



St Paul's School  
FOUNDED 1509

# First Aid Policy

Author/reviewer responsible:	Head Nurse, Director of Ops	Date of last review:	06/25
Reviewed by:	H&S Committee	Date of authorisation:	08/25
Authorised by resolution of:	Full Governing Body	Date of next review:	06/26
Applicable to:	SPS & SPJ		

**This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)**

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## 1. Introduction

***Nothing in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. If in doubt, ring for assistance on 999.***

This policy ensures that appropriate first aid provision is made available to pupils, staff and visitors to the school. It also ensures that staff and pupils are able to access first aid during school co-curricular activities both on and off site.

This Policy should be read in consultation with:

- [The Child Protection and Safeguarding Policy](#)
- [The Policy on Managing Allergies and Anaphylaxis](#)
- [The Head Injury Policy](#)
- [The Managing Asthma Policy](#)
- [The Incident Reporting and Investigation Policy](#)
- [The Healthy and Safety Policy](#)
- [The Infection / Outbreak Control Policy](#)

In addition, The List of Pupils with Life Threatening Conditions, The List of Current First Aiders and The Locations of AED/Defibrillators can all be found on the [Health Centre](#) page of the Staff Handbook.

## **2. Aims**

- To ensure that the school has adequate and effective first aid provision in order that every pupil, member of staff and visitor is provided with the best possible care in the event of any illness, accident or injury.
- To ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury and when to call the emergency services.
- To identify those trained to provide first aid.
- To highlight reporting and review procedures.
- To ensure that medicines are only administered to pupils with consent from parents/guardians.
- To promote effective infection control in school.

## **3. Our Provision**

### **3.1 Staffing**

The School has a Health centre which is staffed during school hours by three Nurses: A head nurse and two assistant nurses. Dr Owen Evans and Dr Siobhan Carver are the School's Doctors and medical advisors: They attend school part time but are on call to the medical centre and boarding house staff when needed.

### **3.2 Hours**

There are qualified nurses on duty in the Medical Room from 8.00am to 4.15pm five days a week who are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

The School has a nurse on site during the autumn term when rugby fixtures take place during the week and two ambulances and a doctor on the occasion of multiple games at the weekends.

The School has a number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, a pupil is injured during sport. There is a qualified first aider at school whenever children are present on site. First Aider lists are prominently displayed throughout the school site and on the Staff Handbook.

### **3.3 Equipment**

The School has seven automated external defibrillators: locations are noted in the Staff handbook. Members of staff receive regular familiarisations on the use of the defibrillator and can ask, at any time, to be shown how to use them on the school's training defibrillator.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). The School takes first aid boxes when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

## **4. Roles and Responsibilities**

### **4.1 The Head Nurse**

The Head Nurse is ultimately responsible for the implementation of this policy and the tasks defined below. Where the Head Nurse deems appropriate, some of these tasks may be delegated to one of the assistant nurses:

- Ensuring appropriate first aid is available to pupils, parents and visitors while on site.
- Overseeing the management of any serious illness or injuries which occur on site, including organising the transfer of injured pupils to hospital.
- Ensuring the Medical Centre is appropriately equipped.
- Managing the diaries of the school counsellors.
- Bringing any First Aid related issues to the attention of the Health and Safety Committee.
- Maintaining and distributing to staff the list of pupils with potentially life-threatening conditions.
- Managing the storage and dispensation of medication prescribed to pupils while they are at school.
- Informing parents and/or carers of injuries or illnesses.
- Maintaining records of injuries, illnesses and accidents,
- Ensuring up to date and appropriate medical information is kept for pupils on ISAMS.
- Coordinating efforts to control the spread of infectious diseases at school, including liaising with external agencies where appropriate.
- Providing support and maintaining medical records for pupils with ongoing medical conditions.
- Liaising with the pastoral team, including attending the weekly Pupil Welfare Meeting, on any pupils who are of concern.

