



**First Aid Policy –
Whole School
including
Boarding and
EYFS**

July 2024

SECTION 1: Policy Statement

This Policy should be read in conjunction with any relevant risk assessments and the Medical and Health Management Protocols.

SECTION 2: Reason for the Policy

The objective of this First Aid Policy is to:

- 2.1 Ensure adequate provision of appropriate first aid across all areas of the St Chris site and premises, including teaching rooms and boarding accommodation.
- 2.2 Provide suitable first aid for all St Chris staff, pupils, user groups, and visitors, including parents and contractors.
- 2.3 Comply with DfE guidance on First Aid in Schools and The Health and Safety at Work Act (1974), ensuring St Chris provides sufficient first aid provision as reasonably practicable.
- 2.4 Establish and maintain first aid posts, clear signage, and equipment within the school.
- 2.5 Ensure appropriate first aid provision and equipment for all off-site trips and visits.
- 2.6 Conduct regular risk assessments to determine the school's first aid requirements.
- 2.7 Establish effective systems to ensure timely and appropriate treatment for injured individuals, while maintaining accurate records using an online accident book system such as Medical Tracker.
- 2.8 When necessary, report incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR)

SECTION 3: Scope and Application

3.1 Responsibilities

- 3.1.1 The welfare of the school community is a matter for everyone; nonetheless, the Head, Chief Operating Officer, Operations Manager, and School Nurse bear principal responsibility for implementing this policy and devising detailed procedures.
- 3.1.2 First aid requirements are reviewed annually with the consideration of:
 - 3.1.2.1 Specific hazards or risks on the site.
 - 3.1.2.2 Pupils or staff with special health needs or disabilities.
 - 3.1.2.3 Practical departments, such as Science, CDT, PE, catering, and maintenance.



- 3.1.2.4 Previous record of accidents / incidents at the school.
- 3.1.2.5 Provision for in-school hours and out of school hours activities.
- 3.1.2.6 Off-site activities, including trips.
- 3.1.2.7 Contractors on site and agreed arrangements.

3.2 Medical Care and The Surgery

3.2.1 The Surgery team (comprising the School Nurse and Medical Administrator) are responsible for delivering First Aid at the School Surgery from 8.00 am to 4.30 pm, Monday to Friday, during term-time only.

3.2.2 The School Surgery has procedures in place for:

- 3.2.2.1 Managing students with specific medical requirements.
- 3.2.2.2 Providing medical assessments and investigations, including arranging transport to appointments as needed.
- 3.2.2.3 Maintaining confidential medical records.
- 3.2.2.4 Managing medications, including over-the-counter drugs and prescribed treatments brought to school for students.
- 3.2.2.5 Addressing emotional wellbeing and mental health concerns, which includes counselling and health promotion.
- 3.2.2.6 Implementing infection control measures.

3.2.3 Please refer to the Medical Procedural Guidance Document for further details.

3.3 Specific First Aid Provision

3.3.1 First Aiders

- 3.3.1.1 First Aiders will promptly assist individuals with common injuries or illnesses, as well as those arising from specific hazards. They will also ensure that an ambulance or other professional medical help is called when necessary.
- 3.3.1.2 The minimum recommended ratio (1 for every 100 people in low-hazard areas as per HSE, 2014) of trained first aiders is mandatory.
- 3.3.1.3 First aid training is refreshed every 3 years, as required.
- 3.3.1.4 It is mandatory to have at least one qualified person on the school site whenever pupils are present.
- 3.3.1.5 When Early Years Foundation Stage (EYFS) children are on site or during outings, there must always be at least one person holding a current Paediatric First Aid certificate present.
- 3.3.1.6 All Level 2/3 Early Years workers who obtained their qualifications on or after 30 June 2016 must hold a Paediatric First Aid Certificate.

3.3.2 Off-site and Out-of-Hours Provisions

- 3.3.2.1 During off-site activities and outside of regular hours, the designated first aider accompanying the trip or present on site or in the boarding house will respond to incidents and carry out the responsibilities expected of a trained First Aider.
- 3.3.2.2 Boarding staff receive comprehensive first aid training, including the management of medical conditions such as anaphylaxis and asthma, as well as



training in medicine management and administration. Contact details for additional medical assistance are available in key areas, specifically for boarding staff outside of Surgery hours.

- 3.3.2.3 During periods outside of school terms, departments with staff present have access to first aid kits located throughout the site.
- 3.3.2.4 External groups hiring the School site are required to provide their own First Aiders and appropriate equipment.

3.3.3 First Aid Kits

- 3.3.3.1 First aid kits are strategically placed in areas of the school where accidents are most likely, clearly marked with signage indicating their location.
- 3.3.3.2 The contents of each first aid kit complies with The Health & Safety (First Aid) Regulations 1981, incorporating updates up to 2020.
- 3.3.3.2 During organised school trips and sports events, one or two first aid kits are taken along.
- 3.3.3.3 Surgery staff, or their appointed delegates, regularly restock first aid kits as required and conduct routine inspections to verify contents and expiry dates are current.

