



Marlborough House Vinehall

A REPTON SCHOOL

FIRST AID POLICY

A legal requirement and an ISI Reporting Standard for day and boarding schools and EYFS providers

This policy applies to all staff (permanent, temporary, and part-time), Governors, visiting staff (including music, sport and dance), volunteers, parents and visitors.

References:

- A. ISI Handbook for the Inspection of Schools, Commentary on The Regulatory Requirements, March 2022 – (www.isi.net).
- B: MOSA Guidance: “First Aid Provision and Training in Schools” July 2011. www.mosa.org.uk/
- C: DCFS Guidance: “First Aid for Schools” www.teachernet.gov.uk
- D: HSE’s leaflet “Incident–reporting in schools - accidents, diseases and dangerous occurrences,” www.hse.gov.uk
- E. MOSA “Protocol for the Administration of Medication, including OTC, in Schools February 2014” www.mosa.org.uk/
- F: Statutory Framework for the Early Years Foundation Stage, DfE, 2025
- G: First Aid in Schools, early years and further education, February 2022

Introduction

First aid provision must be available while people are on school or college premises. It must also be available when staff, pupils and students are working elsewhere on school or college activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

First aid can save lives and prevent minor injuries becoming major ones.

In accordance with the Health and Safety (First Aid) Regulations 1981 (amended in 2015), it is MHV School’s policy to ensure that appropriate first aid arrangements are in place for pupils, staff, and visitors to our premises.

This includes providing sufficiently trained staff for our needs and maintaining an appropriate and adequate supply of equipment and facilities for providing first aid in the school. To this end, first aid provision must always be available while people are on the school premises, including paediatric first aiders in the case of EYFS pupils, and off the premises whilst on school visits (except for outside lettings, who are responsible for providing their own cover).

The School's Arrangements

The school's arrangements for first aid in terms of the numbers of first aiders/appointed persons; the number and location of first aid containers; and the arrangements for off-site activities are based on a risk assessment of the following factors:

- The number of staff, pupils, and regular visitors
- The number, size, and location of buildings
- Any specific risks such as hazardous substances or dangerous tools or machinery; and temporary hazards such as building or maintenance work.
- Past accident history
- Proximity to emergency medical services
- Needs of travelling staff and pupils
- First aid cover in times of sickness or annual leave.

This risk assessment is to be reviewed annually by the Health and Safety Officer and the school nurse to ensure that provision remains adequate, and their conclusions submitted to the Bursar and Head for approval.

Qualified first aiders are available at the school, 24 hours a day during term time, to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. First aid boxes are located at strategic points (see below) and are also taken with all groups who go out of school on organised trips or sporting events.

All 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.

Records are kept of all accidents and injuries, and these are reviewed regularly in order, where possible, to minimise the likelihood of recurrence (see Appendix 1 para 6). Any injuries, diseases or dangerous occurrences will be reported to the HSE in accordance with RIDDOR 2013. (See A9: Health & Safety Policy para 4.1).

Children who receive first aid are recorded on a current communication IT system (i.e. Engage with the plan to move to ISIMS in Jan 2025). All injuries, complaints and treatment are recorded, and the parents are informed via the current IT system or by phone in the instance of an emergency or due to health and safety urgency.

Children with medical conditions are always included at MHV School. We have a Medical Conditions policy which covers all children with a medical condition and there is also a separate policy for each medical condition including: A and E visits, Anaphylaxis, Asthma, Bereavement, Coeliacs, Diabetes, Dispensary, Enuresis, Feminine hygiene, Head injury, Homesickness, Medical, Medical conditions, Medication, Mental health, San, Sun and Washroom.

Parents will be contacted if their child suffers anything more than a trivial injury, or if he or she becomes unwell, or we have any concerns about his or her health.

Responsibilities of Staff

The standard conditions of employment for staff do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Nonetheless, teachers and other staff in charge of pupils are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Responsibilities of First Aid Personnel

The School Nurse, in conjunction with the Deputy Head, is responsible for ensuring that there are sufficient trained staff to meet the assessed needs and arrange appropriate training and guidance for staff who volunteer to become first aiders.

First aiders must complete a recognised training course. The main duties of a first aider at school are to:

- Respond promptly to all requests for assistance.
- Summon further help, including an ambulance or other professional medical help, if necessary
- Take care of any casualty until recovery or further medical assistance has arrived.
- Report details of treatment provided.

Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

HSE should be notified of fatal and major injuries, and dangerous occurrences without delay. See the [HSE RIDDOR advice](#) for more details.

Injuries to anyone who has been involved in an accident at MHV, or on an activity organised by the school, are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)

- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether to report an incident schools and colleges can consult the HSE [general RIDDOR guidance](#).

