



Merchant Taylors' School

FIRST AID POLICY

Policy owner:	School nurse
Type of policy:	Procedure and policy
Regulatory Body:	Department for Education / Independent Schools Inspectorate
Relevant Legislation / Guidance:	First aid in schools early years and colleges Health and Safety; responsibilities and duties for schools
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Linked Policies:	Administration of medicine and all medical procedures

1. Introduction

The aim of this policy is to provide clear guidance and information on how Merchant Taylor's School fulfil their First Aid requirements, manage illness, accidents and the process of reporting within the school. This policy has been reviewed in line with the guidance set out by the Department for Education; First aid in schools, early years and colleges, updated 2022. Merchant Taylors' policy covers the following areas:

- First Aid
- Illness and accidents
- Dealing with head injuries
- When to call for an ambulance
- Reporting incidents / accidents
- Hygiene procedure for spillage of bodily fluids

2. First Aid

Arrangements for the first aid provision at Merchant Taylor's is arranged to cope with foreseeable incidents, we have a first aid / medical room on all three sites, equipped with first aid equipment, first aid kits and an emergency evacuation bag. Further supplies of first aid kits are placed around the schools in pre-determined locations by the Head of Estates and Facilities Management and agreed by Executive Head and Head Teachers, These kits are regularly checked by caretaking staff and presented to the school medical team to be updated or restocked when required.

According to the Health and Safety Executive (HSE) there are no hard and fast rules on how many first aiders are required, this should be assessed depending on type of organisation, number of staff / students and location. The First Aid assessment has been carried out by Merchant Taylors Head of Estates and Facilities Management. Therefore the school will have no less than 1 : 50 first aider to pupil ratio, however, with regards to Early Years Foundation (EYFS) provision, there are clear and specific legal requirements laid out by the DfE; Early years foundation stage statutory guidance (updated 2021). This statutory guidance states that there should be at least one person who always holds a current and full Paediatric First Aid (PFA) certificate on site when children are present, and to be present on all school trips / outings. This certificate must be renewed every three years and all newly qualified staff who hold a level 2 and 3 qualification must also have a full Paediatric First Aid (PFA) or Emergency Paediatric First Aid (EPFA) certificate within three months of starting work to be included in the staff : child ratio.

At the discretion of governors, delegated to the Executive Head and all three Head Teachers, other staff will be given first aide training as required to give them a basic understanding and level of competence. This level of first aid will be agreed by the Executive Head and Head Teachers to meet the needs of all foreseeable circumstances, particularly in regard to those subjects to be considered of higher risk. Notices listing first aiders will be in appropriate locations in all buildings, notably receptions and medical rooms. Please see attached, list of all current first aiders (as at September 2022).

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities, trips and residential. A record of kits given out will be made on each occasion that a pupil or person receives first aid either on school premises or on a school related activity or trip. There will be regular reviews by the Head of Estate and Facilities Management of all reported accidents to enable the school to ensure there is appropriate first aid provisions across all sites and to address and estates of health and safety issues.

The Nursing / Medical rooms are located as follows;

MTGS – First room on the left after reception

MTBS – Lower ground floor, Milton house

STANFIELD - along the main corridor, first door on the right

The School Nurse and Nursing Assistant are also qualified First Aiders having completed the appropriate qualifications as well as being supported by the trained first aiders across all schools. Staff meetings, briefings and CPOMS are used to inform staff of any significant illness or injury to pupils for risk assessment purposes.

