



MILTON ABBAY SCHOOL

FIRST AID POLICY & PROCEDURES	
Issue Date:	September 2025
Review Date:	September 2026
Policy Contact:	Ashley Garrett, Senior Nurse Manager
Approved by:	Zoe Livingstone, Deputy Head Pastoral

Appendices

- A: First Aiders List
- B: AED Protocol
- C: First Aid Boxes Locations Map
- D: Accident/Incident/Near Miss Form
- E: Allergy Action Plan
- F: How to recognise an asthma attack
- G: Anaphylaxis

First Aid Policy and Procedures

Introduction

The Health & Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate first aid equipment, facilities and trained first aiders to their employees. While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid (see DfE Guidance: First aid in schools, early years and further education 2022). The assessment of first aid needs is held by the Senior Deputy Head.

Considering the factors detailed in the Health and Safety (First Aid) Regulations 1981, Milton Abbey School is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to pupils, staff, visitors and contractors on site.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and a School Nurse is not readily available, the first response must be to dial 999. (If urgent medical advice is needed and it is not a life-threatening situation dial the NHS 111 service). Where an ambulance has been requested, the Duty Caretaker should be informed immediately to enable him to direct the ambulance to the casualty by the safest route.

It is the responsibility of the Health Centre to keep detailed records of illnesses, accidents and injuries, together with an account of any first aid treatments, non-prescription medicine and treatments given to a pupil or a member of staff who attends the facility. In addition to this, an accident form must be completed by the relevant first aider attending on the same day or as soon as possible after an incident resulting in injury.

First Aid Personnel

There are fully equipped medical facilities at the Milton Abbey Health Centre. The school endeavours to staff the Health Centre with qualified nurses 24 hours a day during term time.

The number of certified First Aiders needed and provided will not at any time (including outside of term time) be less than the number required by assessment and in accordance with legislative guidelines. This ensures the presence of at least one qualified person on site when children are present.

First Aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips or teaches/ works in a high-risk department, (e.g. Science).

Current Certified First-Aiders are listed at Appendix A and up to date lists are displayed throughout the school. The school's designated lead First Aiders are Martyn Peel and Lara Tomkins.

There are First Aid boxes situated around the school (see Appendix C). The Health Centre maintains and restocks the first aid boxes termly. Where further supplies are needed outside of the routine restocking, staff should contact the Health Centre directly with their requirements. Similarly, where specific additional items of first aid provision are identified through risk assessments, these should be requested from the Health Centre.

First Aid Training

All staff are able to undertake First Aid training if they would like to. The school will provide First Aid personnel with sufficient training, information and support to undertake their responsibilities. All First Aid training is updated every three years.

In co-ordination with the Senior Deputy Head and the Data and Compliance Manager, the Health Centre Manager will:

- Organise training from an approved course provider (if adequate in-house training cannot be provided)
- Organise refresher training for staff when required.

The Data and Compliance Manager will maintain a list of those staff with valid First Aid certificates and a copy will be held in HR files.

Awareness of hazards in subject teaching, and First Aid provision for the management of such hazards, should be considered when undertaking risk assessments. First Aid boxes are located nearby all high-risk locations.

Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid.

Informal briefings and policy reminders are given to all staff at the beginning of every academic year and to all new staff at the time of joining Milton Abbey School. Information on First Aid provision is also included in the Staff Health and Safety Policy, shared with all staff.

First Aid Equipment

All First Aiders and any member of staff should have easy access to First Aid equipment which is distributed across the school. The Health Centre will supplement on request between formal checks.

Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.

In cases of anaphylactic shock, Epi-pens can be accessed from the following areas:

- Main kitchen
- Tuck Shop
- Health Centre
- Porter's Lodge: Inside red bag held with the AED.

Medicines and tablets MUST NOT be kept in the First Aid Box.

Automated External Defibrillator (AED) – Storage and Use

The school has one Automated External Defibrillator (AED) located outside the Porter's Lodge. The regular maintenance of the equipment is the responsibility of the Health Centre. An AED is designed for use by all members of the general public and those with associated training (see Appendix B).

