



**Merchant Taylors'**  
School

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# Medical FIRST AID Policy

**First Aid Policy**

Author: A.Dalton

Last Amended: J.Bickley

Review: January 2021

# 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 sufficient number of trained first aiders within the Schools.
- To ensure there are suitable and sufficient facilities, first aid kits, emergency inhaler kits and Auto Adrenalin Injector (AAI) kits available to administer first aid and that the kits are regularly checked and 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 a First Aid qualifications including; Paediatric First Aid, Schools First Aid, First Aid at Work, Emergency First Aid at Work and Rescue 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 under 8-year-old pupils whilst at School and on outings. Our number of First Aid qualified staff ensures that there should always be a First Aider available within each School. For a full list of qualified First Aid Staff, please see Appendix 1.

## Break Times

If a pupil requires a First Aider during lesson / lunch / break times, the pupil should be sent to Reception staff at MTGS / MTBS who are first aid trained. At MTPS during lunch or break times, pupils should report to the Medical Room to the first aider on duty. If during lesson time at MTPS the pupil should be sent to the Medical Room or Reception, if 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 (IRSC) there is a Medical Room, which is appropriately furnished and well stocked. On the MTBS site, the Medical Room is located within the Lodge, on the MTGS site the Medical Room is located by Reception, within the Junior Boys' School, the Medical Room is located by the Junior Hall and at MTPS (Stanfield) it is 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 (IRSC)**

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 and The Northern). 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. 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  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)
- 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, 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](#)

## **Emergency Adrenaline Auto-Injectors**

- Schools are now permitted to keep spare Adrenaline Auto-Injectors (AAIs) for use in an emergency should a pupil's AAI be broken or out of date  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)
- These AAIs must only be used by pupils who have a prescribed AAI
- The School Nurse will provide these kits for school trips or events
- The AAI kits are located in each Medical Room, Dining Room and come in 3 strengths – 150mcg, 300mcg and 500mcg, the dosage is age/weight dependent.

- Please refer to [Medical Protocol for the use of emergency Adrenaline Auto-Injectors \(AAIs\) 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 (IRSC), 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 Long Term Medical Conditions**

Please refer to the separate School Policies for guidance and arrangements for pupils with medical conditions (eg diabetes, asthma, epilepsy, and allergies) and the [Medical Policy for Supporting Pupils with Long Term Medical Conditions](#)

### **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

### **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 all Medical Rooms. All accidents, however minor are also documented and 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 has 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.

## Appendix 1.

SURNAME	FIRST NAME	COURSE	EXPIRY DATE	SCHOOL	LOCATION
ANGWIN	JEN	FIRST AID AT WORK	03.01.22	MTGS	ON SITE
AVERY	SUE	FIRST AID AT WORK	27.09.21	MTPS	ON SITE
BARKER	LUCY	FIRST AID AT WORK	11.06.21	MTGS / MTPS	ON SITE
BLAGBOROUGH	RAIN	SCHOOLS FIRST AID	22.05.21	MTGS	ON SITE
BEATTIE	ANDREW	FIRST AID AT WORK	27.04.20	ALL	LIVERPOOL
BECKERLEG	VICTORIA	EMERGENCY FIRST AID AT WORK	01.03.22	MTPS	ON SITE
BEDDARD	ANDREW	SCHOOLS FIRST AID	06.06.22	MTBS	ON SITE
BENBOW	NICHOLAS	EMERGENCY FIRST AID AT WORK	11.06.20	MTPS	ON SITE
BLUNT	JENNY	SCHOOLS FIRST AID	06.06.22	MTGS	ON SITE
BRIGHT	ANGELA	PAEDIATRIC FIRST AID	10.01.22	MTPS	ON SITE
<b>BOLD</b>	<b>LISA</b>			<b>MTBS</b>	<b>ON SITE</b>
BONFANTE	JOE (GISEPPE)	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE
<b>BRENNAN</b>	<b>CRAIG</b>			<b>ALL</b>	<b>LIVERPOOL</b>
BRENNAN	KEIREN	PAEDIATRIC FIRST AID FIRST AID AT WORK	22.02.21 03.06.22	MTBS	ON SITE
BYRNE	CLAIRE			MTBS	ON SITE
CALLAGHAN	TOM	FIRST AID AT WORK	02.04.22	ALL	ON SITE
CANIFFE	LAURA	FIRST AID AT WORK	27.09.21	MTBS	ON SITE
CAULFIELD	CHRISTINE	PAEDIATRIC FIRST AID	21.06.21	MTPS	ON SITE
CAVENDISH	LINDA	PAEDIATRIC FIRST AID	18.07.21	MTPS	ON SITE
COOKE	SAM	FIST AID AT WORK	03.06.22	MTBS	ON SITE
COUGHLAN	SEAN	EMERGENCY FIRST AID AT WORK	15.03.20	ALL	LIVERPOOL
<b>COWARD</b>	<b>PAUL</b>			<b>ALL</b>	<b>LIVERPOOL</b>
CURWEN	SARAH	EMERGENCY FIRST AID AT WORK	10.03.22	MTPS	ON SITE
DANCE	RACHEL	EMERGENCY FIRST AID AT WORK	16.03.20	MTPS	ON SITE
DEW	LYNNE	FIRST AID AT WORK	11.03.23	MTGS	ON SITE
DENOON	MANDY	FIRST AID AT WORK	02.01.20	MTBS	ON SITE
EDWARDS	ANNA	SCHOOLS FIRST AID	05.06.22	MTBS	ON SITE
FAWCETT	ROGER	RESCUE EMERGENCY FIRST AID	09.02.22	MTBS	ON SITE

