



Merchant Taylors' Schools, Crosby

First Aid Policy

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Policy Authors	Assistant Head Pastoral
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Related Policies and Procedures:	SEND Policy Accessibility Policy Equality, Diversity and Inclusion Policy Safeguarding Policy Health and Safety Policy Overarching Data Policy Educational Visit Policy

	Staff and Volunteer Code of Conduct
Regulatory Body (if applicable)	DfE ISI HSE
Relevant legislation/guidelines	DfE 'First aid in schools, early years and further education' EYFS statutory framework Independent School Standards (Part 3/welfare, health and safety) Health and Safety (First-Aid) Regulations 1981 (HSE guidance L74) RIDDOR 2013 (with amendments)

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Responsibilities

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| • Headteachers | Implementation |
| • Health Care Assistant | Clinical oversight, ICPs, training input |
| • Director of Estates / H&S lead | First-aid needs assessment link, equipment checks |
| • Trip leaders / PE | Event-specific first aid and escalation |
| • Reception/site teams | Summoning help, AED access, gate access for ambulance |

1 Policy Aims

1.1 Merchant Taylors' Schools recognise the importance of timely and competent treatment in the event of illness or accident, and this Policy sets out the actions to be taken should an accident or illness occur to anyone on School premises. This Policy applies throughout the School, i.e. Stanfield including our Early Years Foundation Stage, and the Senior School. This policy and its related appendices outlines the following:

- Practical arrangements at the point of need;
- The names of those qualified in first aid and the requirement for updated training every 3 years;
- Having at least 1 person qualified in first aid on each school site when children are present;
- How accidents are to be recorded and parents informed;
- Access to first aid kits;
- Arrangements for pupils with medical conditions;
- Hygiene procedures for dealing with the spillage of body fluids;
- Guidance on when to call an ambulance;
- When to submit a RIDDOR report.

1.2 Staff are encouraged to undertake first aid training and the number of staff trained is in excess of statutory minimum numbers. First aid training is also made available to pupils through the DofE and CCF programmes.

1.3 This Policy is a framework to facilitate the care of a sick or injured child whilst in the care of Merchant Taylors'. The procedures in the appendices outline the steps which will be taken, and the support which will be provided to those pupils who are sick or injured at school.

1.4 Merchant Taylors' commits in this Policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

2 Medical Provision

2.1 The Medical Centres are located in the following locations:

- Stanfield: Main corridor
- MTSS: Milton House

The Medical Centre at MTSS is staffed by a Healthcare Assistant from 8.30am– 4.30pm Monday to Friday during term time. Pupils at the senior school are treated on a drop-in basis as necessary during these hours, unless the healthcare assistant is on call at Standfield school, at which time all pupils have access to a first-aider at reception.

2.2 Accidents and emergencies are dealt with immediately, and parents/guardians are informed as soon as practically possible.

- 2.2 New pupils and staff are given information about the medical provision as part of their induction into Merchant Taylors'. Parents/guardians must complete a medical questionnaire prior to a pupil's entry to the School. The questionnaire outlines significant past medical problems, current ailments and present treatment, as well as known allergies, and the dates of all immunisations. This information is essential for the School Healthcare Assistant when dealing with pupils.

3 Medical Advice

- 3.1 All pupils are under the care of their own general practitioner, and School will liaise as appropriate regarding the care of any individual pupil, particularly in relation to on-going health issues and treatment.

4 First Aid Needs Assessment

- 4.1 MTS undertakes and reviews a needs assessment that considers

- multiple sites/buildings
- external lettings and weekend events
- labs/DT
- trips
- pupil age range incl. EYFS, SEND/medical needs
- peak times (break/lunch)
- out-of-hours clubs
- evening events
- external examinations

5 First Aid Training & Staffing

- 5.1 In addition to the Healthcare Assistant employed by Merchant Taylors', the School ensures that an appropriate number of staff trained in first aid are on site whenever pupils are, including accompany pupils on trips. As a minimum, there will always be at least one such member of staff on a trip; in practice, however, there will often be more.
- 5.2 All first aid training is delivered by registered, external providers and all courses are delivered by competent external providers selected in line with HSE/DfE guidance; For a list of all staff currently trained in first aid, see Appendix 1.
- 5.3 In the EYFS, all staff are trained in paediatric first aid and a minimum of one member of staff, trained in paediatric first aid, is on site when EYFS pupils are present in line with legal requirements laid out

by the DfE Early Years Foundation Stage Statutory Framework (Sept 2025). Staffing ratios reflect current requirements.

