First Aid Policy

The Abbey School, Reading

Reviewed by:	Designated Safeguarding Leads	September 2025
Ratified by:	Whole School Leadership Committee and Governor Audit	September 2025
Next review: September 2026		

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1 Introduction

1.1 This policy is available to parents of students and of prospective students on the website and upon request and is available to all members of School staff.

1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, students and visitors.

1.3 This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the *First Aid at work: Health and Safety (First Aid) Regulations 1981 Guidance on Regulation*.

1.4 This policy can be made available in large print or other accessible format if required.

2 Definitions

Appointed Persons: are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

EFAW: Emergency First Aid at Work

EPFAW: Emergency Paediatric First Aid at Work

First Aid: 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 minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

FAW: First Aid at Work

First Aiders: members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW, EFAW or EPEAW, or an approved alternative qualification which has been identified in place of FAW, EFAW or EPFAW and which meets the requirements of the First Aid Guidance.

First Aid Guidance: is the *First Aid at work: Health and Safety (First Aid) Regulations 1981 Guidance on Regulation* (Health and Safety Executive, L74, 3rd edition, 2013).

First Aid Personnel: means First Aiders or Appointed Persons or both.

Head: In this policy Head may refer to the Head or Head of Junior School.

Inhalers Guidance: means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015).

Staff: means any person employed by the School, volunteers at the School and self-employed people working on School premises.

School Nurse: School Nurses are primarily located in the School's Nurses' Room at the Senior School. The School Nurses are registered with the Nursing and Midwifery Council and the School verifies this registration annually.

In the absence of the physical presence of the Nurse at the Junior School, Nurse in this policy will also refer to the Junior School Head's PA/Member of administrative team who leads on First Aid and liaises with the Nurse or any other member of the admin team in her absence.

Nurses' Room: is located on the Ground Floor of the Senior School and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical treatment, including First Aid, when required. The Nurses' Room has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical treatment.

Junior School First Aid Room: First Aid and medical treatment at the Junior school is administered by Junior School staff with first aid qualifications; the first aid room is located off Reception at the Junior School and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical treatment for those in Kensington and Somerleaze, including First Aid, when required. The First Aid Room has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical treatment. There is also a first aid kit in Abbey Gardens and a first aid area in the staff room in Knell House for treatment of those based in these buildings.

3 Aims of this policy

3.1 This policy seeks to ensure that:

3.1.1 the School has adequate, safe and effective First Aid provision in order for every student, staff and visitor to be well looked after in the event of any illness, accident or injury;

3.1.2 all staff and students are aware of the procedures in the event of any illness, accident or injury.

3.2 Nothing in this policy should affect 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 on the School site.

4 Responsibilities

4.1 The School will ensure that there are adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School site(s).

4.2 The Head delegates to the School Nurses the day-to-day responsibility for ensuring that there is adequate First Aid equipment and facilities available to the School.

4.3 The Head of Junior School and the Senior School Deputy Head, in conjunction with the School Nurses, regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

4.4 The Head delegates to the School Nurse responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.

4.5 The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid.

4.6 The Head is responsible for ensuring that the School always has an adequate number of First Aid Personnel on site.

4.7 There will be at least one First Aider on each school site when children are present. In the Early Years Foundation Stage (**EYFS**) all members of staff included in EYFS ratios must have a current paediatric First Aid certificate. On outings including children from the EYFS, there must be at least one person who has a current paediatric First Aid certificate.

4.8 An up-to-date list of First Aiders including those who hold paediatric first aid certificates can be found in all staff rooms and all medical rooms. A comprehensive list of First Aid training is maintained by the HR Department.

4.9 The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with HR and the Head of Finance and Resources.

4.10 First Aiders will undergo updated training at least every three years to maintain their qualification and in accordance with the school's essential training matrix, available on the Information Bank.

4.11 All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will always use their best endeavours to secure the well-being and welfare of the students.

5 First Aid boxes

5.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be appropriate for use with children and will be determined by the School's First Aid needs assessment and will usually be stocked in accordance with Workplace first aid kits, specification for the contents of workplace first aid kits, BS 8599-1:2019.

