



Medical and First Aid Policy

Introduction

Emanuel School aims to ensure the timely and competent administration of first aid and the effective implementation of the *First Aid Policy*. This policy promotes the health, safety and welfare of pupils and children, staff and visitors through the provision of first aid equipment and trained personnel compliant with [The Health and Safety \(First Aid\) Regulations 1981](#).

This document is written with reference to the Children Act (1989), the 1996 Education Act, the 2002 Education Act, the Equality Act 2010 & the Protection of Freedoms Act 2012 and the guidance documents '[The London Child Protection Procedures](#)', Keeping Children Safe in Education (September 2022), [Working Together to Safeguard Children](#) (July 2018), [Safeguarding Disabled Children \(2009\)](#), Multi-Agency Statutory Guidance on Female Genital Mutilation' (July 2020).

In accordance with health and safety legislation it is the responsibility of the governing body to ensure adequate and appropriate medical and first aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

In order to ensure adequate medical provision, it is the school policy that:

- The school will employ a qualified school nurse between 8.30am and 5pm in school term time to provide medical assistance to staff and pupils and manage medical and first aid provision in the school.
- The school nurse or a qualified first aider is always available between 8am and 5pm, together with appropriate equipment to ensure someone competent in basic first aid techniques can rapidly attend an incident when the school is open.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- All PE staff and rowing coaches hold a first aid qualification and medical support is present at all home rugby fixtures. The director of sport will ensure medical cover is available for sports fixtures during weekends.

Responsibilities

The **deputy head: pastoral** is the senior member of staff who has been delegated to oversee the school nurse and they will:

- Ensure that the school nurse has sufficient time to undertake training that is required to carry out the tasks competently;
- Ensure that parents and pupils are aware of the first aid arrangements in the school;
- Ensure (*in consultation with the school nurse*) that a first aider is present during core school hours;

The **school nurse** is responsible for:

- Ensuring that he/she has received sufficient training, including refresher training, to be competent in undertaking the required tasks;
- Providing first aid support during school hours;
- Ensuring appropriate record keeping of every visit to the medical room and ensuring that parents are informed as quickly as reasonably possible about any injury or illness to pupils as required;
- Ensuring first aid needs are assessed and addressed;
- Ensuring that a sufficient number of staff are first aid trained to meet the requirements of the Health and Safety (First Aid) Regulations 1981;
- Identifying first aid training needs and arranging attendance on external courses following CPD approval (*It is a requirement to update training every three years.*);
- Maintaining a record of all first aid training undertaken by school staff;
- In consultation with the deputy head: pastoral ensuring that a first aider is present during core school hours;



- Liaising with the health & safety and compliance officer to ensure first aid requirements are met;
- Liaising with the pastoral team;
- Effective communication with the sport department and physiotherapist regarding sport injuries;
- Organising provision and regular replenishment of first aid equipment, or, where appropriate, delegating this to the sports department.
- Maintaining a ready-to-use stock of medicines and materials;
- Accurately recording all accidents in the accident book and maintaining appropriate documentation;
- Providing the headmaster and key members of SMT with a weekly list of musculoskeletal injuries;
- Liaising with the department of health regarding immunisations and organising these at school;
- Providing pupils sent to A&E with a card indicating the first aid care received at school;

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance;
- Providing first aid support within their level of competence;
- Summoning medical help as necessary;
- Reporting details of treatment given for recording in the accident book;
- Notifying the school nurse of the use of first aid kits so that the content of the kit can be replenished;
- Undertaking training, including refresher first aid training, as is necessary to be competent in their tasks;
- Sharing training certificates with the school nurse and HR Officer;
- Complying with the school's first aid procedures.

The current list of first aiders along with their qualification expiry date can be found in Appendix 4. Staff should always refer to the most up to date first aider list on Firefly.

