



SUPPORTING THOSE WITH MEDICAL NEEDS, FIRST AID AND MEDICINES POLICY

Last review:	June 2026
Next review:	June 2027
Prepared by:	Robert Draper, Health & Safety Officer Natasha Malby, Bursar Hayley Bouyi, Matron
Approved by:	H&S Committee

The Government has placed a range of Statutory Duties on schools aimed at supporting pupils with medical conditions (including allergies). Schools are required to have a range of policies in place that describe how they will meet these Duties.

This policy outlines the responses and responsibilities required for the day to day running of the school and aims to ensure that adequate and suitable equipment, facilities and procedures are in place to provide timely and appropriate support to pupils

Medical conditions and their impact on pupils

Many medical conditions can impact on pupils and their access to learning. A medical condition falls within the scope of the statutory duties if the school needs to put arrangements in place to support pupils with their condition.

Some medical conditions will have no effect on a pupils' participation in the life of the school and will not require any additional arrangements. Similarly, short-term illnesses (not linked to a medical condition) will have a limited impact and are unlikely to require additional arrangements.

Some medical conditions will be long-term. Some will be fluctuating, with irregular or unpredictable onset. Many will be "invisible", without immediately obvious signs or symptoms. The same medical condition can have very different impacts on different pupils.

The school should not wait for a formal diagnosis of a medical condition before providing support. The absence of visible symptoms in the school setting does not mean that a condition is not present or its management in or by the school is not having an impact. Whenever it is clear that a pupil has medical needs which impact on their life in the school (including their learning), arrangements should be put in place to support them, ensure they can engage effectively in education and be fully included in the life of the school.

Pupils with medical conditions (including allergies) are vulnerable to a number of risks which need to be managed and mitigated. Ensuring these do not become barriers to accessing and being included in education is essential to pupils' wellbeing and attainment and a key priority for the Government.

Past Medical History, Care Planning and Consent

The schools' application process includes a request for details of any known medical conditions or allergies and current IHPs (if available) and prescribed/non prescribed medication. Consent forms for first aid, administration of prescribed and non-prescribed medications are signed and retained. If a pupil is already on roll staff will work with the pupil and carers to put in place the appropriate measures that will allow the pupil to thrive.

The confidentiality and rights of pupils as patients are appropriately respected by the school. This includes the right of a pupil deemed to be competent to give or withhold consent for their own treatment. The Doctor, Dentist or Matron proposing treatment will judge whether or not a pupil understands the nature of the treatment, as well as the consequences of refusal, and whether they can thus be deemed competent. Parents of any pupil under 16 years will be **informed if their** child refuses any medical or dental treatment suggested by the school medical officer or Matron.

Risk to health and life

Poor management of medical conditions can pose risks – potentially to life itself. One area where this is possible is in the case of anaphylaxis: pupils with no

previous history of a reaction can have a severe reaction for the first time in school.

Risk to learning

It is known that pupils with medical conditions have poorer school attendance than their peers, whether as a result of the condition itself or absence due to medical appointments. This brings the risk of lost learning or additional pressure through the need to catch up. However, pressure to attend school when the pupil is not well enough can also pose risks to their health and wellbeing.

Risk to wellbeing

Pupils with medical conditions often report feeling different to their peers. They can often feel isolated – or exposed to bullying. There are risks to the pupils' mental wellbeing, for example if they are coming to terms with a new diagnosis or as they get older and begin to appreciate its implications for their identity and life. Serious incidents (or the risk of them) will clearly affect the wellbeing of the individual and their family, often causing considerable anxiety. Equally, we cannot overlook the emotional impact an incident will have on those around them – whether staff or other pupils.

Storage and Administration of Prescribed Medicines (Controlled Drugs)

The school has a duty to keep accurate records of any medication kept on site. Controlled drugs (CDs) are medications that have been prescribed by a medical professional for the use of a named individual and which, under the Misuse of Drugs Regulations (2012), must be locked away appropriately and strictly monitored and recorded in a dedicated book as it is used. The prescription will determine dosage, frequency and method of administration.