First Aid boxes are located at the following positions around the School site:

Abbey Senior School Ground Floor

- Nurses' Room/Wellbeing Room
- Reception
- Resources Room
- Science Block x 5
- Swimming Pool
- Main Kitchen
- Servery, second dining room
- Drama Studio
- Sports staff Room x 4 (also instant ice packs)
- Blenheim House
- Equipment Store – all weather pitch (First Aid bag)
- PE Office

Abbey Senior School First Floor

- Administration Office
- Staff Room
- Physics Block x 5
- Taylor Library
- Home Economics Room
- Assistant Directors' Office, Jane Austen Wing

Abbey Senior School Second Floor

- Biology Prep Room
- Art Room S1 Jane Austen Wing
- Art Room S4, Jane Austen Wing

Abbey Sixth Form

- 1st Floor Director of Sixth Form Office
- 2nd Floor Sixth Form Office
- Sixth Form Café

Abbey Junior School Knell (Nursery)

- Staff Room (Medical Area)
- Summer House
- First Floor Library (on top of cupboard)

Abbey Junior School Abbey Gardens

- Reception (First Aid area)

Abbey Junior School Kensington (Lower I to Upper I)

- Kensington Office/ First Aid Room
- Art Room Corridor (Ground Floor)
- Kensington Hall
- Lower I Corridor (First Floor, behind the phone)
- Science Lab
- Fab Lab
- Kitchen
- BASC (Dining Room)
- BASC (Hub room)

- Quad shed and taken to the Courts when in use.
- PE Dept x3 red bags (1 located in Abbey Gardens Shed & 2 in the PE Office to be taken to fixtures or lessons at SS)
- School Minibuses, when on site at the Junior School
- Maintenance Workshop
- PE Office (First Aid bag) (First Floor)

Abbey Junior School Somerleaze (Upper II to Lower III)

- The Studio
- Ground Floor Corridor by Staff Room
- First Floor Corridor

5.2 If First Aid boxes are used, they should be taken to the School Nurse who will ensure that the First Aid box is properly re-stocked. At the Junior School this is delegated to the Junior School Admin Team. The School Nurses will examine the First Aid boxes at this point and otherwise regularly in order to dispose of items safely once they have reached their expiry date.

5.3 All requirements for the First Aid kits are supplied by the School Nurses and are regularly stocked at request of individual departments.

5.4 **School minibuses:** The School's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.

5.5 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Nurse's room at the Senior School and First Aid room at the Junior School.

6 Information on students

6.1 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.

6.2 The School Nurses will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the School to the Head, class teachers and First Aiders on a 'need to know' basis.

7 Procedures for students with medical conditions such as asthma, epilepsy, diabetes etc

7.1 The information held by the School will include details of students who need to have access to asthma inhalers, adrenaline auto-injectors, injections or similar and this information should be circulated to appropriate staff.

7.2 Where appropriate, individual students will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Nurse's room or First Aid Room as appropriate. At the Junior School spare inhalers are securely stored in the Kensington reception and Knell House, in the alcove opposite the staff room.

7.3 The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the School nurses and can be found in Appendix 1. Please also refer to the school's Allergies and Anaphylaxis policy.

7.4 The School adopts the Inhalers Guidance in respect of the use of emergency salbutamol inhalers and holds stock salbutamol inhalers which can be used when a student is not able to access her own inhaler.

7.5 Adrenaline auto-injectors**:**

Please see the school's Allergies and Anaphylaxis policy and https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools

8 Procedure in the event of illness

8.1 Students at the Senior School may visit the School Nurse in the Nurses' room during break or lunch. If a student is unwell during lessons, they should consult the member of staff in charge who will assess the situation and decide on the next course of action. Where necessary, the student will be accompanied to see the School Nurse or First Aider in the nurses' room or at reception. The School Nurse or First Aider will provide First Aid as required and decide on the next course of action. At the Junior School a similar process is followed but the student will go to the main reception.

8.2 Staff may visit the School Nurse and/or First Aider as and when necessary, but appropriate cover must be arranged.

8.3 The School will discuss with parents the procedures for students who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.

9 Procedure in the event of an accident or injury

9.1 If an accident occurs, then an appropriate member of staff should be consulted. That member of staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the School Nurse should be called as soon as possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called if the School Nurse is not available immediately. However minor the injury, the School Nurse should always be informed,

even if not called. At the Junior School, this is the Junior School Head's PA.

9.2 If a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.

9.3 **Ambulances:** If an ambulance is called then the School Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Where necessary the postcode should be provided, and arrangements should be made for the ambulance to be met.

9.4 Staff should always call an ambulance when there is a medical emergency and/or serious injury.

9.5 Examples of medical emergencies may include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and / or chest pains
- 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.

