

First Aid Policy (E5)

Introduction

This Policy should be read alongside the Administration of Medication Policy and all relevant Health and Safety documentation.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.

1. First aid and medical provision

There are medical rooms at Chesilton Road, Greyhound Road and Fulham High Street. Lesley Warrington, School Welfare Manager, can be contacted directly on 020 7386 2468 or by email warrington@fulham.school. The medical room at Chesilton Road is supervised by Sarah Hayat and Fulham High Street by Diane Murphy, Primary First Aiders.

The School Welfare Manager is responsible for ensuring that there are an adequate number of qualified First Aiders and for organising training. There is a qualified first aider on duty across all sites. In the medical rooms from 08.00 to 16.30, five days a week, the School Welfare Manager or Primary First Aiders are available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill. The School Welfare Manager and Sarah Hayat holds the full (3-day) First Aid at Work course, from an establishment approved by the Health and Safety Executive. Diane Murphy holds the Early Years Paediatric First Aid Certificate.

The School has a number of members of staff who have completed a one-day course awarding them Level 2 in Emergency First Aid from a competent trainer. This means they are capable of giving first aid if, for example, a child is injured off-site. Both these certificates are updated every three years. Where EYFS children are present, either at the Pre-prep or on school trips, at least one member of staff at all times has undertaken Paediatric First Aid training.

The list of staff with current First Aid certificates are found in Reception at each building, the Medical Rooms, Kitchens, music block and on all floors of all our main School buildings. The list can be found in Appendix 1 of this policy.

The School has three defibrillators, all of which are located in Reception at each building. All staff trained in First Aid (Appendix 1) receive training in the use of defibrillators. The locations of first aid kits and defibrillators on each site is listed in Appendix 2.

The appropriate number of First Aiders and Defibrillator staff are identified after all the relevant factors have been taken into account, including layout of building, foreseeable absence of first aid personnel and number of pupils on and off-site. The School Welfare Manager maintains the list of First Aiders and defibrillator users.

2. Off-site activities

Trip Leaders take first aid kits when groups of pupils go off-site on trips or sporting events. These are collected from the Medical room and returned there on return. Staff should inform the School Welfare Manager and primary First Aiders if any stock has been used and report any incidents so that they can be logged. In addition to the First aid bag, staff must take a class list, mobile phone and any prescribed emergency medication with accompanying health care plan. Each Staff member should ensure that they have their own mobile phone with them when off-site with pupils and know the school phone number and medical room numbers as listed below:

Prep & Senior School	020 7386 2444
Prep & Senior Medical Room	020 7386 2468

Pre-Prep & Nursery School	020 7371 9911
Pre-Prep & Nursery Medical Room	020 7371 4211

3. Standard First Aid Kit contents

- 1 First aid guidance leaflet
- 20 Assorted sterile plasters
- 10 individual wrapped non-alcoholic wipes
- 2 Eye pads
- 2 Triangular bandages
- 2 Pairs vinyl gloves
- 1 Foil emergency blanket
- 1 Small wound dressing
- 2 Medium wound dressings
- 2 Large wound dressings
- 1 Resuscitation shield
- 1 Burn Gel
- 1 instant ice pack
- 1 Small pack of tissues

4. Sports First Aid Kit contents

- 1 Trigene antiseptic wipes (100)
- 1 Relieve aid personal resuscitator
- 3 Instant cool packs
- 2 Eye pads with bandage
- 2 large first aid dressings
- 1 Plastic handle scissors- Tufkut
- 1 Tubular bandage size D 1
- 2 Calico triangular bandages
- 2 Crepe bandages 75mm
- 1 Dressing strip 75mm x 1m
- 5 Adhesive dressings 60mmx70mm
- 2 No 3 Ambulance dressings
- 10 Alcohol free cleansing wipes
- 5 Hypodress big plasters 100x 80mm
- 1 Waterproof assorted plasters (100)
- 2 Medium first aid dressings
- Calico triangular bandages
- 2 Crepe bandages 75mm
- 1 Dressing strip 75mm x 1m
- 5 Adhesive dressings 60mmx70mm
- 2 No 3 Ambulance dressings
- 10 Alcohol free cleansing wipes
- 5 Hypodress big plasters 100x 80mm
- 1 Waterproof assorted plasters (100)
- 2 Medium first aid dressings
- 3 Pairs vinyl gloves
- 1 Tubular bandage size C 1m
- 2 Foil emergency blankets
- 2 Crepe bandages 50mm
- 2 Crepe bandages 100mm
- 1 Zinc oxide plaster 25mm x5m
- 2 Water bottles
- 2 No 4 Ambulance dressings
- 1 Burn gel
- 3 Small clinical waste bags

