

First Aid and Medical Policy

Responsible person: Tim Pragnell & Lucy Wright

Last review date: 5th September 2022

New review date: 4th September 2023

“Burlington House School” refers to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

STANDARD 3

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1. First Aiders

Current First Aiders are:

| Name of member of staff | Qualification Provider | Defibrillator | Training to be updated |
|-------------------------|---|---------------|--|
| Stuart Bridge | Aid Training First Aid at Work | Yes | 18 August 2026 |
| Melody Carter | St John's Ambulance First Aid at Work | Yes | 11 January 2025 |
| Adam Ford | ITC Level 3 Award in Outdoor First Aid ITC Level 3 Award in Emergency First Aid at Work | Yes | 12 January 2025 |
| Michela Rotella | St John's Ambulance First Aid at Work MHFA Mental Health First Aider | | 22 September 2023 08 October 2024 |
| Jack Roche-Winson | St John's Ambulance First Aid at Work | Yes | 21 July 2023 |
| Alba Perona | St John's Ambulance First Aid at Work | Yes | 08 March 2025 |
| Tim Pragnell | St John's Ambulance First Aid at Work MHFA Mental Health First Aider/Champion | Yes | 09 December 2024 30 November 2025 |
| Sharlee Kelly | St John Ambulance Emergency First Aid at Work | Yes` | 11 September 2025 |
| Jo Maile | Frontline Training Emergency First Aid at Work | | 06 July 2023 |
| Luke Harris | ITC First L3 Emergency First Aid at Work | Yes | 26 August 2024 |

| | | | |
|--------------------------|---|-----|-------------------|
| | L3 Outdoor First Aid | | |
| Julia Russell | Aid Training Emergency First Aid at Work Requalification | | 08 September 2025 |
| Lucy Wright | St John's Ambulance First Aid at Work | | 19 October 2024 |
| Steve Proctor | St John's Ambulance First Aid at Work | | 18 August 2023 |
| Barbara Shaw | St John's Ambulance First Aid at Work | | 18 August 2023 |
| Andrea Rutherford | St John's Ambulance First Aid at Work | Yes | 07 December 2025 |
| Cassandra O'Reilly | St John Ambulance Emergency First Aid at Work | | 06 December 2023 |
| Sarah Jarvis-Campbell | St John Ambulance Emergency First Aid at Work | | 24 October 2024 |
| Chris Bywater | St John Ambulance First Aid at work | Yes | 20 April 2025 |
| Mohammad Dahlan | St John Ambulance Emergency First Aid at Work | | 02 February 2026 |
| Colwin Bristol | St John Ambulance Schools First Aid | | 01 September 2025 |
| Alex Martin | St John Ambulance Schools First Aid | | 01 September 2025 |
| Callum Bloor | St John Ambulance Schools First Aid | | 01 September 2025 |
| Steve Proctor | St John Ambulance First Aid at work | | 18 August 2023 |
| Dionne Bridgeman | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Rose Aaliyah Norris | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Ricki Finch | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Brian Dardis | Frontline Training | Yes | 07 July 2025 |

| | Emergency First Aid at Work | | |
|----------------|--|-----|--------------|
| Tom Douris | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Joel Burton | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Emma Kennedy | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Nathan Horder | Frontline Training Emergency First Aid at Work | Yes | 07 July 2025 |
| Frances Burch | Frontline Training Epilepsy and Allergy Refresher | | 05 July 2023 |
| Solvène Tiffou | Frontline Training Epilepsy and Allergy Refresher | | 05 July 2023 |

First Aid qualification certificates are displayed in the Medical Rooms.

2. First Aiders' responsibilities

- Be aware of the location of all First Aiders and First Aid Boxes.
- Ensure the first aid box they are responsible for is kept fully stocked at all times.
- Give immediate medical help to all casualties with common illnesses or injuries.
- When necessary, ensure that an ambulance or other professional medical help is called, in accordance with this policy.
- Ensure an adult witness is present when tending to a very ill patient or when tending to intimate areas.
- Take precautions to avoid infection and follow basic hygiene procedures.
- Record and report all instances when first aid is given using the [First Aid Central Record](#).

3. Practical arrangements

The Moat School does not have a designated School Nurse but there will be at least two members of staff who hold HSE approved First Aid qualifications on site at all times. Notices stating 'Where to find your nearest First Aider' are distributed around the school.

Reception is the first point of call for all first aid enquiries, injuries or illness. The Medical Room is located next to Reception.

Parents/Carers will be asked to supply/update medical information for their child once a year. This will be done using the school's Medical Information Form.

All staff will be informed of a student's medical needs where it is relevant to their day-to-day care and education, and of any changes to their needs as and when they might arise.

