setting. The Housekeeping team must be contacted immediately, and the Health Centre must be notified in cases of blood loss, vomiting and diarrhoea, and whenever a pupil is in distress.

14.2 The Housekeeping team is responsible for cleaning the area thoroughly. The nursing team is responsible for attending to the affected pupil and contacting parents.

14.3 Yellow Bio-Hazard boxes containing protective equipment and specific equipment for clearing spillages are available at strategic points around the school, as specified on the school first aid and spillage kit location map [here](#).

#### 15 Recording and Reporting.

15.1 **H&S Policy.** Recording and reporting of medical incidents, accidents and near misses is conducted in accordance with the [Health and Safety Policy](#). Reporting and analysis of medical incidents is presented to bi-termly H&S Committee meetings.

15.2 **Record Keeping Policy.** Medical information will be held in accordance with the School's [Record Keeping Policy](#).

15.3 **Medical Tracker.** All pupil medical information will be held in Medical Tracker, a dedicated medical database with one-way synchronization from SIMS. This includes essential medical and allergy information, and care plans. Communication with parents regarding medical incidents and first aid treatment will be conducted through Medical Tracker.

15.4 **Accident and Near Miss form.** The [Log an Incident](#) form will be used for staff to report an accident / incident, including the reporting of near miss incidents.

#### 16 Accident and Near Miss Monitoring.

16.1 **Bi-Termly Reporting to H&S Committee.** Accident and near miss reports will be made at each bi-termly H&S Committee meeting. This ensures that appropriate action is taken to investigate, review and reduce the possibility of future incidents.

16.2 **Reviews of Risk Assessments.** Where appropriate, either the Safety Officer or Bursar may direct the review of risk assessments following an accident or near miss. This is a function of effective risk management.



## Annex A. First Aid Responsibilities

Appointment / Role	Responsibilities
Bursar	<ul style="list-style-type: none"> <li>• Line manager for the Health Centre school nurses. Including: <ul style="list-style-type: none"> <li>○ Regular liaison with the Lead Nurse.</li> <li>○ Leading Health Centre meetings.</li> <li>○ Providing support and advice in the day-to-day running of the Health Centre.</li> </ul> </li> <li>• Health Centre team training and professional development.</li> <li>• Keeping the First Aid Policy up-to-date.</li> </ul>
Deputy Head	<ul style="list-style-type: none"> <li>• Determining what level of first aid capability is needed in Years 3 – 8.</li> <li>• Ensuring appropriate first aid capability for school and residential trips.</li> <li>• Ensuring that staff have appropriate first aid training from the point of induction, and at regular intervals thereafter, so that staff understand what is expected of them in this policy and have the necessary knowledge and skills to fulfil their responsibilities.</li> </ul>
Deputy Head Academic	<ul style="list-style-type: none"> <li>• Coordinating, with the Director of Pastoral Care and Lead Nurse, first aid training during INSET.</li> <li>• Responsible for approving booking of courses.</li> </ul>
Head of Pre Prep	<ul style="list-style-type: none"> <li>• Determining what level of first aid capability is needed in Pre Prep.</li> </ul>
Bursar	<ul style="list-style-type: none"> <li>• Ensuring that the school has adequate first aid equipment and facilities</li> </ul>
Lead Nurse	<ul style="list-style-type: none"> <li>• Delivering first aid training.</li> <li>• Annual review of the school <a href="#">first aid risk assessment</a>.</li> <li>• Ensuring that stocks of first aid consumables are regularly checked and maintained.</li> <li>• Ensuring that the school Automated External Defibrillators (AED) are serviced and maintained according to the relevant guidance provided in Reference J. AED safety checks are conducted weekly</li> </ul>
Deputy Bursar	<ul style="list-style-type: none"> <li>• Determining what level of support staff first aid capability is needed. Responsible for approving the booking of courses</li> </ul>
HR Adviser	<ul style="list-style-type: none"> <li>• Recording, monitoring and prompting training.</li> <li>• Responsible for publishing list of first aiders</li> </ul>
Safety Officer	<ul style="list-style-type: none"> <li>• Verifying that the school's first aid capability meets regulatory requirements.</li> <li>• Regular internal audits of first aid capability.</li> </ul>
Business and Curriculum Support	<ul style="list-style-type: none"> <li>• Booking agreed first aid courses.</li> </ul>