Controlled Drugs should be brought to Matron by the parent/guardian rather than by the pupil, unless otherwise agreed. The receipt of Controlled Drugs is recorded and checked in by Matron and another member of staff. These are then kept in a lockable cupboard within The Surgery. Staff administering these medicines sign a dedicated Medical Administration Record (MAR) to witness the date, time and dosage of medicine and also that the pupil has taken the medicine. It is also entered into the controlled drug record book and again signed for as dispensed or received. The Controlled Medication book is additionally signed by the pupil as second witness/signatory.

The administration and storage of Controlled Drugs is closely monitored by a member of SLT.

Matron is responsible for writing up the pupil's medicine charts for all prescribed medication (including controlled drugs and supplements, such as vitamins). Matron is also responsible for getting repeat prescriptions as necessary for the boarders, receiving medication from parents/guardians and ensuring they are safely and appropriately stored. All medicines received from either parents or from pharmacy or hospital will only be dispensed if they comply with the following:

- Medication is in the original container in which it was dispensed.
- The original dispensing label must be intact and all necessary instructions clearly visible.
- The name of the individual for whom the medication was prescribed is clearly displayed on the label
- The dosage and frequency of the medication is clearly displayed on the label

- The route of administration is clearly displayed on the label
- The expiry date is clearly displayed on the label

Where pupils have medical conditions, part of the role of the school is to help them learn how to manage their medical condition and how to take responsibility for doing so themselves. However, it will not always be appropriate for the pupil to manage their own medical condition unaided, for example because of their age, confidence, learning difficulty, the fluctuating nature of a condition, its' complexity or risk.

We do not allow pupils to administer their own medication, unless it is with the written authority of the parents, the agreement of the Headteacher and a Risk Assessment has been undertaken. All prescribed medication is locked in the appropriate cupboard or kept in the small fridge in the locked Surgery.

Only staff identified in the front of the medicine log may administer medication. These staff have been trained in the safe storage and administration of medication. All staff that are trained to give medication are expected to check that they are giving:

- At the right time
- The right drug
- At the right dose
- To the right person
- By the right route

They then sign to acknowledge that this has been done. The pupil additionally signs as second signatory. This is dependent upon the type of medication being given, if the staff member is still in induction or occasionally as a random check by Matron or a senior member of staff.

The times and dosage of prescribed drugs are written against the pupil's name on the drug log and it is initialed each time it is administered. If the pupil is not present or they refuse the medication, this is indicated in the medicine log. All prescribed and regular medication to be given will be dispensed from the meds box by Matron. There is to be no deviation from the prescription without medical and/or parental advice. Should a pupil refuse to take his prescribed medication then Matron will inform the parents.

If a pupil has been prescribed an Adrenalin Auto Injector (an Epi Pen or Jext Pen), a pre-loaded device containing a measured amount of adrenalin, this will be kept with the pupil (preferably if sufficiently responsible, personally).

Pupils with Asthma need to have immediate access to their reliever inhaler when they need it, and should be encouraged to carry it in their bag/pocket. If needed a spare prescribed inhaler can be kept in The Surgery.

Storage and Administration of Over the Counter (OTC) Medicines (also known as homely remedies/non-prescription medication)

Only staff identified in the front of the medicine log may administer medication. The range of over-the-counter medication available is decided by Matron with guidance. The dosage, timings and type of medication are governed by the advice given on the packet. OTC medication is recorded in the medicine log. In the case of paracetamol and ibuprofen, the stock record must be entered, expiry date checked and recorded, and initialed after being given out.

Parents/guardians are asked to sign consent for OTC medication (including antihistamines) to be given and to identify if the pupil is allergic to any medication. Prior to giving any OTC medication the pupil is required to acknowledge their name, state that they do not have any allergies and when

they last had a previous dose of medication. The member of staff giving the medication checks in the medicine log to ensure that OTC medication hadn't been given within the recommended time. Matron will check with parents to ensure that no medication has been given at home if it is before 12pm.