There are Health and Safety policies regarding specific hazards within different working areas available as well as regular Health and Safety meetings across all sites giving updates. We have a policy for Management of medications (including EYFS), as well as extra guidance available relating to anaphylaxis, asthma, diabetes, spillage and bodily fluids. First aid arrangements for school trips are contained in the Educational Visits policy

3. Illness and Accidents

In the event of a pupil becoming ill or having an accident, the following procedures are to be followed:

- Should a pupil feel ill at school, they should attend the school nurse's office who will decide on what course of action to taken. Staff who have first aid qualifications may be asked to administer aid but it is the school nurse or in her absence, a member of senior management who is responsible for deciding whether a pupil should be allowed to go home or attend hospital or a walk-in clinic.
- Should the school nurse be unavailable, then a pupil requiring treatment should report to reception who will arrange for a first aider if required.
- If the illness is not severe and does not require treatment, then the pupil may be invited to rest in the nurse's room or returned to class.
- If the school nurse or a member of senior management decides that a pupil should go home, then a parent of guardian must be contacted to collect them from school.

Staff, pupils or visitors who are involved in accidents should be taken to the school nurse where the same procedures as above will apply. However, if the accident is of such a nature that the person should not or cannot be moved then the school nurse and / or a qualified first aider should be contacted immediately. There is a wheelchair in the nurse's room if required.

The Headteacher or Assistant Head (Pastoral), must be contacted immediately if the injury is of a serious nature.

4. Guidance on Head Injury

A minor head injury is a frequent occurrence in the school playground and on the sports field, fortunately most head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe head injury to the brain, complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain. How much damage is done depends on the nature, force and speed of the blow.

Any head injury received during a sporting activity will require the pupil to cease play immediately and sit out for the rest of that lesson or duration of match.

All children who suffer a head injury in school should initially be seen by the School Nurse or a First Aider for assessment and to pan ongoing care if required. After any head injury, even when there are no worrying signs present, it is important that the pupil's parents or carers are informed of the head injury and given written information about how to monitor their child using the school Head Injury Form. This document should also be used by the School Nurse, First Aider or staff to decide if a referral to a medical practitioner

is required. This guidance helps staff treat and manage head injuries and to recognise signs and symptoms which may mean that the pupil requires further medical assistance or treatment.

In rare cases that there may be a serious head injury, staff should look out for the following danger signs:

SIGNS THAT AN AMBULANCE SHOULD BE CALLED (999)

- Unconsciousness or lack of consciousness (e.g. problems staying awake)
- Problems understanding, speaking, reading or writing
- Numbness or loss of feeling in part of body
- Problem with balance or walking, general weakness
- Any change in eyesight
- Any clear fluid leaking from either / both ear or nose
- New deafness in one or both ears
- A black eye with no associated damage around the eye
- Any scalp or skull damage, especially if skull has been penetrated
- Any forceful blow to the head at speed e.g. a pedestrian struck by car or bicycle, a driving accident, a fall of less than 1 metre or a fall down any number of stairs
- Any seizure activity

If the pupil does not have any problems listed above, check the list below for any symptoms or possibility of complications to see if they need to be taken to A & E as soon as possible. If the pupil needs to attend A & E they should be taken by a responsible adult to the nearest Accident & Emergency department straight away, it is ok to transport the pupil in a car or taxi, but if in doubt or there is a delay, then call an ambulance (999).

SIGNS THAT A CHILD SHOULD ATTEND A & E AS SOON AS POSSIBLE

- Any loss of consciousness (being “knocked out”) from which the child has now recovered
- Any problems with memory
- A headache that won't go away
- Any vomiting or sickness
- Previous brain surgery or injury
- A history of bleeding problems or taking medicine that may cause bleeding problems (e.g. warfarin)
- Irritability or altered personality / behaviour, such as being easily distracted, not themselves, no concentration or no interest in things around them, particularly in infants and young children (<5 years)

5. Guidance on when to call for an ambulance

An ambulance should be called (999) when a qualified first aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this would be for the casualties with the following problems;

- Any instance in which it would be dangerous to approach and / or treat a casualty
- Unconsciousness
- Not breathing or not breathing normally and not relieved by patients own medication
- Severe bleeding
- Suspected neck or spinal injury

- Injury sustained after a fall from a height (>2 meters)
- Injury sustained from a sudden impact with force (e.g. car / road traffic accident)
- Suspected fracture to a limb
- Anaphylaxis (use this word when requesting ambulance in this instance)
- Seizure activity – not normal for the casualty, especially after emergency medication has been administered
- Symptoms of a heart attack or stroke
- Rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

IF IN DOUBT, IT IS BETTER TO CALL AN AMBULANCE THAN NOT!

