

Caterham School First Aid and Medical Care Policy



CATERHAM
SCHOOL



CATERHAM
PREP

Policy Author:

Heather Sullivan, Health Centre Manager

Date Reviewed By Author:

September 2026

Next Review Due:

September 2027

CONTACT DETAILS

- **999** – In event of serious injury. Then inform Reception / security (Ext 500) in working hours.
- **Health Centre:** Ext 250, Mobile 07930 177837 – In event of minor injuries or to report a serious injury once an ambulance has been called.

Contents

1. Introduction & Statutory Framework
2. Definitions
3. Aims of this Policy
4. Roles and Responsibilities
5. First Aid Needs Assessment & Provision
6. First Aid Facilities & Equipment
7. Information on Pupils & Medical Conditions
8. Administration, Storage & Disposal of Medicines
9. Operational Medical Procedures
10. Physical Education, Games & Off-Site Educational Visits
11. Hygiene, Infection Control & Body Fluids
12. Accident Recording, Reporting & Incident Investigation
13. Policy Monitoring, Review & Lessons Learned

I. Introduction & Statutory Framework

This is the first aid policy of Caterham Senior and Prep Schools. It is available to parents of pupils and of prospective pupils on request and to all members of School staff. This policy is applicable to both the Senior and Prep School including all pupils in the EYFS setting.

Caterham School recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School premises and pupils within the Early Years Foundation Stages and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be 'Gillick competent' (Fraser Guidelines) to give or withhold consent for his/her own treatment.

The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, pupils and visitors.

This policy is drafted in accordance with:

- The Education (Independent School Standards) Regulations 2014
- The Health and Safety at Work etc Act 1974
- The First Aid at Work: Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Management of Health and Safety at Work Regulations 1999
- Early Years Foundation Stage Statutory Framework
- Children and Families Act 2014
- DfE Guidance: *Supporting Pupils at School with Medical Conditions*

It should be read in conjunction with the School's:

- Allergy Policy
- Medical Care for Boarders Policy
- Health and Safety Policy
- Critical Incident Policy
- Educational Visits Policy

2. Definitions

- **Appointed Persons:** Members of staff who may not be qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.
- **Boarders:** The School has, and implements, appropriate policies for the care of boarders who are unwell and these include First Aid, care of those with chronic conditions and disabilities, dealing with medical emergencies, and the use of household remedies. Appropriate accommodation is available for boarders who are unwell and details of this, along with details on all medical matters for boarders can be found in a separate policy.
- **EFAW:** Emergency First Aid at Work.
- **First Aid:** The treatment of minor injuries which do not need treatment by a medical professional as well as treatment of more serious injuries, prior to assistance from a medical professional for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack or the administration of Adrenaline to those known to be Anaphylactic.
- **FAW:** First Aid at Work.
- **First Aiders:** Members of staff who have completed an approved regulated First Aid course and hold a valid certificate in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.
- **First Aid Guidance:** First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, L74, 3rd edition, 2013).
- **First Aid Personnel:** First Aiders or Appointed Persons or both.
- **Health Centre Manager and Health Centre Staff:** Heather Sullivan (Lead Nurse) and Health Centre staff are primarily located in the School's Health Centre. The Nursing Staff are registered with the Nursing and Midwifery Council and the School will verify this registration annually.
- **Health Centre:** Located on the First Floor of the Pye Centre and is clearly signposted and identifiable. There is a medical room based at prep school near to reception; the prep nurse is based here. The Health Centre and Prep Medical Room has essential First Aid facilities and equipment.
- **Inhalers Guidance:** Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, September 2014).
- **Staff:** Any person employed by the school, volunteers at the School, and self-employed people working on School premises.
- **School:** Caterham Senior and Prep Schools.
- **School Doctor:** Doctor Richard Wright is the nominated School Medical Officer from Caterham Valley Medical Practice. The practice is contracted to provide medical services to boarding pupils at the school and they are responsible for medical supervision.

3. Aims of this Policy

To ensure that:

- The School has adequate, safe and effective First Aid provision in order for every pupil, Staff and visitor to be well looked after in the event of any illness, accident or injury;
- All Staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- Explains the accommodation for the short-term care of sick or injured pupils;
- Explains how work-related incidents are recorded, monitored and reported;
- Outlines arrangements for supporting pupils at school with medical conditions, including managing individual healthcare plans and medication administration.

