



Chigwell School

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Staff champion	KM
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First Aid Policy

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1. Introduction

1.1 Chigwell School, including EYFS and boarding, will undertake the following to ensure compliance with the relevant legislation regarding the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. The school recognises that first aid can save lives and prevent minor injuries becoming major.

1.2 As this policy outlines, the school has adequate and appropriate equipment and facilities available and will ensure that first aid is administered in a timely and competent manner.

2. Scope of Policy and Guidance

2.1 This policy, and its guidance, is relevant to all employees of Chigwell School including contract and agency staff irrespective of their hours worked and regardless of length of contract or service.

2.2 This policy outlines the school's responsibility to provide safe, appropriate first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) to any pupil, member of staff or visitor to ensure best practice.

2.3 This policy will include arrangements for first aid based on risk assessment of the school and will cover:

- First Aiders/appointed persons
- Location of first aid equipment including defibrillators
- Arrangement for offsite activities/trips
- Out of hours e.g. Boarding Houses

3. Legislative Requirements

3.1 The primary legislation for First Aid is the Health & Safety (First Aid) Regulations 1981 with other applicable legislation including but not restricted to:

- The Health & Safety (First Aid) Regulations
- Health & Safety & Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DFE Guidance on First Aid for Schools

4. Roles & Responsibilities

4.1 Chigwell School has two Nurses on duty who are based at the School Medical Centre from 8.00am to 5.00pm. The Medical Centre will cater for Prep and Senior School pupils, staff and visitors who may require first aid or who have become ill whilst on school premises.

4.2 Nurses are expected to manage their own Continual Professional Development (CPD) and liaise with the Bursar accordingly in support of CPD, its main purpose being to help them to maintain and develop the skills needed to deliver high quality, safe and effective care across all roles and settings.

4.3 If a pupil becomes unwell during a school day, they are expected to liaise with their teacher at the time before attending the Medical Centre with permission from the teacher.

4.4 In the event that a pupil is not well enough to continue at school, the nurse will inform the parent/guardian of the pupil to collect them. It is a strict school policy that pupils do not contact the parent to collect them without first having their condition assessed by the nurse.

4.5 The school encourages open dialogue between parents and the medical centre staff. The nurses are always happy to discuss any health problems and management of medical conditions.

4.6 Parents will be reminded that they have a responsibility to notify the school should a pupil have been subject to a medical procedure/operation, an accident or severe illness etc. that may affect their child whilst at school. In the interest of the child's and other children's wellbeing, parents/guardians are reminded not to send their children to school if they are unwell.

5. Pre-Prep – Medical Care

5.1 The Pre-Prep has its own medical room, and pupils are given any necessary first aid treatment by qualified paediatric first aiders. The School's Medical Centre would not be contacted or asked to administer first aid unless in an emergency.

5.2 The Head of the Pre-Prep will ensure that all relevant staff have paediatric training in accordance with EYFS policy; all documentation must be retained and copied to the Health, Safety & Risk Compliance Manager.

6. Boarding Pupils/Houseparents

6.1 During a normal school day boarders are to follow the same procedures as set out for every pupil within the school.

6.2 In the event that a boarder feels unwell before/after school, he or she must notify the relevant Houseparent who will contact the Medical Centre accordingly. Every Boarding house will have a minimum of one Houseparent trained as a first aider.

6.3 Once notified by the Houseparent, the Medical Centre in conjunction with the parents can arrange appointments with a doctor, medication, certain medical needs etc.

6.4 The school ensures that all boarders are registered with the NHS. The Medical Centre can arrange appointments for specialist treatment where diagnosed such as physiotherapy etc.

6.5 The school will ensure that a routine health check is done by the Medical Centre on admission and as part of the boarders' induction. However, the School will remind parents that it is their responsibility to notify the school of any existing medical conditions/illness etc.

6.6 The school will provide an out-of-hours call out system (5pm to 8pm Mon – Friday and weekends) by which the member of staff on duty in the boarding house can contact the nurse on duty and get medical advice in the case of an emergency. If in doubt or unable to reach the nurse, then the Houseparent should contact emergency services on 999 or NHS helpline 111.

6.7 In the event that a boarder requires emergency hospital treatment then as far as reasonably possible the boarder should be accompanied. In such circumstances the Headmaster, Health, Safety, and Risk Compliance Manager and Medical Centre are to be notified, and an Accident/Illness Report completed as soon as possible.

6.8 Boarders must declare prescribed medication or controlled medication and over-the-counter medicines such as paracetamol/ibuprofen to the Houseparents on issue. The medication will be stored in a dedicated medical cupboard where it can be controlled by the Houseparents.

6.9 The nurse in conjunction with Houseparents will carry out an assessment to see if the boarder is allowed to self-medicate.

6.10 Any medication given to pupils/boarders must be recorded accordingly. The Houseparent must notify the Medical Centre of any medication that they have given in the boarding house.

