

First Aid and Medical Procedures Policy

Caterham Summer School



CATERHAM
SCHOOL

Policy Author:
Date Reviewed by Authors:
Next Review Date:

Summer School Manager
Spring Term 2026
Spring Term 2027

Caterham Summer School

First Aid and Medical Procedures Policy

Policy Status: Work Processes, Safeguarding and Child Protection

Applies to: All staff, students, volunteers, visitors, and activities (including off-site visits)

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Policy Statement and Aims

Caterham Summer School is committed to safeguarding the health, safety and wellbeing of all students, staff and visitors. We aim to ensure that prompt, appropriate and effective first aid and medical care is available at all times during the Summer School programme.

This policy operates as a stand-alone policy appropriate for the Caterham Summer School setting but is aligned with, and subordinate to, the Caterham School [First Aid Policy and Medical Protocols 2025–26](#), ensuring consistency with Caterham School’s medical standards, professional expectations and legal duties.

This policy reflects current statutory guidance and best practice, including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Health and Safety at Work etc. Act 1974 – GOV.UK](#) and the [Health and Safety \(First Aid\) Regulations 1981 – HSE](#).

2. Aims of the Policy

Caterham Summer School aims to:

- Provide a timely and appropriate response to illness or injury
- Ensure compliance with all relevant legislation and statutory guidance
- Maintain an appropriate number of suitably trained First Aid staff
- Ensure safe administration and recording of medical care
- Safeguard students’ welfare while respecting confidentiality and consent
- Communicate effectively with parents/guardians where required

These aims reflect both Caterham School policies and Caterham Summer School best practice.

3. Legal Framework and Guidance

This policy is informed by and complies with:

- [Health and Safety at Work etc. Act 1974](#)
- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Education \(Independent School Standards\) Regulations 2014](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [Department for Education: *Guidance on First Aid for Schools*](#)

4. Definition of First Aid

First Aid is the immediate help given to a person suffering from sudden illness or injury, with care provided to:

- Preserve life
- Prevent the condition from worsening
- Promote recovery

5. Responsibilities

5.1 Proprietor / Governing Body (via Caterham School)

The Governing Body holds ultimate responsibility for ensuring appropriate first aid provision and compliance with statutory requirements, as set out in the [Caterham School First Aid Policy and Medical Protocols 2025–26](#).

5.2 Summer School and Holiday Programmes Manager

The Summer School and Holiday Programmes Manager is responsible for:

- Ensuring this policy is implemented and followed
- Ensuring adequate First Aid cover is in place at all times
- Liaising with Caterham School staff and the Health Centre where required

5.3 Summer School Matron, First Aiders and Summer School Staff

The Summer School Matron takes responsibility for the physical and mental health wellbeing of students taking part in Caterham Summer School. The Summer School Matron is the main First Aider but ensures that boarding houses and classrooms have first aid coverage in the form of First Aiders on duty, and sufficient supplies in order to administer first aid if needed.

First Aiders will:

- Provide immediate care for illness or injury
- Decide when escalation to medical professionals or emergency services is required
- Accompany students to medical facilities if needed
- Record all treatment accurately and promptly

All First Aiders should hold a valid First Aid at Work or Emergency First Aid at Work qualification.

5.4 All Staff

All staff are responsible for:

- Taking reasonable care of students' health and safety
- Alerting a First Aider promptly in the event of illness or injury
- Familiarising themselves with this policy and emergency procedures

Staff responsibilities reflect safeguarding and health and safety expectations outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

6. First Aid Provision and Facilities

- A minimum number of trained First Aiders will be on duty whenever students are present
- First Aid kits will be available at key locations and on all trips
- Access to Caterham School Health Centre will be in place if needed
- Emergency contact procedures will be clearly displayed

Provision levels reflect Caterham School risk assessments and Caterham Summer School activity requirements.

7. Emergency Procedures

In the event of a serious illness or injury:

1. A First Aider will assess the situation
2. Emergency services (999) will be contacted where required
3. The Caterham Summer School and Holiday Programmes Manager will be informed immediately
4. Parents/guardians will be contacted as soon as reasonably practicable
5. An incident record will be completed

These procedures are aligned with Caterham School escalation and communication protocols. Emergency procedures are implemented in accordance with relevant health and safety legislation and safeguarding guidance.

8. Administration of Medication

- Prescription medication will only be administered with written parental consent.
- All prescription medication must be clearly labelled and stored securely.

- Non-prescription medication should not be brought, bought, stored or taken by students. It will be removed if it is discovered.
- Records of administration will be maintained.

Medication procedures follow Caterham School's established medical protocols.

Medication handling and storage procedures reflect current health and safety and safeguarding requirements

9. Medical Information and Records

- Parents/guardians must provide up-to-date medical information prior to arrival
- Medical and accident records will be stored securely
- Information will be shared only on a need-to-know basis, in line with data protection requirements

Personal data is processed in accordance with [UK GDPR Guidance – ICO](#) and the [Data Protection Act 2018 – GOV.UK](#)

Confidentiality standards reflect the Caterham School [First Aid and Medical Procedures Policy](#) and [safeguarding](#) expectations.

10. Off-Site Activities and Trips

- A trained First Aider will accompany all off-site activities
- A First Aid kit and emergency contact details will be taken
- Risk assessments will include medical and first aid considerations

Off-site provision reflects guidance published by the [Health and Safety Executive \(HSE\)](#) regarding educational visits and risk assessment

11. Reporting and Recording Accidents

- All accidents and incidents will be recorded
- Serious incidents will be reported in accordance with [RIDDOR](#) where applicable
- Records will be reviewed to identify patterns or preventative measures

12. Policy Review

This policy is reviewed annually and revised after or in response to significant change in legislation, guidance or incident.

This policy may be additionally reviewed in line with changes to the Caterham School First Aid and Medical Procedures Policy.

This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Health and Safety at Work etc. Act 1974 – GOV.UK](#), [Health and Safety \(First Aid\) Regulations 1981 – HSE](#) and Caterham School best practice.

It is due for review in April 2027