THE PERSE SCHOOL
CAMBRIDGE

2.6 FIRST AID POLICY

This policy applies to the Perse School ("the School") which comprises the relevant schools i.e., the Perse Pelican Nursery and Pre-Preparatory School **including the EYFS setting** ("the Perse Pelican School"), the Perse Preparatory School ("the Perse Prep School") and the Perse Upper School ("the Upper School").

This policy applies when a pupil is in or at the School, on School organised trips or at a School sporting event.

The School has the following related policies and procedures:

- Administration of Medications Policy;
- Head Injury and Concussion Policy
- Records Retention Schedule;
- Health and Safety Manual – Policy and Procedures:
    - 2.03 Accident records and notification;
    - 2.09 Infection Control;
    - 2.10 HealthCare;
- COVID-19 Health and Safety Advice and Guidance.
- Automated external defibrillators (AEDs): a guide to schools (DfE) August 2023
- Promoting children and young people's mental health and wellbeing (DfE, September 2021)

1 Authority

1.1 This policy has been authorised by the Governors of the School. Its status is advisory only. It is available to parents, prospective parents, and pupils via the website and to all members of School Staff via SharePoint and has been prepared in accordance with:

- First aid in schools, early years, and further education (DfE, February 2022);
- Automated external defibrillators (AEDs): a guide for schools (DfE January 2025);
- Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015 (Inhalers Guidance);
- Guidance on the use of adrenaline auto-injectors (AAI) in schools (Department of Health 2017);
- Incident reporting in schools (accidents, diseases, and dangerous occurrences): guidance for employers (Health & Safety Executive (HSE) EDIS1 (revision 3), October 2013 and First aid at work;
- Mental health and behaviour in schools (DfE, November 2018);
- Promoting and supporting mental health and wellbeing in schools and colleges (DfE, July 2025)
- the Health and Safety (First Aid) Regulations 1981 guidance on Regulations (HSE, 2013); and
- Early years foundation stage statutory framework (DfE September 2025)

1.2 It is designed to comply with the common law and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in the event of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors, Equality Act 2010, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDODR), the Data Protection Act 2018 and UK GDPR, the 2024 version of EYFS, The Education and Skills Act 2008 and the Education (Independent School Standards) Regulations 2014.

1.3 Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services at the site of the incident.

2 Definition

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and/or minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness with the only exception being the giving of aspirin in accordance with the accepted first aid practice to treat a suspected heart attack.

Staff that have been suitably trained are permitted to administer an adrenalin auto- Injector (AAI) in an emergency.

"Staff" includes employees, governors, volunteers, and self-employed people working on School premises.

3 Responsibilities

3.1 The Board of Governors (as proprietors of the School) has overall responsibility for the matters of this policy, including responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities, and qualified First Aid personnel, and for ensuring that appropriate First Aid procedures are followed.

3.2 The Bursar has formal oversight of the Board of Governors responsibility to ensure the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.

3.3 The Bursar has formal oversight of the Board of Governors responsibility to;

- ensure that Staff have the appropriate and necessary First Aid training at induction and at regular intervals thereafter so that staff understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles;
- ensure that the medical information and consent forms and up to date medical information for each pupil is collated and that the forms and information are accessible to staff as necessary; and
- monitor and carry out regular reviews of the School's systems and management of First Aid and medical welfare, including any trends in accidents, injuries and illnesses at the School, in order to identify whether a change in welfare practice is needed to ensure that the School's First Aid provision is appropriate.

3.4 The Bursar may delegate duties as appropriate to the School Nurse and other members of staff who have received training in accordance with this policy. In this instance the day-to-day responsibility for ensuring stocks of First Aid consumables are checked and maintained as follows:

- The School Nurse (Upper) – Upper and Pelican
- The School Nurse (Prep) - Prep

3.5 The Upper School Medical Centre is staffed by an appropriately qualified nurse between 08:00 – 18:00hs Monday to Friday during term time. In the absence of a School Nurse during these hours, cover will be provided whenever possible by one of the School's bank nurses or an agency nurse. However, if no suitable cover is available one of the School's First Aid at Work qualified first aiders will provide cover. Where additional cover is required for identified events out of school hours or for sports fixtures this is usually provided by the School Nurse, or the School's bank nurses or a private medical provider.

