

FIRST AID POLICY

Scope

This policy applies to John Lyon School, which comprises the 'Senior School' and the 'Prep School'. All references to 'the School' refer to John Lyon School except where otherwise specified.

This policy applies when a pupil is in or at the School, on educational visits or at off-site events.

Authority

This policy has been prepared in accordance with DfE [Guidance on First Aid in Schools](#). Its status is advisory only. It is available to parents, prospective parents and pupils via the website and, in addition, to all members of School staff via the Staff Handbook.

It is designed to comply with the common law and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees and pupils in the event of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of The Education (Independent School Standards) Regulations 2014.

Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency whilst implementing the terms of this policy and make clear arrangements for liaison with ambulance services at the site of the incident.

Definitions

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and/or minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

"Staff" includes employees, governors, and volunteers.

The School's "Medical Team" comprises two nurses, one in the Senior School and the other in the Prep School.

Responsibilities

The School, both as an employer and in providing appropriate care for pupils and visitors, through its Governors has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel, and for ensuring that appropriate First Aid procedures are followed.

[In the Senior School, the Bursar is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.](#)

The Bursar is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficiently completed any refresher programmes in relation to First Aid.

The Bursar delegates the day-to-day responsibility for ensuring stocks of First Aid consumables are checked and maintained to a School Nurse.

The Medical Centre is staffed by the School Nurse during the School day, Monday to Friday, during term time. When the School Nurse is absent, the CAT Office team will be informed and First Aiders on school site will cover the medical needs. Pupils will be directed to Reception, who will call upon a First Aid qualified member of staff. Where additional cover is required for identified events out of school hours or for sports fixtures, this is usually provided by a School Nurse or a qualified First Aider.

A School Nurse will maintain a list of qualified First Aiders and recommend to the Bursar the need for training as and when it becomes appropriate.

A School Nurse produces up to date lists of qualified First Aiders and the Bursar is responsible for ensuring that all staff and pupils are made aware of these personnel by having these lists posted around the School site in classrooms and office spaces. This list includes those with First Aid at Work qualifications; those with other qualifications are recorded by a School Nurse.

The Head delegates to the School Nurses the responsibility for collating medical consent forms and important medical information for each pupil and ensuring the information are accessible by staff as required.

In the Prep School, the Head of Prep is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.

The Head of Prep is responsible for ensuring that staff have the appropriate and necessary First Aid qualifications as required and that they have sufficient refresher training in relation to First Aid.

The Head of Prep delegates the day-to-day responsibility for ensuring stocks of First Aid consumables are checked and maintained to the School Nurse.

The School Nurse staffs the Medical room during the School day, Monday to Friday, during term time. In the absence of the School Nurse during these hours, children will be signposted or escorted to Reception, who will call upon a suitably qualified member of staff. A qualified First Aider staffs events taking place out of school hours or sports fixtures, including breakfast club, late class and extra-curricular clubs.

The School Nurse will maintain a list of qualified First Aiders and recommends to the Head of Prep the need for training as and when it becomes appropriate. This includes EYFS statutory first aid requirements. The School Nurse produces first aid notices and strategically displays them around the School. First aid notices clearly indicate the nearest location of a first aid kit, names of nearby first aiders and the telephone extension numbers of first aiders.

The Head of Prep delegates to the School Nurse the responsibility for collating medical consent forms and important medical information for each child and ensuring the relevant information are accessible by staff as required.

All staff who have attended First Aid at Work courses, Emergency First Aid courses or Paediatric First Aid courses are trained to use the defibrillators, but training is not necessary, as anyone can use one by following the verbal commands given by the automatic external defibrillator (AED).

When at School, at least one appropriately qualified First Aider will be on site when pupils are present.

For educational visits and off-site events, the requirement for, and number of First Aiders, will be decided on a risk assessment basis by the visit leader in consultation with the Educational Visit Coordinator. When a First Aider is not accompanying a visit, provision will be made to access first aid as required. The risk assessment will take into account specific pupil medical requirements and may also specify the level of First Aid qualification required (e.g. Advanced Medicine for far from help trips).