3.3.4 Specific medical supplies are stored as follows:

- 3.3.4.1 Asthma inhalers are located in the Arunwood Eco-Centre Office, Boarding Houses (Arundale and Cloisters), Junior School Reception, Monte Classroom, Mulberry Building, PE Office, Surgery, and Swimming Pool Office. Inhalers are also accessible for school excursions.
- 3.3.4.2 Adrenaline Auto Injectors (AAI's) are stored in the Arunwood Eco-Centre Office, Served, Staff Room, and Surgery.
- 3.3.4.3 Diabetes emergency blood and ketone testing kits, along with emergency glucose treatment, are housed in the Surgery.
- 3.3.4.4 Burns supplies are included in all first aid kits, with additional supplies stocked in the Art Department, Arunwood Eco-Centre, Boarding Houses (Arundale and Cloisters), CDT Workshop, Forest School, Kitchen, Maintenance Workshop, Science Classrooms, Served, Surgery, and Vege Centre.
- 3.3.4.5 Eye wash vials are included in all first aid kits, with full kits available in the Arunwood Eco-Centre, CDT Workshop, Maintenance Workshop, Pottery Studio, Science Block, Surgery, and Swimming Pool Office.
- 3.3.4.6 School inhalers and AAI's may only be administered to students if a parent/guardian has completed a consent form as part of the asthma/allergy care plan. This practice adheres to the government guidance outlined in Supporting Pupils with Medical Conditions at School (2014).

3.3.5 First Aid Notices

A list of staff members (including their locations) who are certified First Aiders or Paediatric First Aiders is displayed on noticeboards in Junior and Senior Staff Rooms, Boarding Houses, and near the visible first aid kits located in key areas around the site.

3.3.6 Access to First Aid

All pupils and staff are given information on the provision of first aid at their induction. Visitors and contractors, under the guidance and supervision of school staff, are directed to first aid support as needed.



3.3.7 Defibrillator

- 3.3.7.1 The school maintains two defibrillators, regularly inspected by Surgery staff, positioned near the entrance from the Service Courtyard (Internal) and on the wall outside the Sports Hall (External).
- 3.3.7.2 Instructions for using the defibrillator are clearly displayed and verbally communicated by the machine.
- 3.3.7.3 In the event of needing a defibrillator, emergency services must be summoned immediately. The access code for the external defibrillator is C159X, which is also held by the ambulance service for emergency public use.

3.3.8 Calling an Ambulance

- 3.3.8.1 The decision to summon an ambulance will be made by the School Nurse after assessing the individual, in cases where a First Aider has not already done so. Main reception or the Head's PA must be informed immediately once an ambulance has been called, providing the precise location of the casualty. Someone should be stationed at Reception to guide the ambulance to the incident site.
- 3.3.8.2 The School Nurse or a member of the Senior Leadership Team (SLT) will arrange for staff members to accompany the student to the hospital or coordinate with a parent to be present. Staff members will remain with the student at the hospital until their parent/guardian arrives.
- 3.3.8.3 Personal vehicles should not be used to transport students to the hospital unless the School has documented the vehicle details and confirmed that the owner/driver holds appropriate business insurance.

3.3.9 Record Keeping and Confidentiality

- 3.3.8.1 Upon admission, a pupil's parent or guardian completes a medical questionnaire and is required to notify the Surgery of any changes in the pupil's health during their time at school, with only essential information shared with staff.
- 3.3.9.2 Comprehensive and current medical records are securely stored in the restricted-access medical module on ISAMS. Medical Tracker is utilised for daily management of recording, tracking, and administering injuries, illnesses, accident investigations, medication, and related data. The Surgery Staff manage user permissions and visibility settings within the Medical Tracker software.
- 3.3.9.3 Medication administered by the School Nurse or trained staff is documented on Medical Tracker. Visits to the Surgery, along with advice or treatment provided, are confidentially recorded on the system.
- 3.3.9.4 Incident reports are electronically submitted via Medical Tracker by the attending First Aider and automatically forwarded to the School Nurse. Parents may receive email notifications and subsequent phone calls based on the pupil's age or injury severity.
- 3.3.9.5 The School Nurse analyses accident data to identify trends and improvements, providing feedback to the Operations Manager and relevant department leaders.



SECTION 4: Illness and Injury at School

4.1 Junior School

- 4.1.1 If a pupil experiences an accident at school, which is handled by a staff member, an email notification through Medical Tracker will be sent. This may be followed by communication from the Surgery team.
- 4.1.2 If a pupil falls ill while at school, a staff member will contact their parents/guardians to arrange for them to be collected.