3.6 The Director of Operations will report the details of appointed School First Aid Personnel to the Bursar, who will maintain a record thereof for the Governors.

3.7 The Pelican and Prep Heads are responsible for appointing First Aid Personnel at their respective schools in liaison with the Director of Operations.

3.8 The Head at each school is responsible for ensuring that all Staff and pupils (including those with reading and language difficulties) are aware of first aid procedures.

3.9 The Head delegates to the Upper Lead Nurse (Upper School), the School Nurse (Prep School) and the Upper Lead Nurse (Pelican School) responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible by staff as required.

3.10 **First Aiders**: A list of staff that have completed an appropriate First Aid course and hold a valid certificate of competence in First Aid is displayed as follows:

- In the Upper School: in the Common Room, and the Bursary; a copy is also held by Reception.
- In the Prep: at Reception and the staff room.
- In the Pelican: in the School Office and the staff room.

This list includes those with:

- a First Aid at Work qualification
- a paediatric First Aid qualification (in compliance with EYFS requirements contained in paragraph 14 below); or
- a general or sports qualification that allows them to provide first aid support to pupils; or
- a CPR qualification that allows them to provide CPR in an emergency; or
- an advanced medicine qualification for staff involved with trips to isolated locations.

NB all of the staff trained as detailed above have also been trained in the use of Automatic External Defibrillators (AEDs).

3.11 At least one appropriately qualified First Aider will be on each site when children are present.

3.12 For educational visits involving Pelican pupils there will always be at least one appropriately qualified First Aider present. For Prep and Upper educational visits, the requirement for, and number of, first aiders will be decided on a risk assessment basis by the trip leader in consultation with the Educational Visits Coordinator. The risk assessment will take into account specific pupil medical requirements and first aid provision for any "specialised

activity" and may also specify the level of first aid qualification required (e.g. Advanced Medicine for far from help trips).

3.13 For the avoidance of doubt, if any of the children are 5 or under then the First Aider provided to comply with paragraphs 3.11 or 3.12 must have a paediatric First Aid certificate. Details of the paediatric first aid requirements in relation to the early years' foundation stage are contained in paragraph 15 below.

3.14 All staff involved in sports will be hold an emergency first aid and resuscitation (4-hour course) qualification as a minimum.

3.15 All Teaching Staff at each site are trained to deliver intramuscular adrenalin using an adrenaline auto-injector in the event of a severe allergic reaction (anaphylaxis). This training is refreshed annually.

3.16 The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

3.17 First Aiders are to ensure that prompt action is taken where health concerns are identified and that their First Aid certificates are kept up to date through liaison with their Head of Department (Upper), Head / Deputy Head (Pelican and Prep) and the Director of Operations (in practice the Director of Operations arranges refreshers and liaises with First Aiders as required). In selecting Staff to attend First Aid training consideration is given to the provision of First Aid cover during holiday periods.

3.18 First Aid at Work certificates are issued for a three-year period only and at the end of this three-year period, further re-certification is necessary. These First Aiders will undergo full update training every three years. In line with HSE[1] Guidance, Staff with a First Aid at Work qualification will also attend an annual refresher course.

3.19 Other First Aid qualifications are renewed on certificate expiry dates.

3.20 In addition, all First Aid trained Staff will receive an annual first aid update; this training will include the use of automatic external defibrillators.

3.21 **All staff** are to be aware of the First Aid procedures and know who to contact in the event of any illness, accident, or injury. All staff should ensure that this policy is followed in relation to the administration of First Aid and will use their best endeavours, at all times, to secure the health, safety and welfare of pupils.