SURNAME	FIRST NAME	COURSE	EXPIRY DATE	SCHOOL	LOCATION
FLETCHER	STEVE	EMERGENCY FIRST AID AT WORK	05.06.22	MTBS	ON SITE
GILL	JAMES	PAEDIATRIC FIRST AID	20.11.20	MTPS	ON SITE
GRAHAM	PAULA	PAEDIATRIC FIRST AID	20.11.22	MTPS	ON SITE
GREEN	JONATHAN	RESCUE EMERGENCY FIRST AID FIRST AID AT WORK	27.09.18 27.03.21	MTBS	ON SITE
GREGSON-BURT	EMMA	SCHOOLS FIRST AID	05.06.19	MTGS	ON SITE
HAMES	ROSE	FIRST AID AT WORK	11.06.21	MTGS	ON SITE
HARKNESS	OLIVER	EMERGENCY FIRST AID AT WORK	05.03.21	MTBS	ALL
HARRISON	CHRIS	SCHOOLS FIRST AID	06.06.22	MTBS	ON SITE
HAYES	GEORGIA	FIRST AID AT WORK	22.05.20	MTBS	ON SITE
HEATON	HEATHER	SCHOOLS FIRST AID	22.05.21	MTGS	ON SITE
HIGHWAY-SEPHTON	ADAM	EMERGENCY FIRST AID AT WORK	30.03.20	ALL	ON SITE
HEYWOOD	SUE	EMERGENCY FIRST AID AT WORK	20.02.20	MTGS	ON SITE
HIGHAM	TOMMY	EMERGENCY FIRST AID AT WORK	20.06.19	MTBS	ON SITE
HILL	ANDY	EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID	17.01.22	MTGS	ON SITE
HOATH	HARRIET	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE
<b>HODGSON</b>	<b>DAVE</b>			<b>ALL</b>	<b>LIVERPOOL</b>
<b>HOUGHTON</b>	<b>TONY</b>			<b>MTPS</b>	<b>ON SITE</b>
HOWARD	KATHRYN	EMERGENCY FIRST AID AT WORK	17.10.22	MTGS	ON SITE
HUGHES	MARY	FIRST AID AT WORK	03.06.22	MTPS	ON SITE
HUGHES	VICTORIA	PAEDIATRIC FIRST AID	14.09.20	MTPS	ON SITE
HUTCHINS	MARY	FIRST AID AT WORK	07.06.20	MTGS	ON SITE
JOHNSON	JENNY D	EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID	17.01.22	MTGS	ON SITE
KEEN	LUCINDA	FIRST AID AT WORK	03.06.22	MTGS	ON SITE
KIRYA	JONATHAN	PAEDIATRIC FIRST AID	15.06.21	MTPS	ON SITE
LOCK	SHAUN	SCHOOLS FIRST AID	06.06.22	MTPS	ON SITE
LYON	DAVID	SCHOOLS FIRST AID	22.05.21	MTPS	ON SITE
MASON	CATH	FIRST AID AT WORK	11.06.21	MTGS	ON SITE

