



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Medical FIRST AID Policy

First Aid Policy

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MEDICAL FIRST AID POLICY

Policy Statement

Merchant Taylors' Schools will ensure compliance and effective implementation of the relevant legislation with regard to timely and competent administration of first aid to all staff, pupils and visitors to the Schools. This Policy also applies to all children within the EYFS. All new members of staff will be informed of the policy during their induction period.

Aims

- To provide first aid treatment where appropriate for all users of the Schools
- To treat a casualty and others involved with compassion and courtesy.
- To ensure there are a sufficient number of trained first aiders within the Schools
- To ensure there are suitable and sufficient facilities, first aid kits and emergency inhaler kits available to administer first aid and that the kits are regularly maintained.
- To ensure that the first aid information is readily available and that users of the School are aware of the correct procedure in which to call for help – please refer to the [A7 Medical Policy for a Medical Emergency.docx](#) for practical arrangements and for guidance in when and how to request an ambulance.
- To ensure the AED is available in an emergency.

Rationale

To ensure the health, safety and welfare of all our pupils, staff and visitors.

To ensure the effective implementation of the First Aid Policy

First Aiders

In addition to the School Nurse, several members of staff [teaching and non-teaching] have undertaken **First Aid** qualifications (First Aid at Work, Sports First Aid, Schools First Aid, Rescue Emergency First Aid or Emergency First Aid) and hold valid certificates which are renewable every 3 years. There are also some members of staff who have undertaken the **Early Years First Aid** (Paediatric) qualification specifically for looking after our under 8 year old pupils whilst at School and on outings. Our number of First Aid qualified staff ensures there will always be a First Aider available at all times within each School.

Qualified First Aid Staff:-

MTGS

Miss A Dalton (School Nurse), Mrs A Barry, Mrs S Heywood, Mrs H Irwin, Mrs E Moore, Mrs B Miller, Mrs C Southworth, Mrs C Mason, Mrs H Heaton, Mr D Lamb, Mrs S Ladbrook, Dr M McWatt, Mrs M Hutchins, Mrs R Hames, Mrs L Robinson, Miss L Taylor, Mrs L Baker, Mrs V Mee, Mr J Coombes (Ian Robinson Sports Centre), Mr J Carew, Miss M Riches, Mrs S Ford, Mr G Keegan, Miss S Tickle, Mrs E Tickle, Mr A Beattie (Estates Manager), Mrs A Dunne, Mr M Gill, Mrs J Price, Mr S Newlove, Mrs J Schofield, Mr N Price, Mr D Borrows and Mrs D Rea.

MTBS

Miss A Dalton (School Nurse), Mrs C Latham, Mrs J Davidson, Mr M Slemen, Mr M Whalley, Mr I McKie, Mrs C Byrne, Mr I Taylor, Mr G Stiff, Mr W Miles, Mr D King, Mr S Cooke, Mr S Fletcher, Mrs M Taylor, Mr D Cairns, Mr J Green, Mrs V Mee, Mr D Cook, Mr R Fawcett, Mr J Coombes (Ian Robinson Sports Centre), Mr J Carew, Mr C Ryan, Miss M Riches, Mr A Scott, Mr P Howard, Mr J O'Brien, Mr R Yates, Mr G Bonfante, Miss J Whitehead, Mr K Brennan, Mr J McKenna, Mrs C Austin, Mr A Beattie (Estates Manager), Mrs L Biggar, Mrs D Carr, Mrs D Rea, Mrs N Rice, Mr S Ridings, Mr R Richardson, Mr S Brett, Mr T Higham, Mrs A Neilson, Mr N Price, Miss M Ramanoop (Sodexo), Mr D Williams, and Mr J Turner.

MTJB

Miss A Dalton (School Nurse), Mr D Youngson, Mr D Lyon, Mr J O'Shaughnessy, Mr M Whalley, Mrs A Hodson, Mrs H White, Mrs O' Sullivan, Mrs L Rogers, Mrs A Wynne and Mr N Benbow. In addition Miss A Dalton (School Nurse), and Mrs P Graham are 'Paediatric First Aid' trained.

MTPS & EYFS

Miss A Dalton (School Nurse), Mrs C Darbyshire, Mrs L Thompson, Mrs A Dunne, Mr A Beattie (Estates Manager), Mrs D Rea, Mrs E Willaims, Mr M Whalley, Mrs J Davidson, Mr L Crewe, Mrs M Hughes, Mr T Seddon, Mr G Keegan, Mr J Coombes, Mr J Carew, Miss M Riches, Miss H Callaway, Miss K Carera and Mrs E Williams.

In addition Miss A Dalton (School Nurse), Mrs A Saunders, Mrs L Thompson, Mrs C Darbyshire, Mrs A Dunne, Mrs K Higham, Mr J Coombes, Mrs B Richardson, Mrs E Williams, Miss H Callaway, Mrs P Birkbeck, Miss K Carera, Mrs A Donnerly, Miss L Harper, Mrs A L Hodgkinson and are all 'Paediatric First Aid' trained.