3.22 **Anyone on School premises** is expected to take reasonable care for their own and others' safety and to seek First Aid treatment if necessary.

4 School First Aid Provision

4.1 The nature of the First Aid provision and arrangements at the School has been risk assessed, taking into account in particular:

- The layout of the School premises
- The nature of activities taking place on site
- The likely response time of emergency services
- Previous accident records
- Off-site activities

[1] Health and Safety Executive

4.2 The Director of Operations will regularly (at least annually) carry out a First Aid Needs Assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate. The completion of this risk assessment review is monitored via the School's Annual Health and Safety Plan and any significant amendments are reported to the Governors.

4.3 First Aid boxes (which are marked with a white cross on a green background) can be found in various key places/departments around the site (see Appendix 1 – Location of First Aid Boxes).

4.4 First Aid boxes are kept stocked with the contents described in Appendix 2 - Contents of First Aid Containers in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 - Code of Practice and Guidance 1997 and BS 8599. A number of First Aid boxes will be stocked with the contents identified for a medium size box; contents of other boxes will vary in accordance with the degree of risk and likely injury in the vicinity thereof.

4.5 When a First Aid box has been used, it should then be taken by the First Aider to the School Nurse (Upper School), the School Nurse (Prep School) or the School Office Staff (Pelican School) who will ensure that it is properly restocked. That person will also examine the contents at that time to ensure that any items which have reached their expiry date are replaced and disposed of safely.

4.6 Contents of the First Aid boxes including those in vehicles are regularly checked by a specified person as set out in Appendix 1, who must ensure that the First Aid boxes are correctly restocked according to the list set out in Appendix 2 and that items which have reached their expiry date are replaced and disposed of safely.

4.7 Stock for First Aid boxes is available from the School Nurse (Upper School), the School Nurse (Prep School) and the School Office Staff (Pelican School). At the Upper School, Prep School and Pelican School, the regular checks described in 4.6 are prompted by the Upper School Nurse. The checks are monitored and recorded via the School's Annual Health and Safety Plan.

4.8 Eye wash stations[2] are positioned in locations where there may be an increased risk of injury to the eye (generally chemical laboratories/science prep rooms). The locations of the eyewash stations are identified by signage. Expiry dates of eye wash solutions are included in the regular checking of first aid kits (see 4.6 above).

5. Automated External Defibrillators (AED)

The School also has a number of automatic external defibrillators sited at strategic places around the various sites as detailed below:

Upper

- Main Reception
- Staff Common Room
- Peter Hall PAC
- Perse Sports Centre
- Alex Cook Sports Centre Lobby

Prep

- Leighton House Lobby
- Porson Road Sports Pavilion

[2] These will consist of sealed bottles of proprietary brand eye wash solutions in 1 litre quantities.

Pelican

- Outside School Office

Abington

- Medical Room

5.1 The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.

5.2 If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a first aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED.

5.3 The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

5.4 The AED battery charge is monitored and recorded on a weekly basis by the School Nurse (Upper), and Caretaker (Prep and Pelican, and Abington and Porson Road Sports Grounds); this is then monitored via the Annual Health and Safety Plan each month.

6 Out of School Activities

6.1 First Aid boxes for any off-site activities are kept by the School Nurse (Upper and Prep Schools) or the School Office (Pelican School).

6.2 The School minibuses have a prominently marked First Aid box on board (as indicated in Appendix 1) which is readily available for use, and which is maintained in good condition. The First Aid box will be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Annex 3 of the DfT's Section 19 and 22 permits and obligations guidance (see appendix 2).

6.3 When activities take place away from school, First Aid requirements will vary according to the nature of the activity and its associated risks. Consideration of First Aid requirements during each trip is included on the trip risk assessment. Guidance regarding the contents of First Aid boxes for trips can be found in Appendix 2.

6.4 Where differing risks are to be encountered (e.g. foreign trips) then additional advice may need to be sought. For further information, please refer to the School's *Educational Visits Policy* and related guidance.