The Medical Team inform staff about pupils at risk of anaphylaxis and any other significant medical concerns at the start of every academic year and Adrenaline Auto-injector training (e.g. EpiPen) and other relevant training is provided.

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

The Medical Team arranges staff first aid training as and when appropriate and re-qualification upon the expiry of first aid certificates.

All staff are to be aware of the First Aid procedures and know who to contact in the event of any illness, accident or injury. All staff should ensure that this policy is followed in relation to the administration of First Aid and will use their best endeavours, at all times, to secure the health, safety and welfare of pupils.

School First Aid Provision

Both the Senior and Prep School sites have been thoroughly risk assessed, and the need for First Aid has been covered in those risk assessments, taking into account in particular:

- The layout of the School site;
- The nature of activities taking place on site;
- The likely response time of emergency services;
- Previous accident records;
- Off-site activities.

In the Senior School, the Bursar will regularly ensure that risk assessments are carried out in accordance with the School's Risk Assessment Policy and review the School's First Aid needs to ensure that the School's provision is adequate. The completion of this risk assessment review is monitored via the School's Health and Safety Committee and any significant amendments would be reported to the Governors.

First Aid kits are available for use in the Main Building (Medical Centre, CAT Office, Digital Hub,, Staff room and Science Labs), Oldfield (MFL Office), Lyon Building (Boyd Campbell Hall and Offices), Sixth Form Centre (Kitchen), Ernest Young Building (Kitchen), Red House (Kitchen), Le Beau House (Kitchen) and Sudbury Playing Fields (First Aid room and Pavilion Kitchen).

In the Prep School, the Head of Prep will ensure that risk assessments are regularly carried out in accordance with the School's Risk Assessment Policy and review the School's First Aid needs to ensure that the School's provision is adequate. The completion of this risk assessment review is monitored via the School's Health and Safety Committee and any significant amendments would be reported to the Governors.

First Aid kits are available for use in the Main Building (main reception, kitchen, medical room, Susan Milner Hall – sports cupboard and room 4), Pre-prep Building (Pre-prep entrance, Pre-prep classrooms 11a and 11b, Eyden room, Art & Technology room, Swimming pool), Middle School Building (Science laboratory, Caretaker's workshop, and Room 15), EYFS (Nursery and Reception kitchen) and School minibuses.

First Aid boxes are kept stocked with the – Contents of School First Aid Kits in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 - Code of Practice and Guidance 1997 and BS 8599. These are:

School First Aid Kits	Travel/PE First Aid Kits
<ul style="list-style-type: none"> • Leaflet for First Aid Advice • Assorted Plasters • Sterile Eye Pads • Triangular Bandages • Safety Pins • Medium Wound Dressings • Large Wound Dressings • Pair of Disposable Gloves • Packet of Cleansing Wipes • Eye Wash Vials 	<ul style="list-style-type: none"> • Leaflet for First Aid Advice • Assorted Plasters • Sterile Eye Pads • Triangular Bandages • Safety Pins • Medium Wound Dressings • Large Wound Dressings • Pair of Disposable Gloves • Cleansing wipes • Eye Wash Vials • Additional items may include foil blankets

The contents of the First Aid cabinets/kits are to be regularly checked and maintained by the School Nurse. The Senior School also has a number of automatic external defibrillators (AEDs) sited at strategic places around the School: the sports hall corridor; the Medical Centre; and in the Pavilion at Sudbury Playing Fields. The AED battery charge is monitored regularly by a School Nurse.

The Prep School also has two semi-automatic external defibrillators (AEDs) located outside the medical room and inside the swimming pool lobby. The AEDs are registered with the London Ambulance Service Defibrillator Accreditation Scheme and the School Nurse is responsible for maintaining them

Out of School Activities

Sporting Injuries & Injuries that occur off-site

In the Senior School, if a pupil is injured while playing sport, the teacher in charge will assess the injury and provide First Aid. If the injury is severe the teacher will contact the School Nurse and ask them to attend. The School Nurse will triage the injury over the phone and request an ambulance is called if required before making their way to the scene. If the incident occurs at Sudbury Playing Fields or off-site, Reception will be informed that the Medical Centre will be be unsupervised.