4. First aid boxes

Locations:

- Reception - two boxes, one for general use and one to be taken on school trips
- Science 1
- Science 2
- Science 3
- Food Technology Room
- Design Technology Room
- SENCo office
- Main kitchen
- Art room
- PE- two boxes, one for general use and one to be taken on PE trips
- OT Room
- SaLT Room
- Sixth Form (2 boxes)

Minimum contents of each box:

- A leaflet giving general first aid advice
- 20 sterile adhesive dressings
- 2 sterile eye pads
- 1 small bottle of sterile eye wash
- 4 triangular bandages
- 6 safety pins
- 6 sterile unmedicated wound dressings
- 5 pairs of disposable gloves
- Box of tissues
- 10 sterile antiseptic wipes
- 4 sterile finger dressings
- 2 sterile burn gel packs
- 1 roll of microporous adhesive tape
- 1 pair of scissors
- 2 emergency survival blankets
- 2 resuscitation face shields

First aider responsible for ensuring each box is fully stocked:

| Location of first aid box | First aider responsible |
|---------------------------|-------------------------|
|---------------------------|-------------------------|

| | |
|-----------------------------------|--|
| Reception (general) | Lucy Wright |
| Reception (trips) | Lucy Wright |
| Science 1 | Alba Perona |
| Science 2 | Alba Perona |
| Science 3 | Alba Perona |
| Food Tech | Melody Carter |
| Design Tech | Melody Carter |
| SENCo office | Melody Carter |
| Main kitchen | Melody Carter |
| Art room | Melody Carter |
| PE (general) | PE/Jack Roche-Winson & Michela Rotella |
| PE (trips) | PE/Jack Roche-Winson & Michela Rotella |
| OT room | Adam Ford |
| SalT room | Adam Ford |
| Sixth Form (2 boxes) medical room | Steve Proctor |

5. Medical Room

The medical room is in reception at both the Bishop's Avenue and Beavor Lane sites. Both are supervised by the Receptionist and they are quiet places that unwell students can rest in. They each contain stocks of first aid equipment, medicines required by students in school, copies of First Aid qualifications certificates and a defibrillator.

6. Unwell students

If a student is feeling unwell, they should go to Reception. The member of staff in charge must send an email to reception so that the student is expected. If the injured/ill party cannot safely go to Reception, Reception should be called and a First Aider will be dispatched to their location immediately.

The responding first aider will make a judgement as to whether the ill student can stay in school and return to lessons, should go home or needs to go to hospital.

If invasive or intimate treatment is needed, this will only take place under exceptional circumstances at the discretion of the Principal or a Deputy Headteacher and will be witnessed by one of them.

For all students who arrive at or are sent to Reception feeling unwell, a record must be made in the First Aid Central Record.

7. Sending unwell students home

If a student is visibly unwell and suffering to the point that they are unable to work, the First Aider must obtain authorisation from the Principal or a Deputy Headteacher (Bishop's Avenue) or the Head of Sixth Form (Beavor Lane) and contact the parent/carers for them to come and collect the student. Advice may be given by the First Aider at this point as to further treatment required, such as a visit to the GP. A student may only make their own way home if they are only mildly unwell and the First Aider has verbal consent from their parent/carers.

For all students who are sent home feeling unwell, a record must be made in the First Aid Central Record.

8. Sending unwell students to hospital

If a student needs medical treatment beyond that which the school can administer, the responding First Aider must:

- Arrange for the student to go to hospital. This could be by immediate collection by parents/carers or a First Aider taking the student to hospital in a taxi while Reception contacts the parents/carers.
- Inform the Principal and/or Deputy Headteachers.
- The non-urgent advice line, 111, can also be contacted.

9. Emergency medical treatment

If a student needs urgent medical treatment, the responding First Aider must:

- Dial 999. The call must not be made by anyone other than the First Aider who is with the casualty.
- Inform the Principal and/or Deputy Headteachers.
- Ensure a colleague is ready to meet the ambulance and guide the paramedics to the casualty.
- Accompany the student in the ambulance and wait with them at the hospital until their parents/carers arrive.

When calling the emergency services, you are not calling for an ambulance but alerting the emergency services to your incident. They will decide on the response. This can range from verbal advice over the telephone to emergency evacuation by an air ambulance. Calling 999 should not be

delayed. If you are unsure, call 999 and the operator will guide you. When you call, you will need to provide the following information:

- the number of the phone you are calling from
- the address of the location you are calling from
- the name and age of the casualty
- a description of the casualty's symptoms/illness/injury and how it developed/was sustained
- any medical history of the casualty if known

Examples when an ambulance would be called include:

- chest pain
- difficulty breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting
- concussion
- drowning or suffocation
- severe allergic reactions
- suspected broken bones
- severe mental health incidents such as psychosis

For all students who are taken to or sent to hospital, or for whom 999 is called, a record must be made in the First Aid Central Record.

10. Accidents

All accidents must be recorded on the Accident Form by the end of the day by the person/s who initially witnessed/ and/or dealt with the incident. The responding First Aider must call home.

All head bumps or injuries must also be reported by the end of the day on the Accident Form and a Head Injury Letter sent home with the student/emailed to the parents.

11. Dealing with spillages of bodily fluids

Bodily fluids include vomit, blood, faeces, saliva, nasal discharges and eye discharges.