SURNAME	FIRST NAME	COURSE	EXPIRY DATE	SCHOOL	LOCATION
MCCORMICK	GEORGE	FIRST AID AT WORK	11.06.21	MTGS	ON SITE
MCGARVIE	CHRIS	SCHOOLS FIRST AID	06.06.22	MTGS	ON SITE
MCKENNA	JIM	FIRST AID AT WORK	06.03.22	ALL	LIVERPOOL
MCKIE	IAN	FIRST AID AT WORK	03.06.22	MTBS	ON SITE
MEE	VICKI	SCHOOLS FIRST AID	22.05.21	MTGS	ON SITE
MILES	WILLIAM	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE
MITCHELL	LYNN	PAEDIATRIC FIRST AID	18.07.21	MTPS	ON SITE
MOORE	ERICA	FIRST AID AT WORK	03.06.22	MTGS	ON SITE
NEILSON	ANNE	SCHOOLS FIRST AID	05.06.22	MTBS	ON SITE
O'BRIEN	JAMES	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE
O'MALLEY	DAVID	SCHOOLS FIRST AID	22.05.21	MTBS	ON SITE
O'SHAUGHNESSY	JOE	SCHOOLS FIRST AID	06.06.22	MTPS	ON SITE
O'SULLIVAN	HELEN	SCHOOLS FIRST AID	05.06.22	MTPS	ON SITE
PARKER	HARRY			ALL	LIVERPOOL
PEARSON	NEIL	SCHOOLS FIRST AID	22.05.21	MTGS	ON SITE
PICKFORD	GARY	PAEDIATRIC FIRST AID	06.04.21	MTPS	LIVERPOOL
POOLE-WHITE	LINDA	PAEDIATRIC FIRST AID	16.05.22	MTPS	ON SITE
PRICE	PERRY	EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID	17.01.22	MTGS	ON SITE
REA	DAWN	FIRST AID AT WORK	11.06.21	MTBS	LIVERPOOL
RIDINGS	STEVE	FIRST AID AT WORK	11.06.21	MTBS	LIVERPOOL
ROBERTS	KEN			ALL	LIVERPOOL
ROGERS	LISA	EMERGENCY FIRST AID AT WORK	22.11.20	MTPS	ON SITE
RYAN	CHARLIE			MTBS	LIVERPOOL
SAUNDERS	ANNE	PAEDIATRIC FIRST AID	01.02.21	MTPS	ON SITE
SCHOFIELD	JANET	SCHOOLS FIRST AID	05.06.22	MTGS	ON SITE
SCHOFIELD	PHIL			ALL	LIVERPOOL
SEDDON	TIM	FIRST AID AT WORK	03.06.22	ALL	LIVERPOOL
SHEPPARD	STEVE	FIRST AID AT WORK	04.04.23	ALL	LIVERPOOL
SLATER	JADE	SCHOOLS FIRST AID	06.06.22	MTPS	ON SITE
SOUTHWORTH	CHRISTINE	FIRST AID AT WORK	03.06.22	MTGS	ON SITE
STIFF	GARETH	FIRST AID AT WORK	03.06.22	MTBS	ON SITE



SURNAME	FIRST NAME	COURSE	EXPIRY DATE	SCHOOL	LOCATION
SWAIN	HANNAH	SCHOOLS FIRST AID	06.06.22	MTBS	ON SITE
TAWS	KERRI			MTGS	ON SITE
THOMPSON	LINDA	PAEDIATRIC FIRST AID OUTDOOR FIRST AID	19.03.22 05.06.22	MTPS	ON SITE
THOMPSON	PETE	EMERGENCY FIRST AID AT WORK OUTDOOR FIRST AID	17.01.22	MTGS	ON SITE
TONEY	MARK	SCHOOLS FIRST AID	05.06.22	MTBS	ON SITE
WEARE	JACK	SCHOOLS FIRST AID	22.05.21	MTBS	ON SITE
WHITTON	JUSTIN			MTGS	ON SITE
WILKINSON	EMMA	FIRST AID AT WORK	05.11.23	MTGS	ON SITE
WILLIAMS	DEINIOL	MOUNTAIN RESCUE	18.05.22	MTBS	ON SITE
WILLIAMS	ELAINE	PAEDIATRIC FIRST AID	OCT '23	MTPS	ON SITE
WHALLEY	JENNI	PAEDIATRIC FIRST AID	20.11.21	MTPS	ON SITE
WHITEHEAD	JESS	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE
WRIGHT (TUMILTY)	LEANNE	SCHOOLS FIRST AID	05.06.22	MTGS	ON SITE
WYNNE	AMANDA	SCHOOLS FIRST AID	05.06.22	MTPS	ON SITE
YATES	RANDAL	EMERGENCY FIRST AID AT WORK	11.06.20	MTBS	ON SITE