9.6 Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the student's parent or legal guardian in time.

10 Hygiene and infection control

10.1 If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed. At the Junior School the Junior School Admin Team should be informed. The School Nurse will then arrange for the proper containment, clear up and cleansing of the spillage site.

10.2 All staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

10.3 The First Aider should take the following precautions to avoid risk of infection:

10.3.1 cover any cuts and grazes on their own skin with a waterproof dressing;
10.3.2 wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
10.3.3 use suitable eye protection and a disposable apron where splashing may occur;
10.3.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
10.3.5 wash hands after every procedure.

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

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

11 First Aid in the physical education department

11.1 **Away fixtures:** A First Aid kit should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the student should be taken to the nearest Accident and Emergency Department by a member of staff. Treatment and after-care should then be followed up by the School Nurse. An Accident Report Form must be completed and returned to the School Nurse on return to school. The designated member of staff will be responsible for contacting and liaising with the school.

11.2 All PE staff hold a current first aid qualification.

12 Reporting

12.1 In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete a record of First Aid provision. These records will be regularly monitored by the Head of Finance and Resources to identify whether review or change in practice is needed. At the Junior School, for less serious injuries, e.g. a graze requiring a plaster, tummy ache, bark in eye etc. the incident is recorded on an electronic log. For more serious incidents, a paper Accident Form is used. The completed form is sent to a member of the Admin Team (Junior School).

12.2 All injuries, accidents and illnesses, however minor, must be reported to the School Nurse. She is responsible for ensuring that the accident report forms and books are filled in correctly and that parents or guardians are informed as necessary.

12.3 Accident Forms are sent to the Domestic Services manager who investigates the accident, makes recommendations for preventative measures, reviews the accidents with the Head of Finance and Resources and reports to the HSE where necessary.

12.4 In the event of serious accident, injury or illness 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 if necessary.

12.5 The School will inform parents of any accidents or injury or First Aid treatment that is given to students in the EYFS setting on the same day or as soon as is reasonably practicable.

12.6 Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) to report the following to the HSE:

12.6.1 Accidents involving staff

(a) Work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or

(b) Work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or

(c) cases of work-related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or

(d) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

12.6.2 Accidents involving students or visitors

(a) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

(i) any School activity (on or off the premises);

(ii) the way a School activity has been organised or managed (e.g. the supervision of a field trip);

(iii) equipment, machinery or substances; and/or

(iv) the design or condition of the premises.

12.7 More information on how and what to report to the HSE, can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences)* (EDIS1 (revision 3)) and at http://www.hse.gov.uk/riddor/resources.htm. It is also possible to report online via the following link https://www.hse.gov.uk/riddor/index.htm

13 Records

13.1 **School Accident Book:** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the School Nurse) must be recorded.

13.2 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. Records should be stored in accordance with the School's policy on data retention.

13.3 The School Nurse will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School's activities.

The Abbey will keep a written record of all accidents or injuries and First Aid treatment provided. Accident report forms will be kept by the Head of Finance and Resources. 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.

13.4 The School Nurse will fill in an accident report form in respect of any accident causing personal injury to staff and provide a copy of this accident report form to the Head of Finance and Resources/Head of JS. Depending on the severity of the accident the Head of Finance and Resources will notify the Head. The Head of Finance and Resources will take reasonable steps to investigate the circumstances of such accidents once they receive notice of it. If it is found that there are discrepancies between the information reported and the Head of Finance and Resources' findings these should also be recorded on the form. These records will be kept by the Head of Finance and Resources for at least three years or if the person injured is a minor (under 18), until they are 21 years.

14 Automated External Defibrillators (AEDs)

14.1 The School's AEDs are located at: -

Senior School

- outside the Nurse's room
- outside the Richards Hall

Junior School

- outside the school hall at Kensington House
- Abbey Gardens ground floor (beside the lift)

14.2 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.

14.3 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.

14.4 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.

15 Monitoring

15.1 The Head of Finance and Resources and/or another senior member of staff will regularly monitor and review the School's systems and management of medical welfare and any trends in accidents, injuries and illnesses at the School in order to identify whether a review or change in welfare practice is needed.

Appendix 1

Guidance and protocols for specific medical conditions

a) Anaphylaxis
Source: http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx

b) Asthma
Source: http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx

c) Diabetes
Source: http://www.nhs.uk/Conditions/Diabetes/Pages/Diabetes.aspx

d) Epilepsy
Source: http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx