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|----------------------|---|
| Name of Policy:      | <b>First Aid Policy<br/>(for the whole school including EYFS)</b>   |
| GHS Policy Number:   | 33  |
| ISI Regulation:      | Welfare, health and safety of pupils (Part 3)   |
| Linked Policies:     | Allergy Awareness<br>Educational Visits<br>Health and Safety<br>Induction<br>Procedure for Administering Medication in Schools<br>Risk Assessment<br>Safeguarding<br>Sun protection<br>Supporting Pupils with Medical Conditions                              |
| Reviewed by:         | Richard Lock, Head, Boys' School<br>Emma Studd, Head, Girls' School<br>Venetia Banbury, Head, Early Years<br>Nicola Cornish, Deputy Head<br>Becks Williams, Girls' School Secretary and Head of First Aid<br>Elisabeth Milton, Health and Safety Co-ordinator |
| Date of review:      | Jul 2025  |
| Date of next review: | July 2026   |

## Contents

|   |           |
|---|-----------|
| <b>1. Policy Statement</b>  | <b>3</b>  |
| <b>2. Policy Aims</b>   | <b>3</b>  |
| <b>3. School Responsibility</b>   | <b>3</b>  |
| <b>4. When to Call an Ambulance</b>   | <b>4</b>  |
| <b>5. School Doctor Contact Details</b>   | <b>5</b>  |
| <b>6. First Aid Materials, Equipment and Facilities</b>                                   | <b>5</b>  |
| <b>7. Analgesics Policy</b>   | <b>6</b>  |
| <b>8. Hygiene and Infection Control</b>   | <b>6</b>  |
| <b>9. Recording Accidents and Injuries</b>  | <b>7</b>  |
| <b>10. Reporting Accidents to the HSE</b>   | <b>8</b>  |
| <b>11. Parental Responsibility</b>  | <b>8</b>  |
| <b>12. Tick-Borne Disease</b>   | <b>9</b>  |
| <b>13. Medical Conditions</b>   | <b>9</b>  |
| <b>14. Insurance Indemnity</b>  | <b>9</b>  |
| <b>15. Training</b>   | <b>10</b> |
| <b>16. Attachments:</b>   | <b>10</b> |
| <b>Attachment 1 – Medical &amp; Dietary Information Form</b>                              | <b>11</b> |
| <b>Attachment 2 – Adrenaline Auto-injector &amp; Inhaler Information and Consent Form</b> | <b>12</b> |

## **1. Policy Statement**

Garden House School has in place the provision of first aid equipment and trained staff to promote and safeguard, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, parents and visitors to the schools.

This policy is written with due regard to [First Aid in Schools and Early Years \(Feb 2022\)](#), [Health and Safety: responsibilities and duties for schools \(Apr 2022\)](#) and [Health and Safety \(First Aid\) Regulations 1981](#). The policy includes the provisions for EYFS.

## **2. Policy Aims**

Providing first aid can save lives and prevent minor injuries and illnesses escalating to major ones.

The aim of the first aid policy is to ensure the following is in place;

- There is an appointed person to take charge of first aid arrangements
- There are a suitable number of well stocked first aid boxes located in appropriate locations in the school building
- There are adequate number of first aid containers for school outings
- Nominated first aiders have up to date training
- All staff are informed of first aid arrangements
- All staff are aware of hygiene and infection control procedures
- There are written records of any accidents including reportable injuries, disease or dangerous occurrences (RIDDOR)
- First aid needs assessment is completed and regularly reviewed

## **3. School Responsibility**

Teaching staff and other school staff should take all reasonable steps to ensure that pupils are not exposed to unacceptable risk.

All staff should co-operate with the school's health and safety arrangements including the first aid policy and procedures.

Staff should know what action to take if an accident or emergency occurs.

Teachers should always be alert to the possibility of a child falling ill and to look out for changes in colour, mood, temperature or ability to concentrate. Good supervision is always in place to prevent any conditions worsening.

If a staff member suspects a child is unwell, they are to send the child accompanied to the school office where a Paediatric trained first aider will attend to them. Action taken will depend on the child's condition. Temperature may be taken, permission may be sought from parents to administer medication if this is required, the school's doctor may also be called for a second opinion or parents called to collect the child.