Teachers and coaches of PE and games are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities;
- Ensuring first aid kits are available at all practice sessions and matches;
- Restocking sports first aid kits weekly;
- Ensuring that the details of the venue are easily accessible to all staff in case an ambulance has to be called by ensuring that details for all Emanuel sporting venues are included in each medical bag;
- Reporting details of treatment given for recording in the accident book;
- Being aware of specific medical details of individual pupils. They must ensure that they have all current medical information with them for every pupil that they take out on a day and/or residential school trip.
- Following the sports accident procedures described in the *Health & Safety Policy for PE/Games/School Sports*.

The **Health & Safety and Compliance Officer** is responsible for:

- Reporting serious, reportable accidents to the HSE under RIDDOR as required;
- Maintaining a secure register of RIDDOR records in the Estates office;
- Liaising with the school nurse to ensure first aid requirements are met;
- Ensuring that first aid notices/first aid poster are displayed in prominent positions and regularly updated to inform staff and pupils of first aid procedures.

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the health, safety and welfare of pupils. They are also responsible for:

- Sending pupils to the school nurse if there is a reasonable concern about injury or an illness;

- Carrying out risks assessments for any off-site trips and ensuring adequate first aid provisions are taken. (*First aid kits are available from the school nurse.*)

Staff will also:

- Familiarise themselves with the first aid procedures in operation and how to contact the school nurse. They should also ensure they know who the current first aiders are;
- Have regard to personal safety;
- Report all accidents that occur to them whilst at work, using the accident/incident form;
- Update their medical records should their circumstances change.

Medical Records

All staff are required to complete a medical questionnaire as part of the recruitment process and certify their physical and mental capacity to undertake their teaching or support role in the school followed, in the case of teachers and certain support staff, by a referral to the school doctor for a medical report. The school nurse should be advised of any medical issues arising which might necessitate emergency treatment in the future. Staff are expected to update their medical records should their circumstances change.

Parents are asked to complete a medical questionnaire before their child starts at Emanuel School and then to update the school nurse whenever there are changes to their child's health throughout their life at the school. Parents are also given the opportunity to update the medical record prior to school trips involving overnight stays. This health questionnaire contains essential information regarding a child's health and dietary needs and signed parental consent to emergency treatment.

Parents of children with a chronic health condition are responsible for ensuring that their child's care plan is updated yearly by the child's specialist practitioner.

The school nurse keeps confidential records of all treatment and immunizations that a pupil receives at school and also of all accidents or injuries.

The school nurse maintains the accident book in which details of all accidents and injuries, other than very minor ones, are recorded. Where appropriate accidents will also be reported to the HSE under RIDDOR by the health & safety and compliance officer. The accident book is kept in the medical room and the estates team keep records of RIDDOR forms.

Medical Care

Pupils will normally receive medical care from their family GP practice, but the school holds medical information as above so that it can provide appropriate care should a pupil fall ill or have an accident at school.

The school nurse will care for any pupil who has become unwell or been injured during the school day and will support any pupil with a chronic medical condition.

Any pupil who needs to take medicine during school hours must bring the medicine to school in its original container, with the name of the pupil, name of drug, method of administration and dosage clearly marked. The school nurse is responsible for the safekeeping of analgesia, hay fever remedies and any drugs brought into school by a pupil. The medical room has a lockable cabinet for drugs. Only the school nurse may dispense drugs to the pupils.

Pupils with asthma should carry an inhaler with them at all times. Pupils with a severe allergy should carry their adrenalin auto-injector at all times. Their parents must also provide a spare adrenalin auto-injector to the medical room, to be kept in an unlocked and clearly marked cupboard.

Pupils with Type 1 diabetes may keep a spare insulin syringe in the medical room, and the school nurse keeps supplies to treat hypoglycaemia.

Parents are responsible for ensuring that their child's medication is in date and informing the school nurse of any changes to their medical condition.



Administering Medication

Medication can only be administered by the school nurse, with consent from the pupil's parent/guardian. When pupils first join the school, parents/guardians complete a consent form allowing the school nurse to administer certain medication. The school nurse keeps a record of the consent for each pupil and will administer as needed. See Appendix 3 for details of medication the nurse administers.

