

## First Aid Policy

### Contents

General Statement.....	2
Responsible Staff.....	2
Responsibilities .....	2
First Aid Risks .....	4
Provision of First Aid personnel and equipment.....	4
Information .....	5
Allergies and Medical Conditions.....	6
Storage of Medication for Individual Pupils.....	6
Staff taking medicines.....	6
Emergency Procedures.....	6
Emergency Medical Parental Consent .....	7
Minor Accident Management.....	7
Spillage of Body Fluids .....	7
Medical Waste Procedure.....	7
Expired Medicines.....	7
Used Adrenaline Auto-Injectors (EpiPen) .....	7
Reporting Accidents.....	7
Review Process.....	8
Public Medical Outbreaks .....	8
Register of First Aid Boxes.....	9
Appendix 1 – Head Injury Advice to Parents .....	10

Date of review	September 2025	Date ratified by Governors	October 2025
Date of next review	September 2026	Reason for review	Annual Review

This policy is for all pupils and staff at Hampton Pre-Prep & Prep School (the School), therefore includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

### **General Statement**

In accordance with Health and Safety (First Aid) Regulations, 1981, it is the responsibility of the Governing Body to ensure adequate and appropriate 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 First Aid provision, it is the School's policy that:

- there will be sufficient numbers of trained personnel together with appropriate equipment available to ensure someone competent in basic First Aid techniques can rapidly attend an incident at all times when the School is occupied;
- a qualified First Aider is always available during normal school hours;
- appropriate First Aid arrangements are made whenever staff and pupils are engaged in offsite activities and visits;
- the number of staff holding current full Paediatric First Aid certificates exceeds the EYFS statutory guidance and only those with appropriate training and valid certificates administer medicines to EYFS pupils.

This policy is based upon the Health and Safety at Work Act 1974 and First Aid Provisions Regulations 2001 that require building owners to complete and agree:

- Risk Assessments of events and current systems/procedures
- A schedule of trained staff
- A training programme
- A First Aid Register.

### **Responsible Staff**

The School staff with responsibility for the correct provision of First Aid are:

Headmaster, Hampton Pre-Prep & Prep School	Mr T Smith
Bursar (based at Hampton School)	Mr M King
Deputy Bursar (based at Hampton School)	Mrs V Moria
Head of Sport	Mr M Salt
Hampton School Nurses (based at Hampton School)	Mrs E Searle and Mrs S Rivers

### **Responsibilities**

The Headmaster is responsible for:

- Ensuring First Aid needs are assessed and addressed.
- Ensuring sufficient numbers of suitably qualified First Aiders are available at School during school hours.
- Identifying First Aid training needs and arranging attendance on external courses;
- Liaising with the Health and Safety Committee on First Aid issues.
- Maintaining a record of all First Aid training undertaken by School staff.

The Bursar has nominated the Deputy Bursar as his representative at the School. The Deputy Bursar acts as Line Manager to the School Nurses and is responsible for calling termly Health & Safety Committee meetings where any issues relating to First Aid are discussed and minuted.

The School Office (Prep) and Administration Assistant (Pre-Prep) are responsible for:

- Providing First Aid support during school hours.
- Informing parents of any incident where significant injury or illness has occurred;
- Responding promptly to calls for assistance.
- Providing First Aid support within their level of competence;
- Summoning medical help as necessary.
- Organising provision and regular replenishment of First Aid equipment; this is carried out once per half term and findings are logged by the Office Manager and supplies ordered as required.
- Ensuring that incidents and accidents are recorded on the School's electronic reporting system – Evolve Accident Book. In addition, extremely minor incidents/accidents (e.g., where no injury has been sustained) are manually logged at the Prep.
- Recording **all** accidents, injuries and instances of first aid treatment at the Pre-Prep, in line with statutory EYFS guidance.
- Monitoring and reviewing incidents and accidents in conjunction with the School's Leadership Team (SLT).
- Producing termly incident logs for review by the Health and Safety Committee.
- Ensuring that all parents are made aware should their child be involved in an incident or accident or if they have presented to the Medical Room (including when no first aid was necessary); emails are automatically sent to parents via the Evolve Accident Book when an incident is entered on the system. In addition, a telephone call is made to parents if an incident has involved any type of head injury, and a Head Injury Advice leaflet is also sent (**see Appendix 1**).

The Head of Sport is responsible for:

- Ensuring appropriate First Aid cover is available at all sporting activities.
- Ensuring First Aid kits are available for all practice sessions and matches, including those off-site (and including Carlisle Park).
- Ensuring all individual medical bags are taken by the Games staff when matches are being played off-site (including at Carlisle Park).
- Ensuring staff use Evolve Accident Book to report an incident or accident during a sports fixture, on or off-site, or ensure these are reported to the office.

