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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)
- B. Reference Guide to the key standards in each type of social care service inspected by Ofsted (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)
- G. DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)
- H. HSE home page, First Aid at Work (www.hse.gov.uk)
- I. MOSA Guidance: "First Aid Provision and Training in Schools" (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:

All School policy documents are held on the server and may be accessed via SharePoint at this [link](#).

- A. Safeguarding and Child Protection Policy.
- B. Health and Safety Policy.
- C. First Aid and Administration of Medicine procedures.
- D. 'Medical Welfare' section of the Parents' Handbook.
- E. Allergy Safety Policy.
- F. Catering and Food Hygiene Policy.
- G. Mental Health and Wellbeing Policy.
- 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 and Administering of Medication 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 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 staffed by School Nurses during term time on weekdays between 08:00 and 16:00.
- 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.
- 5.2 A first aider (paediatric 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 A list of members of staff who are qualified first aiders is [here](#). This is a working document so should not be printed.

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 B](#). 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 kit 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 for supporting pupils with known medical conditions, including asthma, epilepsy, diabetes, and other significant health needs, are detailed within the **First Aid and Administration of Medication Procedures**. All staff will receive annual training in asthma and allergy awareness, delivered by the Lead Nurse, through the *We Are Every* platform, or by the Allergy Team for allergy-specific training. The Nursing Team will identify pupils with significant medical conditions, ensure that relevant staff are informed, and provide additional training where necessary to support the safe and effective management of individual 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 on SharePoint. 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 will be 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](#)) and on SharePoint.
- 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 Medical Conditions Care Plan for all pupils with a diagnosed medical condition, such as asthma or anaphylaxis. The care plan includes a section where parents can provide consent for staff to administer the school's emergency inhaler or emergency adrenaline auto-injector if a pupil's own medication is unavailable, misplaced, or forgotten. This consent helps ensure that pupils can receive prompt treatment in an emergency and supports the school in keeping children safe should an urgent medical situation arise.

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.

- 12.2.1 Major injuries are serious injuries which are beyond the capabilities of a first aider and may require prompt medical attention.
- 12.2.2 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.
- 12.2.3 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.
- 12.2.4 All accidents involving the need for an assessment by Emergency Department (ED) require an electronic report form to be completed.
- 12.2.5 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.
- 12.2.6 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.

12.3 Ambulances.

- 12.3.1 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.
- 12.3.2 The nursing team is responsible for contacting a parent on the day that the injury occurred, to check the condition of the pupil. 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 **Recording and Reporting.**

- 14.1 **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.
- 14.2 **Record Keeping Policy.** Medical information will be held in accordance with the School's Record Keeping Policy .
- 14.3 **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.
- 14.4 **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.

15 **Accident and Near Miss Monitoring.**

- 15.1 **Reporting to H&S Committee.** Accident and near miss reports will be made at each H&S Committee meeting. This ensures that appropriate action is taken to investigate, review and reduce the possibility of future incidents.
- 15.2 **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	- Line manager for the Health Centre school nurses. Including: - Regular liaison with the Lead Nurse. - Leading Health Centre meetings. - Providing support and advice in the day-to-day running of the Health Centre. - Health Centre team training and professional development. - Keeping the First Aid Policy up-to-date.
Deputy Head	- Determining what level of first aid capability is needed in Years 3 – 8. - Ensuring appropriate first aid capability for school and residential trips. - 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.
Deputy Head Academic	- Coordinating, with the Director of Pastoral Care and Lead Nurse, first aid training during INSET. - Responsible for approving booking of courses.
Head of Pre Prep	Determining what level of first aid capability is needed in Pre Prep.
H&S Advisor	- Ensuring that the school has adequate first aid equipment and facilities - Verifying that the school's first aid capability meets regulatory requirements. - Regular internal audits of first aid capability. - Determining what level of support staff first aid capability is needed.
Lead Nurse	- Delivering first aid training. - Annual review of the school First Aid Risk Assessment 2025-2026 - Ensuring that stocks of first aid consumables are regularly checked and maintained. - 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
HR Adviser	- Recording, monitoring and prompting training. - Responsible for publishing list of first aiders - Responsible for approving the booking of courses - Booking agreed first aid courses.
School Counsellor	Helping students discuss their problems, thoughts and feelings in a confidential setting.

Annex B. 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.

	Location
AED	
School House / Newton	Outside main delivery door on Newton Road
Health Centre	Outside Health Centre
Sports Hall	Reception desk
Latham Road	Pavilion ¹
FIRST AID KITS	
Ashburton	Ashburton lift lobby
	Art Room Office (Room 26)
Discovery Zone	Discovery Zone toilet
Edenfield	Room 31
Firwood	Kitchen Servery (Catering)
	Staff Common Room
Keynes	Britten Recital Room
	Downstairs disabled toilet – behind staircase
Maintenance	Maintenance department
	Three minibuses
School House	School Office
	Hive
Southfield	Art Room cupboard
	Preschool
	Southfield Room 37 cloakroom (opposite room 37)
Sports Hall	Reception Desk
	Sports Hall
	PE & Games Office
STEAM Hub	Engineering Workshop
	Science Prep Room
SPILLAGE KITS	
Ashburton	Ashburton lift lobby
	Art Room Office (Room 26)
Edenfield	Room 31
Firwood	Staff Common Room
Keynes	Downstairs disabled toilet – behind staircase
Maintenance	Maintenance department
	Four minibuses
School House	School Office
	Hive
Southfield	Art Room Cupboard
	Southfield Room 37 cloakroom (opposite room 37)

¹ Owned and managed by The Leys.

	Location
Sports Hall	Reception Desk
	PE & Games Office

EMERGENCY ASTHMA INHALER KITS	
Health Centre	Health Centre
Sports Hall	PE & Games office
School House	School Office
Firwood	Staff Common Room
Southfield	Pre-Prep Late Stay (Southfield)
EMERGENCY AUTO- INJECTORS	
Health Centre	Health Centre
Firwood	Staff Common Room (2 auto-injector kits)
Latham Road	Pavilion of Latham Road(2 auto-injectors)
EMERGENCY GRAB BAG	
School House	School Office
EMERGENCY MEDICATION (antihistamine and analgesia)	
Firwood	Staff Common Room
School House	School Office