

A7: FIRST AID (also applies to International Study Centre & EYFS)

Review Date January 2026

Document Quality Control

Version:	Author:	Date:	Reviewed by:	Date:
January 2025	Moira Simpson	07.01. 2025	Mr. R Baum	Pending

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Document Version:	Reason for Review:	Reviewer	Date:	Checked and approved by:	Date approved:
May 2022	Add Head of Boarding Faculty p2. First Aid list updated Appendix A. NMS Part E 9.4 added.	Moira Simpson	27.05.2023	Mr M Hartland	27.05.2022
April 2023	Annual Review, Lyncroft removed	M Simpson	24.04.2023	Mr M Hartland	27.04.2023
Sept. 2023	First Aider list updated	M Simpson	15.09.2023	Mr M Hartland	15.9.2023
Sept 2024	Director's signature added, First Aid List updated	M Simpson	1.02.2024	Mr R Baum	9.09.2024
Jan 2025	Appendix first aid list updated	M Simpson	07.01.2025	Mr R Baum	Pending

1. First Aid Policy

The first aid procedure at Chase Grammar School is in operation to ensure that every student, member of staff and visitors will receive timely and competent administration of first aid and will be looked after in the event of an accident.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the policy is therefore:

- a) To provide timely and effective, safe first aid cover for pupils, staff and visitors;
- b) To ensure that staff and pupils are aware of the systems in place.

This policy should be read in conjunction with **B5 Medical Policy**

The school will ensure that:

- a) First aid cover is available throughout the working hours of the school week and, as we are a boarding school, at any time when boarders are in residence.
- b) All staff are made aware of the first aid procedures in school.
- c) The policy is reviewed by the Health and Safety Officer
- d) Staff are aware of students with specific medical conditions. This information is provided by parents, entered on the school database on admission, and the Vice Principal is responsible for ensuring appropriate dissemination and booking training where appropriate (e.g. identifying students with allergies by photograph in the school kitchen, training in Adrenaline Auto-injector use etc.)
- e) A confidential list of specific medical conditions will be updated regularly.

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The Vice Principal will ensure:

- a) That the qualifications and insurance for all first aiders are always up to date;
- b) That the school has up to date medical consent forms;
- c) That the school is adequately stocked for the provision of first aid;
- d) The Matron check the first aid boxes regularly on a termly basis and are adequately stocked and always to hand;
- e) That any student who is sent to hospital by ambulance is either:
 - a. accompanied in the ambulance at the request of paramedics.
 - b. followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - c. where possible met at hospital by a relative/guardian.
- f) The Head of Boarding has this responsibility out of hours.

Recording

A record will be kept of each student attended to, the nature of the injury or illness and any treatment given, which will be transferred into the student's records. In the case of an accident, the accident book must be completed by the first aider. For boarders, a record is made in the House Log Book.

Hygiene

Maintenance staff will be contacted to clean any contaminated areas, and will be provided appropriate equipment to do so. In boarding houses, the member of Boarding staff on duty will clean contaminated areas. Any infected areas will be cleaned using gloves, and any dirty dressings etc. put in a yellow bag for contamination/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

First Aiders List

A list of current first aiders will be available in the reception & Boarding Houses. (See Appendix A.)

Guidance for Staff

1. If there is a medical incident in a lesson:

Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.

Send for help to Reception as soon as possible either by a person or phone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.

Reassure, but never treat, a casualty unless staff are in possession of a valid first aid certificate. Such staff can obviously start emergency first aid until further medical assistance arrives at the scene.

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Office staff will:

- a) Telephone a first aider and provide them with the location of the casualty and a brief outline of the circumstances of the injury.
- b) Support the first aider in calling for an ambulance or contacting relatives in an emergency.
- c) Ensure that parents are notified of any first aid treatment. In the case of day students, where possible parents should be encouraged to collect their child to take them home if the illness or injury prevents them from returning to school. Boarders will be cared for within the boarding area if injury or illness permits. Parents or Guardians should be encouraged to collect boarding pupils where injury or illness prevents them from returning to school within the near future.