A report of all accidents will be made by the first aider or School Nurse as appropriate on the relevant accident form or minor ailment form. The Head of Estates and Facility Manager is responsible for reporting all serious accidents to the Health and Safety Executive (HSE) and the insurers.

6. Hygiene Procedure for Spillage or Bodily Fluids

The aim is to decrease exposure and risk to blood-borne and bodily fluid pathogens. Adherence to this procedure is the responsibility of all staff who may come into contact with spillages of blood and / or other bodily fluids. All staff need to be aware of their personal responsibility in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level, there are a variety of chemical disinfectants available. The school contracts the cleaning of facilities to SMC Premier Cleaning and use Concept Hygiene for clinical waste management.

The school has a duty of care to protect staff from hazards encountered during their work; including microbiological hazards (COSHH 2002), for the purpose of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine

Personal Protective Equipment (PPE) is available from the School Nurse or Estates and Facilities. All staff that deal with a biohazard spill are to ensure that they:

- Wear appropriate PPE, take precautions not to come into contact with the bodily fluids
- Cover spillage with disposable paper towels and bodily fluid disposal kits if available
- Remove sodden material and dispose as per waste segregation
- Clean area with detergent and warm water
- Following spillages or faeces or vomit then disinfect using a chlorine releasing solution of 1,000ppm or equivalent, according to manufacturers instructions, rinse and dry
- Dispose of protective clothing as per waste segregation policy
- Perform hand hygiene

All biohazard spills are to be reported to the Estates and Facilities team.

Please also see Management and Administration of Medication Policy.

Appendix 1 – MTBS First Aid Trained Staff

SURNAME	FIRST NAME	COURSE	PROVIDER	EXPIRY DATE	SCHOOL	DEPARTMENT
ANDREWS	JONATHAN	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTBS	ACADEMIC DIRECTOR
BENNETT	TOM	PAEDIATRIC FIRST AID	SJA	02.09.24	IRSC (MTBS)	SPORTS CENTRE
BICKLEY	JUDITH	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	ALL	NURSE
BOLD	LISA	FIRST AID AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 01.02.25	MTBS	SCIENCE TECHNICIAN
BRENNAN	KEIREN	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTBS	IRSC MANAGER
CANNIFE	LAURA	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTBS	RECEPTION
CHAMBERS	SARAH	FIRST AID AT WORK	CF	25.04.24	MTBS	CCF
COOKE	SAM	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTBS	HEAD OF GAMES
DARBYSHIRE	ALISON	PAEDIATRIC FIRST AID		02.09.24	MTBS	RECEPTION
DENOON	MANDY	FIRST AID AT WORK	SJA	18.05.24	IRSC (MTBS)	IRSC
EDWARDS	ANNA	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTBS	HEAD OF LEARNING SUPPORT
FAWCETT	ROGER	RESCUE EMERGENCY FIRST AID	PLAS Y BRENIN	13.11.24	MTBS	R.E. & Dof E
FLETCHER	STEVE	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTBS	MFL
GOODWIN	MARK	EFAW	SJA	11.05.25	MTBS	MFL
GREEN	JONATHAN	FIRST AID AT WORK	SJA	08.04.24	MTBS	ASSISTANT HEAD MASTER
HARKNESS	OLIVER	EMERGENCY FAW	SJA	28.06.24	MTBS	GEORGRAPHY
HIGHAM	THOMAS	EMERGENCY FAW	SJA	28.06.24	MTBS	ICT TEACHER & RUGBY COACH
JACKSON	KAYE	EMERGENCY FAW	SJA	28.06.24	MTBS	LEARNING SUPPORT
LA PLACA	CHRIS	FIRST AID AT WORK PAEDIATRIC FIRST AID	ACT FAST	21.06.25	MTBS	CATERING
LISMORE	GINA	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	MTBS	CATERING