Once the School Nurse has assessed the injury they will treat it and inform the pupil's parents, asking the parents to collect their child and take them directly to A&E or protect the injured person from further harm and call for an ambulance. The School Nurse will remain with the injured pupil until their parents arrive. If the parent is unable to attend, then arrangements will be made for a member of staff to escort the child in the ambulance and stay with the child until their parents arrive.

Once the incident has been dealt with the teacher will send the details of the accident to the School Nurse by email. They will then record the details on Evolve and report to RIDDOR if necessary. The full accident report is then passed on to the Bursar. The School Nurse may also record the incident on CPOMS, if appropriate, so as to update relevant pastoral staff.

Sports Fixtures First Aid Provision

In the Senior School, at the start of each term the Sports Department provides the names of all pupils selected to represent the School to the School Nurse. This is kept in the Sports Department and checked ahead of every away fixture. If a pupil needs emergency medication, such as an EpiPen, the team coach will collect it from the School Nurse, before leaving for the fixture. The coach will also check that pupils who need their own emergency medication are carrying it. The coach will carry a small First Aid kit to the fixture and return it to the Sports department on their return. Any emergency medication will be returned to the School Nurse.

In the Prep School, in accordance with the list of pupils with medical conditions shared with all staff at the start of each term, the nominated PE teacher should collect any prescribed emergency medication, such as an EpiPen, from the School Nurse before leaving for the fixture. The same PE teacher will also check that children who need their own emergency medication are carrying it. The PE teacher will carry a small First Aid kit to the fixture, together with the sports emergency asthma kit and return it to the Sports cupboard upon their return. Any emergency medication collected from the medical room will be returned to the School Nurse.

Off-site Activity First Aid Provision

The School Nurse (Senior School) will be alerted to all off-site activities via Evolve; The School Nurse (Prep School) will be alerted by all off-site activities by the visit leader. Once alerted, they will create a list of medical and dietary information for all pupils due to attend the visit. This list is emailed to the educational visit leader and a hard copy is provided. A First Aid kit and any necessary emergency medication will be prepared by the School Nurse and can be collected the day before the visit goes out. See also [Medical Risk Assessment for Educational Visits](#), below.

Information on Pupils

Parents should keep their children at home if acutely unwell or infectious. Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.

The Medical Team will collate up to date important medical information in regard to each pupil in accordance with the School's Medical Administration Procedures. This will involve reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the staff as required. This information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the School community. This information is available from the Medical Team and made available confidentially to staff on the School's shared network.

Each member of teaching staff should read this information at least annually. The Medical Team is responsible for keeping these lists up to date and for updating staff as necessary, for example where a pupil develops a severe allergy.

All children with known medical conditions (such as asthma, epilepsy or diabetes) have individual health care plans (IHCPs) which are administered by the Medical Team who will relay salient details of the IHCP to wider staff as appropriate.

Chronic Medical Conditions

When the School is notified that a pupil has a chronic medical condition, the Medical Team will discuss the details with the child's parents. They will record the condition on iSAMS and also within the medical folder on the shared drive. They may also record details on CPOMS, if appropriate.

Any medication that the pupil needs to take during the school day will be held in the Medical Centre/Room and Medical Team will arrange for the pupil to come to the Medical Centre/Room at the appropriate time each day. The Medical Team will ask parents to complete a medicine administration form to authorise the administration of medication. If medication is for emergency only, it will be held in the cupboard in the Medical Centre until it is needed.

In the Senior School, pupils with conditions such as asthma, epilepsy and diabetes should carry their medication with them at all times and a spare set of medication will be held in the Medical Centre.

In the Prep School, children from Year 3 to Year 6 with conditions such as asthma, anaphylaxis and diabetes should carry their medication with them at all times and a spare set of medication will be held in the Medical room. The class teacher carries the medication for EYFS and Year 1 and Year 2 children in accordance with their individual health care plan (IHP). Spare medication for the younger children is also kept in the medical room.

The Medical Team will ensure that any regular or emergency medication is included in First Aid kits for educational visits and will explain to the visit leader when and how it should be administered.

The Medical Team will brief all staff about pupils with chronic medical conditions at the start of every academic year and remind staff where the information can be located on the School's shared network.