5. First Aid facilities

- The School Welfare Officer must ensure sufficient number of First Aid bags are purchased and ready to be taken for off-site activities.
- All First Aid Kits are marked with a white cross on a green or orange background and their whereabouts are displayed throughout the school on the First Aiders list.
- First Aid Kits must always accompany the children during any offsite activity/educational visit. Sports First Aid Kits must accompany physical education staff offsite.
- All vehicles carry a First Aid Kit.
- The School Welfare Officer and Primary First aiders are responsible for checking and restocking First Aid Kits every half term and as they are returned from off-site activities.
- Stock is re-ordered by the School Welfare Officer and is kept in the medical rooms.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into School.

The school keeps records of all accidents and injuries to pupils, staff and visitors. Full details of procedures to report and record accidents are contained in the relevant Health & Safety documentation.

Accident books are held in the medical room and regularly monitored by the School Welfare Officer and Operations Manager. These are discussed in whole school Health & Safety meetings to spot trends and areas of concern and raised in the staff meetings as a matter of course. The school has regard to the requirements of RIDDOR in the reporting of serious accidents or injuries.

The School will always contact parents if a child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health. Parents are always informed if a child has had a head injury of any sort.

Positions for eye wash stations are identified in Science Laboratories, Art and DT rooms. Sealed bottles of eye wash solution are provided; these are checked half termly by the School Welfare Officer.

Information held by the School concerning children who require EpiPens, asthmatic inhalers, injections or medication are made known to all staff by means of electronic records, health care plans and photographic posters in the medical room and dining hall. Staff who have pupils in their lessons with any of these needs will receive appropriate training. Staff are made aware at the start of term exactly where the medical equipment for

such children is kept, if different to the medical room. These lists are updated each time a pupil is added or deleted from the list

All medication is kept in the Medical Room, in a secure location. Epipens and Ventolin Inhalers are kept in the medical room, but always accessible.

Children with specific medical needs should be pointed out to the group leader before leaving the School premises. The School ensures all group leaders are sufficiently informed and trained to deal with the medical needs of all pupils on off-site visits.

The School Operations Manager and primary First aiders should be notified at the earliest convenience of any minor or major incidents. Any accidents or injuries sustained during a group visit off site are recorded in the accident book immediately on return.

6. First Aider procedure for dealing with sick or injured pupils

- Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
- Comfort or advise as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature and any concerns if appropriate.
- Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists.
- Record action taken. If serious injury, complete an accident form and give to School Welfare Officer to sign.
- If child is well enough he/she will return to class.
- If problem persists, or there are doubts as to the seriousness of any injury, then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child, appropriate arrangements are made.
- If a severe illness or injury is suspected then the emergency services will be called and the School Welfare Officer will contact the parents to inform them. No pupil will travel in an ambulance unaccompanied.
- If any issue arises during treatment or discussion with the pupil that the First Aider feels should be taken further, she/he will telephone to the parents and/or the Safeguarding lead or most appropriate member of staff.

7. Arrangements for pupils with allergies and medical conditions

- Pupils with particular medical conditions for example Asthma, Epilepsy, Diabetes and disabilities are given support and activities are adapted as appropriate.
- Individual health care plans are drawn up for pupils who have long term medical conditions or conditions that can require swift emergency medication. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the School e.g. staff training.

- Parents are involved in the care plan process and are asked to regularly update the First Aider on their child's campus (who will inform the SWO) or the School Welfare Manager with any changes to treatment or hospital visits.
- The School Welfare Officer works closely with teachers and pastoral care staff to ensure care and support as needed is provided.
- The information held by the School includes a record of pupils who need to have access to Asthma inhalers, Epipens, injections or similar and this information is circulated to First Aiders and staff on a need to know basis. The equipment, suitably labelled, is located in the medical rooms.

8. Hygiene/infection Control

In order to maintain hygiene standards and reduce the risk of infection:

- Hands must be washed before and after giving First Aid
- Single use disposable gloves must be worn when treatment involves blood or other bodily fluids
- Any soiled dressings etc. must be put in the bin in the medical room and disposed of appropriately
- Any body fluids on the floor should have absorbent granules (Bioguard absorbent powder) sprinkled on them and swept up with designated dustpan and gloves and placed in a yellow biohazards bag.
- Exposed cuts and abrasions should always be covered.

9. Head and Concussion Injuries

Any pupil presenting with a head injury or neck injury whether in School or during a sports event will be assessed according to the following guidelines and appropriate action taken.