MOONEY	PAUL	FIRST AID AT WORK	ARMY CADET FORCE	31.10.24	ALL	HEAD CARETAKER
MURPHY	DOMINIC	FIRST AID AT WORK	ACD TRAINING	29.06.25	MTBS	TRAINEE TEACHER - P.E.
NEILSON	ANNE	EFAW	SJA	24.05.25	MTBS	MFL
O'BRIEN	ANGELA	EFAW	SJA	22.05.25	MTBS	LEARNING SUPPORT
O'BRIEN	JAMES	EMERGENCY FAW	SJA	28.06.24	MTBS	ASSISTANT HEAD, OPERATIONS
O'MALLEY	DAVE	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	MTBS	HEAD OF LOWER SCHOOL
PARKER	HARRY	EMERGENCY FAW	SJA	28.06.24	ALL	VOLUNTEER CCF
REA	DAWN	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	MTBS	ESTATES AND FACILITIES
ROBERTS	JODY	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	MTBS	NURSING ASSISTANT
SCHOLFIELD	PHILIP	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	MTBS	CARETAKER
STIFF	GARETH	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	MTBS	PE & GAMES, FOOTBALL, GEOGRAPHY
SWAIN	HANNAH	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTBS	PAYROLL
TONEY	MARK	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	MTBS	PHYSICS
VIOPANNA	MIRIAM	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	MTBS	LIBRARY
WEARE	JACK	EMERGENCY FAW	SJA	28.06.24	MTBS	RUGBY
WHITEHEAD	JESS	EMERGENCY FAW	SJA	28.06.24	MTBS	
WINSTANLEY	EMMA	FAW LEVEL 3	SJA	19.01.25	MTBS IRSC	SPORTS
YATES	RANDAL	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	MTBS	BIOLOGY TEACHER

Appendix 2 – MTGS First Aid Trained Staff

SURNAME	FIRST NAME	COURSE	PROVIDER	EXPIRY DATE	SCHOOL	DEPARTMENT
ANGWIN	JEN	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	ASSISTANT HEAD, OPERATIONS
BECKETT	GABBY	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	GEORGRAPHY TEACHER
BICKLEY	JUDITH	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	ALL	NURSE
BLUNT	JENNY	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTGS	BIOLOGY
COPLEY	ADAM	EMERGENCY FAW	SJA	28.06.24	MTGS	HEAD 6TH FORM, CCF
DEW	LYNNE	FIRST AID AT WORK	SJA	11.03.23	MTGS	RECEPTION
DUTTON	PAM	FIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTGS	RECEPTION
EXTON - MCGUINESS	PAUL	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTGS	MUSIC
GIERL	JO	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	
GREGSON-BURT	EMMA	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTGS	DRAMA
HAMES	ROSE	FAW LEVEL 3 PAED 1ST AID LEVEL 3 OUTDOOR 1ST AID LEVEL 3	ACT FAST ACT FAST ACT FAST	02.02.25 02.02.25 02.02.25	MTGS	GEOGRAPHY
HEATON	HEATHER	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	PHYSICS
HEYWOOD	SUE	EMERGENCY FAW	SJA	26.04.24	MTGS	HISTORY
HOWARD	KATHRYN	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	HEAD OF LEARNING SUPPORT
HUTCHINS	MARY	FIRST AID AT WORK	SJA	04.03.24	MTGS	HOME ECONOMICS
MCCORMICK	GEORGE	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 06.06.25	MTGS	GEORGRAPHY
PRICE	PERRY	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 14.01.25	MTGS	PHYSICS, D OF E

