FIRST AID POLICY

TITLE	NAME
Head Teacher	Mia Santa-Humfrey
School Office Manager	Mara Antunes
NEAREST HOSPITAL	St Mary's Hospital Praed Street, London W2 1NY 020 3312 6666

INTRODUCTION AND PRINCIPLES

At our School the safety and well-being of our pupils is our highest priority. If accidents happen, we wish to create an environment where assistance is on hand and medical attention is provided whenever any misadventure happens.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

SPECIFIC OBJECTIVES

Specific policies set out our policy and practice covering Fire Safety and Risk Assessments. The objectives of this policy are to set out the steps we take to ensure a safe, problem and accident free, environment each day and to prevent accidents and what we do to deal with an accident or injury when it occurs:

1. Staff are trained to watch out for the possibility of accidents and how to react when something happens
2. The School has First Aid Procedures which ensure safe and immediate care
3. The School makes provision for First Aid for events outside the School
4. To set out the basis on which medication for chronic conditions will be administered by staff
5. Hospitalisation

STAFF TRAINING AND PREPAREDNESS

Most staff, prioritising class teachers, receive as a minimum (6 hour) Emergency Paediatric First Aid training, (although generally the 12 hour course is completed) and this training is then renewed every 3 years. For the EYFS setting, staff have completed 12 hour Paediatric First Aid training. Office staff also undertake the 12 hour course. Staff also complete Allergy and Anaphylaxis awareness training annually.

Appendix 2 is a list of all trained First Aiders and Paediatric First Aiders and this is also available from HR and the school office.

In addition, Emergency First Aid at Work training is given to 2 members of staff, renewable every 3 years.

At least 2 trained staff are present in the building whenever children are present. The staff have contact numbers for emergency services and these staff are trained in First Aid.

When there are Early Years pupils on site a member of staff with full Paediatric training will always be on site.

Staff are trained to ensure that there are no hazards (such as paint, hazardous liquids/materials, tools, etc.) on site that could endanger pupils. All hazardous products such as cleaning materials are kept in locked cupboards.

Staff are expected to wash hands regularly while at the School. Soap is available for the children and they are encouraged to use it.

Staff will be encouraged to take special care any time a teacher or teaching assistant comes into contact with pupils' blood or other bodily fluids. There will be disposable gloves in the First Aid kit for staff use, any cuts or abrasions must be covered, hands will be washed both before and after dealing with the bodily fluids. Disposable equipment will be used in case of spillage of bodily fluids, powder is applied and then wiped up when spillage has been soaked up. The disposable equipment and bodily fluids are placed in yellow clinical waste bags before separate collection by Sanaway.

FIRST AID PROCEDURES

The school office maintains a fully stocked First Aid kit available at all times for all pupils including the EYFS. In addition a stock of portable first aid kits are maintained by the school office and staff supervising play and break times take these with them to the playgrounds. Staff supervising any trips outside of school also take a first aid kit with them.

The portable kits are checked each time they are returned and replenished as needed. A record is kept to ensure that all the supplies are in order.

If an incident occurs requiring First Aid, the teacher or first aider will stay with the pupil while another person is responsible for getting assistance. An injured child will not be left unsupervised. if there is loss of consciousness or suspected fractures, spinal injury, severe allergic reaction or arterial bleeding, an ambulance will be called using 999. Parents will then be notified.

Accidents are recorded on the school's Engage system.

Medical records with photographs of children with allergies or who require medical attention are kept in the School office, lunch hall and the staffroom. The list of children with allergies or medical conditions is updated and shared with staff on a termly basis or sooner if there are changes..

All children requiring individual treatment (such as EpiPens) have been identified to staff. Medical necessities such as EpiPens are kept in individual medical bags in the classrooms during the School day. They are taken out of the classroom for PE or educational visits.

The school office staff maintain a record of individual epipen and inhaler expiry dates and parents are requested to replace any items nearing its expiry date.

If an EpiPen is administered, it is protocol to call 999 for an ambulance immediately and then inform the parents of the child.

The School also has a supply of epipens, stored in accessible places in the School and clearly signposted. Please refer to the **School's Allergy Safety policy** for further information on the training and arrangements the School has made in respect of the management of allergies

The School will only undertake to treat minor injuries such as cuts and bruises. In the event of injuries which are considered more serious but not necessarily worthy of hospital treatment, parents will be notified immediately or at the end of the day according to the seriousness of the incident.

In the event of situations which require hospital or medical treatment, the first aider will consult the most senior member of staff available; they will ensure the child is taken to hospital and the parents informed without delay. Wherever possible, a member of staff will accompany the child to hospital.

Staff are required to monitor all injuries, however minor, for an hour after the event where these affect the eyes or any other part of the head. Staff will use their judgement if parents need to be informed as a matter of urgency or with minor surface injuries the class teacher will inform the parent at the end of the school day when the child is being collected.

When staff knowledge or experience is not extensive and expert advice is not available, staff will call 111 for advice following an incident.

The Head Teacher should be informed of any injury which does not clear within 30 minutes (i.e. has an ongoing effect which is undiminished, such as pain, shock, concussion or trauma).

In the event of an illness requiring rest, treatment or care, parents will be called and required to collect their child. There is a sick room with bed and running water, adjacent to a WC. A child who is ill will never be left alone.

DIARRHOEA AND VOMITING

Parents of all pupils including EYFS pupils whose child has had diarrhoea or vomiting are asked to keep their child at home for 48 hours after the symptoms have ceased.