If a child is injured or becomes ill whilst off site, the first aider will attend to the child and take action depending on the child's condition. In a medical emergency an ambulance must always be called first and then the school contacted immediately thereafter.

#### 4. When to Call an Ambulance

Assess the casualty to check if they have any life-threatening or other serious conditions.

**If someone's condition is life-threatening or very serious, call 999 immediately.**

If the area isn't safe for you to assess the casualty, then call an ambulance straight away.

The following would be treated as life threatening or serious, but this list is not exhaustive:

- Loss of consciousness
- Not breathing
- Choking casualty
- Significant loss of blood
- Casualty is in significant pain
- Casualty is unable to respond, move or be coherent
- Fractures suspected
- Concern of moving the casualty safely
- Anaphylactic shock including using an adrenaline auto-injector
- Child experiences their first ever fit or if the casualty is known to fit and fits twice in a row or they do not respond after their fit

When you get through to the emergency services, you will need to provide the following information:

- Your name
- A description of the condition of the casualty/casualties (breathing and/or unconscious)
- Age of child/adult
- Your telephone number or the best number for them to contact you on
- The exact location of the incident. The correct postcode must be provided if incident is at school.
  - Main school (Turks Row) **SW3 4TW**
  - Kindergarten **SW1X 9BX**
  - Holbein Mews **SW1W 8ED**
- A description of the type of incident and how serious it is
- Any known medical conditions that the child/adult has
- Details of any hazards, such as electrical hazard

Once the ambulance has been called you must contact the school office and Head Teacher as soon as reasonably possible to inform that you have called the ambulance and to provide the details of the incident.

If the incident is at one of the school buildings, a member of the admin team or appropriate staff member will wait at the main entrance doors for the arrival of the ambulance and take them to the casualty.

An appropriate staff member must escort the child in the ambulance in the absence of the child's parent/carer and stay with the child until the parent/carer arrives at the hospital.

## 5. School Doctor Contact Details

The King-Lewis Family Practice  
Chelsea Consulting Rooms  
2 Lower Sloane Street  
London SW1W 8BJ  
Tel: +4420 7730 6611

## 6. First Aid Materials, Equipment and Facilities

First aid containers are marked with a white cross on a green background. They are well stocked with in date items in accordance with HSE recommendations and are located near hand washing facilities.

First aid boxes are located in areas to allow for quick ease of access when required. They are located in the following areas:

|                        |                                     |
|------------------------|-------------------------------------|
| Turks Row Ground Floor | Kitchen and Girls' Prep Loos        |
| Turks Row First Floor  | Boys' Prep Loos                     |
| Turks Row Second Floor | Girls' Loos                         |
| Turks Row Third Floor  | Corridor Opposite Boiler/Plant Room |
| 49 Holbein Mews        | Kitchen                             |
| Sedding Street         | Kindergarten Corridor               |

The location of the first aid boxes is indicated on the fire escape route maps by a green cross.

Information on the school's first aid provision is included in the staff handbook and new staff are informed at induction.

The school minibuses have on-board first aid containers. Portable first aid kits are taken on all school trips including sporting events and games lessons.

Where it is known that pupils or staff engaged in an out of school activity have specific health needs, their medication such as a supply of insulin or an adrenaline auto-injectors must be taken with. This will be noted in the school trips risk assessment.

The school holds two Ventoline Evohaler 100mcg Inhalers in the school office.

There are two school adrenaline auto-injectors stored in the school office.

The contents of a first aid box are determined by a first aid needs assessment.

Typical contents of a first aid box will include:

- guidance first aid leaflet
- contents list
- small dressing
- medium dressing
- large dressing
- triangular bandages
- safety pins
- sterile eye pads
- plasters assorted
- gauze swabs

- alcohol free wipes
- adhesive tape
- gloves
- sterile finger dressing
- resuscitation face shield
- burn dressing
- scissors
- conforming bandage

Painkillers and other medicine **MUST NOT** be kept in a first aid kit.

The school has a defibrillator at Turks Row and is located in the staff room on the ground floor in a defibrillator cabinet. If a defibrillator is needed by 49 Holbein Mews, it should be retrieved from Turks Row. Sedding Street has a defibrillator located onsite in the Kindergarten corridor.

