



Merchant Taylors' School

FIRST AID POLICY

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| Policy owner: | School Nurse |
| Type of policy: | Procedure and policy |
| Regulatory Body: | Department for Education / Independent Schools Inspectorate |
| Relevant Legislation / Guidance: | DFE First aid in schools' early years and colleges; February 2022 DFE Health and Safety; responsibilities and duties for schools; April 2022 UK Concussion Guidelines for Non-elite (Grassroots) Sport; April 2023 DFE Early Years Foundation Stage statutory framework; September 2023 |
| Last reviewed by / date: | School Nurse, October 2023 |
| Last approved by / date: | Executive Team October 2023 |
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| Circulation: | ✓All Staff, parents and pupils via website |
| 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 the Executive Team 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 framework* (updated 2023). 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 qualifications, 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 aid 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 regarding 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 of October 2023).

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 and Administration 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 medical room where the School Nurse or Nursing Assistant will decide what course of action should be 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 the senior management team (SMT) 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 or 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 or Nursing Assistant, 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. The UK Government have very recently produced a document; *UK Concussion Guidelines for Non-Elite (Grassroots) Sport* (April 2023). This document details what concussion is, what causes it, consequences, assessment and red flags

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, follow the guidelines in the document detailed above <https://www.sportandrecreation.org.uk/policy/research-publications/concussion-guidelines>.

All children who suffer a head injury in school should initially be seen by the School Nurse, Nursing Assistant or a First Aider should decide if urgent action and referral to a medical practitioner is required, to record the appropriate monitoring information and to plan 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, and that they are advised to visit <https://www.nhs.uk/conditions/head-injury-and-concussion/> for further advice for monitoring their child after a head injury, or to call 111 or visit A & E. The guidance linked above will help staff to 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 and/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 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 School Nurse, Nursing Assistant or First Aider, as appropriate, using the relevant accident / minor ailment form. The Head of Estates and Facilities 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 manufacturer's 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

PFA – Paediatric First aid

EFAW – Emergency First Aid at Work

FAW – First Aid at Work

| SURNAME | FIRST NAME | COURSE | PROVIDER | EXPIRY DATE | SCHOOL | DEPARTMENT |
|------------|------------|-------------------------|--------------|-----------------|-------------|---------------------------|
| BENNETT | TOM | PFA | SJA | 02.09.24 | IRSC (MTBS) | SPORTS CENTRE |
| BICKLEY | JUDITH | EFAW PFA | ACT FAST | ALL 07.06.25 | ALL | NURSE |
| BIRCHALL | EMMA | FAW SPORTS FIRST AID | ACT FAST | ALL 23.09.25 | MTBS | SCIENCE TECHNICIAN |
| BRENNAN | KEIREN | FAW PFA | ACT FAST | ALL 21.06.25 | IRSC (MTBS) | IRSC MANAGER |
| BURKE | MOLLIE | FAW PFA | ACT FAST | 23.09.25 | IRSC (MTBS) | IRSC LEISURE ASSISTANT |
| CANNIFE | LAURA | FAW PFA | ACT FAST | ALL 21.06.25 | MTBS | RECEPTION |
| CHAMBERS | SARAH | FAW | CF | 25.04.24 | MTBS | CCF |
| COOKE | SAM | EFAW PFA | ACT FAST | ALL 06.06.25 | MTBS | HEAD OF GAMES |
| DARBYSHIRE | ALISON | PFA | SJA | 02.09.24 | MTBS | RECEPTION |
| DAVIS | MIKE | FAW SPORT FIRST AID | ACT FAST | 23.09.25 | MTBS | PE |
| DENOON | MANDY | FAW | SJA | 18.05.24 | IRSC (MTBS) | IRSC LEISURE ASSISTANT |
| DOOLEY | CONNOR | EFAW | SJA | 28.06.26 | MTBS | LEARNING SUPPORT |
| EDWARDS | ANNA | FAW PFA | ACT FAST | ALL 21.06.25 | MTBS | HEAD OF LEARNING SUPPORT |
| FLETCHER | STEVE | EFAW PFA | ACT FAST | ALL 06.06.25 | MTBS | MFL |
| HARKNESS | OLIVER | EFAW | SJA | 28.06.24 | MTBS | GEORGRAPHY |
| HEPWORTH | SAM | FAW SPORTS FIRST AID | ACT FAST | 23.09.25 | IRSC (MTBS) | HOLIDAY CLUB ASSIST. |
| HIGHAM | THOMAS | EFAW | SJA | 28.06.24 | MTBS | ICT TEACHER & RUGBY COACH |
| JACKSON | KAYE | EFAW | SJA | 28.06.24 | MTBS | LEARNING SUPPORT |
| LA PLACA | CHRIS | FAW PFA | ACT FAST | 21.06.25 | MTBS | CATERING |
| LISMORE | GINA | FAW PFA | ACT FAST | ALL 01.02.25 | MTBS | CATERING |
| MURPHY | DOMINIC | FAW | ACD TRAINING | 29.06.25 | MTBS | TRAINEE TEACHER - P.E. |