4. Roles and Responsibilities

- **School & Governing Body:** The school will ensure that there is adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the School site(s).
- **Chief Operating Officer & Health Centre Manager:** The Chief Operating Officer (Suri Araniyasundaran) delegates to the Health Centre Manager the day-to-day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel (co-ordinated by HR) available to the school.
- **COO & Health Centre:** The COO/Director of Estates in conjunction with the Health Centre will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.
- **Medical Information:** The COO/ Director of Estates delegates to the Health Centre Manager responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- **Head and Senior Deputy:** Responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid. This is co-ordinated and overseen in conjunction with the Health Centre/HR.
- **Head and Director of Estates:** Responsible for ensuring that the School has an adequate number of First Aid Personnel on site at all times. The HR team hold the list of staff qualifications and renewal dates and will organise training.
- **First Aiders Duty:** The main duties of First Aiders are to give immediate initial treatment to pupils, Staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the HR department.
- **All Staff:** All Staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All Staff will use their best endeavours, always, to secure the wellbeing and welfare of the pupils.

5. First Aid Needs Assessment & Provision

- **Assessment Criteria:** The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, pupils and visitors. The COO in conjunction with the Health Centre will regularly review the School's First Aid needs to ensure that provision is adequate.
- **First Aiders List:** An up-to-date list of First Aiders can be found at Staff Shared Area: U:\Health and Safety\First Aiders & Locations.
- **First Aider Training Requirements:** First Aiders will have annual refresher training and will undergo updated training at least every three years to maintain their qualification.
- **Early Years Foundation Stage (EYFS) Ratios:** At least one person with a current full Paediatric First Aid certificate, consistent with the criteria set out in the EYFS statutory framework, must be on the premises and available at all times when EYFS children are present. At least one such person must accompany EYFS children on outings. Whilst EYFS children are eating, there will always be a member of staff in the room who holds a current full Paediatric First Aid certificate.

6. First Aid Facilities & Equipment

- **Accommodation:** The Health Centre is located on the First Floor of the Pye Centre and is clearly signposted and background. There is a Medical Room based at prep school near to reception. As far as is possible, the school reserves these spaces exclusively for giving medical treatment.
- **First Aid Kits Provision:** The contents of the First Aid kits will be determined by the School's First Aid needs assessment and will usually be stocked in accordance with BS 8599-1:2011, containing:
 - Sterile antiseptic wipes
 - Gloves
 - Tape
 - Conforming disposable bandage x 3 (min 7.5 cm wide)
 - 2 triangular bandages
 - 1 packet of 12 assorted adhesive dressings
 - 3 assorted size sterile un-medicated ambulance dressings
 - 2 sterile eye pad bandages with saline eye wash
 - 6 assorted safety pins
 - 1 pair of rustless blunt-ended scissors
 - Emergency blanket
 - Sterile swabs

- **Locations & Maintenance:** First Aid kits are located around the School site as near to hand washing facilities as is practicable. If First Aid kits are used, they should be taken to the Health Centre for re-stocking. Health Centre staff examine First Aid kits upon return and termly to dispose of expired items safely. All requirements for First Aid kits are supplied by the Health Centre and stocked at the request of individual departments.
- **School Minibuses:** Minibuses must have a prominently marked First Aid kit on board, maintained by the transport department in good condition. The kit is stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)
- **Automated External Defibrillators (AEDs):**
 - **Locations:** Beech Hanger House; Hill Fields Pavilion; Pre-Prep ground floor hallway; Humphreys Hall/ PACE kitchen area; Prep Soderberg Hall; Davey building by refectory; Concourse; Sports Centre.
 - **Maintenance & Protocol:** Kept unlocked and accessible for all emergencies. They are checked remotely every 12 hours by DOC UK (from whom they are leased). If an AED is faulty, an engineer is dispatched. Standard AED pads are suitable for use in children older than 8 years.
 - **Usage:** Should only be used where a person is unconscious and not breathing normally. It should not be used where a person is conscious, breathing, or their heart is still beating. First person on scene should call emergency services and commence CPR, call for help and get an AED. AEDs guide users via step-by-step instructions. Ensure the area around the casualty is clear before use and remain with casualty until emergency services arrive.
 - **Generic AAls:** In compliance with Benedict's Law, the school has a number of emergency AAI (Adrenaline Auto-Injector) kits around the school site. These are kept in the following locations:
 - Health Centre
 - Sports Centre Café
 - Concourse Café
 - Leathem Room bar
 - Main school kitchen
 - Prep Sports room
 - Bee Club

These kits are for emergency use.