OTC medication must only be given from original packaging, e.g. original boxes/bottles with the manufacturer's label and are kept in a locked cupboard to ensure they are not accessible to pupils. Staff who require OTC medication, in an emergency, may request them from Matron or a first aider, but the dose must be written in the stock balance for Ibuprofen or paracetamol.

Both prescribed and OTC medication stocks are checked termly by Matron and checked by a member of SLT.

Disposal of Medicines

All medicines stored in The Surgery will normally be returned to parents at the end of term. On no account will Controlled Drugs be returned to the pupil. Any controlled drugs left at the end of term will be returned to the parent who will sign the Controlled Medication book to acknowledge receipt. Parents are to ensure that they have adequate supplies at home to administer medication over weekends and half term holidays, thus leaving the school stock in situ. Any medication remaining in the house at the end of term will be taken to the local pharmacy for disposal. Sharps boxes are available on prescription for those pupils who need them for the safe disposal of needles. The Matron will arrange for the safe collection of used sharps boxes from the school

Individual Healthcare Plans (IHP)

Individual Healthcare Plans set out what needs to be done to support a specific pupil with a medical condition, how, when and by whom, including in an emergency.

Any pupil whose medical condition will require the school to put supportive arrangements in place should have them detailed in an IHP. They are developed in collaboration with the pupil and their parents/carers, taking account of any advice received from healthcare professionals.

Where serious incidents or "near misses" occur involving a pupil with a medical condition (including allergy), the incident should be recorded. It should be reported to the pupil's parents and the governing body alongside any statutory reporting. Lessons should be learned from any serious incident or "near miss", prompting a review of the relevant policies and arrangements.

Staff Training

The Governing body has approved a policy that ensures that all staff are aware of the schools' policy for pupils with medical conditions and IHPs and that each member of staff understands their role in implementing the policy. The policy sets out arrangements for all staff, including new staff, support staff, supply and cover staff.

Where pupils have specific medical support needs requiring named members of staff to be trained and/or assessed as competent, the medical conditions policy sets out sufficient supply or cover arrangements. pupils should not be prevented from attending and receiving education because of staffing issues. Parents or carers should not be expected to act as substitutes in these circumstances.

Emergency Situations

As part of its general risk management processes, the school has in place arrangements for dealing with emergencies for all activities wherever they take place, including on school trips within the UK. First Aid is the immediate assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified Medical Expert. It may involve improvising with facilities and materials available at the time.

Individual Healthcare Plans clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures, and ensuring access to emergency medication.

Summoning an Ambulance

Anyone can and should, if necessary, phone 999 to summon emergency help:- state clearly the address (Slindon College, Slindon House, Top Road, Slindon, Nr Arundel, West Sussex, BN18 0RH What3Words: apes.enjoy.stamp). You do not need to wait for either Matron or a first aider, but they should also be summoned. Any incident that requires the emergency services to be called will be reported to the Headteacher, as soon as possible. If an ambulance is summoned, a member of staff will need to be dispatched either to the front or the rear of the school to advise on entry. If advised by ambulance staff, a member of school staff should travel with the pupil to hospital.

If not, a member of staff should follow in a car and meet the pupil in the hospital. After such an incident, staff involved will need to write a report indicating what has happened and this will go to the Headteacher or the Deputy Headteacher.

Informing Parents

Matron informs staff of pupils who have attended The Surgery via the Engage Portal. In all cases of a pupil being unwell or injured and needing to go home or to their boarding rooms, parents will be informed by Matron, usually by phone. Should follow-up care be needed, such as dressings or in the case of a head injury, Matron will give specific advice to the parents or the boarding staff. See Appendix 1.