All staff are responsible for:

- Acting in the capacity of a responsible adult in the event of an emergency.
  - Ensuring an incident or accident is recorded on Evolve Accident Book, either by submitting the incident themselves or by asking the Office Manager or Administration Assistant to do so.
  - Carrying out risk assessments for any off-site trips and ensuring adequate First Aid provisions are implemented. First Aid kits are available from the Medical Rooms at both sites, Pre-Prep and Prep. Pupils' individual medical bags must be taken on any off-site visit and must be signed out and back in at the School office.
- NB: a qualified full Paediatric First Aider must accompany all EYFS visits.

The Health & Safety Committee is responsible for:

- Reviewing all accident and incident logs, noting where there are any trends (e.g., accidents occurring in the same place; the same pupil visiting the First Aid room or sustaining accidents on a regular basis).
- Implementing any measures to mitigate repetitive incidents.
- Ensuring staff training is current.
- Ensuring all aspects of first aid at both the Pre-Prep and Prep are compliant.

## First Aid Risks

The SLT carries out a continuous assessment of First Aid needs. The assessment takes account of:

- Numbers of pupils, staff and visitors on site.
- Layout and location of buildings and grounds.
- Specific hazards.
- Special needs.

The assessment identifies:

- How many First Aiders are needed during the School day.
- Out-of-hours and off-site arrangements.
- Making arrangements to cover absence of First Aiders.
- High risk areas.
- First Aid equipment needed.
- Location of First Aid equipment, necessary First Aid notices and signs;
- Good practice in record keeping.
- Numbers of pupils, staff and visitors on site.

### i. **School site - Specific hazards**

Accident statistics indicate the most common times, locations and activities at which accidents occur at a school, highlighting areas where pupils and staff may be at greater risk of injury. Injuries and accidents are most likely to occur during games lessons and matches, during science and art lessons and at break times.

### ii. **Special needs.**

There are a number of pupils with specific health needs. The Hampton School Nurses will always provide advice and information to staff as appropriate.

### iii. **Out-of-hours and off-site activities.**

Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved. Many school activities take place outside of normal school hours and First Aid provision must be available at all times whether on the School premises or when on trips/visits.

## Provision of First Aid personnel and equipment

First Aid equipment is available at Pre-Prep and Prep. There is a well-stocked First Aid cupboard in the Medical Rooms at both sites.

Advice can always be sought from the Hampton School Nurses; their number is 020 8783 4031.

All members of staff are trained and renew their qualification every three years, or as soon as practicable, as required by their departments. Many Pre-Prep staff hold a current full Paediatric First Aid qualification (see below – Training). A current list of First Aiders can be found on SharePoint–[click here](#).

### **Appointed Trainers**

Mrs E. Searle (Hampton School Nurse) and Mr. Stuart John (Head of Outdoor Activities at Hampton School) are qualified to provide First Aid training for all members of staff.

### **Trained Staff**

The School holds a Register of all staff trained in First Aid.

## **Training**

An Appointed Person is someone who has attended a minimum of a six-hour First Aid training course and is competent to give Emergency Aid until further help arrives.

At the School, all members of staff are trained in 'Safety and First Aid for Children' and renew their qualification every three years. New members of staff receive training as soon as possible after they have taken up their post.

It is School policy to have more staff in Pre-Prep holding a current full Paediatric First Aid qualification than is specified in EYFS statutory guidance. Staff are qualified having completed a 12-hour course that meets OFSTED approval. Currently in Pre-Prep the following staff are trained in full Paediatric First Aid: Jan Parkinson, Imogen Murphy, Jacqueline Barun, Amanda Hand, Debbie Cooper, Ann Kenning, Angela Empson, Shannon Guest, Suzanne Annandale-Johnston Karen O'Brien, Zoe Tomkins and Alaina Moffett-Smith.

The Office Manager has completed a three day 'First Aid at Work' course.

The use of AAI's (Auto Adrenaline Injector) and inhalers is covered during First Aid training which is delivered by the School Nurse (who is based at Hampton School).

## **First Aid Kits / Boxes**

First Aid boxes are located in many areas of the School; they are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations.

The contents of First Aid boxes may vary depending on particular needs in location (for example, blue detectable plasters in food areas, hand cleansing gel where there is no easy access to handwashing). All kits are checked and replenished regularly.

A First Aid kit, and individual medical bags for relevant pupils, must be taken to all off-site activities and visits. It is the responsibility of the teacher in charge to ensure that they have checked the First Aid kit prior to the visit. Also, they are responsible for ensuring that the parental consent form is signed and completed with any relevant medical information. Any additional information or advice can be sought from the Hampton School Nurses.