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|------------|--------|-------------|----------|-----------------|----------------|------------------------------------|
| NEILSON | ANNE | EFAW | SJA | 24.05.25 | MTBS | MFL |
| O'BRIEN | ANGELA | EFAW | SJA | 22.05.25 | MTBS | LEARNING SUPPORT |
| O'BRIEN | JAMES | EFAW | SJA | 28.06.24 | MTBS | ASSISTANT HEAD, ACADEMIC |
| PARKER | HARRY | EFAW | SJA | 28.06.24 | ALL | VOLUNTEER CCF |
| ROBERTS | JODY | FAW PFA | ACT FAST | ALL 01.02.25 | MTBS | NURSING ASSISTANT |
| SHEEN | SAM | FAW PFAW | ACT FAST | 23.09.25 | MTBS | P.E. TEACHER |
| STIFF | GARETH | EFAW PFA | ACT FAST | ALL 07.06.25 | MTBS | PE & GAMES, FOOTBALL, GEOGRAPHY |
| SWAIN | HANNAH | FAW PFA | ACT FAST | ALL 21.06.25 | MTBS | PAYROLL |
| TONEY | MARK | EFAW PFA | ACT FAST | ALL 07.06.25 | MTBS | PHYSICS |
| VIOPANNA | MIRIAM | FAW PFA | ACT FAST | ALL 01.02.25 | MTBS | LIBRARY |
| WEARE | JACK | EFAW | SJA | 28.06.24 | MTBS | RUGBY |
| WHITEHEAD | JESS | EFAW | SJA | 28.06.24 | MTBS | ENGLISH |
| WINSTANLEY | EMMA | FAW | SJA | 19.01.25 | IRSC (MTBS) | SPORTS |
| YATES | RANDAL | EFAW PFA | ACT FAST | ALL 07.06.25 | MTBS | BIOLOGY TEACHER |

Appendix 2 – MTGS First Aid Trained Staff

PFA – Paediatric First aid

EFAW – Emergency First Aid at Work

FAW – First Aid at Work

| SURNAME | FIRST NAME | COURSE | PROVIDER | EXPIRY DATE | SCHOOL | DEPARTMENT |
|----------------------|------------|-----------------------------------|----------|-----------------|--------|-------------------------------|
| ANGWIN | JEN | FAW OUTDOOR 1ST AID PFA | ACT FAST | ALL 15.01.25 | MTGS | ASSISTANT HEAD, OPERATIONS |
| BACCINO | JAN | EFAW PFA | ACT FAST | ALL 13.02.26 | MTGS | EXECUTIVE ASSISTANT |
| BECKETT | GABBY | FAW OUTDOOR 1ST AID PFA | ACT FAST | ALL 15.01.25 | MTGS | GEORGRAPHY TEACHER |
| BICKLEY | JUDITH | EFAW PFA | ACT FAST | ALL 06.06.25 | ALL | NURSE |
| BLUNT | JENNY | EFAW PFA | ACT FAST | ALL 06.06.25 | MTGS | BIOLOGY |
| DUTTON | PAM | FAW PFA | ACT FAST | ALL 21.06.25 | MTGS | RECEPTION |
| EXTON - MCGUINESS | PAUL | EFAW PFA | ACT FAST | ALL 06.06.25 | MTGS | MUSIC |
| GIERL | JO | FAW OUTDOOR 1ST AID PFA | ACT FAST | ALL 15.01.25 | MTGS | GERMAN TEACHER |
| HAWTHORNE | ANNA | FAW SPORTS FIRST AID | ACT FAST | ALL 23.09.25 | MTGS | P.E. TEACHER |
| HEATON | HEATHER | FAW OUTDOOR 1ST AID PFA | ACT FAST | ALL 15.01.25 | MTGS | PHYSICS |
| HEYWOOD | SUE | EFAW | SJA | 26.04.24 | MTGS | HISTORY |
| HOWARD | KATHRYN | FAW OUTDOOR 1ST AID PFA | ACT FAST | ALL 15.01.25 | MTGS | HEAD OF LEARNING SUPPORT |

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|-----------|-----------|-------------|----------|-----------------|------|---------------------------|
| MANLEY | CATHERINE | EFAW | SJA | 28.06.26 | MTGS | LEARNING SUPPORT |
| MCCORMICK | GEORGE | EFAW PFA | ACT FAST | ALL 06.06.25 | MTGS | P.E. |
| SCHOFIELD | JANET | EFAW PFA | ACT FAST | ALL 21.06.25 | MTGS | CHARTWELLS (EXTERNAL) |
| TAWS | KERRI | FAW | SJA | 04.03.24 | MTGS | TEACHER |
| TOMKINSON | MARIA | EFAW PFA | ACT FAST | ALL 13.02.26 | MTGS | SCHOOL SECRETARY |
| WHITTON | JUSTIN | FAW | SJA | 28.04.24 | MTGS | DIRECTOR OF ENRICHMENT |
| WILKINSON | EMMA | FAW | SJA | 05.11.23 | MTGS | PE / GAMES |
| WINSTONE | MEGAN | EFAW PFA | ACT FAST | 13.02.26 | MTGS | SCHOOL SECRETARY |
| WOOD | STEVEN | EFAW PFA | ACT FAST | ALL 21.06.25 | MTGS | CATERING |