NOTIFIABLE DISEASES

Parents are also required to inform the school if their child contracts any notifiable disease, such as mumps, measles or chickenpox.

EDUCATIONAL VISITS AND OTHER EVENTS

For educational visits and events such as Sports Day, there will be at least one qualified "first aider" and in the case of EYFS, a Paediatric First Aider with a First Aid kit. Staff will ensure that children who require inhalers or Epipens have the necessary equipment.

EVERYDAY MEDICATIONS

School may not administer any medicines without the written consent of the parents. Medication should be labelled with the child's name and be handed directly to the School Office, and it is important that the request includes the time of day and the dosage required. If this is not included the School will make every effort to contact the parent to check the details and ask them to email details to the School. In the event it is not possible to do this the School will, regrettably, be unable to administer medicines.

All medication will be administered in the presence of at least one other member of staff and names recorded . The medication and a slip recording the dosage and time administered will be returned directly to the parent at the time of collection,

Medication requiring refrigeration is kept in a fridge with staff access only.

MEDICATION FOR CHRONIC CONDITIONS

If a pupil suffers from a chronic condition that requires daily or regular medication (eg. Diabetes) or specialist treatment, a care plan would be agreed with the parents, following a meeting. Further information and training from the pupil's medical team may be requested. Any such condition would be individually risk assessed and a set of procedures implemented. Parents are responsible for updating the School office in writing of any changes to their child's medical circumstances.

HOSPITALISATION

1. The nearest hospital Accident and Emergency unit to the School is detailed at the beginning of this policy.
2. If a child has a major head injury or suffers a fatality within the care of The School, the Health & Safety Executive will be advised using this number: 0845 300 99 23.
3. An investigation is required whenever a child or staff member is taken straight to hospital. Injuries caused by a failure of equipment or procedure require to be reported under appropriate regulation (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 -RIDDOR);

   The person responsible for making a RIDDOR report is Deborah Livsey Director of Health and Safety.

   Report forms are available at http://www.hse.gov.uk/riddor/report.htm#online.

Mia Santa-Humfrey

Head Teacher
September 2026

Review approved by Deborah Livsey CEO
New Model School Company Limited
September 2026

Next review date: August 2027

APPENDIX 1

GUIDANCE ON SAFELY USING SHARPS (NEEDLES AND SYRINGES) IN SCHOOL

This appendix is to provide guidance about the correct storage and disposal of needles and other sharp medical items at the school.

When the school has care of a pupil with a medical condition which might require the regular testing of blood or the administration of drugs using a needle or syringe, the following procedures should be followed:

Safe Use of sharps
Only members of staff who have received the relevant safety and clinical training should be involved in the testing or administering of medication.

Supplies of testing kits, needles and syringes should be kept in a safe place inaccessible to children but readily available for use.

Discard sharps items and complete needle and syringe units directly into a clinical sharps container immediately after use.

Used sharps should not be taken to the sharps container, the container should be taken to the patient.

Place sharps container at eye level and within arm's reach

Sharps Container
The following procedure must be adopted with regards to the use of containers provided for the disposal of used needles and other sharp objects.

- The sharps container must be taken to patient when using sharps.
- Must be easily available in the area where sharps are to be used, but must not be accessible by children/young people.
- Must be assembled correctly and checked to ensure all connections are solid.

- MUST NOT be overfilled (not more than 75 per cent full).
- Must be made secure prior to placing for collection and must not be left where there may be access by children/young people.
- Should be labelled with the name of the person who has secured it and the date.
- If any sharps are protruding through the container or opening, DO NOT attempt to remedy the situation by pushing the items inside.
- If a container has been overfilled, DO NOT decant any of the contents. If possible place inside a larger sharps container and arrange for disposal.
- An incident form should be completed as a 'near miss' on the Accident, Near Miss and Incident log

Disposal of Sharps Containers
When a container is no more than 75% full arrangements must be made for its collection by Sanaway, via the School Administrator. Replacement containers are provided by Sanaway.

First Aid in case of Sharps injury
If someone gets an injury from a sharp:

a) Encourage the wound to gently bleed, ideally holding under running water. Do not suck
b) Wash wound using running water and soap. Do not scrub
c) Dry and cover with waterproof plaster/dressing
d) If there is a possibility that the sharp was contaminated Immediately seek urgent medical advice from A&E.
e) Record injury/incident in the Accident, Near Miss and Incident log

APPENDIX 2
TRAINED FIRST AIDERS
Working at Maple Walk School as at 8th September 2026

Trained in 12-hour Paediatric First Aid

Akeila CAMPBELL
Alba CUESTA
Ambika CURBISHLEY
Andia MARKOU
Angela SIKKA
Arthur STEVENS
Arturo DERQUI
Bonyo DIMITROV
Charlotte BLYTH
Chloe BOURKE
Corine AULD
Ellie RODULFO
Francesca RICE
Friederike LINDNER
Gillian SINCLAIR
Grace RODULFO
Hana SNOWDON
Heather GILLES
Mara ANTUNES
Mary Jennifer ETIENNE
Matthew DYKE
Melissa HARRISON
Mia SANTA-HUMFREY
Michelle WARD
Ned CONNORS
Paula THOMAS-SNAGG
Ringle KWOK
Robyn GARCIA
Sean GRIFFIN
Shanti FRICKER
Yvonne FOSTER

Trained in First Aid at Work (Emergency) :
KWOK, Ringle
ANTUNES, Mara