If a pupil requires a First Aider during lesson/lunch/break times the pupil should be sent to Reception at MTGS/MTBS who will be a first aider. At MTJB and MTPS during lunch or break times, pupils should report to the Medical Room to the first aider on duty. If during lesson time at MTJB or MTPS the pupil should be sent to the Offices. If then the First Aider feels it is an emergency, the School Nurse must be contacted immediately – please refer to [A7 Medical Policy for a Medical Emergency.docx](#)

For EYFS pupils, we will inform parents of any accident or injury sustained by the child on the same day or as soon as reasonably practicable, and any first aid given.

Medical Rooms

Within each School and the Ian Robinson Sports Centre there is a Medical Room, which is appropriately furnished and well stocked. On the MTBS site it is located within the Lodge. On the MTGS site it is located by Reception. Within the Junior Boys' School it is located by the Junior Hall. At the Merchant Taylors' Primary School it is located in the main Reception corridor. Within the Medical Rooms at MTGS, MTBS and the Ian Robinson Sports Centre, there is a wheelchair for accidents which may be used for pupils, staff or visitors.

Ian Robinson Sports Centre

As the Ian Robinson Sports Centre staff are first aid trained, they will provide first aid treatment to members of the public but also to staff who work outside the normal school day hours

First aid kits

First aid kits are provided throughout the Schools (including Hall Road, The Northern and the Boathouse). These include a First aid card and the Ten Point Plan – the emergency checklist for staff dealing with a major incident whilst outside of school. A site map of each School's location of First Aid kits is available and can be found in each Medical Room, Staff Room, PE office, Ian Robinson Sports Centre, Catering, and Caretaking Departments. The School Nurse also provides first aid kits for all school trips, including trips abroad (for which there is a separate 'First Aid Policy for School Trips, Outings and Sporting Events'). The Schools' minibuses and grounds/maintenance vans are also equipped with first aid kits. The School Nurse is responsible for restocking these kits during the Health and Safety week on an annual basis.

Emergency Generic Inhaler Kits

- Schools are now permitted to keep spare Salbutamol (reliever) inhalers for use in an emergency should a pupils inhaler be empty or broken
- These inhalers must only be used by pupils who have a prescribed reliever inhaler
- The School Nurse will provide these kits for school trips and events
- These kits can be found in each Medical room, Swimming Pool, IRSC, Boat House, Hall Road, the Northern and various science labs within the 4 schools.
- Please refer to the [A7 Medical Protocol for the use of Emergency Inhalers in School.docx](#)

Automated External Defibrillators

AED's are located throughout all schools, The Lodge (MTBS), Swimming Pool (MTBS), IRSC (MTBS), Medical Room (MTGS), Medical Room (MTPS), and Hall Road Pavilion. Please refer to the [A7 Medical Policy for Automated External Defibrillators \(AEDs\).docx](#) for guidance.

Eye wash stations

Eye wash stations are located within the science departments, and art, design and technology rooms, Ian Robinson Sports Centre and the Medical Rooms.

First aid cover

In the absence of the School Nurse, First Aiders within the Schools are required to provide first aid.

Pupils with Medical Conditions

Please refer to the separate School Policies for guidance and arrangements for pupils with particular medical conditions (eg diabetes, asthma, epilepsy, allergies). For further information please refer to the School Handbook Section D Health and Safety and for medication information please refer to the School Health section within each School's Staff Share.

Hygiene Procedures

When dealing with spillage of blood, vomit or any other bodily fluids, protective gloves must be worn. These can be found in each first aid kit. The spillage must be cleared up as quickly as possible to prevent further accidents and contamination. The caretakers and/or cleaning staff must be contacted who will deal with the situation; Reception can assist in this if necessary. They will disinfect the affected area thoroughly. Any 'contaminated' waste must be disposed of in the medical waste bins situated in each of the Medical Rooms (except MTJB). Please refer to the [A7 Medical Protocol for Prevention of](#)

[Contamination from Blood-Body Fluids.docx](#) found in the [A7 Medical Policy for Medicines inc EYFS.docx](#), for further guidance on prevention of contamination incidents and accidental contamination.

Documentation/record keeping

Any first aid administered to pupils, staff or visitors is documented on a Minor Sickness/Ailment Form and are reported to the School Nurse. These forms are kept in the Medical Rooms. All accidents, however minor are also documented and are reported to the School Nurse who will report to the Health and safety officer if necessary. There are separate accident books for pupils and staff/visitors – these can also be found in the Medical Rooms and Staff Rooms. Parents will be informed according to the nature of incident and age of the pupil.

Within each Medical Room, Green files are available with all sickness and accident documentation for the current academic year. Staff may check this data for pupil absences from lesson for example. In both the Medical Rooms at MTGS and MTBS, tick lists are also available for staff to look at. This data provides an instance glance of how many times a pupil had visited the sick room. The School Nurse will monitor these documents and ensure sensitive data is kept elsewhere

RIDDOR

This Policy was written with reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) under which schools are required to report to the H&S Executive (0845 300 9923). It is the School Nurse's responsibility to report to RIDDOR if required. Please refer to [A07 Medical Riddor Policy.docx](#) information for further guidance.