Head Injuries

Head injuries may occur in any area of school life and are not exclusive to contact sports. When a person suffers an impact to the head, it is vital that all members of staff manage the injury in a consistent way regardless of the circumstances. If any member of staff is in any doubt as to whether or not an injury has occurred, or injury suffered, they should exercise caution in the best interests of the individual.

When it is confirmed that a blow to the head has happened, they will always need to be assessed for a head injury, so call for Matron or a first aider. Anyone who has had a blow to the head, however minor, will have head injury instructions issued and in the case of a pupil will have their parents phoned.

Should the blow cause bleeding then pressure must be applied. Any bleeding from nose or ears after a blow to the head is very serious and 999 must be called immediately.

Persons who are considered to have signs and/or symptoms of concussion should always seek medical attention swiftly by reporting to their local Accident and Emergency or NHS Walk In Centre (it is unlikely that a GP will be able to see them promptly enough).

Serious Incidents

A serious incident is any event in which a pupil, member of staff or visitor is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services. A person with a medical condition may be at heightened risk of serious injury.

Mistakes in responding to a medical condition can have very serious consequences which can result in a short- or long-term - deterioration in health, hospitalisation or, in very rare cases, death. For this reason, it is important that the school is actively managing the risks associated with medical conditions and allergy. It is essential that the school is self-reflective, regularly challenging and testing its own arrangements and seeking to improve them wherever possible.

Fractures

Fractures are difficult to establish therefore if in doubt, treat the injury as a suspected fracture to avoid aggravating any injury. Symptoms that may be present include pain/swelling/limited movement/bruising/deformity. A medical condition, such as hypermobility, can disguise fractures.

Basic steps to follow:

- Ensure they are comfortable
- Reassure and try to reduce their movement
- Call for Matron or first aider, or 999 for an ambulance.

Even if you are not a trained first aider prompt action can save the day. Matron, first aiders and the emergency services would rather you were safe than sorry, so...

Near Miss

A “near miss” is an event that did not result in harm but had the clear potential to do so, for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

“Near misses” are as important as actual incidents, since they may highlight weaknesses in the schools’ policies, procedures, training or communication and arrangements which, if not addressed, might have serious consequences in the future.

Investigating incidents: HSE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires the school, as an employer, to report certain accidents, diseases and dangerous occurrences (near misses) arising out of or in connection with work to the HSE. This applies regardless of whether an accident happens to a pupil, member of staff or visitor.

School trips and external visits

The Governing body is clear and unambiguous about the need for proactive support so that pupils with medical conditions can participate in school trips and visits, or in sporting and extracurricular activities, and not be prevented from doing so.

Enrichment Activities

The Governing body is clear that arrangements to support pupils with medical conditions apply at all times when the pupil is in the care of the school. This

includes during Enrichment activities, whether delivered directly by the school or through a third-party provider.

EHCP which specify health provision

Some pupils will have an Education, Health and Care Plan (EHCP). Section G of their EHCP plan describes their health provision at a strategic level and may not contain the practical, supervisory or emergency information required for safe implementation within the school. Where medication, monitoring, environmental adjustments or emergency response arrangements are required, these should be clearly set out in an Individual Healthcare Plan.

If in doubt call out

When you have acted to support someone, it is best to write it down, as a report is likely to be required at some point.

First Aider

Within this policy, the term First Aider applies to any employee with an Emergency First Aid at Work (1 day) or First Aid at Work qualification (3 days).

Slindon College recognises that First Aiders:

- should act always within the guidance given in their training.
- are all expected to administer First Aid treatment to pupils, staff and visitors within the scope of their skills, learning and confidence (see Appendix 3 for a list of First Aiders).
- are expected to recognise the limitations of their roles, to ensure that appropriate medical intervention is sought where necessary.
- are expected to accurately record details of injuries, conditions or incidents that require treatment or any form of first aid intervention in the school's medical log.

