



## **First Aid and Medical Policy**

**Responsible person:** Tim Pragnell

**Review Cycle:** Annual

**Last review date:** March 2023

**New review date:** September 2024

**In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.**

Burlington House School is owned and operated by **Cavendish Education**.

### **General Introduction:**

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that 'all children can achieve'.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- **Marsh Commercial (insurance)**

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

The policy also follows and/or refers to the DfE guidance [First aid in schools \(Feb 2022\)](#), [Health and Safety: responsibilities and duties for schools \(April 2022\)](#),

### **STANDARD 3**

#### **Contents:**

1. First Aiders
2. First Aiders' responsibilities
3. Practical arrangements
4. First aid boxes
5. Medical room
6. Unwell students
7. Sending unwell students home
8. Sending unwell students to hospital
9. Emergency medical treatment
10. Accidents
11. Dealing with spillages of bodily fluids
12. Medicines at School
13. Defibrillator
14. COVID-19

#### **Appendices:**

1. Obtaining medical information about pupils
2. First Aid Central Record
3. Accident Form
4. Head Injury Letter

5. Planning for pupils with healthcare requirements
6. Request for the School to Administer Medication
7. Request to Self-Administer Medication

**1. First Aiders: AT least one will be on any school site when pupils are present.**

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		19 September 2026  08 October 2024
Jack Roche-Winson	Frontline Training Emergency First Aid at Work	Yes	03 July 2024
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
Jo Maile	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Luke Harris	ITC First L3 Emergency First Aid at Work L3 Outdoor First Aid	Yes	26 August 2024
Julia Russell	First Aid Training		08 September 2025

	Emergency First Aid at Work Requalification		
Lucy Wright	St John's Ambulance First Aid at Work		19 October 2024
Steve Proctor	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Barbara Shaw	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Andrea Rutherford	St John's Ambulance First Aid at Work	Yes	07 December 2025
Mohammad Dahlan	St John Ambulance Emergency First Aid at Work		02 February 2026
Romilly Wyatt	St John's Ambulance First Aid at Work		27 October 2025
Nicola Lovell	St John's Ambulance Schools First Aid		01 September 2024
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
Robert Taylor	St John Ambulance Schools First Aid		01 September 2024
Olivia Cowley	St John Ambulance Schools First Aid		01 September 2025
Lauren Leyva	St John Ambulance Schools First Aid		01 September 2025
Nancy Mills	St John Ambulance Schools First Aid		01 September 2025
Rosie Butcher	Aid Training Basic Life Support (Ad & Paed)		01 May 2025
Olivia Lake	First Aid for Life Emergency First Aid at Work		01 December 2025
Dionne Bridgeman	Frontline Training Emergency First Aid at Work & Forestry First Aid	Yes	03 July 2025
Rose Aaliyah Norris	Frontline Training	Yes	03 July 2025

	Emergency First Aid at Work & Forestry First Aid		
Ricki Finch	Frontline Training Emergency First Aid at Work & Forestry First Aid	Yes	03 July 2025
Brian Dardis	Frontline Training Emergency First Aid at Work & Forestry First Aid	Yes	03 July 2025
Joel Burton	Frontline Training Emergency First Aid at Work & Forestry First Aid	Yes	03 July 2024
Emma Kennedy	Frontline Training Emergency First Aid at Work	Yes	03 July 2025
Nathan Horder	Frontline Training Emergency First Aid at Work & Forestry First Aid	Yes	03 July 2025
Solvene Tiffou	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Lauren Murphy Squires	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Adrian Blake	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Matthew Potger	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Jessica Schofield	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Karima Belkacemi	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Alexander Campbell	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Ewan Dennis	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Monika Kalamon	Frontline Training	Yes	03 July 2026

	Emergency First Aid at Work		
Freddie Mpanga	Frontline Training Emergency First Aid at Work	Yes	03 July 2026
Angela Moreno Morales	Frontline Training Emergency First Aid at Work	Yes	03 July 2026

Up to date certificates are stored digitally on staff share.

Physical copies are kept by Designated safeguarding leads and kept in reception.

## **2. First Aiders' responsibilities**

- Be aware of the location of all First Aiders and First Aid Kits.
- Ensure the first aid kits are 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**

Burlington House School does not have a designated School Nurse but there are least two members of staff on each site 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 online Medical Information Form via eportal which automatically updates Schoolbase, the school's main database.

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. Staff will also be trained to access all up to date medical needs and requirements using Schoolbase.

## **4. First aid kit locations and contents**

First aid kits will be kept in the medical room and collected when needed. Exceptions are rooms for subjects where injuries are more likely to occur and/or may need more immediate

attention. When specific lessons such as science and PE practicals occur, a member of staff will collect a first aid kit prior to the lesson and return it when the lesson is finished.

Prep Site	Senior Site	Sixth Form
<ul style="list-style-type: none"> <li>• Medical room</li> <li>• Reception area</li> <li>• Art room</li> <li>• Kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Medical room</li> <li>• Food tech</li> <li>• DT</li> <li>• OT</li> <li>• Kitchen (Harrisons responsible)</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Room</li> <li>• Jo's Office (for Trips)</li> <li>• Kitchen (Harrisons responsible)</li> <li>• Staff Hub (1st Floor)</li> <li>• 2nd Floor Reception Area</li> </ul>

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:

## 5. Medical Room

**Prep Site:** The medical room is just off the reception area and is supervised by the receptionist. It is a quiet space where unwell students can rest. It contains supplies of first aid equipment, medicines required by pupils in school and a defibrillator. A list of first aid and defibrillator trained members of staff is displayed.

**Senior Site:** The medical room is in reception and is supervised by the receptionist. It is a quiet space where unwell students can rest. It contains supplies of first aid equipment, medicines required by pupils in school and a defibrillator. A list of first aid and defibrillator trained members of staff is displayed.

**Sixth Form:** The medical room is on the ground floor near reception and is supervised by the receptionist. It is a quiet space where unwell students can rest. It contains supplies of first aid

equipment, medicines required by pupils in school and a defibrillator. A list of first aid and defibrillator trained members of staff is displayed.

## **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 first aid trained member of SLT and will be witnessed by one of them.

A record must be made in the First Aid Central Record for any pupils sent to reception due to injury or illness.

## **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) or the Head of the Prep School (Fulham High Street) and contact the parent/carer 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/carer.

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 Headteacher and/or Deputy Headteachers or member of SLT.
- 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 be made by the first aider with the student or by a member of staff being instructed by the first aider with the student.
- Inform the Head and/or Deputy Headteachers who will inform the Principal
- 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 parent(s)/carer(s) 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. A RIDDOR form will be completed if incidents, accidents and injuries meet threshold.

## **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 which parents complete via e-Portal and is stored on Schoolbase. 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. Daily medication are stored in one locked cabinet, as and when medications such as a pupil's own paracetamol are in a separate cabinet and emergency medications are categorised into year groups so they are easily accessible for occasions such as lessons and trips happening away from the school premises.

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 or medical areas of both the Fulham High Street, 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**

Please refer to the separate Burlington House Covid - 19 Policy