6.5 Additional advanced medicine training is provided for staff involved in trips that may involve periods far from medically qualified help.

7 Sports Fixtures

Upper School

7.1 In addition to First Aid cover a nurse (School, agency, or private medical provider) will be available for matches on site involving contact sports (Rugby, Hockey, Football and Netball) and training that occurs within the school day.

7.2 Nursing cover (through the School Nurse, agency nurses or private medical provider) is

provided for all on site invasion sports matches (Rugby, Hockey, Football and Netball) and training that occurs outside the normal school day7.3 Where training sessions for invasion sports fall outside the hours normally covered by the School Nurse under 6.2, the Director of Sport will decide if nursing cover is required; this will depend on the nature of the training.

Prep School

7.3 The School Nurse or a First Aider will be available for all sports training and fixtures.

Away Fixtures

7.4 For away fixtures, an appropriate First Aid box will be taken with the travelling team. If an incident occurs, medical assistance will be sought from the host school first aid or nursing personnel. If necessary, the pupil will be taken to the nearest casualty unit accompanied by a member of staff. Treatment and after care will be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to the School.

8 Medical Room

8.1 The Medical Rooms in each school are used for medical treatment, including First Aid, when required and can be used for the care of pupils during school hours. They are clearly signposted and identifiable.

8.2 The Medical Rooms are located as follows:

School	Medical Room Location	Staffed by:
Pelican	Nursery corridor	First aid trained staff as required
Prep	Leighton House – ground floor adjacent to Reception	School Nurse or other first aid trained staff as required
Upper	Macfarlane Grieve Pavilion at the front of School	School Nurses

8.3 The Medical Rooms have essential First Aid facilities and equipment. As far as is possible, the School reserves these rooms exclusively for giving medical treatment when needed for that purpose.

9 Information on Pupils

Staff should never provide pupils with an absolute assurance of privacy and should explain to pupils at the outset the importance of sharing information about any medical conditions and treatment with others on a "need-to-know" basis.

The School promotes ongoing communication with parents in order to ensure that the specific medical needs of all pupils in its care are known and met. However, the School balances this against the wishes of pupils who are Gillick competent to consent to or withhold their consent in relation to treatment without involving their parents. The School will balance the pupil's wishes against its overarching duties to safeguard pupils' health, safety, and welfare and to protect pupils from suffering significant harm. Parents are requested to provide written consent for the administration of First Aid, medical treatment, and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence. In such circumstances, staff will explain to pupils the importance of sharing information on a "need-to-know" basis as set out above.

The School Nurse in the Upper and Prep Schools and the Head's PA in the Pelican School (with assistance from the Upper School Nurse) will collate up to date important medical information in regard to each pupil in accordance with the School's *Administration of Medication Policy* & *Health and Safety Procedure 2.10 Healthcare*. This will involve reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Head / Bursar, class teachers and First Aiders.

A pupil's medical information should be kept confidential however, where the School considers it necessary to safeguard or promote the pupil's welfare or to avert a perceived risk of serious harm to pupils or to other persons at the School, and it is considered proportionate to the need and level of risk, information may still be shared with staff, parents, medical professionals and external agencies (such as the Local Safeguarding Partner, LSP) but may be disclosed on a "need-to-know" basis.

This information is available from the School Nurses, or to download from SharePoint.

Each member of teaching staff should read this information at least annually. The School Nurses are responsible for keeping this list up to date and for updating staff more frequently, if necessary, for example where a pupil develops a severe allergy.

10 Procedures for Pupils with Medical Conditions such as Asthma, Epilepsy or Diabetes

Arrangements for pupils with known medical conditions (such as asthma, epilepsy or diabetes) are set out in detail in the School's *Administration of Medication Policy*, which contains the School's procedures for supporting pupils with medical conditions (e.g. asthma, epilepsy, diabetes and anaphylaxis), which is available to download from SharePoint or in the Health and Safety Manual at each site.