First Aid boxes are located as follows:

1. Front office
2. Prep school staff room
3. Kitchen
4. Pantry
5. Science block
6. DT block
7. Carpentry hut
8. Theatre
9. Pre-Prep staff room
10. Music block
11. Pre-Prep reception cloakroom
12. Swimming pool
13. Sports hall
14. Gym
15. School minibuses
16. Pavilion (main field)
17. Pavilion (netball courts)
18. Small shed (new netball courts)
19. Astro
20. Maintenance shed.
21. Dispensary (first response bag)
22. Pitch side bag
23. Trip bag
24. Spare kits in dispensary
25. Caretaker's box
26. Rounder's hut
27. Cookery room
28. Groundsman's workshop
29. Room 1 (de Beer block)

It is the responsibility of all first aiders to ensure that if they have used any item from a first aid box, they inform the school nurse / matron. There is no mandatory list of items for a first aid container but note that the HSE recommended minimum contents are shown at Appendix 2 and each first aid box is tailored to individual needs (e.g., the addition of ice packs and crepe bandages for sport).

Calling an Ambulance

If someone at the school has an accident, a qualified first aider or other competent individual must take responsibility for summoning an ambulance if appropriate and ensuring that a member of staff escorts a pupil to hospital if the parent is not available to arrive before an ambulance arrives. A member of staff will stay with a child in hospital until their parents have been contacted and take responsibility for them.

Taking a child to Accident and Emergency

If a child needs to go to Accident and Emergency (A&E) staff will need to assess if two adults should accompany the child to ensure that the driver is not distracted, and that the child can be constantly supervised. It is best practice to ensure that the parent of a day child collects their child from MHV and takes them to A&E but if they are unable to do this then a member of MHV staff will accompany the child and wait in A&E until the parent arrives. A member of MHV boarding staff will accompany a boarder to A&E in the first instance and wait with them until they have been discharged.

Staff Training

Staff may be trained to one or more of the following levels: First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid, or Venturer Emergency First Aid at Work. Re-training will be required to be undertaken on expiry of current qualifications.

The qualified first aiders in the school are included on a list kept by the School Nurse in Dispensary and kept on Sharepoint under Pastoral/First Aid Trained. First Aiders are required to update their training every three years.

First Aid for Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or become ill, they should be seen by a qualified first aider. If the visitor has an accident, details should be registered on an accident form, held in the Bursary.

Early Years Foundation Stage (EYFS)

Early Years Foundation Stage (EYFS) children at MHV refer to children from 2 to 5 years of age. Requirements for EYFS children comply with the EYFS statutory framework and sit alongside other legal obligations, legislation and MHV School policies which cover the children of statutory school age. MHV promotes the good health of children attending the setting.

A record of accidents and first aid treatment is kept, and parents are informed of any significant accidents or injuries sustained and the treatment given while at MHV on the same day, or as soon as reasonably practicable.

Local child protection agencies should be informed of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

Any animals on the premises are kept safe when in proximity of children and do not pose a risk.

Key requirements:

Reviewed October 2025 JJ
Next review: September 2026

- **At least one trained person:**

Every Early Years setting must have at least one person with a current, full Paediatric First Aid qualification always present, including during outings.

- **Staff member qualifications:**

- Any new staff member with a Level 2 or 3 early years qualification who started after June 30, 2016, must have a full or emergency PFA qualification within three months of employment to be counted in staff ratios.
- Certificates must be renewed every three years to stay current.

First Aid boxes with appropriate contents to meet the needs of EY children are always accessible.

In addition to whole school Inset training and Pre-Prep meetings, the EYFS staff have separate meetings to review, monitor and evaluate EYFS health practices and the findings inform ILASs, class planning, the department SEF and action planning.

Appendices:

1. List of First Aid Qualified Staff
2. Accident and Emergency Procedure.
3. Contents of First Aid Containers.

Related Documents:

1. Medical Policy.
2. Health and Safety Policy.
3. Pre-Prep Administration of Medicines.

APPENDIX 1:

First Aid Qualified Staff

Up-to-date lists of first aid qualified staff can be found on Sharepoint under Pastoral/First Aid Trained.

List of key staff with an Administration of Medicines qualification:

- Mrs Izzie Jendrulek School RGN (Prep)
- Mrs Katherine Kirkwood (boarding)
- Mrs L Barrett (Prep and boarding)
- Mrs L Clifton (Prep and boarding)
- Mrs L Hawtin (EYFS)
- Mrs E Powis (Prep)
- Mrs N Whittaker (EYFS)
- Mrs S Wolford (EYFS)
- Mrs. Fiona Taylor (EYFS)
- Mrs. Julia Black (EYFS)
- Mrs. Moyna Edmondson (EYFS)

APPENDIX 2

ACCIDENT AND EMERGENCY PROCEDURE

Objective

To provide advice on the necessary action required when dealing with accident and emergency incidents, both at school and away from the premises on school business, covering:

- a) Life threatening incidents
- b) Serious – non-life-threatening incidents
- c) Swimming Pool/Sports Hall incidents
- d) Minor injuries/ailments
- e) Incidents occurring away from school premises.
- f) Follow-up Procedures
- g) Injuries to visitors
- h) Standard Procedures

Please note the school maintains two emergency defibrillators and First aid staff have received training on its use during their first aid course.

