



Merchant Taylors' Schools, Crosby

First Aid Policy

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Regulatory Body (if applicable)	
Relevant legislation/guidelines	

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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 Foundation, 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 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. See the Medical Centre Procedures Handbook.
- 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
 - MTBS: Milton House
 - MTGS: Off reception atrium

The Medical Centres are staffed by a Registered Paediatric Nurse and a Healthcare Assistant from 8.30am– 4.30pm Monday to Friday during term time. Pupils are treated on a drop-in basis as necessary during these hours.

- 2.2 Accidents and emergencies are dealt with immediately, and parents/guardians are informed as soon as practically possible.
- 2.3 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 Nurse when dealing with pupils.

- 2.4 The School Nurses holds current Nursing and Midwifery Council (NMC) registration and statutory and mandatory training are undertaken to ensure registration compliance, and re-registration is carried out annually. Confirmation of registration is held on file by Merchant Taylors' and available to view on the NMC website.

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 Training & Staffing

- 4.1 In addition to the Registered Nurse and 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.
- 4.2 All first aid training is delivered by registered, external providers and all courses are approved by the HSE; For a list of all staff currently trained in first aid, see Appendix 1.
- 4.3 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 (updated 2023).

5 Procedure

- 5.1 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;
 - and Medical Centre staff in the senior schools.

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

- EYFS staff in the EYFS setting;
- Stanfield staff;
- the Medical Centre at the senior schools;

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

- 5.2 Following any accidents, staff complete an accident report, and records are kept until the child reaches the age of 25.
- 5.3 Outside normal the 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.
- 5.4 In the event of a serious and/or life-threatening episode, the emergency services must be contacted immediately.

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

6 When to Call an Ambulance

- 6.1 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:

- 6.1.1 any instance in which it would be dangerous to approach and treat a casualty;
- 6.1.2 unconscious;
- 6.1.3 not breathing or not breathing normally and this is not relieved by the casualty's own medication;
- 6.1.4 severe bleeding;
- 6.1.5 neck or spinal injury
- 6.1.6 injury sustained after a fall from a height (higher than 2 metres);
- 6.1.7 injury sustained from a sudden impact delivered with force (eg car knocking a person over);
- 6.1.8 suspected fracture to a limb;
- 6.1.9 anaphylaxis (make sure to use this word when requesting an ambulance in this case) seizure activity that is not normal for the casualty, especially after emergency medication has been administered;
- 6.1.10 symptoms of a heart attack or stroke;
- 6.1.11 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

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

7 Individual Care Plans

- 7.1 For pupils with particular health care needs such as asthma, diabetes, epilepsy, mental health and specific disabilities, individual healthcare plans are formulated by the Nurse, 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 Administration of Medicines

- 8.1 Staff administer medicines with written parental approval. Specific instruction and training are also provided for non-nursing staff before they are required to administer medicines or assist with the administration of medicines. See Medical Centre Procedures Handbook.

9 Fixtures

- 9.1 At home sports fixtures, first aid is delivered by external providers. The Schools take a risk-based approach, considering the nature of the activity, the number of individuals involved, and spectator numbers. First-aid provision for sports fixtures is provided through a combination of internal staffing and external agencies, eg St John's Ambulance.

10 First Aid Kits

- 10.1 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.

11 Defibrillators

- 11.1 Merchant Taylors' has six defibrillators, which are located as follows:

- MTBS Medical Room – Milton House
- MTBS Clock Tower
- MTBS Reception –The Lodge
- MTBS Sports Centre Reception
- MTGS Reception
- Stanfield reception

- 11.2 See Medical Centre Procedures Handbook or the procedure on use of an Automated External Defibrillator (AED).

12 Inhalers

Merchant Taylors' has a protocol for use of emergency salbutamol inhalers. Emergency inhalers are kept centrally at reception areas and in the Medical rooms on each site.

13 Records

- 13.1 The School Nurse and Healthcare Assistant produce and maintain up-to-date nursing records, predominantly computer-based on iSAMS and CPOMS.
- 13.2 School Medical records are confidential, and access is restricted to Medical Centre staff. Computer based records are password protected.
- 13.3 Whilst the Executive Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive information given in confidence to the School Nurses is not shared with non-medical staff.
- 13.4 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.
- 13.5 In Stanfield, including EYFS, serious accidents are recorded on the MTS Accident App as well as iSAMS, and parents are duly notified.
- 13.6 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.

14 Reporting

- 14.1 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.
- 14.2 Merchant Taylors' complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and notifies the HSE of any major or fatal incidents without delay.
- 14.3 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.

15 Arrangements for Pupils with Medical Conditions

- 15.1 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 Medical Centre will make direct contact with the parents of the child to discuss the condition and what support will be made available.

- 15.2 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.

- 15.3 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.
- 15.4 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.
- 15.5 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.

16 Staff Health Conditions and Medications

- 16.1 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.
- 16.2 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.
- 16.3 Staff medication on the premises must be clearly labelled, securely stored, and out of reach of children, at all times.

17 Oversight

- 17.1 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 Nurse annually.

Appendix 1

List of Trained First Aid Staff

Click link to access current list of trained first aid staff - [List of Trained First Aid Staff](#)

Appendix 2

Location of First Aid Kits and Defibrillators

Merchant Taylors' Boys School

Box No	Location	Kit	Defibrillator
1	Main Building – Inner Lobby	✓	✓
2	School House – Ground Floor Corridor	✓	
3	Main Building – 1 st Floor Dining Hall	✓	+ EpiPen
4	Luft Building – Ground Floor Corridor	✓	
5	Luft Building – 1 st Floor Corridor	✓	
6	York Building – Outside DT1	✓	
7	York Building – Outside Art1	✓	
8	Pavilion Sports Store Room	✓	✓
9	Sports Centre – Main Entrance Area	✓	✓
10	Milton House – Medical Room	✓	
11	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

Merchant Taylors' Girls School

Box No	Location	Kit	Defibrillator
1	Main Reception	Emergency Grab Bag	√
2	Caretakers Lodge	√	
3	Science Building – Ground Floor	√	
4	Science Building – First Floor	√	
5	Dining Hall	√	+EpiPen
6	Thompson Building – Corridor	√	
7	Derby Wing – Corridor	√	
8	Main Hall – Ground Floor Entrance	√	
9	Main Hall – 1 st Floor Lobby	√	
10	Gym	√	