In addition, general guidance for dealing with chronic or long-term conditions such as anaphylaxis or asthma can be found in *Health and Safety Procedure 2.10 Healthcare* which is available in the Health and Safety area of SharePoint.

11 Procedure in the event of illness

If a pupil (including one attending the EYFS setting) is unwell during lessons, then they should inform the member of staff in charge who will assess the situation and decide on the next course of action. Generally, the pupil will be told to go to see the School Nurse or Reception (Upper and Prep Schools) or the School Office (Pelican School) and will be accompanied, as necessary.

The School Nurse or First Aider will decide on the next course of action and provide First Aid as required.

If the School Nurse or First Aider decides the pupil should go home, either because they are too unwell to remain in school, or because they are considered to be infectious and present a risk to the School community or they have received a minor injury which means they can no longer remain in school, the School Nurse or First Aider will contact the parent to make necessary arrangements for the pupil to go home. The pupil will continue to be cared for by the School Nurse or First Aider until their collection, with the exception of Upper pupils where parents have agreed alternative arrangements.

If a pupil goes home due to ill health or injury the School Nurse/First Aider will ensure:

- Prep and Pelican the School Reception is informed,
- Upper - the Attendance Administrator is informed.

In the event of illness, staff may visit the School Nurse or First Aider as and when necessary, but appropriate pupil supervision must be arranged.

Nurses and First Aid staff must follow the Universal Infection Control procedures specified in the School's *Infection Control Policy (2.9)* to prevent acquiring or spreading infection. This procedure includes:

- The use of personal protective equipment (masks, gloves, aprons).
- Hand washing.
- Action to be taken in the event of needle stick injuries.
- Cleaning procedures.
- Measures to prevent an outbreak of infection (this may include guidance from Government sources, Public Health England, or the Department of Health).

12 Medicines administration

First aid does not include giving tablets or medicines and the School will not keep medication in a first aid container. Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, the details of which will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

Further information relating to administration of medications is located in the School's *administration of medications policy.*

13 Procedure in the event of an accident or injury

13.1 If a medical incident occurs, then the member of staff in charge of the class/area/activity should be consulted who will assess the situation and decide on the next course of action as follows:

- For minor injuries - sending the casualty to the medical room (Upper & Prep) or School Office (Pelican)
- For more serious injuries, or when the casualty should not be moved - calling immediately for First Aid assistance and/or an ambulance.

On assessing the injury or condition the School Nurse or First Aider will decide if the casualty needs to attend the Accident and Emergency department and will organise for an ambulance to be called if required.

In the Upper School and Prep School, a First Aider will normally be called by Reception. In the Pelican School, a First Aider will be called by the School Office.

13.2 However minor the injury, the School Nurse (Upper and Prep Schools) or School Office (Pelican School) should always be informed, even if not called.

13.3 If a spillage of blood or other bodily fluids occurs, the School Nurse (Upper and Prep Schools) or School Office (Pelican School) must be informed as soon as possible.

13.4 The School will then arrange for the proper containment, clear up and cleansing of the spillage site in accordance with *Health & Safety Procedure 2.9 Infection Control*.

13.5 Where there is a risk that the person who requires first aid, has, or is suspected of having a respiratory infection such as Covid19, the first aider will follow current health protection guidance and will wear appropriate PPE. They will then arrange for the proper disposal of PPE and cleaning of contaminated areas.

13.6 Ambulances:

An ambulance will always be called where there is a medical emergency and / or serious injury:

- For example, where there is:
  - a significant head injury
  - fitting, unconsciousness, or concussion
  - difficulty in breathing and/or chest pain
  - exhaustion, collapse and / or other signs of an asthma attack
  - a severe allergic reaction
  - a severe loss of blood
  - severe burns or scalds
  - the possibility of a serious fracture, or

if the Nurse or First Aider deems it necessary for an ambulance is called at the Prep or Pelican then the First Aider in charge should make arrangements for the ambulance to have directions and access to the appropriate part of the site.