The Medical Team will create an Individual Healthcare Plan (IHCP) for any pupil with a chronic condition. In senior school, IHCPs are kept by the School Nurse in the Medical Centre and CAT Office, and by the School Nurse in the Medical room at the Prep school. They are also electronically stored within the medical folder on the school's shared network.

Pupils with Allergies

When the School is notified that a pupil has an allergy, the Medical Team will contact the pupil's parents and discuss the details of the allergy. Allergy triggers and medication required will be recorded on iSams and on the School's shared network. They will inform the Catering department of pupils with allergies, and where appropriate, introduce the pupil to the chef. Where appropriate the Catering team will prepare pre-plated meals for pupils with allergies.

In the Senior School, the School Nurse will encourage pupils to ask for help at lunch if they are not sure what is safe for them to eat. A list of allergens is clearly visible at point of service in the servery.

In the Prep School, photographic lists are provided by the Welfare Officer, for display in the catering area. EYFS – Year 2 children have a lunch card detailing their dietary requirements and these are presented to the catering team when the children enter the dining hall. Children from Year 3 choose from the servery and all foods are clearly labelled for identifying meat, vegetarian, vegan etc. All dishes served are nut free and any other allergens are clearly labelled in the servery. Children from Year 3 with food allergies wear a yellow lanyard to the servery to alert caterers to refer to the photo allergy list.

In the Senior School, photographic lists are provided by the School Nurse, for display in the catering areas. There are two lists available: one detailing pupils at risk of anaphylaxis; and one detailing minor food allergies. Any pupil who is at risk of anaphylaxis should carry an EpiPen with them at all times. A spare EpiPen is held by the School Nurse in the Medical Centre. The School Nurse will also maintain a stock of EpiPens for pupils who are not able to provide a spare EpiPen. There are Anaphylaxis kit held at the medical room, school reception and Sudbury Playing Fields, in case of an emergency.

In the Prep School, a photographic list is provided by the School Nurse to the catering team and for display on the staff medical notice board. Any child who is at risk of anaphylaxis should carry their prescribed adrenaline auto-injector (AAI)/EpiPen with them at all times inside the red emergency medication bag (provided by the School Nurse). The red emergency medication bag normally consists of two AAI's and a spare AAI is kept in the medical room. The School Nurse will also maintain an Emergency Adrenaline Auto-injector kit for children who are not able to provide their own spare AAI or where their own supply is unavailable or unusable. The emergency AAI kit is kept Outside the Medical room, next to the AED.

Staff are informed, by the Medical Team, about pupils at risk of anaphylaxis at the start of every academic year and EpiPen (AAI) training is provided as appropriate.

Pupil's own emergency medication is included in First Aid kits for educational visits involving pupils at risk of anaphylaxis.

Procedure in the event of illness

If a pupil becomes unwell they should attend the Medical Centre/Room. The School Nurse will assess the pupil and where appropriate administer medication. Medication can be administered to pupils once parents have completed the annual parental contact details and medical consent form. This gives consent for the School Nurse to administer simple medications such as paracetamol, ibuprofen and antihistamines.

If the pupil is not well enough to return to their lessons, the School Nurse will contact their parents and arrange for them to be collected. The pupil will remain in the Medical Centre until they are collected from School.

All visits to the Medical Centre/Room are recorded, by the School Nurse, in a log book and in the individual pupil diary on iSAMS, and if appropriate on CPOMS.

In the EYFS setting, the Head of EYFS may send home a child who is unwell and update the School Nurse as soon as practicable. EYFS children are generally collected directly from the EYFS building on Radnor Road. Any child suspected of having any infectious illness e.g. fever, diarrhoea and/or vomiting must be kept isolated (where possible) until collected by the parent /guardian and must not travel home on school transport.

Procedure in the event of an accident or injury

In the event of an accident or injury, then the member of staff in charge of the class/area/activity should be consulted who will assess the situation and decide on the next course of action as follows:

For minor injuries

In the Senior School, the pupil is sent to the Medical Centre.

In EYFS – Year 2, staff complete their own accident record in their duplicate accident/incident report book, handing the top copy to the parent /carer at the end of the school day and submitting the second copy to the School Nurse for electronic input.