A First Aid Needs Assessment (Appendix 2) is carried out to ensure the College has adequate and appropriate equipment, facilities and qualified first aid personnel (allowing for annual leave, absences, time off site) in consideration to the site requirements. The assessment is reviewed annually or after any significant changes by the Bursar and the Appointed Person.

Appendix 1 - NHS Advice - Head injury observation instructions for parents and guardians

Following a head injury, you should keep the young person under adult supervision for the next 24 hours. If any concern arises that he is developing a problem, please seek advice from the Accident and Emergency Department or, if necessary, make arrangements to bring him back to hospital.

The signs that you should look out for are:

- If the young person becomes unusually sleepy or is hard to wake up.
- Headaches all the time, despite painkillers.
- Repeated vomiting.
- Weakness of arms or legs, e.g. unable to hold things.
- Difficulty in seeing, walking, or acts clumsy and uncoordinated.
- Confusion (not knowing where he/she is, getting things muddled up).
- Fluid or blood coming from ear or nose.
- Fits (convulsions or seizures)
- Any other abnormal behaviour.

The young person should be allowed to sleep as normal. Please arrange to observe him/her on a couple of occasions overnight to check:

- Does he appear to be breathing normally?
- Is he sleeping in a normal posture?
- Does he make the expected response when you rouse him gently? (e.g. pulling up sheets, cuddling teddy-bear)

If you cannot satisfy yourself that the young person is sleeping normally, he should be wakened fully to be checked.

**SLINDON COLLEGE
HEAD INJURY NOTE**

_____ had an accident / incident today and sustained an injury to his head.

Date of injury:

Time of injury:

Place of injury:

Brief details:

He has been checked by _____ who is a registered first aider.

Treatment offered:

He returned to his lessons at _____(time) and has shown no ill effects.

We suggest you seek medical advice if at all concerned.

***Please read the NHS head injury and concussion notes**

Signed:_____

Print name:_____

APPENDIX 2 - FIRST AID NEEDS ASSESSMENT

The Governing Body is responsible for ensuring that the College complies with the requirements of health and safety legislation namely The Health and Safety (First-Aid) Regulations 1981 (third edition 2013) in relation to first aid provision. The Governors have delegated the responsibility for management on a day-to-day basis to the Appointed Person. The College has appointed WorkNest as its external H&S Consultants.

This assessment has been carried out to ensure the College has adequate and appropriate equipment, facilities and qualified first aid personnel (allowing for annual leave, absences, time off site) in consideration to the site requirements. The assessment is reviewed annually or after any significant changes by the Bursar and Appointed Person.

Slindon College is a day and boarding school for boys aged 8-18 set in a remote rural location (Ordnance Survey Grid Reference SU 96003 08490) seven miles from the nearest 24 hour A&E at St Richard's Hospital, Spitalfield Lane, Chichester, West Sussex PO19 6SE.

The College has a mix of staff (employees, agency and contractors), pupils, visitors and premises contractors who attend site and may require first aid.

During **term time office hours** 8am-5pm numbers of staff, pupils and visitors can be a maximum of 224.

During **term time out of hours** 5pm-8am numbers of staff, boarding pupils and live in staff can be a maximum of **20**.

During **holiday time office hours** 9am-4pm numbers of staff and visitors can be a maximum of **30**.

During **holiday time out of hours** 4pm-9am numbers of live in staff can be a maximum of **8**.

The College premises can be hired on occasion for weddings and private events. All such lettings are attended by a first aid qualified member of staff.

Schools generally fall into the lower risk category but some areas are deemed medium risk due to the practical subjects that are undertaken and their associated risks.

The main building is set over three floors and there are multiple outbuildings some of which contain locations where higher risk practical subjects are undertaken:

DT Block - including the practical subject locations of DT, Motor Mechanics and Animal Care plus the location of The Farm and the Maintenance Workshop.

Science Block - including the practical subject locations of two Science Classrooms/Laboratories, Science Tech Room, Food Tech Classroom.

