



**MERCHANT  
TAYLORS'  
SCHOOLS**

For Boys and Girls  
aged 4 to 18 years

# Medical FIRST AID Policy

**First Aid Policy**

Author: A.Dalton

Last Amended: February 2019

Review: February 2020

# 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 [Medical Policy for a Medical Emergency](#) 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 Medical 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, Outdoor First Aid or Emergency First Aid at Work) 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: -

### ALL SCHOOLS

Miss A Dalton (also Paediatric First Aid) School Nurse, Mr A Beattie Estates Manager, Mr J Coombes (also Paediatric First Aid) IRSC, Mr N Price ICT, Mrs V Mee Careers, Mr M Whalley Swimming, Mr S Ridings Groundsmen and Mrs D Rea Cleaning

## **MTGS**

Mrs A Albert, Mrs A Barry, Mrs S Heywood, Mrs H Irwin, Mrs E Moore, Mrs B Miller, Mrs C Mason, Mrs H Heaton, Mrs S Ladbrook, Dr M McWatt, Mrs M Hutchins, Mrs R Hames, Mrs L Keen, Mrs L Baker, Mrs S Ford, Mrs E Tickle, Mr M Gill, Mrs J Price, Mr S Newlove, Mrs J Schofield, Mr D Borrow, Mr S Coughlan, Mr A Heighway-Sephton, Mrs J Angwin, Mrs S Avery, Mrs R Blagborough, Mr A Hill, Miss JD Johnson, Mrs E McWatt, Mr N Pearson and Mr P Thompson

## **MTBS**

Mr G Stiff, Mr W Miles, Mr S Cooke, Mr S Fletcher, Mrs M Taylor, Mr J Green, Mr R Fawcett, Mr A Scott, Mr J O'Brien, Mr R Yates, Mr G Bonfante, Miss J Whitehead, Mr K Brennan, Mr J McKenna, Mrs L Biggar, Mr S Brett, Mr T Higham, Mrs A Neilson, Miss M Ramanoop ( Chartwells ), Mr D Williams, Mr M Cooper, Miss H Hoath, Mrs M Denoon (IRSC), Mr P Fielding, Mrs G Hayes (IRSC), Mr B Simpson, Mr S Sutcliffe, Mr K Brannan (IRSC, Paeds), Miss L Caniffe, Mrs J Chan, Mr P Hughes, Mr O'Malley, Mr I McKie and Mr J Weare

## **MTJB**

Mr D Lyon, Mr J O'Shaughnessy, Mrs A Hodson, Mrs O' Sullivan, Mrs L Rogers, Mrs A Wynne and Mr N Benbow. In addition, Mr J Gill, Miss L McFerran, and Mrs P Graham are 'Paediatric First Aid' trained.

## **MTPS & EYFS**

Mrs L Thompson, Mrs E Williams, Mrs M Hughes, Mr T Seddon, Miss H Callaway, Mrs AL Hodgkinson and Mrs E Williams. In addition, Mrs A Saunders, Mrs L Thompson, Mrs E Williams, Miss H Callaway, Mrs A Donnerly, Miss J Slater, Mrs A Bright, Mrs J Whalley, Mrs C Caulfield, Mrs L Cavendish, Mrs L Mitchell 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 are first aid trained. 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 [Medical Policy for a Medical Emergency](#)  
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. The caretakers are responsible for ensuring the wheels are inflated and are checked weekly.

## **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 [Medical Policy for School trips, Outings and Sporting Events](#)). 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.

In addition, within MTBS and MTJB Medical Room there is a 'grab bag' which is a large first aid kit to be used in the event of a major incident or fire. At MTBS it is in the Lodge and is to be left outside. At MTJS it can be found in the classroom by the Secretary's office, the teacher will have responsibility to take it outside. These bags must also be taken out if fire practice.

### **Emergency Generic Inhaler Kits**

- Schools are now permitted to keep spare Salbutamol (reliever) inhalers for use in an emergency should a pupil's 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 [Medical Policy for the use of Emergency Inhalers in School](#)

### **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 [Medical Policy for Automated External Defibrillators \(AEDs\)](#) guidance.

### **Eye wash stations**

Eye wash stations are located within the science departments, and art, design and technology rooms, Ian Robinson Sports Centre, catering 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 on medication information and Individual Care Plans please refer to Medical, under 'Crossschools' section

## **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 and in each Medical Room. 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. For smaller areas, spill kits are available. These can be found in the Medical Rooms, minibuses and catering departments. Any soiled bed linen must be placed in red (water soluble) bags and the School Nurse must be informed. Any 'contaminated' waste must be disposed of in the medical waste bins situated in each of the Medical Rooms. Please refer to the [Medical Protocol for prevention of Contamination from Blood/Body Fluids](#) found in the [Medical Policy for Medicines inc EYFS](#) 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 is 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, a green file is available with all sickness and accident documentation for the current term. This will be locked away after each school day and returned for the following day to comply with GDPR. Reception staff will assist in this. 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. For any previous Medical Room visit data please ask the School Nurse.

## **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. In her absence Mr A Beattie Estates Manger will report if required. Please refer to [Medical RIDDOR](#) information for further guidance.

This Policy can be found under Medical in crossschools in staffshare

For further advice, please contact the School Nurse.