4.2 Senior School

- 4.2.1 If a pupil becomes unwell or is involved in an accident during the school day, they are directed to the Surgery for assessment.
- 4.2.2 If deemed necessary by the Surgery, within confidentiality guidelines, parents/guardians may be contacted for further information or discussion via a phone call or Medical Tracker email notification.

4.3 Boarders

- 4.3.1 During school hours, unwell boarders should visit the Surgery for health assessment and treatment. If a student needs to be absent from school for more than a day, parents or guardians will be promptly contacted for collection.
- 4.3.2 Outside of Surgery hours, during nights or weekends, boarders should notify Houseparent's or the Resident Tutor if they are unwell.
- 4.3.3 All boarding staff are trained in First Aid and medication administration.
- 4.3.4 Treatment and medication records are meticulously maintained, with handovers between Surgery and Boarding staff occurring each morning and afternoon.
- 4.3.5 Medical appointments are arranged for boarders, with full boarders registered at The Sollershot Surgery. The School Nurse can schedule GP appointments during term time for full boarders, while weekly and occasional boarders are encouraged to visit their registered home GP, but may be seen as temporary patients locally or at the urgent care centre in Welwyn Garden City if necessary.

4.4 Students with Identified Medical Needs

- 4.4.1 The Surgery team ensures that the medical records of pupils on ISAMS are regularly updated for staff accessibility.
- 4.4.2 Students with significant medical conditions are identified to staff through notices prominently displayed in key areas throughout the school, such as Staff Rooms and Catering, and disseminated via email on a termly basis or to new staff members.
- 4.4.3 Individual healthcare plans for these pupils are developed in accordance with current guidance (Supporting pupils at school with medical conditions, 2014, updated August 2017), involving collaboration between parents, the school, and the pupil. These plans are reviewed annually or when there are changes in the condition or its management.



4.5 Dealing with First Aid during a Pandemic

When providing first aid to a pupil during a pandemic, ensure full personal protective equipment (PPE) is worn as per the specific requirements of each situation. Adhere to the risk assessment guidelines applicable to the pandemic.

4.6 Dealing with Body Fluids

4.6.1 The Surgery provides appropriate personal protective equipment for medical emergencies, including disposable gloves, aprons, and clear visors for splash protection, along with body fluid cleanup kits.

4.6.2 To ensure protection against infections, staff should treat all body fluids as potentially contaminated and follow these guidelines:

- Wash hands thoroughly with soap and warm water after any incident.
- Keep cuts or scrapes covered with a plaster.
- Immediately clean up spills of blood, faeces, nasal and eye discharges, saliva, and vomit.
- Use absorbent powder to soak up excess fluid, followed by disinfection with a solution from the Surgery/Housekeeping.
- Do not use a mop for cleaning blood and body fluid spills; dispose of materials in yellow clinical waste bags provided in all first aid kits, and place them in medical waste bins at the Surgery.
- Avoid contact of body fluids with eyes, nose, mouth, or open wounds; wash splashed areas with soap and water or irrigate with saline.

4.7 References/Acknowledgements

- 4.7.1 Health and Safety Executive (HSE). (2014). First Aid at Work: your questions answered. Retrieved from <http://www.hse.gov.uk/pubns/indg214.pdf>
- 4.7.2 Department for Education and Employment. (2014). Guidance on First Aid for Schools. Retrieved from <https://www.gov.uk/government/publications/first-aid-in-schools>
- 4.7.3 Public Health England. (2014). Guidance on Infection Control in Schools and Other Childcare Settings. Retrieved from <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- 4.7.4 Health and Safety Executive (HSE). Health and Safety at Work Act 1974. Retrieved from <http://www.hse.gov.uk/legislation/hswa.htm>
- 4.7.5 Health and Safety Executive (HSE). (1995, updated 2013). Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Retrieved from <http://www.hse.gov.uk/riddor/>
- 4.7.6 Department for Education. (2015, updated 2017). Supporting Pupils at School with Medical Conditions.
- 4.7.7 Health and Safety Executive (HSE). The Health and Safety (First Aid) Regulations 1981.



Responsible and Accountable Persons	Name	Position
Responsible	Ana Grady/ Paul Armstrong	School Nurse/ Operations Manager
Accountable	Simon Holmes	Chief Operating Officer
Date Policy Approved	July 2024	
Review Period	Annual	
Review Date	July 2025	

Version History	Amendment Date	Amended by Whom	Previous Version Stored Where (If Applicable)
Previous version	September 2022	Bryony Nicholls	Policy Archive Folder
Previous Version	February 2022	Bryony Nicholls	Policy Archive Folder
Previous Version	7 October 2021	Governors	N/A
Previous Version	12 October 2019	Governors	N/A
Previous Version	October 2019	Bryony Nicholls	N/A