Note: AEDs should be stored in locations that are immediately accessible to rescuers; they should not be stored in locked cabinets as this may delay deployment. Use of the UK standardised sign is encouraged, to highlight the location of an AED. People with no previous training have used AEDs safely and effectively. Whilst it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator

whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

Reporting of Accidents

Reports of all accidents must be made in accordance with the school's Health and Safety Policy.

A record must be made of each occasion any member of staff, pupil or other person receives First Aid treatment either on school premises or as part of a school-related activity, using the school's accident form 'REPORT OF AN ACCIDENT OR NEAR MISS' (see appendix D) available on the Staff Gateway This report will be used by the school to help identify trends and possible areas for improvement in the control of health and safety risks.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported to the Health & Safety Executive by the school. Any accident to a visitor, including pupils, that arises out of, or is connected to, a failing on the part of the school which results in them being taken to hospital for treatment must also be reported. Further information can be found in the Health and Safety Policy.

The identification and treatment of pupils with particular medical conditions (e.g. asthma, epilepsy, diabetes)

Where a pupil is known to have a chronic medical condition, the Health Centre will complete a Health Care Plan detailing the usual course of events in a crisis, along with the detailed course of action and treatment to be taken should such a crisis occur. A copy of the Health Care Plan is held within the Health Centre and is shared with the pupil, parent/guardian, personal tutor and house staff.

Staff can access the list of pupils with allergies, medications, and 'need to know' medical conditions via the 'Allergy List' on Staff Gateway.

Use of emergency medicines

AAIs

It is important that pupils with severe allergies can quickly access and adrenaline auto-injector (AAI) as any delay in administering adrenaline in an emergency can be fatal.

Pupils with known anaphylaxis should always carry their own AAI. Milton abbey staff have access to additional AAIs in the following areas: Main kitchen, Tuck Shop, Porter's Lodge (AED location) and Health Centre.

Pupils who carry AAIs have individual care plans and allergy action plans. This is produced by the Health Centre and provided to boarding houses, catering and hospitality (see Appendix E).

The Health Centre provides training to all staff on how to use an AAI.

Inhalers

Pupils with Asthma must carry asthma reliever inhalers with them and ensure they take these to sporting events. Boarding houses store spare inhalers for pupils in medicine cabinets and monitor expiry dates. Boarding pupils registered at Milton Abbas surgery are offered yearly Asthma reviews with a nurse specialist.

Staff are educated on how to recognise and asthma attack, and information is provided to all staff via the Health Centre (see Appendix F).

Bodily Fluids

If bodily fluids are spilled anywhere other than the Health Centre during office hours, staff should contact Reception to alert the relevant Matron, Housekeeping and Caretaker who are generally responsible for clearing up. If bodily fluids are spilled outside normal office hours, staff should contact the Duty Housemaster/mistress (HSM) who will radio for help.

Staff should wear disposable gloves and apron, and other appropriate PPE if available, when dealing with bodily fluids.

All spillages must be cleared up as soon as possible.

Spill kits are available from the following locations:

- Housekeeping
- Estates
- House Matron Offices

Spillages must be disposed of as contaminated waste in the specific clinical disposal bin at the Health Centre. Clinical waste bags (yellow with black stripes) are to be used for disposal of any contaminated waste.

Contaminated bedding, clothing, etc is to be placed in a separate labelled bag and sent to the school laundry.

Housekeeping is to be informed of any spillages of bodily fluids and the area closed off wherever possible until cleaning has taken place.

Arrangements for out of school hours

In term time, First-Aiders and/or school nurses are available at all times. In the event of a life-threatening emergency, it is recommended that the emergency services are called using '999'. For advice regarding a non-life-threatening medical situation call the NHS 111 Service.

During holiday periods, a number of First Aiders are available across the school site. Details can be obtained from the First Aid notices (see Appendix A).

Arrangements for offsite activities/school trips

Offsite activities and school trips are overseen by the Deputy Head Cocurricular who is also the school's External Visits Coordinator (EVC). First Aid kits for off-site activities are issued by the EVC. and any specific requirements will be identified through the risk assessment for the activity (see the Trips and Educational Visits Policy for further information).

Information

Staff are informed of any significant illness/conditions of pupils for Risk Assessment purposes via e-mails, staff meetings and individual briefings (for appropriate Teachers and Tutors).