The School will provide Qualified First Aid Cover and First Aid Equipment at all sports training and matches. We will ensure there is access to a telephone to ensure emergency assistance can be called immediately.

Guidelines for staff

Concussion is a type of traumatic brain injury resulting in a disturbance of brain function. It usually follows a blow directly to the head, or indirectly if the head is shaken when the body is struck. In all such cases, appropriate and immediate medical guidance should be sought.

Failure to assess, evaluate and manage a pupil at School or a player in a sporting event with a possible concussion can have serious adverse consequences, particularly allowing a player with concussion to continue to play, or to return too early to training or playing. If in doubt, staff should not allow the player to continue to play. The Games staff will ensure that the SWO/1st Aider in school is fully updated and that they have contacted parents. On return to school, games staff will report head injuries to SWO at Prep and First Aider at Senior for further assessment as required. Parents would be

contacted to inform of head injury.

The governing bodies of most sports played in schools have each produced head injury guidelines that are specific to their sport. Those responsible for risk assessing sport activities should have regard to the relevant and latest guidelines when carrying out their risk assessment.

Appendix: List of Trained First Aiders

Name	Expiry	Qualification	Provider	Site
James Marshall	Feb 2026	Schools First Aid	EDIP Training	Prep
Lesley Warrington	Sept 2024	First Aid at Work (3 Days)	St John Ambulance	Prep
Mary McGavin	Feb 2026	Schools First Aid	EDIP Training	Prep
Sarah Kelly	Feb 2026	Schools First Aid	EDIP Training	Prep
James Marshall	Feb 2006	Schools First Aid	EDIP Training	Prep
Tony Mills	Feb 2026	Schools First Aid	EDIP Training	Prep
Rory Bremner	Feb 2026	Schools First Aid	EDIP Training	Prep
Nick Womersley	Feb 2026	Schools First Aid	EDIP Training	Prep
Alex McCrum	Feb 2026	Schools First Aid	EDIP Training	Prep
Francesca Mutton	Feb 2025	Schools First Aid	EDIP Training	Prep
Louise Levine	2024			Prep
Dionne Greene	Feb 2026	Schools First Aid	EDIP Training	Prep
Claire Connors	May 2025	Schools First Aid	EDIP Training	Prep
Charlie Nichols	Feb 2026	Schools First Aid	EDIP Training	Pre-Prep
Di Murphy	June 2024	Paediatric First Aid	St John Ambulance	Pre-Prep
Natalie Dev	July 2025	Paediatric First Aid	Siren Training	Pre-Prep
Jackie Mitchell	Feb 2024	Paediatric First aid	St Johns Ambulance	Pre-Prep
Katherine Child	Sept 2024	Paediatric First Aid	Winterbury Training	Pre-Prep
Penny Hayward	Jan 2026	Paediatric First Aid	TrainAid	Pre-Prep
Lisa Kockott	Jan 2026	Paediatric First Aid	TrainAid	Pre-Prep
Jo Harkness	Jan 2026	Paediatric First Aid	TrainAid	Pre-Prep
Michelle Daykin	Jan 2026	Paediatric First Aid	TrainAid	Pre-Prep
Katell Tape	Jan 2026	Paediatric First Aid	TrainAid	Pre-Prep
James McCarthy Mitchell	May 2025	Paediatric First Aid	St John Ambulance	Pre-Prep
Julie Cummings	Feb 2025	Paediatric First Aid	EDIP Training	Pre-Prep
Nilton Droigo	Feb 2026	Paediatric First Aid	EDIP Training	Pre-Prep
Zouhour Graham	Feb 2025	Schools First Aid	EDIP Training	Prep
Lydia Bergachi	May 2025	Schools First Aid	EDIP Training	Senior
Sarah Hayat	Sept 2025	First Aid at Work (3 days)	St Johns Ambulance	Senior

Name	Expiry	Qualification	Provider	Site
Caroline Pulbrook	May 2024	Schools First Aid	St Johns Ambulance	Senior
Alexandra Moffat	Feb 2026	Schools First Aid	EDIP Training	Senior
David Froggatt	Feb 2025	First Person on Scene	Real First Aid LTD	Senior

Appendix Two: locations of First Aid Kits & Defib

Pre-Prep

- The medical room
- Nursery
- Hall
- Lunchroom
- Reception welcome area – Defib location
- Staffroom
- Pirate ship playground & Astro playground
- All classrooms
- School bus

Prep School

- The medical rooms
- Reception welcome area – Defib location
- School vehicles
- Staff room
- Library
- Science Laboratories
- Art
- DT
- The music block

Senior School

- Medical room
- School vehicles
- Reception welcome area - Defib location
- Science Labs A & B