Art/English Block - including the practical subject locations of Art and Graphics

Sports Hall

Gym

Prep Department

Swimming Pool Area

Additionally, there are various outdoor facilities used for breaks and practical

subjects including multiple sports fields, sensory garden, a Multi-Use Games Area and woodland containing the mountain bike track and forest school activity area.

Pupils attending the College have additional learning needs such as autism, ADHD and therefore some do have special health needs in relation to controlled drugs or individual health care plans. Pupils generally understand their own needs.

The Accident Records are kept by the Appointed Person in The Surgery. Records include name, year (of pupil), description of accident, first aid given, what happened immediately after the incident, name and signature of first aider. Accident Records are kept for a minimum of three years. All accidents are reviewed at the termly H&S Committee Meeting with consideration to statistics indicating common injuries, times, locations and activities. First aid treatment given and medicines administered is recorded on the College MIS Engage which communicates the treatment with all personnel. The Appointed Person is responsible for reporting to the HSE RIDDOR reportable accidents such as fatal and major injuries, and dangerous occurrences without delay. The Appointed person holds records of RIDDOR reportable accidents and a copy is held in the Bursars Office.

School Medical Officer

The school's medical officer is Dr Rose who is part of the Croft Medical Practice at Eastergate, 4 miles from Slindon College. Out of hours advice can be obtained by calling 111 or, in an emergency, 999. Pupils are taken to the medical centre for appointments and the school Matron, or Houseparent, will also take pupils to the local Accident and Emergency Hospital at St Richard's Hospital, Chichester, 7.5 miles from the school, if necessary or Bognor War Memorial Hospital, Bognor Regis, 7 miles from the school.

All boarders are encouraged to become registered with the school medical practice. Not all boarding pupils are registered with the school doctor for the provision of general medical services, but can be seen by the doctor at any time. It is probable that day pupils living within the locality will already be registered with a general practitioner, although treatment will always be provided by the school medical centre during school hours. It is expected that for routine medical matters their usual GP will be consulted.

Additional to GP support for boarders, access is provided to other medical, dental, optometry and other specialist services as the need arises.

Appointed Person – Matron

An appointed person is someone who

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Other medical related training the Appointed Person has received:

BSA – Essentials for new school Nurses

OPUS – Asthma Awareness Course

OPUS – Medicine Awareness for Schools (Foundation) Course

EduCare – Mental Wellbeing in Children & Young People Level 2

EduCare – Infection Prevention and Control Level 2

EduCare – Concussion Awareness Level 2
EduCare – Administration of Medicine in Schools Level 2
MHFA England – Mental Health First Aider

First Aid Personnel

All staff complete an Induction prior to starting their role. As part of their Induction staff are required to complete the Educare Online Training Course 'First Aid Essentials'.

Specific training by an external provider is provided to staff designated as First Aiders. The College has selected St Johns Ambulance, an HSE recognised provider, for the First Aid at Work (3 day) and Emergency First Aid at Work (1 day) courses. Training takes place every three years.

The College has a designated Mental Health Lead. The College would link with CYPMHS and other external services if necessary. Specific training by an external provider is provided to staff designated as Mental Health First Aiders. The College has selected MHFA England as its provider. Training takes place every three years.

A list of first aid and mental health first aid personnel is displayed on the H&S Notice Board in the Headteacher's corridor and on the HR Noticeboard in the Staff Room. The first aid personnel are clearly identified to pupils across the College by our 'See It + Say It = Stop It!' posters which are sited in House Rooms, the Boarding House and other prominent locations.

There are always personnel trained in First Aid on site when pupils are present.

First Aiders

The main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

The Prep Department First Aider is Pediatric First Aid Trained.

The list of First Aiders is published on the H&S Noticeboard and can be found in Appendix 3.