Pupils must not carry medication on their person. Where the school has been made aware of severe allergies or asthma, pupils are permitted to keep adrenaline auto-injectors/inhalers with them for emergency situations. Pupils requiring medication to treat epilepsy (buccal midazolam), have to hand the clearly labelled medication to the nurse's office where the controlled drug will be kept in a secure cupboard.

Parents who wish their child to take medicines in school should make arrangements for them to be administered through the school nurse. The medicine must be in its original container, with the name of the pupil and method of administration clearly marked. All medications will be stored in a locked cupboard in the medical room. The keys to the cupboard are held securely by the school nurse.

Employees bringing medication into the school for their own use should ensure that drugs are clearly labelled and do not fall into the hands of the pupils. No one should administer medicines to a pupil unless authorised to do so.

Any expired medicines will be disposed of safely by the school nurse as per guidelines.

Accidents and Injuries

In the event of a pupil, visitor or member of staff being involved in an accident, the school nurse will assess the severity of the injury and treat accordingly. Minor bumps and grazes may be dealt with by a member of staff in attendance or by a qualified first aider and need not be reported or recorded in the accident book but if in doubt staff are advised to refer any injury to the school nurse.

Accidents which occur during sport will initiate the red, yellow or green sport accident procedure as described in the *Health & Safety Policy for PE/Games/School Sports*. An accident form will be completed by the responsible member of staff and the school nurse will keep a central record.

Any accident involving a suspected broken bone, a serious cut, a head injury or unconsciousness must be referred by the member of staff in attendance to the school nurse who will treat the injury and enter it into the accident book. If the school nurse is not available, one of the first aiders should be called upon to assist.

If the incident is deemed to be sufficiently serious an ambulance should be called by the school nurse or in her absence by the trained first aider. In the absence of these members of staff or if unable to contact them, staff should err on the side of caution and call an ambulance if concerned by dialling 999 from any mobile or landline telephone.

It is recognized that body fluids (blood, vomit, faeces and urine) can be harmful or contribute to cross infection. Protective gloves (nitrile) should be worn when dealing with any injury or illness involving body fluids. Pairs of protective gloves are included in each first aid box.

Surfaces which have been contaminated by body fluids should be disinfected as soon as possible by a member of cleaning staff. Detailed hygiene procedures for dealing with the spillage of body fluids can be found in Appendix 1 of this policy.

The accident procedures are set out in Appendix 2.

Emergency Medical Treatment

If any pupil is seriously injured or becomes too ill to be in school, the school nurse will contact a parent to take the pupil home or to an accident and emergency department. However, if the school is unable to contact a parent it is authorised by the parent under the school terms and conditions to consent on the advice of an appropriately qualified medical specialist to the pupil receiving urgent medical treatment including anaesthetic or operation.

First Aid Provision

The school has a well-equipped medical room staffed by two qualified nurses. It is open from 8.00am until 5pm to respond to first aid needs as well as provide more general medical care. If the school nurse is away from the medical room at any time a notice is displayed on the door giving details of how and where to obtain help. The school nurse carries a mobile phone to enable contact at any time during the school day.

It is school policy to ensure that a sufficient number of trained and certificated first aiders are available who can be called upon in addition to the school nurse. This includes but is not limited to:

- All PE staff, including sports coaches
- All rowing coaches
- At least one laboratory or workshop technician or teacher
- the headmaster's PA

A qualified first aider is someone who holds a valid certificate of competence in emergency first aid (or sports first aid as appropriate) issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance. This certificate must be renewed every three years. The school nurse advises staff on how to attend the first aid re-qualification courses as required.

The most up to date [list of first aiders](#) is available for staff on Firefly within the Support – Medical section. The first aider list in Appendix 4 lists all members of staff with a valid first aid certificate as of December 2022.