All bodily fluids should be cleaned up immediately by the school cleaner or the caretaker, who should be asked to attend via Reception. Cleaning should be undertaken with paper towels, not a mop, and a cleaning fluid should be used that combines a disinfectant and a detergent. Contaminated cleaning materials, including any PPE, should then be securely contained in a sealed disposal bag and disposed of in one of the school's external bins.

12. Medicines at school

At Burlington House School, no medicines of any kind (prescription and non-prescription) are ever administered without the direct consent of parents.

Any student who needs to have medicine administered on a regular basis, takes medicine on their own on a regular basis, or has a medical condition which must be taken into account as part of the care and education they receive at school, must have a Healthcare Plan. This plan will outline the student's needs and the level of support required in school. It will be reviewed annually or sooner if the medical condition/medication changes. Every student that has a Healthcare Plan must have a separate and individual risk assessment for school trips and visits.

If a student needs to have medicine administered at school, parental consent must be sought and the agreement of the school obtained before any medication can be administered. The form Request for the School to Administer Medication must be completed. Medicines will be securely stored in the Medical Room. All medicines taken by a child must be recorded on the First Aid Central Record.

Students may carry and administer their own medication if the parent has completed a Request to Self-Administer Medication form. In this case, medicines may be securely stored in the Medical Room and a First Aider will supervise the self-administration. All medicines taken by a child must be recorded on the First Aid Central Record.

If a student refuses to take medicine, they will not be forced to do so. It must be noted on the First Aid Central Record and parents informed the same day. If refusal to take medicines results in a medical emergency, the school's emergency procedures as outlined in this policy must be followed.

All student medicines stored at school must be clearly labelled with the student's name, prescribed dosage, frequency of administration, any special storage arrangements and the expiry date of the medication.

13. Defibrillators

There are defibrillators available for use in the reception areas of both the Bishop's Avenue and Beavor Lane sites. They are Phillips HS1 models and are leased from the British Red Cross via Heartsine. All instructions are relayed audibly by the defibrillators and there is no need for users to have undertaken any training in order to operate them.

14. COVID-19

Depending on what stage of precaution/alert the country is at to combat the spread of COVID-19, the following measures may be put in place at school:

- All pupils upon arrival at school enter through the pupil entrance.
- Upon arrival the pupils may be met by one of the SLT who will take the pupil's temperature with an infrared thermometer. A pupil who has a temperature (in excess of 37.8) or any other visible symptoms of the virus will not be allowed in the building and their parents/guardians will be contacted straight away to pick them up.

- Upon arrival, every pupil will be instructed to wash their hands in the boys'/ girls' toilets next to the student entrance.
- Upon arrival, students may be required to undertake a supervised Lateral Flow Test.
- After pupils have washed their hands they may have to go straight to their form room.
- Face coverings may need to be worn in enclosed and crowded spaces where individuals may come into contact with people they do not normally meet. This includes public transport and dedicated transport to school. Students and staff should make decisions about wearing a face covering in school using their own discretion.
- Students may have to remain in bubbles for the whole day; they will take breaks together, do hand washing together, go to lunch together, be dismissed together. Bubble 1: years 5, 6, 7; bubble 2: years 8 and 9; bubble 3: years 10 and 11. Each bubble has a separate, designated area to spend breaks and lunchtimes in. The sixth form will operate as a single bubble.
- If bubbles are in use, there will be two lunch sittings at the Bishop's Avenue site: groups 1 + 2 will go to the 12.00 sitting, groups 3 + 4 will go to the 13.00 sitting. Group 1 is made up of bubbles 1 and 2 and staff, group 2 is made up of bubble 3 and staff. Each group has staggered entrance times to the dining area.
- At the end of the day, pupils may be taken through the student entrance by their teachers and dismissed from their group/bubble by their teachers.
- There is PPE (disposable gloves/aprons/masks/visors) available for every member of staff in the medical room if they choose to wear it.
- There is hand gel available in every classroom and office.
- The OT, art, science, DT, food and photography rooms have additional sanitizing spray and paper towels, and disposable gloves for pupils when equipment needs to be shared.
- There are automatic hand gel dispensers all around the school building.
- There may be a cleaner in the school building all day, every day to clean toilets/ bathrooms/door handles/work surfaces and other frequently touched surfaces regularly during the day.
- Visitors to the school may not be permitted to go any further than the school reception signing-in area and may be required to undertake a Lateral Flow Test.
- Parents/guardians/adults dropping off and picking up pupils will not be allowed to enter the school site.
- Staff will be asked to regularly remind their pupils to wash their hands (start and end of breaks/ start and end of lunch times).
- When a pupil or member of staff displays any COVID-19 symptoms during the day they will be assessed by Ms De La Cruz straight away.
- Staff and pupils must adhere to social distancing rules at all times.
- If emergency medical assistance is required from a first aider, such as CPR, rescue breaths on the casualty should be avoided but chest compressions should be applied.