At Turks Row the first aid room is located on the ground floor. Parliament will be used should a child need a private sick bay with a bed, blanket and sink. The child will be supervised by the Head of First Aid or an appropriate staff member. Otherwise, the child can sit in the school office with the Head of First Aid whilst waiting for the parents if this is suitable.

## 7. Analgesics Policy

Analgesics such as Calpol which is held in the school office should not be administered to a child unless the school has received clear written permission from the parents, an email shall suffice. Administering of medicines must be assigned to a responsible member of staff, such as the Head of First Aid or another nominated staff member who is trained in administering medication in schools. Once written consent is received from the parent giving the school permission to administer the mild analgesic, the consent is saved into the child's folder on the online school system. A record of the medicines administered is recorded on the medicine administration form. **Always check for allergies and never give mild analgesics, such as Calpol without written permission from the parents. Please refer to the Procedures for Administering Medication in Schools Policy.**

## 8. Hygiene and Infection Control

It is important that all staff follow hygiene procedures. All staff must:

- where possible wash their hands with soap and water or antibacterial hand gel before putting on the disposable gloves and after administering first aid.
- **always wear disposable gloves** when administering first aid to a child or adult to ensure precautions are taken to avoid cross contamination and infections such as: HIV, Hepatitis, COVID-19, general infections.
- wear face masks when administering first aid if the casualty has suspected COVID-19 or other airborne infectious disease and is awaiting collection in the first aid room (Parliament)
- dispose of all contaminated materials and equipment such as disposable gloves, plasters, wound dressings etc. in the allocated yellow medical bin or yellow medical waste bags which is then placed in the yellow medical bin. They are not to be placed in the general waste bins.

All staff have access to single use disposable gloves and hand washing facilities.

**Staff must wear disposable gloves when dealing with blood or other bodily fluids or when disposing of dressings or other potentially contaminated equipment.**

Bodily fluids should be covered in and absorbed by a layer of sawdust or absorbent powder which can be obtained from the housekeeper or school office and cleared away. The affected area is then cleaned using a special anti-bacterial cleaning fluid. Anyone responsible for cleaning away bodily fluids should wear disposable gloves. Contaminated materials are immediately disposed of in the clinical waste bin (*this should not be disposed of in general waste bins*). The member of staff responsible for cleaning the area should wash their hands thoroughly afterwards even though gloves are worn throughout the cleaning process. Spare gloves and clinical waste bags are stored in every first aid kit.

If there are sharps, including broken glass from an incident involving blood, these must be disposed of in the sharps bin. The sharps bin is located in the school office.

Children are continually reminded to wash their hands thoroughly after going to the lavatory and before lunch. Hand sanitisers are stored in all classrooms and throughout the school.

If a child has a high temperature (over 37.7) they will be sent home. If there is known to be a case of any infectious disease, for e.g., chicken pox, the school will inform parents in the particular year group by email or telephone. Parents will be notified by the school if there is a case of head lice reported. A child will be sent home if live head lice are visible.

The Communicable Disease Policy should be read in conjunction with this policy.

## **9. Recording Accidents and Injuries**

All accidents and injuries must be recorded on the online accident reporting system, Evolve Accident book. Accident forms must be taken on residential trips to allow for recording of any accidents, and these must be handed in to the Head of First Aid on return to school and these are added to the online accident reporting system. On day trips and sports and games lessons the online accident form must be completed on return to school.

Parents will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid given. In Early Years, all injuries however minor are reported at pick up.

**All head injuries are reported to parents by phone immediately, regardless how minor it may seem. A letter is also sent home outlining the symptoms of concussion to lookout for. This applies to children within the whole school including EYFS. The Head and/or Deputy Head must be informed in more severe cases**

In an emergency involving medical professionals or services the Head Teacher or appointed person will follow the school's procedures for contacting a parent or carer.

Staff, parents, contractors or any other visitors who may have had an accident, incident or first aid administered must also complete the accident record form.

Accidents forms are reviewed regularly by the Head of First Aid and Health and Safety Co-ordinator to identify patterns and to reduce the likelihood of recurrence. The accident reports are reviewed by the Principals and SLT. The accident reports are also reviewed and discussed in the termly health and safety committee meetings.