If an ambulance is called at the Upper School, Reception must be informed immediately. There is then a procedure to be followed to ensure the ambulance is met and directed to the correct location, that gates are opened to allow access and that the access route is free from obstruction including pedestrians.

If an ambulance is called when away from the School, a senior member of staff must be contacted as soon as possible as follows:

- During the School day - The most senior member of ELT available.
- At weekends - The nominated member of ELT on Call.
- During holiday periods The most senior member of ELT available, or

For trips the nominated home contact for the trip. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time.

14 Mental Health

The School promotes the mental health and wellbeing of pupils and has appointed mental health leads in the Pelican School, Prep School, and Upper School. See the Key Contacts page in the *Safeguarding and Child Protection Policy* for further details of these individuals. The mental health leads have strategic oversight of the School's approach to mental health and in accordance with appropriate guidance and training resources, will support the School to help improve the wellbeing and mental health of pupils and staff.

The School has provided training to mental health leads to identify and understand symptoms and be able to support pupils and staff who might be experiencing a mental health issue. Whilst education staff are well placed to observe pupils day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one, only appropriately trained professionals should attempt to make a diagnosis of a mental health condition.

School staff are not mental health professionals and should any staff member have concerns regarding a pupil's mental health or wellbeing, they should report those concerns to the mental health lead in the relevant school. The relevant mental health lead will share any concerns with the pupil's parents and where appropriate, direct them to the appropriate support services.

15 Early Years

The School will ensure compliance with the paediatric first aid requirements as set out in the statutory framework for the early years' foundation stage. These requirements are:

- at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings;
- the certificate must be for a full course with published criteria;
- all staff who are newly qualified entrants to the early years workforce who obtained a level 2 or level 3 qualification on or after 30 June 2016 must have a full PFA or emergency PFA certificate within 3 months of starting work as a newly qualified in order to be included in required staff : child ratios;
- To be included in the ratio requirement, the PFA certificate must be renewed every three years and be relevant for workers caring for young children. PFA certificates are consistent with the criteria set out in Annex A of the "EYFS statutory framework for group and school-based providers (January 2024)". the School will take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly;
- recording and reporting – in addition to any statutory reporting requirements, the School will keep a written record of accidents or injuries and first aid treatment;
- informing parents/carers – the School will inform them of any accident or injury sustained by the child and the first aid treatment given on the same day, or if not possible, as soon as practicable;
- Ofsted reports – the School will notify Ofsted of any serious incident, accident, illness, or injury to the child while in its care, and of the action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring. The School recognises that failure to do so, without reasonable excuse, is an offence; and
- reports to local child protection agencies – the School will notify any serious accidents or injuries to, or the death of any child while in their care and should act on the advice of those agencies.

16 Reporting

16.1 In the event of an accident, injury or illness requiring Frist Aid, the relevant First Aider should complete a records of First Aid provision.

16.2 Accident reporting requirements (including those specified by Statutory Framework for the Early Years Foundation Stage September 2021) are detailed in the School's Accident Reporting Procedure (*Health & Safety Procedure 2.03 Accident Records and Notification*).

16.3 All injuries, accidents, and illnesses, however minor, and any First Aid treatment provided (including the name of the First Aider involved) must be reported to the School Nurse in the Upper and Prep Schools or School Office in the Pelican School. They are responsible for ensuring that the pupil accident report forms are completed and that parents are informed, when necessary, and that a record is kept of occasions when they have been. Serious accident, injury or illness must be reported to the School as soon as practicable, and parents or guardians must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head or a member of SMT if necessary. The Director of Operations must be kept informed.

16.4 The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils under the age of 5 on the same day or as soon thereafter as is reasonably practicable.

16.5 The Director of Operations ensures that accident forms and books are filled in correctly and that the incident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed, as necessary. The School has a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain accidents involving staff, pupils, or visitors.