SCHOFIELD	JANET	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25	MTGS	CHARTWELLS (EXTERNAL)
SEDDON	TIM	FIRST AID AT WORK FIRST AID FOR SPORT, EXERCISE & FITNESS	ACT FAST	22.09.25	MTGS	CARETAKER
SOUTHWORTH	CHRISTINE	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	MFL AND D OF E
TAWS	KERRI	FIRST AID AT WORK	SJA	04.03.24	MTGS	TEACHER
THOMPSON	PETE	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	D OF E EXPEDITION LEADER
TYSON	EMMA	FAW LEVEL 3 OUTDOOR 1ST AID LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 15.01.25	MTGS	
WHITTON	JUSTIN	FIRST AID AT WORK	SJA	28.04.24	MTGS	DIRECTOR OF ENRICHMENT
WILKINSON	EMMA	FIRST AID AT WORK	SJA	05.11.23	MTGS	PE / GAMES
WOOD	STEVEN	EMERGENCYFIRST AT WORK PAEDIATRIC FIRST AID	ACT FAST	ALL 21.06.25		

Stanfield – First Aid Trained Staff

SURNAME	FIRST NAME	COURSE	PROVIDER	EXPIRY DATE	SCHOOL	DEPARTMENT
BENBOW	NICHOLAS	EMERGENCY FAW	SJA	28.06.24	STAN (MTBS)	TEACHER
BICKLEY	JUDITH	EFAW PAEDIATRIC FIRST AID	ACT FAST	ALL 07.06.25	ALL	NURSE
BOLD	LISA	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	01.02.25	MTBS	SCIENCE TECHNICIAN
BRADY	JACQUI	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	WELFARE
CAULFIELD	CHRISTINE	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	WELFARE
CAVENDISH	LINDA	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	WELFARE
DANCE	RACHEL	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN (MTBS)	TEACHER
GILL	JAMES	PAEDIATRIC FIRST AID	SJA	02.06.24	STAN (MTBS)	TEACHER
GRAHAM	PAULA	PAEDIATRIC FIRST AID	SJA	20.11.22	STAN (MTBS)	TA, LATE ROOM, LUNCH
HOUGHTON	TONY	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	PE
HUGHES	MARY	PAEDIATRIC FIRST AID FIRST AID AT WORK	ACT FAST	21.06.25	STAN	CHARTWELLS (EXTERNAL)
HUGHES	VICTORIA	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	TEACHER
KELLY	BERNADETTE	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	WELFARE
KIRYA	JONATHAN	PAEDIATRIC FIRST AID	ADAPT UK	16.06.25	STAN	BREAKFAST CLUB
LAVERICK	STACEY	PAEDIATRIC FIRST AID	TIGERLILY TRAINING	15.05.24	STAN	WELFARE & AFTERCARE
LYON	DAVID	EMERGENCY FAW	SJA	28.06.24	STAN (MTBS)	TEACHER, MATHS
MCKENNA	JIM	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	ALL 01.02.25	STAN	CARETAKER
MITCHELL	LYNN	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	WELFARE
O'SHAUGHNESSY	JOE	PAEDIATRIC FIRST AID	SJA	23.03.25	STAN (MTBS)	TEACHER
POOLE-WHITE	LINDA	PAEDIATRIC FIRST AID	SJA	23.03.25	STAN	BREAKFAST CLUB, TA
ROGERS	LISA	EMERGENCY FAW	SJA	04.05.24	STAN	TEACHER
SAUNDERS	ANNE	PAEDIATRIC FIRST AID	SJA	02.09.24	STAN	NURSERY NURSE
SLATER	JADE	PAEDIATRIC FIRST AID	SJA	03.12.23	STAN	TA
THOMPSON	LINDA	FAW LEVEL 3 PAED 1ST AID LEVEL 3	ACT FAST	01.02.25	STAN	WELFARE
WHALLEY	JENNI	FAW LEVEL 3 PAED 1ST AID LEVEL 3	SJA	ALL 01.02.25	STAN	NURSERY NURSE