6 Accident and Incident Reporting Procedure

6.1 Parents/guardians will be informed of any accident or injury on the same day, by ISAMS report or as soon as reasonably practicable by:

- EYFS staff in the EYFS setting;
- the School Secretary for pupils in Stanfield;
- the Healthcare Assistant in the senior school.

6.2 Pupils who are unwell or have sustained an injury will remain in the care of:

- EYFS staff in the EYFS setting;
- Stanfield staff;
- the Healthcare Assistant in the senior school.

for as long as necessary for observation and further action if appropriate.

6.3 Following any accidents, staff complete an accident report, and records are kept until the child reaches the age of 25.

6.4 Outside normal School Day hours, first aid is provided by staff present running activities. These staff have recourse to local hospital accident and emergency, out-of-hour GP services and emergency services. Pupils who suffer an accident requiring assessment at A&E should be accompanied by a parent or responsible adult. If a parent cannot attend in time, the school will ensure appropriate staff accompaniment and supervision until a parent/responsible adult arrives, and will act in the pupil's best interests in an emergency.

6.5 In the event of a serious and/or life-threatening episode, the emergency services must be contacted immediately.

6.6 Emergency procedures and contact numbers for medical occurrences are published in Departments, and Offices.

6.7 Medical information is shared on a need to know basis and data is held securely in the school's Isams Management system.

6.8 Medical information will be escalated to the DSL via CPOMS for safeguarding including, patterns of injury, unexplained injuries, frequent visits, peer-on-peer incidents, etc. and will be shared only with those who need to act.

7 When to Call an Ambulance

- 7.1 An emergency ambulance [999] should be called 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 will be for casualties with the following problems:

- 7.1.1 any instance in which it would be dangerous to approach and treat a casualty;
- 7.1.2 unconscious;
- 7.1.3 not breathing or not breathing normally and this is not relieved by the casualty's own medication;
- 7.1.4 severe bleeding;
- 7.1.5 neck or spinal injury
- 7.1.6 injury sustained after a fall from a height (higher than 2 metres);
- 7.1.7 injury sustained from a sudden impact delivered with force (eg car knocking a person over);
- 7.1.8 suspected fracture to a limb;
- 7.1.9 anaphylaxis (make sure to use this word when requesting an ambulance in this case)
- 1.1.10 seizure activity that is not normal for the casualty, especially after emergency medication has been administered;
- 7.1.11 symptoms of a heart attack or stroke;
- 7.1.12 rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance.

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

- 7.2 A report of all accidents will be made on the approved report form and copied to the Director of Estates and School Health Care Assistant. The Director of Finance and Resources is responsible for reporting serious accidents to insurers and in conjunction with the School Healthcare Assistant is responsible for reporting serious accidents to the Health & Safety Executive if required.

8 Individual Care Plans

- 8.1 For pupils with particular health care needs such as asthma, diabetes, epilepsy, mental health and specific disabilities, individual healthcare plans are formulated by the Health Care assistant, together with the pupil and parents to identify the strategies and processes necessary to support and manage the health care needs of the pupil in school to help maximise the amount of time safely spent in the learning environment. Care plans and training in relation to specific conditions are made known and available to appropriate staff.
- 8.2 Merchant Taylors' recognises that some pupils may require support with personal or intimate care because of their age, stage of development, disability, medical condition, temporary injury, toileting need, continence need, menstruation, or another individual circumstance. Such support

will always be provided in a manner that safeguards the pupil, respects their dignity and privacy, promotes independence wherever possible, and is consistent with the School's Safeguarding Policy, Staff and Volunteer Code of Conduct, and Health and Safety Policy.