Offsite First Aid and Medical Provision

It is the school's policy to have a qualified first aider present during all sports matches or training sessions in sports where the risk of injury is assessed as other than minimal (in which case our standard first aid provision is deemed to be adequate). This includes rugby, rowing, netball, cricket, athletics and swimming as a minimum. First aid provision at away sports matches is the responsibility of the host school but will be checked by the games teacher accompanying our pupils who will also act as the channel of communication to Emanuel and parents as necessary.

The same policy is applied to activities. Higher risk activities such as Duke of Edinburgh expeditions and wall climbing will require on site first aid provision. Other activities and school trips are risk assessed and first aid support provided as appropriate. Refer to the *Educational Visits Policy* for further information.

Staff who take pupils offsite (sports activity/match or educational visit) can access important medical information securely.

First Aid Boxes

First aid boxes are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations and are located at various points around the school:

1. Medical Room
2. Common Room
3. Each minibus
4. Science Laboratories



- a. Biology
- b. Chemistry Prep Room
- c. Physics Prep Room
- d. Junior Science Lab
- 5. Art Department (x2)
- 6. Design Technology Department (x3)
- 7. Music Department
- 8. Kitchen
- 9. Sixth Form Cafe
- 10. Estates Office
- 11. Sports Hall
- 12. Hampden Hall
- 13. Fiennes Theatre
- 14. Reception
- 15. General Office
- 16. Swimming Pool (x2)

A first box can also be found at the Blagdon’s sports ground and at the school’s boathouse.

Boxes are checked and restocked as necessary by the school nurse at least once a term. The sports hall first aid box is checked and restocked twice a week by the sports administrator. The contents of the first aid boxes will be in accordance with the guidance given in HSE document ‘Basic Advice on First Aid at Work’ INDG 347 but may vary depending on particular needs in a location.

Further kits suitable for use on organised day trips and those involving overnight stays are available from the school nurse. Games/PE staff have first aid kit available for all games practices, sports events and matches.

Defibrillators

The school has automatic external defibrillators which can be found at the nurse’s office, swimming pool, sports hall and off-site at the Blagdon’s sports ground and the school’s boathouse. Further information is available in the *Medical Room Handbook*.

Mental Health First Aid (MHFA)

A number of staff within the school have been trained in mental health first aid (MHFA) and/or had specialised training through the mental health charity Place2Be. They understand how to support pupils with mental health or emotional difficulties. The MHFA training does not qualify to become a therapist but enables a person to provide initial first help.

MHFA training is ongoing and further staff are supported to attend this training across the school.

Please refer to the school’s *Mental Health and Wellbeing Policy*.

Monitoring and Review

First aid arrangements are continually monitored by the school nurse and are formally reviewed annually to ensure the provision is adequate and effective.

Each year, the policy will be reviewed by a wide range of stakeholders including the deputy head: pastoral, the compliance manager, the school nurse, the health & safety and compliance officer.

Policy Review	Deputy Head: Pastoral, H&S Committee members
Cabinet	The policy was approved by Cabinet on 8 th December 2022.
Health & Safety Governor	The policy was presented in February 2023.
Full Governing Body	The policy was presented and approved on 13 th March 2023.



Related Documents

- Allergens Policy
- Data Protection Policy
- [DfE First Aid in Schools, Early Years and Further Education](#)
- [DfE Health and Safety: Responsibilities and Duties for Schools](#)
- DfE [Information Sharing: Advice for Practitioners Providing Safeguarding Services](#) July 2018
- DfE Keeping Children Safe in Education
- Educational Visits Policy
- Health and Safety Policy
- Health and Safety Policy and Risk Assessment – PE/Games/School Sports
- Life Education Policy
- Medical Room Handbook
- Mental Health and Wellbeing Policy
- Staff Code of Conduct
- Supervision of Pupils
- Whistleblowing Policy



Appendix I: Hygiene procedures for dealing with the spillage of body fluids

- Spills of body fluids (blood, faeces, nasal and eye discharges, saliva and vomit) must be cleaned up immediately.
- Disposable gloves must be worn. Those cleaning the spills of body fluids need to be careful not to get any of the fluid in their eyes, nose, mouth or any open sores they may have.
- Any surfaces on which body fluids have been spilled need to be cleaned and disinfected. Products which combine a detergent and a disinfectant should be used.
- Fluid-contaminated material must be discarded in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of.
- Mops should not be used to clean up blood and body fluids spillages. Paper towels should be used instead.
- Contaminated clothing must be laundered at the hottest wash the fabric will tolerate.