Appendix 3 - Stanfield – First Aid Trained Staff

PFA – Paediatric First aid

EFAW – Emergency First Aid at Work

FAW – First Aid at Work

| SURNAME | FIRST NAME | COURSE | PROVIDER | EXPIRY DATE | SCHOOL | DEPARTMENT |
|-----------|------------|-------------|----------|-----------------|--------|-------------------------|
| BICKLEY | JUDITH | EFAW PFA | ACT FAST | ALL 07.06.25 | ALL | NURSE |
| BRADY | JACQUI | PFA | SJA | 02.09.24 | STAN | WELFARE |
| CAULFIELD | CHRISTINE | PFA | SJA | 02.09.24 | STAN | WELFARE |
| CAVENDISH | LINDA | PFA | SJA | 02.09.24 | STAN | WELFARE |
| DANCE | RACHEL | PFA | SJA | 02.09.24 | STAN | TEACHER |
| DUNKLEY | EMMA | FAW PFA | ACT FAST | ALL 21.06.25 | STAN | T.A. |
| GILL | JAMES | PFA | SJA | 02.06.24 | STAN | TEACHER |
| GRAHAM | PAULA | PFA | SJA | 20.11.22 | STAN | TA, LATE ROOM, LUNCH |
| HOUGHTON | TONY | PFA | SJA | 02.09.24 | STAN | PE |
| HOWARD | VICTORIA | FAW PFA | ACT FAST | ALL 13.02.26 | STAN | T.A. |
| HUGHES | MARY | PFA FAW | ACT FAST | 21.06.25 | STAN | CHARTWELLS |

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|---------------|------------|------------|--------------------|-----------------|------|---------------------|
| HUGHES | VICTORIA | PFA | SJA | 02.09.24 | STAN | TEACHER |
| KELLY | BERNADETTE | PFA | SJA | 02.09.24 | STAN | WELFARE |
| KIRYA | JONATHAN | PFA | ADAPT UK | 16.06.25 | STAN | BREAKFAST CLUB |
| LAVERICK | STACEY | PFA | TIGERLILY TRAINING | 15.05.24 | STAN | WELFARE & AFTERCARE |
| LYON | DAVID | EFAW | SJA | 28.06.24 | STAN | TEACHER, MATHS |
| MITCHELL | LYNN | PFA | SJA | 02.09.24 | STAN | WELFARE |
| O'SHAUGHNESSY | JOE | PFA | SJA | 23.03.25 | STAN | TEACHER |
| POOLE-WHITE | LINDA | PFA | SJA | 23.03.25 | STAN | BREAKFAST CLUB, TA |
| RIMMER | JADE | PFA | SJA | 03.12.23 | STAN | TA |
| ROGERS | LISA | EFAW | SJA | 04.05.24 | STAN | TEACHER |
| SAUNDERS | ANNE | PFA | SJA | 02.09.24 | STAN | NURSERY NURSE |
| THOMPSON | LINDA | FAW PFA | ACT FAST | 01.02.25 | STAN | WELFARE |
| WHALLEY | JENNI | FAW PFW | SJA | ALL 01.02.25 | STAN | NURSERY NURSE |

Appendix 4 – Caretakers – First Aid Trained Staff

PFA – Paediatric First aid

EFAW – Emergency First Aid at Work

FAW – First Aid at Work

| SURNAME | FIRST NAME | COURSE | PROVIDER | EXPIRY DATE | SCHOOL | DEPARTMENT |
|------------|------------|-------------------------|------------------|-----------------|--------|-----------------------|
| BEATTIE | ANDREW | | | | ALL | CARETAKER |
| FARRELL | SEAN | EFAW PFA | ACT FAST | ALL 13.02.26 | STAN | CARETAKER |
| HODGSON | DAVE | EFAW PFA | ACT FAST | ALL 13.02.26 | MTGS | CARETAKER |
| MCKENNA | JIM | FAW PFA | ACT FAST | ALL 01.02.25 | ALL | CARETAKER |
| MOONEY | PAUL | FAW | ARMY CADET FORCE | 31.10.24 | MTBS | CARETAKER |
| REA | DAWN | FAW PFA | ACT FAST | ALL 01.02.25 | MTBS | ESTATES ADMINISTRATOR |
| SCHOLFIELD | PHILIP | FAW PFA | ACT FAST | ALL 01.02.25 | MTBS | CARETAKER |
| SEDDON | TIM | FAW SPORTS FIRST AID | ACT FAST | 22.09.25 | MTGS | CARETAKER |