6.11 In the event that a pupil becomes unwell and needs to be isolated to prevent the spread of germs including COVID-19 and protect the wellbeing of the pupil and others, then a dynamic risk assessment should be carried out and the Head consulted.

7. First Aiders

7.1 The school has several qualified first aiders in situ at any one time covering teaching and support staff to meet first aid needs as required by the Health & Safety (First Aid) Regulations 1981.

7.2 In the Pre-Prep at least one person with a current PFA certificate will be on the premises at all times when children are present and when accompanying children on both external visits and when undertaking learning in the school grounds.

7.3 The role of a first aider is to:

- Act as first responder to an incident, assess the situation, provide immediate and appropriate treatment or seek assistance.
- Respond promptly to calls for assistance.
- Ensure ambulance or professional medical help is summoned as appropriate.
- Record the details of the accident and treatments (School Accident Form).

7.4 The school recognises that members of staff actively engaged in games, coaching and other vigorous activities are strongly encouraged to undertake a formal course of training in basic first aid.

7.5 The Medical Centre supported by the Health & Safety Manager will ensure the names of all qualified first aiders are displayed in defined locations, highlighting those trained in:

- Emergency First Aid
- Paediatric First Aid

- Epi Pen
- Defibrillator Use

7.6 The Medical Centre will ensure notices are displayed advising staff of the location of first aid supplies/bags. The Medical Centre will replenish them regularly. Heads of Department are to notify the Medical Centre when stocks are low.

7.7 First Aiders are expected to administer first aid where reasonably practical and notify the Health, Safety & Compliance Manager accordingly.

8. Accident and Incident Reporting

8.1 The school has a legal duty under RIDDOR 2013 to report and record where applicable:

- Work related accidents causing serious injuries or death
- Diagnosed cases of certain industrial diseases
- Certain dangerous occurrences

8.2 The Health, Safety & Risk Compliance Manager is the nominated responsible person to complete/report RIDDOR reports.

8.3 All staff must ensure that all accidents are recorded in line with school policy and procedure.

8.4 All accidents, whether minor or reportable, are recorded onto a Medical Centre database.

8.5 Staff/first aiders must complete accident reports; copies are forwarded to the Health & Safety Manager.

8.6 The Headmaster will be notified of serious/high-risk incidents.

8.7 Parents/guardians will be notified of accidents/incidents by the Medical Centre.

8.8 The Pre-Prep will keep records of all accidents and first aid administered. Serious cases are reported to the Health, Safety and Risk Compliance Manager and Headmaster.

8.9 If a child suffers anything more than a trivial injury or becomes unwell, the Medical Centre (or Head of Pre-Prep) will contact parents on the same day or ASAP.

8.10 The Head of Wellbeing ensures lunchtime cover for first aid if nurses are on break.

9. Emergency Services

9.1 The decision to call an ambulance should be made by the Medical Centre or first aider.

9.2 In critical cases, staff may call emergency services directly.

9.3 Staff should record event details for post-incident reports.

9.4 Support roles once an ambulance is called:

- Meet/greet ambulance
- Treat injured party
- Manage crowd
- Gather witness statements
- Contact parents/guardians

9.5 The Head, Head of Prep, or Head of Pre-Prep will be informed in the event of A&E transfer.

10. Head Injuries

10.1 The school has separate guidance on managing head injuries, accessible on SharePoint or through the Health, Safety and Risk Compliance Manager.

10.2 In every case, the Medical Centre or Head of Pre-Prep ensures parents and Head are notified.

11. Hygiene and Infection Controls

11.1 All first aiders are trained in hygiene and infection control and must:

- Wash hands before/after first aid
- Use hand gel provided
- Cover own wounds
- Use gloves with blood/body fluids
- Dispose of soiled dressings in yellow clinical bags
- Use spill kits for bodily fluids
- Isolate areas for possible HSE investigation

12. Contagious Diseases

12.1 First aiders receive updates on illness outbreaks (e.g. COVID, norovirus).

12.2 First aiders must minimize risk based on current NHS/government guidance.

13. Defibrillators

13.1 The school recognises the value of defibrillators in cardiac emergencies.

13.2 Anyone can use a defibrillator; instructions are provided on the device.

13.3 Defibrillators are visually inspected monthly and serviced annually.

13.4 Defibrillators are located at:

- Chapel Quad
- Medical Centre
- Astro Turf
- 3G Pitch
- Old Chigwellians Club
- Sports and Wellbeing Centre
- Main School Reception

14. Educational Visits and Off-Site Activities

14.1 At least one first-aid-trained staff member should accompany all trips.

14.2 Risk assessments must include first aid provision and appropriate documentation.

15. Administration of Medication

15.1 See separate policy.

16. Misuse of this Policy

16.1 Any misuse or breach of this policy may lead to disciplinary action.

17. Policy & Guidance Review

17.1 The Bursar, supported by the Health, Safety & Risk Compliance Manager and School Nurse, is responsible for reviewing this policy annually or after significant changes or incidents.

**For and on behalf of the Governors
DAP King**