16.6 In accordance with *How to report a serious incident in your charity* (Charity Commission, October 2018), the School has a responsibility to report serious incidents to the Charity Commission.

16.7 The School will ensure that it complies with any other reporting requirements triggered by an accident, injury or illness including, but not restricted to, making a report to the School's relevant insurers, and/or other relevant statutory agencies and/or regulators. Further information on reporting requirements can be obtained from the Director of Operations.

16.8 Where the accident, injury or illness could give rise to potential safeguarding concerns, the procedures in the School's *Safeguarding and Child Protection Policy* will be followed as appropriate. Staff are particularly reminded to be alert to indicators of sexual violence and female genital mutilation when in each case there are specific reporting procedures under the School's *Safeguarding and Child Protection Policy*.

17 Record Keeping

The School will keep a record of all first aid administered under this Policy. The Director of Operations has overall responsibility for reviewing these records. Where there are specific record keeping requirements under this policy, these are set out below:

- **Accidents to staff and Visitors -** all staff or visitor injuries, accidents, illnesses, and dangerous occurrences (unless very minor in the view of the School Nurse/Director of Operations will be recorded on the Accident Report Form on SharePoint. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded.

- **Accidents to Pupils:** The School Nurse or supervising member of staff will record the details using the Accident Report Form on SharePoint. for every serious or significant Pupil accident that occurs on or off the School site if in connection with the School's activities. The Director of Operations will keep a record of **all** accidents or injuries and First Aid treatment provided. Records will be retained in accordance with the School's normal practices. Where there is a risk of claim, records will normally be retained for at least three years or if the person injured is a minor (under 18), until they are 21.

- **Near misses –** all non- injury accidents (near misses) must be reported, this can be completed using the Near Miss Report Form on SharePoint, or the details can be e-mailed to the Director of Operations.

- The information created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data. In addition, staff must ensure that they follow the School's data protection policy and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy and information security and sharing data guidance.

18 Monitoring

Accidents are reviewed by the Director of Operations as soon as they are reported. Where an accident appears to be linked to a process or procedural issue, it is escalated to the Executive Leadership Team (ELT) as appropriate, so that any necessary actions, improvements, or controls can be identified and implemented.

Accidents occurring at each school are reviewed at the relevant Schools' termly Health and Safety Committee Meetings. Actions to prevent reoccurrence are discussed. These reviews also consider any patterns of reoccurrence in accidents identified.

This will form part of the (at least) annual First Aid Needs Assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

19 Risk Assessment

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare, and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Upper School Head, Prep School Head or Pelican School Head, as appropriate, has overall responsibility for ensuring that matters which affect pupil welfare in each school are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored, and evaluated.

Day to day responsibility to carry out risk assessments under this Policy will be delegated to the Director of Operations, who has been properly trained in, and tasked with, carrying out the particular assessment.

Authorised by	Jonathan Scott On behalf of the Board of Governors
Effective Date	15 April 2026
Date of next review	March 2027
Circulation	Governors / all Staff / [volunteers] automatically Parents on request
Status	Refers to the Education (Independent School Standards) Regulations 2014 (SI 2014/3283).