[BICSc Infection Control Awareness](#) (British Institute of Cleaning Science) includes procedures to safely remove bodily fluids, clean contaminated surfaces and equipment and dispose of contaminated materials. Julius Rutherford, Emanuel School's contract cleaning company, follows this guidance and has robust training and procedures in place.



Appendix 2: On-Site Accident Procedures - The Medical Room

(ALL accidents must be reported to the school nurse)

If a pupil is injured whilst in your charge, or you come across an injured pupil, the pupil must be escorted to the medical room (*if mobile enough*) without delay. The school nurse will advise if the accident has to be recorded in the accident book.

Where the pupil is rendered immobile or you feel the pupil should not be moved, send someone to inform the school nurse immediately and remain with the injured pupil until the school nurse arrives.

It is the responsibility of the school nurse to make a professional assessment of the injury and recommend what action should be taken.

Any injury involving broken bones or cuts that need stitching, or unconsciousness however brief, must be reported to the school nurse and an accident report form (Firefly) must be completed by the teacher in charge or by the member of staff who found the pupil.

If an accident occurs during lesson time and a school nurse is not present, the general office (or reception) should be contacted straight away. They will summon help from one of the school's nominated first aiders, provide emergency aid and call an ambulance if necessary.

In all cases of injuries that require immediate medical attention, parents will be informed immediately by the person attending to the child and advised of the necessary actions taken by the school or medical services.

Staff who accompany pupils to hospital should remain in Accident and Emergency and await the parents' arrival.

During term time, a school nurse is normally on site from 8am to 5pm. Where a school nurse is not present, information on the qualified first aiders on site is displayed outside the medical room.

Medical Room/School Nurse Contact Details

Extension: 414 / 174

Mobile number: 07342789908



Appendix 3: Medication Administered by the School Nurse

Parents/guardians complete a consent form when their child joins the school, confirming that the school nurse is allowed to administer the following medication.

Remedy	Dosage/ Frequency	Uses
Paracetamol	>10 years - 500mg 4 hourly >12 years - 500/750mg 4 hourly >16 years - 1g 4 hourly	Mild to moderate pain and temperature.
Calpol <i>(Liquid Paracetamol)</i>	250mg/5ml 4-6 hourly 10-12 years: 10mls 12-16 years: 10-15mls >16 years: 10-20mls	Mild to moderate pain and temperature.
Nurofen <i>(Liquid Ibuprofen)</i>	100mg/5mls 4-6 hourly 7-12 years: 10mls 12 & over: 10-20mls	Mild to moderate pain and anti-inflammation
Ibuprofen <i>Over 12 only; Ibuprofen will not be given to asthmatic children</i>	>12 years – 200/ 400mg 4-6hourly	Injuries with signs of inflammation. Mild to moderate pain.
Piriton <i>(only in an emergency)</i>	2mg/5mls 5ml 6 hourly	Allergic conditions.
Throat lozenges	1-3 hourly	Sore throat
Cetirizine	6-12 years 2x 5mg once a day > 12+ 1x 10mg once a day	Hay fever symptoms, skin allergies
Rennie <i>(antacid)</i>	>12 years -2 x tablets	Heartburn, indigestion and acid reflux
Bite and sting relief cream	1-2 applications daily	Insect bites and stings.

Appendix 4: First Aider List

Please note that this list is valid as of December 2022. Changes occur regularly and will be updated on the school's first aider register as they happen.