- 8.3 Where a pupil requires regular or planned intimate or personal care, the arrangements will be recorded within an Individual Healthcare Plan, Personal Care Plan, or other agreed written plan, as appropriate to the pupil's needs. This plan will be developed in consultation with parents/carers, the pupil, where age and understanding allow, relevant pastoral or SEND staff, the Health Care Assistant, and external health professionals where appropriate. The plan will identify the nature of the support required, the staff authorised or trained to provide it, any equipment or hygiene arrangements needed, privacy and dignity considerations, recording expectations, and any reasonable adjustments required under the Equality Act 2010.
- 8.4 Staff providing intimate or personal care must act within professional boundaries at all times. Care should be delivered sensitively, respectfully and without unnecessary delay, using appropriate hygiene precautions, PPE where required, suitable facilities, and safe disposal arrangements. Pupils should be encouraged to do as much for themselves as they are able to do safely. Where possible, pupil preferences regarding the adult supporting them will be considered, provided this does not compromise safety, supervision, safeguarding, or timely care.
- 8.5 Any intimate or personal care provided because of an accident, illness or emergency will be recorded appropriately and parents/carers will be informed where this is necessary or appropriate. Any concern arising during intimate or personal care, including unexplained injury, bruising, marks, distress, disclosure, recurring toileting concerns, neglect indicators, or concerns about staff conduct, must be reported without delay in accordance with the School's Safeguarding Policy and recorded on CPOMS where appropriate. Where intimate or personal care forms part of a pupil's ongoing medical or welfare support, the arrangements will be reviewed regularly and whenever the pupil's needs change.

9 Administration of Medicines

- 9.1 The Health Care assistant and reception administer medicines with written parental approval. Specific instructions and training are also provided for non-nursing staff before they are required to administer medicines or assist with the administration of medicines.

10 Fixtures

At home sports fixtures, first aid is delivered by sports staff who are first-aid trained. The Schools take a risk-based approach, considering the nature of the activity, the number of individuals involved, and spectator numbers.

11 First Aid Kits

11.1 First aid kits are located throughout all buildings at Merchant Taylors' and, in addition, are available in all School vehicles. These are accessible at all times with appropriate content for use with children. Responsibility for the monitoring of the first aid kits is delegated to key staff, and contents are routinely checked. See Appendix 2: Location of First Aid Kits and Defibrillators.

12 Defibrillators

12.1 Merchant Taylors' has the following defibrillators, which are located here:

- MTSS Medical Room – Mulberry House
- MTSS Clock Tower
- MTSS Reception –The Lodge
- MTSS Sports Centre Reception
- Stanfield reception
- Hall Road

13 Inhalers and Epipens

13.1 Merchant Taylors' has a protocol for use of emergency salbutamol inhalers. Emergency inhalers are kept centrally in the Medical rooms on each site. Inhalers are managed in line with DfE guidance taking into account storage, consent of use and training.

13.2 Spare Epipens are kept and managed in line with DfE guidance and Human Medicines regulations changes. We hold spare adrenaline auto-injectors (AAI's) in the following places

Dining room at Senior School

- Dining room at Stanfield
- Medical room at Senior School

14 Records

14.1 The Healthcare Assistant produces and maintain up-to-date nursing records, predominantly computer-based on iSAMS and CPOMS.

14.2 School Medical records are confidential, and access is restricted to Medical Centre staff. Computer based records are password protected. Care plans, medical details and dietary requirements are held on ISAMS and are accessible by teaching staff and provided to kitchen and catering staff.

14.3 Whilst the Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive information given in confidence to the Health Care Assistant is not shared with non-medical staff.

14.4 In the EYFS and Stanfield, minor accident reports, including any head injuries, are completed on iSAMS at the time of injury; a copy is generated and sent home to parents at the end of each day.

14.5 In Stanfield, including EYFS, serious accidents are recorded on the MTS Accident App as well as iSAMS, and parents are duly notified.

14.6 All pupils, staff or visitors who attend the Medical Centre for medical treatment are entered into records on iSAMS, the School Management Information System. Serious injuries are entered onto the Accident App. This is reviewed at the Board of Governors' Estates Committee with responsibility for Health & Safety to determine patterns which may cause concern.