First Aid Procedures- Appendix 1 – Location of First Aid Boxes

Site	Department/Location	Person Responsible
Upper	Art Department (A2)	Nominated Person
Upper	Art Department (A3)	Nominated Person
Upper	Art Department (A4)	Nominated Person
Upper	Art Department (A6)	Nominated Person
Upper	Theatre Projection Room	Nominated Person
Upper	Physics Prep (Ground Floor)	Nominated Person
Upper	Physics Prep (First Floor)	Nominated Person
Upper	Biology Prep	Nominated Person
Upper	Biology Prep	Nominated Person
Upper	Biology (B3)	Nominated Person
Upper	Biology (B5)	Nominated Person
Upper	Biology Eye Wash	Nominated Person
Upper	Chemistry (Ground Floor)	Nominated Person
Upper	Chemistry (First Floor)	Nominated Person
Upper	Chemistry Eye Wash	Nominated Person
Upper	Main Reception	Nominated Person
Upper	Caretakers' Rest Room	Nominated Person
Upper	Outdoor Pursuits	Nominated Person
Upper	Riffle Range	Nominated Person
Upper	Technology (T1)	Nominated Person
Upper	Technology (T4)	Nominated Person
Upper	Technology Eye Wash	Nominated Person
Upper	Grounds (Workshop)	Nominated Person
Upper	Grounds (Tea Room)	Nominated Person
Upper	Grounds (Gardeners' Shed)	Nominated Person
Upper	Grounds (Vehicle 1)	Nominated Person
Upper	Grounds (Vehicle 2)	Nominated Person
Upper	Grounds (Vehicle 3)	Nominated Person
Upper	Grounds (Vehicle 4)	Nominated Person
Upper	Grounds (Vehicle 5)	Nominated Person
Upper	Grounds Eye Wash (Prep)	Nominated Person
Upper	Grounds Eye Wash (Abington)	Nominated Person
Upper	Grounds (Gardens Yard)	Nominated Person
Upper	Grounds (Porson Road)	Nominated Person
Upper	Grounds (Abington)	Nominated Person
Upper	Staff Common Room	School Nurse
Upper	Medical Centre	School Nurse
Upper	Sports (PE Office)	Nominated Person
Upper	Sports (Main Office)	Nominated Person
Upper	Sports (Fitness Suite)	Nominated Person
Upper	Sports External (Rugby Shed)	Nominated Person
Upper	Sports External (Astro Shed)	Nominated Person
Upper	East Building Staff Hub	Nominated Person

First Aid Procedures- Appendix 1 – Location of First Aid Boxes

Upper	Sixth Form Café	Nominated Person
Upper	Maintenance Workshop	Nominated Person
Upper	School Library	Nominated Person
Upper	Main Kitchen	Lodestone House Contract Director
Upper	PAC (Lobby)	Nominated Person
Upper	PAC (Workshop)	Nominated Person
Upper	PAC (Control Room)	Nominated Person
Prep	Office	Nominated Person
Prep	Art Department	Nominated Person
Prep	Sports Pavilion	Nominated Person
Prep	Science	Nominated Person
Prep	Medical Room	School Nurse
Pelican	Medical Room	Nominated Person
Pelican	Playground	Nominated Person
Pelican	Each Classroom	Nominated Person

First Aid Procedures- Appendix 2 – Contents of General First Aid Containers

Type / Contents.	DEPARTMENTAL Small (S)	SPORTS BAGS (SK)	VEHICLES[3] (V)	DEPARTMENTAL Medium (D)
Assorted plasters	10	10	24	20
Eye dressings with attachments	1	1	2	2
Finger dressings	0	1	1	2
Large ambulance dressings (not less than 150 x 200mm)	1	1	3	2
Large adhesive dressings	1	2	1	2
Conforming bandages (not less than 75mm wide	1	1	1	2
Triangular bandages	1	1	2	2
Foil blankets	0	1	2	1
Micropore tape	0	1	1	1
Antiseptic cleansing wipes (individual)	6	0	10	10
Clinell wipes (pack)	0	1	0	0
Saline pods 20mls	1	2	2	2
Gloves (pairs)	1	3	2	3
Yellow clinical waste bags	0	2	2	2
Safety pins	2	6	12	6
Resuscitation face shield	1	1	1	1
Vomit bags	0	2	2	2
Ice packs	0	3	1	1
Scissors (rust free, blunt end)	0	1	1	1
Face Masks	2	2	2	2
Accident forms	0	1	1	2
First aid guidance form	1	1	1	1
		Vaseline Zinc oxide tape Tubi grip Gauze Tissues SCAT3 + HI letter Freeze spray (optional)	Burn Relief dressing 10x10	High risk departments to have eye wash station

[3] In accordance with Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)