Name	Department	First Aid Certificate Expiry Date	NRASC Expiry Date
Teacher PE STAFF			
Ben Rogers	PE	05/01/2025	12/04/2023
Ellie Bird	PE	12/02/2024	12/04/2023
Frances Low	PE	21/01/2024	12/04/2023
Hannah Blaikie	PE		12/04/2023
Jessica Fowler	PE	31/01/2023	NA
Laura Fitzgibbon	PE	12/12/2023	12/04/2023
Boat Club			
Andrew Turnill	Rowing		21/10/2023
George Jones	Rowing	07/02/2024	19/05/2023
Sam Gourevitch	Rowing	13/12/2024	12/04/2023
Tim Liversage	Rowing	14/04/2024	12/04/2023
Sports Administrator			
Khadija Smith	Sports	22/12/2023	Not required
Sports Coaches			
Cameron Leigh	PE & Games	12/02/2024	12/04/2023
Laura Murphy	PE & Games	28/03/2024	12/04/2023
Graduate Sports Assistant			
Dafydd Evans	PE & Games	13/11/2025	NA
Hattie Abbott	PE & Games	06/11/2025	NA
Jack Gurney	PE & Games	31/10/2025	NA
Support Staff			
Alaa Shaith	Estates	16/05/2024	Not required
Effie Gu	drama	27/01/2025	Not required
Eloise Bayman	Admissions	14/12/2023	Not required
Frankie Appleyard	General office	16/06/2024	Not required
James Skinner	Media	07/03/2023	Not required
Lech Borkowski	Physics	18/05/2025	Not required
Lisa Irwin	Development	15/01/2023	Not required
Ruth Warden	Estates	01/07/2024	Not required

Name	Department	First Aid Certificate Expiry Date	NRASC Expiry Date
Academic Staff			
William Quayle	6th Form	22/01/2024	Not required
Charles Reed	Arts	01/02/2023	Not required
Emmanuelle Coetzee	Arts	28/11/2025	Not required
Sophie Wells	Biology	21/12/2023	Not required
Callum Flintoff	Chemistry	15/11/2025	Not required
David Buxton	Chemistry	01/03/2024	Not required
Paul Adams	Classics	05/12/2024	Not required
Amanda Kerstein	Drama	14/04/2024	Not required
Carla Graves	Drama	13/06/2024	Not required
Fred Lancaster	Drama	03/11/2025	Not required
Hattie Seaton	Drama	09/10/2025	Not required
Lee Burgess	Drama	09/10/2025	Not required
Ollie Norton-Smith	Drama	30/01/2025	Not required
Heather Courtney	Economics	26/01/2024	Not required
Anthony Maskell	English	05/03/2024	Not required
Dougal Hand	English	22/04/2024	Not required
John Dunley	English	16/02/2024	Not required
John Barber	French	18/02/2024	Not required
James Harris	Geography	05/12/2024	Not required
Roland Worrell	Geography	01/01/2024	Not required
Ros Tendler	Geography	27/12/2023	Not required
Hannah Mackenzie	History	18/02/2024	Not required
Shaun Andrews	History	03/11/2025	Not required
Stephen Jones	History	11/02/2024	Not required
Mary Galbraith	History/Politics	29/11/2024	Not required
Dan Ashton	Maths	15/11/2025	Not required
Laura Holden	Maths	06/04/2024	Not required
Nithu Sidhu	Maths	09/10/2025	Not required
Rachel Chetwood	Maths	29/11/2024	Not required
Wilson Lai	Maths	04/12/2023	Not required
Birgit Timm-Oldenkott	MFL	06/09/2025	Not required
Chris Kidd	MFL	06/09/2025	Not required
Gillian Ni Bheallaigh	MFL	06/09/2025	Not required
Harriet Chambers	Music	05/12/2024	Not required
Dan Martin	Physics	31/10/2025	Not required
Daniel Martin	Physics	31/10/2025	Not required
Mike Shetzer	Physics	16/01/2023	Not required
Laura Aitken-Burt	Politics	22/02/2024	Not required
Ravi Kothokota	SMT	27/12/2023	Not required