## 10. Reporting Accidents to the HSE

The school fulfils its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The following types of accidents are required to be reported to the Health and Safety Executive:

- Death or major injury
- Fractures, other than those of toes, fingers or thumbs (*Fractures occurring during a school activity, the essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If either of those conditions are met then the fracture is reportable.*)
- Amputation
- Permanent loss of sight or reduction of sight
- Unconsciousness caused by asphyxia or exposure to a harmful substance
- Crush injuries leading to internal organ damage
- Serious burns
- Scalping (separation of skin from the head) which require hospital treatment
- Any other injury that causes unconsciousness, requires resuscitation or admittance to hospital for more than 24 hours or which leads to hypothermia or heat-induced illness
- Certain occupational diseases
- Dangerous work occurrences

It is the responsibility of the Principals to ensure reportable incidents under RIDDOR are reported to the HSE. The Health and Safety Co-ordinator has been delegated to complete such reports. There are legal time frames to adhere too, therefore all staff are requested to complete accident forms promptly.

## 11. Parental Responsibility

If a child becomes unwell whilst at school, they must be collected as soon as possible. The school must hold parents' home and work telephone numbers on the system and in addition emergency contact details in the event parents are not contactable. Parents must ensure this information is kept up to date with the school office.

If a child has an infectious disease, it is the responsibility of the parents to inform the school and the child should not be sent to school.

Dietary and medical needs of a child must be outlined by parents in the Medical and Diet Information form which is sent in the welcome pack to new parents. It is the responsibility of the parent to keep the school updated on any changes to diet or medical conditions by informing the Head of First Aid, Miss Becks Williams by email.

Any prescribed medication example, antibiotics must be administered in accordance with the Procedures for the Administration of Medicines in School.



## 12. Tick-Borne Disease

Ticks pose health risks such as Lyme Disease and the rarer Tick-Borne Encephalitis Virus. The action for school trips is to be aware if ticks are a risk in the activities they are planning and build into their risk assessment preventative actions which include:

- walking on clearly defined paths to avoid brushing against vegetation.
- wearing light-coloured clothes so ticks can be spotted and brushed off.
- using repellents such as DEET (check for allergies).
- carrying out a tick check and remove completely with fine tipped tweezers or tick removal device (see NHS guidance).
- consider wearing long trousers and sleeves.

First aid boxes contain tick removal devices.

For complete information on managing the risk of ticks please see the [guidance on GOV.UK](#). See further information here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1149305/Be\\_tick\\_aware\\_toolkit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149305/Be_tick_aware_toolkit.pdf)

## 13. Medical Conditions

Class teachers are provided a list of pupils who require medication for specific medical conditions such as asthma, diabetes, epilepsy or allergies. The allergy list is sent to all teaching and kitchen staff. Each pupil with a dietary requirement has a placemat with their photo and allergy and also wears a wristband.

It is essential that if a child has an asthma attack or anaphylactic reaction that their medication is available immediately. Children who hold asthma inhalers or adrenaline auto-injector's (AAI's) store these in easily identifiable bags. This bag must be brought into school each morning and taken home at the end of each day. It is the parents' responsibility to ensure that the medication bag is brought into school and taken home every day. For due diligence, the class teacher should also check that the medication bag with asthma inhaler or AAI has been received and taken home by the child.

Information on managing medical conditions such as asthma, epilepsy and diabetes is found in the Supporting Pupils with Medical Conditions Policy and the Allergy Awareness Policy. and they should be read in conjunction with this policy.

The Head of First Aid adds the medical records into the school system.

## 14. Insurance Indemnity

First aiders have the normal responsibilities as laid down by the Health and Safety at Work, etc. Act 1974. Additionally, they have a common law duty of care to the people they treat.

In most cases the employer's compulsory liability insurance will cover the actions of a qualified first aider or appointed person when undertaking first aid at work and following the techniques given at their training.

If the first aider were to use his or her skills outside of the workplace, the duty of care may pass to the individual.

## **15. Training**

All full-time members of teaching staff receive first aid training during the early part of the Autumn Term. Training is provided by an approved first aid training provider and certificates are valid for three years. Staff are trained in the use of adrenaline auto-injectors.

All EYFS staff are Paediatric first aid trained (12hrs). When Kindergarten children are in the main school building at Turks Row, there will always be a Paediatric First Aider with the children.

There is always a trained first aider available to allow for timely and competent first aid to be administered, deal with accidents and emergencies, or to help if someone has taken ill.