### **4.2 First Aiders**

Are responsible for:

- responding promptly to calls for assistance;
- providing first aid support within their level of training;
- summoning medical help as necessary;
- recording details of treatment given via accident forms

### **4.3 All staff**

All staff with responsibility for pupils are expected to act in a way which prioritises the welfare of the pupils in their care. Their responsibilities include:

- Making themselves familiar with the list of pupils with life threatening conditions
- Promptly recording all accidents and injuries
- Risk assessing school activities to minimise the risk of illness, injury and accident and ensuring the appropriate first aid provision is put in place
- Understanding how to access medical support in case of an emergency during a school activity, including when to call an ambulance

The School keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

The School will always contact you if your child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health. Please do not hesitate to contact your child's Tutor or the Medical Room (Direct line 0208 746 5470) at any time if you wish to discuss any concern that you may have relating to your child's health.

## **5. First Aid**

First Aid notices are displayed throughout the School premises to indicate the location of the nearest first aid box and the names of nominated First Aiders and Emergency First Aiders. There must be a First Aider on site whenever children or staff are present, and this is coordinated by the Director of Operations

The first aid boxes are clean, have lids, are marked with a white cross on a green background and are stocked to the minimum prescribed in the approved contents list given below. Generally, only those items which appear on the list are permissible, however, where specific risks have been identified appropriate additions are made. Contents are checked annually and restocked if necessary, by the School Nurses.

Positions for eye wash stations are identified, and sealed bottles of eye wash solutions (at least 900ml) or rubber tubes on suitably located taps are provided.

At least one First Aider is always present during the normal school day and an Emergency First Aider is present as far as is practicable when teaching, other activities or work are taking place. A First Aider will always be on site during the school holidays.

### **5.1 First Aiders**

The appropriate number of First Aiders and Emergency First Aiders are identified via the First Aid Needs Risk Assessment after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel and the numbers taking part in these activities. Human Resources maintain a list of First Aiders and Emergency First Aiders and organise

refresher training, overseen by the Director of Operations. First Aiders are identified on the electronic Staff Handbook and posters around the School.

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and are all certificated. First Aid certificates are issued for a three-year period only and at the end of this three-year period refresher training is necessary. The REC course (Remote Emergency Care) certificates are issued for a two-year period.

Many of the first aiders within the school are First Aid at Work (FAW) trained. However, the school also has Paediatric First Aid (PFA) and Emergency First Aid at Work (EFAW) trained staff. Certificates are kept for all first aid trained staff by Human Resources.

## **5.2 First Aid Containers**

Each container adheres to British Standard 8599. Sufficient quantities of each item are available in every container. In most cases the listed items will suffice.

- one guidance leaflet
- forty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- two sterile eye pads
- one burn dressing
- two finger dressings
- four medium dressings
- one large dressing
- one conform bandage
- one micropore tape
- two individually wrapped triangular bandages
- six safety pins
- one foil survival blanket
- six pairs of nitrile disposable gloves
- one resuscitation face shield
- one pair of scissors.

## **5.3 Travelling First aid Kits**

The contents of travelling first aid kits are appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice.

- one guidance leaflet
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- six pairs of disposable gloves.

## 5.4 Minibuses

The School's minibuses each have a prominently marked First Aid box on board which is stocked in accordance with Part 2 of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 and includes:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors

## 5.5 Maintenance of First Aid Kits

The Head Nurse undertakes an inspection of all the First Aid Boxes annually and maintains a register for these.

## 6. Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes, ADHD, allergies and anaphylaxis etc.

There is a separate policy on managing allergies and anaphylaxis, see [Managing Allergies and Anaphylaxis](#) and for managing Asthma, see [Managing Asthma Policy](#).

The information held by the School includes a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information is circulated to First Aiders and other staff on a need-to-know basis.

Where appropriate, individual pupils will be given responsibility for administering and storing their own equipment, but only if they have been assessed as sufficiently competent and responsible to do so. In other cases, the equipment will be kept, suitably labelled in the Medical Room. The location of generic emergency adrenaline auto injectors can be found in the Managing Anaphylaxis Policy.