Pupils' prescribed adrenaline devices are carried or stored in accordance with their individual arrangements and the procedures set out in the School's Allergy Policy.

7. Information on Pupils & Medical Conditions

- **Consent & Information Sharing:** Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This does not prevent a child of sufficient understanding and intelligence (Gillick competent) from giving or withholding consent. Parents are also required to complete data collection forms at the start of each school year, updating as necessary, detailing medical conditions that will be relevant to the child at school, on trips or when taking part in any other school activities.

The Health Centre maintains central medical data on iSAMS based on annual parent consent forms and ad-hoc updates. Data populates automatically to EVOLVE (Trips) and SOCS (Fixtures).

- **Confidentiality:** The Health Centre Nursing team review confidential medical records and provide essential medical information regarding allergies, recent accidents/illnesses, or conditions to the Head, class teachers and First Aiders on a "need to know" basis.
- **Information Systems:** Information held includes details of pupils needing access to asthma inhalers, Adrenaline Auto-Injectors (AAls), injections, etc., which is circulated to teachers and boarding staff.
- **Managing Specific Conditions:**
 - **Adrenaline Auto-Injectors (AAls):** Senior pupils should carry two AAls with them at all times in a marked medical pouch containing their current care plan. Prep school pupils carry two AAls with them at all times and a spare is held in the prep school. In Pre-Prep, two AAls are stored in a named individual pouch in the reception cupboard. Administration of AAls will be done by any appointed person; there are no contraindications in an emergency.
 - **Asthma:** All pupils prescribed an inhaler must carry at least one with them at all times. Pupils must have 2 inhalers on residential/international trips and 1 on day trips.
 - **General Protocols:** Guidance and protocols for common conditions (anaphylaxis, asthma, epilepsy, diabetes) are available from the Health Centre.

8. Administration, Storage & Disposal of Medicines

- **General Administration:** The School supports pupils requiring medication during the school day in accordance with individual medical needs. Medicines are normally only administered where it would be detrimental to health or attendance not to do so. Medication must be supplied in original packaging and stored securely while remaining accessible to authorised staff.
- **Day Pupils Protocol:** Any pupil bringing medication into school must deliver it to the Health Centre upon arrival, clearly labelled with their name, medication name, and time of administration. Prescribed medication must have the dispensing pharmacy label attached. Where age and developmentally appropriate, pupils are expected to attend the Health Centre at the agreed time. For younger pupils, including EYFS children, and pupils requiring additional support, staff ensure that agreed medication arrangements are followed.
- **EYFS Requirements:** Written permission from parents/carers is required for each medicine prior to administration. Written records are kept each time medicine is administered, and parents/carers are informed on the same day or as soon as practicable.
- **Storage & Individual Plans:** Long-term conditions have agreed individual arrangements. Emergency medication (adrenaline, inhalers) is readily accessible to trained staff. Individual pupils may carry equipment where appropriate; otherwise, it is kept labelled at the Health Centre.

Immunisations

The school facilitates the administration of routine vaccinations by the Surrey Immunisation team. The team inform the School of the date they will be visiting school to deliver the vaccinations, parents will then be notified and advised how to give their consent. Where possible the team will offer an alternative date for vaccinations, if there is a clash with other significant school diary events i.e. internal exams.

9. Operational Medical Procedures and protocols

- **Procedure in Event of Illness:**
 - Pupils visit the Health Centre before school, break/lunch, or after school. If unwell during lessons, the member of Staff in charge assesses and decides, accompanying the pupil to the Health Centre where necessary.
 - All visits are recorded whether medication is administered or not.
 - Any pupil needing to go home due to illness must go to the Health Centre in the first instance. The team assesses, agrees a management plan, and contacts parents.
 - Staff may visit the Health Centre as necessary once cover is arranged.
- **Procedure in Event of Accident or Injury:**
 - Member of Staff in charge assesses the situation and decides action, calling an ambulance immediately if needed. Health Centre should be called as soon as possible. Appointed Persons/First Aiders can be called if Health Centre is unavailable. The Health Centre must always be informed of injuries, however minor.
 - If a First Aider cannot deal adequately with the condition, they arrange immediate access to appropriate medical treatment (Health Centre or ambulance).
- **Emergency Ambulance Calls:**
 - Staff must call an ambulance for emergencies/serious injuries.
 - Examples: Significant head injury; fitting, unconsciousness or concussion; breathing difficulty/chest pains; asthma collapse; severe allergic reaction; severe blood loss; severe burns/scalds; possible serious fracture.
 - Arrangements must be made for ambulance access to the site (providing GPS coordinates and meeting the vehicle). Pupils are accompanied in the ambulance by staff if parents cannot be contacted in time.