The School Office is responsible for the checking and restocking of First Aid kits/boxes at Prep and the Administration Assistant is responsible at Pre-Prep. They must be notified when items have been used so they can be replaced without delay. Each morning, the Office Manager/ Administration Assistant checks that all individual medical bags have been signed back in, following an off-site visit.

## **Information**

It is essential that there is accurate, accessible information about how to obtain Emergency Aid.

All new staff should be provided with information about how to obtain First Aid assistance. This should include:

- Location of the Medical Rooms.
- Names of qualified First Aiders and Appointed Persons.
- Location of First Aid kits.
- How to call an ambulance in an emergency.

New staff will be informed of First Aid procedures and Pre-Prep staff will receive training in the use of Evolve

Accident Book, during their induction.

## **Allergies and Medical Conditions**

### Pupils:

The School Office and the Administration Assistant hold details of pupils who have allergies or medical conditions which may require local immediate treatment, e.g., asthma, epilepsy, food allergies or diabetes. This information will be treated as confidential; however, where applicable it is shared across both sites. Allergy Management Plans for individual pupils must be read and followed by all members of staff. Parents are asked to supply three Auto-Injectors (AAI) for their child. Two are kept in a pupil's individual medical wallet and the third is for use by relevant pupils (Years 3 to 6) who use the School coach service. Pupils should have these with them at all times whilst travelling on the coaches and hand them in at the School Office upon arrival at School, collecting them at the end of the day in readiness for the return journey.

### Staff:

Subject to staff making their own medical condition known to the School, this information is also retained and treated as confidential.

## **Storage of Medication for Individual Pupils**

Medication for individual pupils with certain allergies or medical conditions e.g. inhalers and Auto Adrenaline Injector (AAI) can be found in the following locations at the School:

Pre-Prep: The First Aid cupboard (off the hallway) holds first aid supplies and individual medical bags are stored on the shelf in the Medical Room; these are easily accessible to staff but not pupils.

Prep: First Aid supplies are stored in the First Aid room and individual medical bags are stored on a shelf in an adjacent office. These are easily available to staff (but not pupils).

NB All medication is labelled with the child's name but should be checked carefully before it is administered.

The School's procedure for administering medicines is set out in the **Administration of Medicines Policy**.

## **Staff taking medicines**

If members of staff are taking medication which may affect their ability to care for children, then they should seek medical advice immediately. At supervision meetings for EYFS staff, the Head of Pre-Prep asks staff to confirm that any medication taken does not impair their ability to look after children properly.

Staff medication on the premises (prescribed or over the counter medicines) must be securely stored on the School premises and must be out of the reach of children at all times.

## **Emergency Procedures**

Depending on the severity of the injury or illness, a casualty should see either Tina Zander (the School Office – Prep) or another member of the School Office staff at the Prep; at the Pre-Prep they should see Jan Parkinson (the Administration Assistant – Pre-Prep). The pupil may be accompanied by a member of staff or a responsible friend.

**In the event of a severe illness or injury an ambulance should be called to attend without delay.**

- All members of staff are trained in First Aid so therefore can assist.
- Whenever possible someone should remain with the casualty until help arrives.
- If an ambulance is called, a responsible adult should go to the front of School (depending on whether at Prep or Pre-Prep) to give directions to the ambulance crew.
- Parents/next of kin of the casualty must be notified and a responsible adult should

accompany the casualty to hospital with written details of the incident and any treatment/ drugs given.

### **Emergency Medical Parental Consent**

The current Terms and Conditions for Parents allows the Headmaster, or his appointed staff, to take any necessary action or provide any necessary medical permission to a hospital if the parents/guardians cannot be contacted. In this event, due consideration would be given to the pupil's recorded ethical or religious background.

### **Minor Accident Management**

Pupils will be cared for in a Medical Room by a member of staff (either at Prep or Pre-Prep), until they are collected by parents/guardians.

### **Spillage of Body Fluids**

In the event of any spillage of body fluids a member of staff will clean up and make the area safe. Protective gloves and aprons must be worn.

### **Medical Waste Procedure**

Outlined below is the School's current procedure for the disposal of clinical waste:

**Note:** *Latex free gloves **must** be worn at all times when dealing with any medical waste.*

#### **Blood**

All tissues, used plasters and any medical supplies that have been contaminated must be disposed of by placing in the yellow bin for contaminated waste in the medical room along with the gloves used.

At the Pre-Prep, the medical waste bin is emptied into a larger bin which is located at the front in the bin area and has a locked lid. This is collected by a contractor every five weeks or so and transported to Hampton School to be placed in a locked skip, which is then removed by a contracted waste disposal company.

As above, the Prep medical waste is stored in a locked bin which is collected by a contractor.