## 7. Procedure in the Event of An Accident or Injury

If the member of staff taking charge of the incident judges that an ambulance should be called, he or she should do so immediately, without hesitation and without waiting for a First Aider or Nurse to arrive at the scene. If necessary, the School Nurse or a First Aider should be summoned. If the Nurse is in attendance, she/he will make the decision as to whether to call the emergency services.

If the Nurse or First Aider present considers that he/she can deal adequately with the presenting condition he/she should arrange for the injured person to access appropriate medical treatment without delay.

### 7.1 Ambulances

To call an ambulance from a School telephone dial '999' for the emergency services.

If an ambulance is called, then the First Aider or Emergency First Aider should make arrangements for the ambulance to have access to the location of the injured person. For the avoidance of doubt, the First Aider should provide the address and/or location and should arrange for the ambulance to be met. If time permits, the First Aider should summon nearby help to notify SPS Reception and the appropriate Medical Room, if not already done so.

Arrangements should be then made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

Staff should always call an ambulance in the following circumstances:

1. In the event of a serious injury or illness
2. In the event of any significant head injury
3. In the event of a period of unconsciousness
4. Whenever there is the possibility of a serious fracture or dislocation
5. In the event that the Nurse or First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment.

## **8. Administration of Medicine**

Please refer to the Managing Medications Policy for details of how the school safely administers medicine.

## **9. Procedure in the event of contact with blood or other bodily fluids**

The First Aider should take the following precautions to avoid risk of infection when providing first aid:

- cover any cuts and grazes on their own skin with a waterproof dressing
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash their hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the School Nurse and take medical advice if appropriate.

### **9.1 Hygiene procedures for dealing with the spillage of body fluids**

Cleaning Supervisors are trained in how to mop spillages of body fluids. This training is regularly updated. The procedure is as follows:

The member of staff taking charge of the incident should telephone the Cleaning Department. A Housekeeping Supervisor will then be called to deal with the matter. The product used is stored in a locked cupboard. COSHH assessments and product safety sheets are kept by the School's Cleaning company.

## **10. Recording**

The School has a legal responsibility to ensure that all accidents occurring on the School's site, or to pupils and staff involved in school activities outside the School, are recorded.

Accidents should be reported online using the form (linked below) which can be accessed from the Staff Handbook of both SPS and SPJ:

<https://intranet.stpaulsschool.org.uk/handbook/accidental-injury-report-form>

**The person responsible for completing the accident report should be the first person to assist the injured person. This should be completed as soon as possible after any accident occurs.**

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required. Numbers of accidents are reviewed at the termly Health and Safety Committees and the Director of Operations comments on any trends which might be apparent from the accidents reported.

Accidents that occur to pupils off site must be recorded in the same way, although the School's medical staff is unlikely to treat the pupil. All completed forms are to be forwarded without delay to the Director of Operations.

The School should have a record of all accidents in order to provide insurance cover to the injured party and, where applicable, to the member of the staff acting 'in loco parentis'.

## **11. Notification to the Health and Safety Executive**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 the school must notify the Health and Safety Executive as soon as possible. A RIDDOR report can be made online by visiting the HSE website: <https://notifications.hse.gov.uk/riddorforms/Injury>

The nominated reporting officer for St Paul's School is the Director of Operations (DOO). The DOO has the responsibility of notifying the HSE of reportable accidents by submission of the online form.

If the DOO is unavailable, the Operations and Compliance Manager or the Facilities Manager should be contacted. Please note that the Duty Porter is available 24 hours a day via the Main Reception or on the School telephone number (020 8748 9162).

## **12. Record Keeping**

The school keeps records, for at least three years, of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days.

From 6 April 2012, the school has not been required to report over-three-day injuries, but must keep a record of them.

## **13. Reporting Requirements**

### **13.1 Injuries and ill health to people at work**

The Director of Operations is responsible for notifying the Health & Safety Executive of reportable accidents, injuries and ill health under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Further information on reporting requirements can be found in the [Health & Safety Policy](#).

### **13.2 Notification**

Details of serious incidents will (where it has not already been done) automatically be passed on, using the [Incident Report Form](#). Further details information is available in the [Incident Reporting and Investigations Policy](#).