15 Reporting

15.1 For EYFS provision, any serious accident, illness or injury to, or death of any child will be notified to Ofsted along with details of action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

15.2 For non-EYFS provision, any serious accident, illness or injury to, or death of any child is recorded on iSAMS and CPOMS, reported to Governors, insurers where applicable, RIDDOR where applicable, and safeguarding agencies where required.

14.2.1 Merchant Taylors' complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and notifies the HSE of any major or fatal incidents without delay.

14.2.2 Local child protection agencies will also be notified of any serious accident or injury to, or the death of, any child while in Merchant Taylors' Schools' care and the Schools will act on any advice from these agencies.

16 Arrangements for Pupils with Medical Conditions

16.1 Prior to admission to Merchant Taylors', parents are required to complete a medical questionnaire detailing any pre-existing medical conditions. On receipt of this, the Health Care Assistant will make direct contact with the parents of the child to discuss the condition and what support will be made available.

16.2 In turn, this information will be used to inform the care plans for those pupils with medical conditions such as asthma, epilepsy, diabetes, anaphylaxis, etc. Given the range of conditions, such care plans are individual and particular to the pupil. The contents of care plans are communicated to Merchant Taylors' staff in appropriate detail to specific, and in summary to the wider staff.

16.3 It is the responsibility of parents to ensure that if their child has a specific condition requiring emergency medication, such as inhalers and EpiPens, that they bring their emergency medication

to school with them, in their bags. Younger pupils attending Stanfield will leave emergency medication with medical staff that will be kept centrally in reception for emergency use.

16.4 Where conditions come to light following admission, parents are asked to contact the Medical Centre to discuss the creation of a care plan; staff are made aware of their responsibility to ask parents to do this when they receive such information.

16.5 Any pupil returning to Merchant Taylors' on crutches following an injury must satisfy the Medical Centre that appropriate training on the use of crutches has been completed, and that the pupil is able to move around the appropriate School site and a risk assessment completed.

17 Staff Health Conditions and Medications

17.1 All staff are asked to inform Merchant Taylors' of any health conditions which may affect their ability to perform their duties properly and which would affect their ability to safeguard the children in their care.

17.2 If staff are taking any medication, or under the influence of any other substance which may affect their ability to care for children, they should make this known to Merchant Taylors'. If medical advice confirms that such medication is unlikely to impair that staff member's ability to look after children properly, they may continue to work directly with children.

17.3 Staff medication on the premises must be clearly labelled, securely stored, and out of reach of children, at all times.

18 Oversight

18.1 Oversight of this First Aid Policy is undertaken by the Board of Governors' Estates Committee and Education & Safeguarding Committee, both of which have responsibility for Health & Safety, with ultimate sign off by the full Board of Governors. The Policy will be reviewed by the School Healthcare Assistant annually.

Appendix 1

Click links below to access current list of trained first aid staff

[Stanfield Trained First Aiders](#)

[Senior School Trained First Aiders](#)

Appendix 2

Location of First Aid Kits and Defibrillators

Merchant Taylors's Senior School

Box No	Location	Kit	Defibrillator
1	Tower Building – Inner Lobby	✓	✓
2	School House – Ground Floor Corridor	✓	
3	Tower Building – 1 st Floor Dining Hall	✓	+ EpiPen
4	Harrison Building – Ground Floor Corridor	✓	
5	Harrison Building – 1 st Floor Corridor	✓	
6	Birch Building – Outside DT1	✓	
7	Birch Building – Outside Art1	✓	
8	Pavilion Sports Store Room	✓	✓
9	Iain Robinson Sports Centre – Main Entrance Area	✓	✓
10	Mulberry House – Medical Room	✓	
11	Lodge Main Reception	Emergency Grab Bag	✓
12	CCF Area – Ground Floor Kitchen	✓	
13	Belvidere House – Ground Floor Kitchen	✓	

Stanfield Preparatory School

Box No	Location	Kit	Defibrillator
1	Main Reception	✓	✓
2	First Floor Art & Science	✓	
3	Second Floor – Junior Block	✓	
4	Main Hall	✓	+ EpiPen