The Health and Safety Co-ordinator is responsible for arranging first aid training for staff.

## **16. Attachments:**

1. Medical and dietary information form
2. Adrenaline Auto-injector and inhaler Information and Consent Form

**Attachment 1 – Medical & Dietary Information Form**

**MEDICAL & DIETARY INFORMATION**

Your child's health is of paramount importance to us. It is therefore essential that we have up to date information of any health concerns or specific dietary requirements. It is essential that we receive this information before your child starts at Garden House.

|                     |  |
|---------------------|--|
| Full Name of Child: |  |
| Class:              |  |

Does your child have a chronic or severe acute medical condition (including allergies to non-food substances)?

YES / NO (please circle) *If 'yes' please complete box 1 below*

Does your child have an allergy to any food?

YES / NO (please circle) *If 'yes' please complete box 2 below*

**BOX 1:**

|   |
|---|
| Medical Condition(s):<br><i>e.g. Asthma</i>   |
| Action Required ( <b><i>Please include Name of medicine, dosage and detailed instructions on when to administer</i></b> ):<br><i>e.g. If difficulty breathing administer 2 puffs of blue Ventolin inhaler – provided.</i> |
| Date of Diagnosis:  |

Medication brought into school must be in its original container (as dispensed by a pharmacist) with the child's full name and prescription label clearly visible. It is the parent's responsibility to ensure that the emergency medication (Inhaler or Epipen) is brought into school/taken home every day and that the medication is in date. NB: If your child requires an inhaler or Epipen – please refer to the 'Epipen and Inhaler' Information letter OVERLEAF.

**BOX 2:**

|  |
|--|
| Dietary Requirements:<br><b><i>Based on medical need</i></b> (e.g. allergies) – please include religious needs but <b><i>do not</i></b> include details of likes/dislikes, thank you |
|--|

|  |  |
|--|--|
| Doctor's Name, Address and Telephone number: |  |
|--|--|

|                               |  |
|-------------------------------|--|
| Signature of Parent/Guardian: |  |
| Date:                         |  |

## Attachment 2 – Adrenaline Auto-injector & Inhaler Information and Consent Form

Please note this letter only applies to children who require ongoing emergency medication

Dear Parents,

### Epipens and Inhalers

It is essential that if a child has an asthma attack or an anaphylactic reaction that the appropriate medication is available to them immediately. Therefore we ask that Epipens and inhalers are stored, in a clearly, identifiable bag with your child at all times. This bag should be ***brought into school each morning and taken home with your child at the end of each day.***

EPIPENS: Should a child have an anaphylactic reaction it is essential that **two** Epipens are available to use. Please bring two in date Epipens stored in a clearly identifiable bag to school each day. This will be kept with your child at all times.

The bag should be:

- **Brightly coloured** (easy to spot in an emergency)
- **Clearly named** (on the outside of the bag)
- **Not too large** (your child will be expected to have the bag with them at all times)

We would suggest to order one of the bright orange 'Medpac Bags' which are specifically designed and well-suited for children to take to school. They are available from [www.medpac.co.uk](http://www.medpac.co.uk). These come with a special ID card for instant identification and treatment card, insulated for extra protection and clearly visible. The link to this product is:

<https://www.medpac.co.uk/collections/best-sellers/products/small-medpac-insulated>

Name of Child: .....

Child's Class: .....

Date: .....

I ..... (name of parent) confirm that:

- I will provide the following emergency medication that is required by my child in a special, designated bag.
- I understand that it is my responsibility to ensure that the medication bag is brought into school/taken home every day.
- I am responsible for checking all medication in the bag is in date and in working order as far as I am aware.
- I confirm that I give consent for the school to give her AAI to my child in the event of anaphylaxis.
- I will provide the school with a copy of the Allergy Action Plan (this is provided by the child's doctor)

**Medication Provided in Bag:**

(E.g. Ventolin inhaler or EpiPen and Piriton [with measuring spoon]. Please give details of dosage required and quantity of items provided where appropriate.)

.....  
.....  
.....

IT IS IMPORTANT TO LEAVE AN EMERGENCY TELEPHONE NUMBER WITH THE SCHOOL  
IF YOU ARE AWAY FROM HOME FOR ANY REASON.

Signature of Parent: .....

**Please only complete this form if your child requires ongoing emergency medication**