#### **Vomit**

Please refer to the Biohazard disposal kit. This kit includes: gloves, disposable apron, disinfectant wipes, absorbent powder and biohazard bag. Follow the instructions inside the kit, then once bagged up and sealed, dispose of waste in the yellow bin for contaminated waste in the medical room. Staff should inform the School Office, and arrangements will be made for staff from Hampton School to collect and dispose of the waste in the locked skip which is then removed by a contracted waste disposal company

### **Expired Medicines**

Any prescribed medicines stored in school, which have passed their expiry date, must be returned to parents for correct disposal. If it is medicine belonging to a pupil who has left the School, these can be returned to the nearest pharmacy for correct safe disposal.

### **Used Adrenaline Auto-Injectors (EpiPen)**

Any empty or expired AAI (EpiPen) must be returned to parents for safe disposal. AAI's belonging to former pupils will be disposed of in a large sharps bin which will be placed in the locked skip and then removed safely by a contracted waste disposal company. The Hampton School Nurses will be informed.

### **Reporting Accidents**

All incidents and accidents are recorded on the electronic reporting system - Evolve Accident Book - or the Medical Room Log (Prep only). All staff have access to this system and can submit an incident or accident. If

they are unable to use the system themselves, they should ensure that the incident/accident is reported to either the School Office (Prep) or the Administration Assistant (Pre-Prep) so that it is entered on the system.

Incidents and accidents are monitored regularly to check for patterns, how frequent a child's name appears etc. Termly logs are produced and these are reviewed by the Health and Safety Committee. All logs are retained. Training in the use of the Evolve system within the School is on-going.

### **Review Process**

This Policy is reviewed at least annually, taking into account any changes in legislation or School procedures.

### **Distribution**

This Policy is published on the School's website.

### **Public Medical Outbreaks**

In the event of a public medical outbreak (e.g. Covid-19) the School will adopt the advice at the time from (1) South West London Health Protection Unit, (2) Public Health Laboratory Service, (3) Department of Health and (4) Department of Children, Families and School. Using this advice, the available members of the Health and Safety Committee will discuss, agree and publish a relevant policy statement for staff and pupils. Any such policy statements will be revised as necessary.

### Register of First Aid Boxes

The locations of all First Aid boxes are listed below. The kits are checked by the Office Administration Team twice-termly and supplies ordered as necessary

<b>Pre-Prep</b>	
	Medical Room <b>PLUS</b> Green First Aid Rucksacks for trips off site
	Kitchen
	Kindergarten
	Reception Classroom
	Art Room
<b>Prep</b>	
	Medical Room <b>PLUS</b> Green First Aid Rucksacks for trips off site/Bags for trips and fixtures
	Kitchen
	Art Room
	Engine Room
	Staff Room
	Games Shed
<b>Mini Buses</b>	
	No 5
	No 6
	9-Seater

## Appendix 1 – Head Injury Advice to Parents



### Advice to Parents regarding care of a child following a Head Injury

Your son/daughter was seen in the Medical Room today following a head injury. Usually, recovery is quick and uncomplicated however, on occasions a concussion can occur and your son/daughter should be seen in A&E if he or she complains of any of the symptoms below whilst recovering:

- **Headaches:** A headache associated with bruising is not uncommon but persistent, intense or severe pain must be reviewed.
- **Visual / Hearing disturbances:** If your child complains of blurred, double vision, buzzing in the ears or is unsteady on his feet.
- **Vomiting:** It is not unusual to have an episode of vomiting but repeated vomiting or prolonged nausea needs to be checked out.
- **Altered behaviour:** If your child exhibits strange or uncharacteristic behaviour or if his personality alters. Problems with reading/writing.
- **Drowsiness:** If your child appears drowsy or is difficult to wake or has difficulty staying awake. Excessive drowsiness is often the first indication that further problems may arise.

#### RED FLAG SYMPTOMS – if present, phone 999 for immediate care

- Thin blood stained fluid coming from the ears or nose
- Weakness, numbness or decreases in coordination/balance
- Slurred speech, difficulty speaking or understanding
- Increased confusion, restlessness or agitation
- Loss of consciousness
- Convulsions (fits)

Paracetamol can be given after a head injury as long as the casualty is not vomiting.

Do not leave your son/daughter alone for the first 48 hours.

Important: if you are in any doubt about your child's health or are worried, seek medical advice without delay.

For a few days you may notice that your son/daughter is:

- more tired than usual
- feels miserable
- has a headache
- has a reduced tolerance of loud noise and bright lights.

To aid recovery:

- rest as much as possible for 24 hours, mentally and physically
- take no physical exercise for 24 hours
- discourage watching TV, reading and screen time
- avoid stressful situations

It is important that the School is informed of any changes in your son/daughter's condition.