First Aid Room

The Surgery is the dedicated first aid room manned by the Appointed Person. During term time The Surgery is open and manned by the Appointed Person from 7am-3.30pm. If the Appointed Person has been called away from The Surgery the initial point of contact for First Aid is the Front Office. Front Office staff will contact an available First Aider, have a standard first aid kit in situ and have a dedicated key to access The Surgery should the need arise. The Surgery is then manned by the Houseparent's on duty, who are all First Aid at Work Trained, as required until 7am.

During the holidays the Appointed Person works office hours and in their absence is covered on site by another first aid trained personnel.

The Surgery has handwashing facilities and a separate bedroom with en-suite with basin, toilet and shower for patients.

The Surgery has a large first aid kit plus storage for further medical supplies including over the counter medicines and creams. Controlled medications are securely stored and administered from The Surgery.

The Surgery additionally contains:

- Emergency adrenaline pen for a named pupil

- Emergency Asthma Inhaler Kit
- Eye Wash Station
- Infection Control Kit for use in the event of cleaning up bodily fluids such as vomit, blood, faeces and urine. The contents include gloves (latex free), aprons, masks, visors, absorbent pads, granules for gelling liquids, antibacterial wipes, spray and hand gel and “tiger” bin liners.
- Sharps and Medical Waste Disposal
- Stretcher
- Evacuation Sledge
- Portable First Aid Kit for use on trips

First Aid Container Locations

Location of first aid containers have been designated in regard to the location, number of people and activity.

Containers are sited in easily accessible locations near to handwashing facilities where possible. Containers are clearly identified with a white cross on a green background.

First aid containers are checked for stock and expiry dates termly by the Appointed Person using the minimum provision checklist below. Back up stock is kept in The Surgery.

Following HSE guidance the large first aid container in The Surgery has a minimum first aid provision of:

- a leaflet giving general advice on first aid;
- sterile wipes;
- sterile eye wash pods;
- microporous tape;
- scissors;
- individually wrapped sterile plasters in assorted sizes;
- sterile eye pads;
- individually wrapped triangular bandages (preferably sterile);
- conforming bandage;
- safety pins;
- large and medium sized individually wrapped sterile unmedicated wound dressings;
- low adherent dressing;
- large sized adherent dressing;
- disposable gloves (latex free);
- foil blanket;
- face shield.

Other First Aid boxes have a condensed version of the minimum first aid provisions.

Where a special risk is identified in an area additional provisions are made risk dependent as follows:

- Sterile Burn and Wound Dressing
- Blue Plasters
- Ice Packs
- Eye Wash Station

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicle (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 advise that all minibuses have on board a clearly marked first aid container with the following items:

- ten antiseptic wipes, foil packaged;

- one conforming disposable bandage (not less than 7.5cms wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- two sterile eye pads, with attachments;
- twelve assorted safety pins;
- one pair of rustless blunt-ended scissors.

This first-aid container shall be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- prominently marked as a first-aid container.

Before undertaking any off-site activities, a risk assessment via the Evolve system is undertaken and the level of first-aid provision required will be determined. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing
- triangular bandages;
- safety pins;
- individually wrapped moist cleansing wipes;
- disposable gloves (latex free);
- foil blanket.

Additionally, to first aid containers an Automated External Defibrillator (AED) is on site located by the Fire Panel in the Main Building. The AED tests itself, daily, weekly and monthly and if it detects a problem, it will flash a warning light. Staff are briefed in the AED's use annually at the September INSET as part of the H&S Briefing.