2. Accident procedures

The School's Accident Procedure falls in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and "A Guide to RIDDOR '95" (HSE Legislation Series Publication L73-ISBN 07176 2431 5). The first aider is responsible for reporting accidents to the Health and Safety Officer who will take appropriate RIDDOR action.

Every pupil, member of staff or visitor will be well looked after in the event of an accident, no matter how minor or major.

In the case of minor accidents, the casualty should make their way to the Reception where first aid will be administered in the safest possible way, followed by the discharge of the casualty.

All accidents and incidents are recorded. The accident book is located in Reception.

3. First Aid Facilities

HR maintains a list of staff with first aid qualifications. The list is displayed in Reception & Boarding Houses. First aid boxes are provided throughout the school and locations are as follows: -

Medical Centre, medical room	Art room
Lee House, boarding office	School Reception
Tylecote House, boarding office	Staff Room
Parton House, boarding office (when operational)	Main office (school administration)
Chase Grammar Prep School, corridor	Maintenance workshop
Main kitchen	Laundry room
Sports Hall (plus 3 match kits)	Science Lab
Music block	Minibuses
Far North	

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Emergency boxes for asthma are located in Main Reception and Prep. The Matrons are responsible for checking every term. The emergency box for anaphylaxis is located in the Main Reception. It will contain named Adrenaline Auto-injectors for those students who suffer with anaphylaxis. The student and their family are responsible for ensuring that their emergency auto-injector is in date, and replacing expired auto-injectors.

4. Paediatric First Aid (Early Years)

Annex A of Statutory framework for the Early Years Foundation Stage (DfE, December 2023) should be consulted for information concerning criteria for effective PFA training.

5. Overnight Emergency Incident contingency arrangements – see Crisis Management Policy. (NMS Standard 9 Safety of Boarders 9.4)

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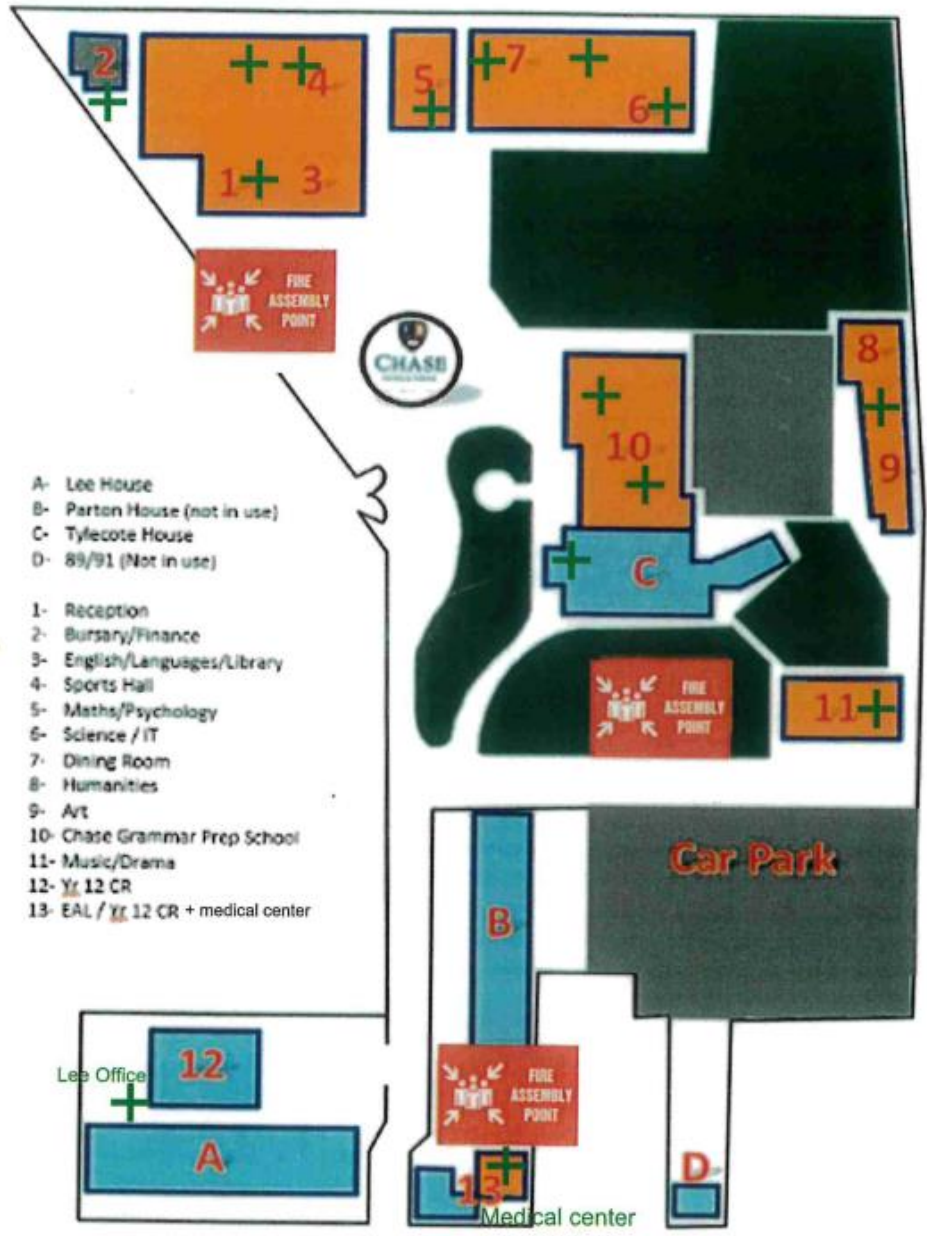
Appendix A: List of First Aiders at Chase Grammar School