In All Instances

- **Remain calm.**
- **Ensure all in the vicinity are safe from further danger**
- **Summon Help (Tel: Office, 200 or 201)**
- **Carry out First Aid to the level to which you have been trained.**

1. Life Threatening Incidents (e.g., Unconscious, Anaphylaxis, Severe Bleeding)

Arrange for an ambulance to be summoned IMMEDIATELY.
Do not move the casualty unless opening their airway.
Apply First Aid to the level trained – summon First Aider if local
Delegate control of class / group ASAP
Keep injured person warm
Nil food or drink by mouth
Designate someone to fetch the defibrillator (if required) and use
Administer an auto-injector (epi-pen) if necessary

2. Serious Non-Life-Threatening Incidents (e.g. Major Fracture, Asthma Attack)

Do not move the casualty unless opening the airway
Call for the School Nurse / Matron, who will summon an ambulance if necessary.
Apply First Aid to the level trained – summon First Aider if local.
Delegate control of class / group ASAP.
Keep injured person warm.
Nil food or drink by mouth.

ASTHMA: severe attack requires immediate treatment with a rescue Inhaler following the Rescue Asthma guidance as per Asthma and Inhaler plan and First Aid training.

HEAD INJURY: If any possibility of CONCUSSION: report to school nurse / parent or caregiver handing over to all staff who will teach or escort the child within 48 hours of the head injury using the current IT communication system/ complete a head injury form when on trips/away matches to give to the parent if not able to enter onto the IT communication system.

A wristband system to signal that the child had a knock to the head is being implemented in October 2025.

3. Swimming Pool/Sports Hall Incidents

Clear the area and delegate control of the class ASAP.

Summon help. Pull the EMERGENCY CORD if in the swimming pool.

Office staff to call for an ambulance, IMMEDIATELY, in the case of a swimming pool incident.


See additional information in A9 (swimming pool H&S rules and Safety procedures).

4. Minor Injuries/Ailments (e.g., Lesser Fractures, Sprains, Bruises)

Apply First Aid if required, to the level trained.

Take or send, with an escort, injured persons to School Nurse / Matron.

In the event of having to deal with a spillage of body fluids, contact the Bursar. S/he will deploy a cleaner to deal with it hygienically, using one of the emergency buckets containing a 'spillage kit' that have been prepared and placed in strategic locations around the school.

Follow-up procedure. 

5. Incidents Occurring Away from School Premises

Remain calm.

Ensure all are safe from further danger.

Summon Help.

Carry out First Aid to the level at which you have been trained.

Inform school, by 'phone, of any incident requiring more than basic first aid. Ensure that the parents are informed: complete a head injury form when on trips/away matches to give to the parent if not able to enter onto the IT communication system.

On return to school update School Nurse / Matron on any treatment given/received.

6. Follow-Up Procedures

Teachers MUST follow-up on any child sent to the Dispensary for any reason and ensure that all injuries are recorded on the current IT communication system.

7. Injuries To Visitors

Any accident occurring on the premises must be assessed by a qualified first aider. Injuries/accidents involving visiting children must also be logged and details of treatment sent to the child's school.

Details must be recorded in the accident book which is kept in the Bursary.

8. Standard Procedures

Names of the nominated First Aiders (Appointed Persons) will be displayed in both Staff Rooms and the Front Office.

A list of all children with diabetes, asthma or at risk of Anaphylaxis, and therefore prescribed an Auto-injector Pen, is available on the Class List and on the Anaphylaxis Auto Injector List which includes a picture of the child/staff member in the pastoral section of Sharepoint. The list can also be found on Engage under reports (Medical Conditions).

Individual healthcare plans are kept in the Dispensary, in the pastoral section of Sharepoint and with the child's form teacher.

Accidents involving staff (including Near Misses) must be recorded in the accident book, which is kept in the Bursary.

9. Additional Information

For information on medical conditions not covered above, staff should seek guidance from the school nurse, who has drawn up detailed medical policies and procedures, or from matron.

APPENDIX 3.

CONTENTS OF FIRST AID BOXES

There is no mandatory list of items for a first aid BOX. However, the HSE recommend that, where no special risk is identified, a minimum provision of first aid items in the various containers would be as shown below.

1. First Aid Box

- First Aid guidance leaflet
- 10 sterile wipes
- 40 assorted plasters
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 4 medium sized (approx. 12cm x 12cm) individually wrapped sterile unmedicated ambulance dressings
- 2 large-sized (approx. 15 x 18 cm) individually wrapped sterile unmedicated ambulance dressings
- 2 prs of disposable gloves
- 1 Microporous tape (2.5 x 5 cm)
- 1 low adherent closing pad (7.5 x 7.5 cm)
- 1 pack of gauze
- Scissors
- Foil blanket
- Face shield
- Conforming bandage.