## **14. Spread of Infection & Management of Infectious Disease**

Pupils and staff are regularly reminded on how to limit the spread of infection including advice on hand washing, how to cough and sneeze ('catch it, bin it, kill it') and when they should stay home and / or be tested when showing symptoms. Further information can be found in the [Infection and Outbreak Control Policy](#).

The School has well-established procedures for handling spillages of bodily fluids protocol. The medical centre is cleaned regularly throughout the day and areas where a pupil/staff member with symptoms have attended are cleaned before they are used again.

Where a child experiences diarrhoea or vomiting, the child must not come to school for 48 hours after the last time they had an episode.

If a child has a temperature above 37.8 degrees, they must not come to school for at least 24 hours.

### **Enclosures:**

- A. List of locations of First Aid Kits

## Enclosure A: FIRST AID KIT LOCATIONS

Location	Quantity	St Pauls Juniors	Quantity
Art Dept	X 4 checked June 2025	Art department (upstairs in classroom)	1 x checked June 2025
Biology - prep room	1 x checked June 2025		
Catering Dept office	1 x checked June 2025 1 x checked blue bandage kit June 2025 1 x checked eyewash kit- June 2025	Front office reception	1 x checked June 2025
		Heads office – 2 <sup>nd</sup> floor	1 x checked June 2025
Chemistry (Lab prep room) 1 x eye wash	1 x checked June 2025  1 x checked June 2025	SPJ Pavilion on hook in kitchen area	1 x checked June 2025
Physics prep room	1 x checked June 2025	Science Dept- prep room	1 x checked June 2025
Common room	1 x checked June 2025		
		SPJ library	1 x checked June 2025
		SPJ sports office	2 x checked June 2025
IT Dept (By front door)	1 x checked June 2025	<b>School Transport</b>	<b>Quantity</b>
Engineering Dept Trauma pack	2 x checked June 2025 1 x checked June 2025	Mini Bus 1	1 x checked June 2025
SPS reception  Emergency asthma kit  Eye wash	1 x checked June 2025 1 x checked June 2025 1 x checked June 2025	Mini Bus 2	1 x checked June 2025
Geography dept (on shelf in the humanities resourcing room)	1 x checked June 2025	Mini Bus 3	1 x checked June 2025
Library (front desk)	1 x checked June 2025	Mini bus 4	1 x checked June 2025

Music school (staff room, 1 <sup>st</sup> flr wc and 1 in the disabled toilet)	2 x checked June 2025	David Emery – D of E	3 x checked June 2025
Security cabin	1 x checked June 2025		
		<b>Pavilions</b>	<b>Quantity</b>
Theatre (1 <sup>st</sup> floor office, ground behind stage) 1 x critical incident kit	1 x checked June 2025  1 x checked June 2025	Groundman's Tea room (behind east pavilion) Grounds garage on big side	1x checked June 2025  1 x checked June 2025
Theatre workshop (by engineering) 1 x Theatre back stage	1 x checked June 2025  1 x checked June 2025		
		<b>Boarding House</b>	<b>Quantity</b>
Estates office (East House ) Eyewash station	1 x checked June 2025  1 x checked June 2025	Matrons' office	1x checked July 2025
Services (East House) Eye wash station	1 x checked June 2025 1 x checked June 2025	Boarders House (Bottom of stair well in wall cupboard)	1x checked July 2025
		West house - flexi boarding	1x checked July 2025
<b>Sports dept</b>	<b>Quantity</b>		
PE office	1 x checked June 2025		
Andy Maguire First rugby (large kit)	1 x checked June 2025		
Sports centre reception SPS (Rackets court desk)	1 x checked June 2025		
Swimming pool	1 x checked June 2025		
New Gym by defib	1 x checked June 2025		
Pavilion West (cricket field)	1 x checked June 2025		

Boat house work shop	X 1 checked June 2025		
Boat house coaches' office	X 1 checked June 2025		
Boat bay	X 1 checked June 2025		
Cleaners (old staff room next to HC )	X 1 checked June 2025		

**First aid kits to be reviewed yearly.**