NAME	TRAINING DATE	TRAINING EXPIRY
Alex Norris	04/2022	04/2025
Janet Young	04/2022	04/2025
Joanna Kelley	04/2022	04/2025
Julie Goodwin	04/2022	04/2025
Helen Evans	04/2022	04/2025
Jodie Icke	04/2022	04/2025
Suzanne Swainston	01/2023	01/2026
Lorraine Byrne	01/2023	01/2026
Nathan Chambers	01/2023	01/2026
Zoe Darlington	01/2023	01/2026
Helen Baillie	01/2023	01/2026
Hosanna Varley	01/2023	01/2026
Maria Armstrong	01/2023	01/2026
Paul Salt	01/2024	01/2027
Rhiannon Farrell	01/2024	01/2027
James Sutton	01/2024	01/2027
Laura Buxton	01/2024	01/2027
Kevin Edwards	01/2024	01/2027
Maggie Bradbury	01/2024	01/2027
Alan Sindrey	01/2024	01/2027
Jodie Icke	01/2024	01/2027
Laura Smith	01/2024	01/2027
Stephanie Norton	01/2025	01/2028
Grant Russell	01/2025	01/2028
Jack Simpson	01/2025	01/2028
Paul Williams	01/2025	01/2028
Andy Pugh	01/2025	01/2028
Georgie Marlowe	01/2025	01/2028
Matthew Copson	01/2025	01/2028
Katrina Zoefitig	01/2025	01/2028
Caroline Bickley	01/2025	01/2028
Mike Debenham	01/2025	01/2028

*one member of staff trained in paediatric first aid is always on site when EYFS pupils are present and is always present on any trips or visits involving EYFS pupils

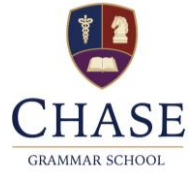
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Figure 1: Location of First Aid boxes on site




+ First aid boxes

Also 1 in the garage, Laundry and all the buses



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Authorised by Richard Baum, Executive Director, Achieve Education and Advisory Board Member

Signature:  Date: 07.01.2025