Location	First Aid Container	Additional Provisions
The Surgery Main Building	Large	As detailed under First Aid Room section
Front Office Main Building	Standard – Fixed Kept in roller cupboard	Ice Packs
Cookery Room (Room 2) Science Block Practical Subject Risk from hazardous substances Risk from dangerous tools & machinery Risk of burns	Catering Specific - Fixed	Sterile Burn and Wound Dressing Blue Plasters
Science Classroom (Room 3) Science Block Interconnected with Room 4 Practical Subject Risk from hazardous substances	Standard – Portable For use in farm area and sensory garden during Land Based Studies	Eye Wash Station

Risk from dangerous tools & machinery Risk of burns		
Science Classroom (Room 4) Science Block Interconnected with Room 3 Practical Subject Risk from hazardous substances Risk from dangerous tools & machinery Risk of burns	Science Specific - Fixed	Sterile Burn and Wound Dressing
PE Classroom (Room 5) Science Block Practical Subject Risk of sporting injuries	Sports Specific – Portable For use on sports fields, MUGA, woodland, outdoor activity centre, swimming pool.	Ice Packs
Graphics Classroom (Room 8) Art/English Block Interconnected with Art Practical Subject Risk from hazardous substances Risk from dangerous tools & machinery	Standard - Fixed	Eye Wash Station
DT Workshop DT Block Practical Subject Risk from hazardous substances Risk from dangerous tools & machinery	Standard - Fixed	Eye Wash Station
Motor Mechanics DT Block Practical Subject Risk from hazardous substances Risk from dangerous tools & machinery	Standard - Fixed	Eye Wash Station
Maintenance Workshop Adjoining DT Block Risk from hazardous substances Risk from dangerous tools & machinery	Standard - Fixed	Eye Wash Station
Prep Classroom (Room 1) Prep Dept Risk of burns.	Standard – Portable For use in woodland during Forest School	Sterile Burn and Wound Dressing
Sports Halls Practical Subject Risk of sporting injuries	Standard - Fixed	Additional Ice Packs
Swimming Pool Practical Subject	Standard - Fixed	Additional Foil Blankets (20)

Risk of sporting injuries		
Kitchen Main Building Risk from hazardous substances Risk from dangerous tools & machinery Risk of burns	Catering Specific - Fixed	Sterile Burn and Wound Dressing Blue Plasters
Minibuses	Standard as per Transport Regulations	
Portable x 2 The Surgery – Main Building	Standard – Portable For use on trips For use on boarding activities/ trips	Pending Risk Assessment for trip/activity risk specific items can be added Burns Kit

APPENDIX 3 – FIRST AIDERS

Member of Staff	Location	Hours Worked	Qualification	Renewal Date
Miss L Baldwin	Boarding	Full Time/Term Time	First Aid at Work	19 Feb 2028
Miss Bezants	Science Block	Full Time/Term Time	Emergency First Aid at Work	10 Jun 2027
Mrs Bouyi	The Surgery	Full Time/All Year	First Aid at Work	04 Jun 2027
Mr Burbidge	DT Block	Full Time/Term Time	Emergency First Aid at Work	14 Jul 2027
Mr Dickinson	Science Block	Full Time/Term Time	Emergency First Aid at Work	19 Aug 2027
Mrs Draper	Science Block	Full Time/Term Time	First Aid at Work	13 Jun 2027
Mr Flint	DT Block	Full Time/Term Time	Outdoor First Aid	03 Mar 2027
Mrs Wayne	Prep	Full Time/Term Time	Paediatric First Aid	15 Jun 2029
Mr Highfield	Boarding	Full Time/Term Time	First Aid at Work	15 May 2027
Mrs Kettink	3 rd Floor	Full Time/Term Time	First Aid at Work	17 Mar 2028
Mrs Lipscombe	Boarding	Full Time/Term Time	First Aid at Work	09 Aug 2026
Mrs Shurman	Bursar Office	Full Time/All Year	Emergency First Aid at Work	18 Feb 2027
Miss H Stevens	Front Office/ 5A	Full Time/All Year	Emergency First Aid at Work	27 Aug 2028
Mrs Walker	Science Block	Full Time/Term Time	Emergency First Aid at Work	14 Apr 2027
Mrs Warriner-Hargreaves	Front Office	Full Time/All Year	Emergency First Aid at Work	27 Aug 2028
Mr Woodburn	Site Wide	Events	Outdoor First Aid	12 Jan 2029