10. Physical Education, Games & Off-Site Educational Visits

- **PE & Fixtures First Aid:** Staff responsible for sports lessons/matches collect First Aid bags from the Health Centre. First aid bags must travel to away fixtures.
- **Injuries at Away Fixtures:** Medical treatment should be sought from the hosting school or nearest casualty unit. Follow-up is handled by the Health Centre. Incident treatment must be reported via the online system upon return.

- **Sports Injuries Logging:** Recorded upon reporting via the online system and examined by the School Sports Rehabilitator. Statistics are generated regularly, reviewed and monitored.

We employ staff to support the Health Centre and Sports Staff regarding treatment, recovery, and Graduated Return to Play (GRTP) coordination, listed below.

- *Senior School GRTP Coordinator:* Sports Rehabilitator.
- *Prep School GRTP Coordinator:* Martin Bartlett.
- **Off-Site Activities & Trips:** First Aid kits for off-site activities are issued by the Health Centre. Pupils leaving site must travel with a minimum of two AAls.
- **Head Injuries:** Mr Martin Bartlett oversees the management of head injuries in the Prep School, Mr Alex Mills in the Senior School.

Any pupil who has sustained a head injury during the school day should report in to the Health Centre. If the injured person has symptoms, then they will be signed off sport for 48 hours, parents informed and follow up reviews will be done by Mr Bartlett/Mr Mills. They will decide whether the pupil is placed on graduated return to play or not, RFU guidelines are followed regardless of the sport being played when injury sustained.

If a pupil sustains a minor head injury and has no symptoms, they should still report in to the Health Centre. If there are no concerns, then they can return to normal activities and parents can seek further medical advice if they are concerned.

Accident reporting: the Health Centre team will add a note to the accident report before it is closed, if the injured person has been seen in the Health Centre.

11. Hygiene, Infection Control & Body Fluids

- **Spillage Cleaning:** The Health Centre must be informed of blood/body fluid spillages to arrange proper containment, clear up, and cleansing.
- **Standard Precautions:** Cover cuts/grazes with waterproof dressings; wear single-use disposable gloves; use eye protection and disposable aprons if splashing may occur; use face shields for resuscitation; wash hands after every procedure.
- **Contamination Protocol:** If contaminated with others' bodily fluids: wash splashes off skin with soap/water; wash eyes with tap water or eye wash bottle; wash nose/mouth with water without swallowing; record details; report to Health Centre and take medical advice

12. Accident Recording, Reporting & Incident Investigation

- **Online Incident System:** All injuries, accidents, illnesses, and dangerous occurrences must be recorded on the online reporting system (Evolve Accident book). First person on scene completes the form; Health Centre adds treatment details and will close the form.
- **Record Content & Retention:** Must record date, time, location, personal details, description of event, first aid given, and immediate outcome. Retained for at least 3 years, or if a minor (under 18), until age 21.

- **Reporting to Parents:** Parents/guardians must be informed as soon as possible in the event of serious accident, injury, or illness. Any head injury must always be reported to parents. EYFS parents must be informed on the same day or as soon as reasonably possible.
- **EYFS Child Protection:** Notify local child protection agencies of any serious accident, injury, or death of an EYFS child as soon as possible, and within 14 days at maximum.
- **RIDDOR (HSE Reporting):** The Director of Estates is responsible for reporting notifiable incidents under RIDDOR 2013 to the HSE:
 - *Staff:* Work-related death, specified major injury, incapacitation for >7 days, occupational diseases, or specified dangerous occurrences/near misses.
 - *Pupils/Visitors:* Deaths or injuries where the person is taken from the scene to hospital resulting from a school activity, organisation/supervision, equipment/substances, or premises conditions.
- **Staff Injuries & Investigation:** Staff who have sustained personal injury at work need to fill out their own accident form on the system. If this is not possible then their line manager should do this on their behalf. The Director of Estates notifies RIDDOR if required.

13. Policy Monitoring, Review & Lessons Learned

- **System Review:** The COO regularly monitors and reviews systems, medical welfare management, and accident trends to identify required practice changes.
- **Health and Safety Committee:** Reviews all recorded accident system incidents at each meeting to examine prevention strategies and reduce recurrence risks.