Annex B. First Aid Capability

Department	All Staff	Residential Trips	Holiday Activities	Academic Departments					Support Staff Departments			
				Art	Engineering	Pre Prep	Science	Sports Faculty	Maintenance	Catering	Housekeeping	Front Office
Who	All staff	Allocated first aider	Allocated first aider	Technician	Technician	All Teaching Assistants and Playground Supervisors	Technicians	All staff	Site Manager Caretaker	Head Chef Sous Chef	Housekeeping Supervisor Housekeeping Deputy	Receptionist School Secretary
Course / Training	Epipen AED Anaphylaxis IVAC (choking)	First Aid at Work Epipen AED Anaphylaxis IVAC (choking)	First Aid at Work Paediatric First Aid <sup>1</sup> Epipen AED Anaphylaxis IVAC (choking)	First Aid at Work AED	First Aid at Work AED	Paediatric First Aid	First Aid at Work AED	Emergency First Aid and Resuscitation AED	First Aid at Work AED	First Aid at Work AED	First Aid at Work	First Aid at Work Paediatric First Aid
Comments		Risk assessment dependent At least one first aider present Allocated by Deputy Head	Risk assessment dependent At least one first aider present Allocated by Deputy Head						For out of hours and out of term time cover for support staff activities			Term-time back up if Health Centre staff not available

<sup>1</sup> For those holiday activities for children in Pre Prep

### Annex C. First Aid Equipment Locations

The school nurses are responsible for ensuring that all medical equipment supplies are in date and kits are checked termly, even if they have not been used. AEDs are inspected and checked weekly by the school nurses in term time.

	Location
<b>AED</b>	
School House / Newton	Outside main delivery door on Newton Road
Health Centre	Outside Health Centre
Sports Hall	Reception desk
Latham Road	Pavilion <sup>2</sup>
<b>FIRST AID KITS</b>	
<b>Ashburton</b>	Ashburton lift lobby
	Art Room Office (Room 26)
<b>Discovery Zone</b>	Discovery Zone toilet
<b>Edenfield</b>	Room 31
<b>Firwood</b>	Kitchen Servery (Catering)
	Staff Common Room
<b>Health Centre</b>	Two first aid kits- cupboard opposite the hardcourt area
<b>Keynes</b>	Britten Recital Room
	Disabled toilet- downstairs
<b>Latham Road</b>	Additional first aid kits on request from nursing staff
<b>Maintenance</b>	Maintenance department
	Three minibuses
<b>School House</b>	School Office
	Hive
<b>Southfield</b>	Art Room cupboard
	Southfield Room 37 cloakroom (opposite room 37)
<b>Sports Hall</b>	Reception Desk
	PE Office
<b>STEAM Hub</b>	Engineering Workshop
	Science Prep Room
<b>SPILLAGE KITS</b>	
<b>Ashburton</b>	Cleaning cupboard- left at the entrance of Ashburton hall
	Disabled toilets (downstairs)
<b>Firwood</b>	Kitchen Servery Cupboard
	Staff Common Room
<b>Keynes</b>	Disabled toilet
<b>Maintenance</b>	Maintenance department
	Minibuses (all three)
<b>School House</b>	School Office
<b>Southfield</b>	Art Room Cupboard
	Southfield Room 37 cloakroom (opposite room 37)
<b>Sports Hall</b>	Reception Desk
	PE Office

<sup>2</sup> Owned and managed by The Leys.

<b>EMERGENCY ASTHMA INHALER KITS</b>	
Health Centre	Health Centre
Sports Hall	PE office
School House	School Office
Firwood	Staff Common Room
Southfield	Pre-Prep Late Stay (Southfield)
<b>EMERGENCY AUTO- INJECTORS</b>	
Firwood	Staff Common Room (3 auto-injector kits)
<b>EMERGENCY GRAB BAG</b>	
School House	School Office
<b>EMERGENCY MEDICATION (antihistamine and analgesia)</b>	
Firwood	Staff Common Room
School House	School Office