In Years 3 - Year 6, the child is sent to the medical room accompanied by staff or a suitable child.

For more serious injuries - when the casualty should not be moved – staff immediately call for a member of the Medical Team reporting the nature of the emergency, name of child and location so that appropriate equipment and medication can be brought to the scene. In their absence, a First Aider should be called to attend the scene. On assessing the injury or condition a member of the Medical Team or First Aider will decide if the casualty needs to attend the Accident and Emergency department and will organise for an ambulance to be called if required.

If it is suspected that an injury requires emergency medical help, an ambulance should be called, regardless of whether a member of the Medical Team or First Aider has attended to the injured pupil.

Spillage of Body Fluids

However minor the injury, if a spillage of blood or other bodily fluids occurs, the Medical Team must be informed as soon as possible and the member of staff dealing with the incident should contact the Estates Team, who have a body fluid kit to ensure hygienic disposal of the spillage.

Ambulances:

An ambulance will always be called where there is a medical emergency and/or serious injury, for example where there is:

- a significant head injury;
- seizure that has never happened before or lasts 5 minutes or more;
- difficulty in breathing and / or chest pain;
- signs of an asthma attack;
- Hypoglycaemia where pupil is not responding normally
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture; or
- if the School Nurse or First Aider deems it necessary.

If an ambulance is called in the Senior School, Reception must be informed immediately. The School Nurse or member of the Central Administration Team (CAT) then contacts the SLT by email to alert them. The ambulance should be met and directed to the correct location. Estates should be informed by CAT so that the gates are opened to allow access and that the access route is free from obstruction including pedestrians.

If an ambulance is called in the Prep School, Reception must be informed immediately. The Head of Prep or Deputy Head Pastoral (Prep) in their absence will be alerted. The ambulance crew should be escorted to the correct location by Reception staff or other appointed staff.

Should the pupil need to go to hospital via ambulance, a member of the Medical Team or a member of staff should travel with them, unless the pupil's parents arrive at School in time. The member of the Medical Team or the member of staff accompanying the pupil should take the parental contact details and medical consent form with them to the hospital and stay at the hospital with the pupil until their parents arrive. Where this is not possible, a member of staff will travel with the pupil instead.

If an ambulance is called when away from the School, a senior member of staff must be contacted as soon as possible as outlined in the Educational Visits and off-site events procedures.

Medical Risk Assessment for Educational Visits

In the Senior School, once an educational visit is approved, a list of pupils attending the visit will be passed to the School Nurse. The School Nurse will create a medical information sheet which gives details of all pupils with medical conditions, any medication they need and what to do in case of an emergency.

Should the School Nurse feel that a pupil's medical condition would be an added risk on the trip, they should discuss this with the Educational Visit Coordinator (EVC). Where possible all pupils should be allowed to attend all visits, however, with visits that are far from help, certain pupils could be at a greater risk. In this instance the School Nurse should speak to the EVC and discuss whether the risk to the pupil outweighs the value of the visit. The final decision on this should be made by the Head.

In the Prep School, once an educational visit is approved, any child medical information will be discussed between the visit leader, School Nurse and Head of Prep. Where possible all children should be allowed to attend all visits, however, with visits that are far from help, certain children could be at a greater risk. The final decision of whether trips should still go ahead or not is made by the Head of Prep.

Where appropriate, a separate risk assessment should be created for any pupil with specific medical needs and this may be incorporated into the IHP

Reporting and Recording of Medical Accidents or Incidents

All injuries to pupils, staff, parents or visitors no matter how small will be reported to Medical Team as soon as possible after the accident has taken place.

Once the individuals have been treated, the member of staff leading the response, should report all details regarding the accident to the Medical Team whose report is sent to the Bursar, who takes measures as appropriate.

Records are stored in accordance with HSE requirements and the School's data retention procedures.

Communication

Serious accidents, injuries or illness off-site must be reported to the School as soon as practicable. The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils on the same day or as soon thereafter as is reasonably practicable.

Onwards reporting

The School has a duty to report incidents that involve:

- Health and Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)¹

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. *In the Senior School, the Bursar delegates responsibility to the School Nurse, who ensures that accident forms and books are filled in correctly and that the incident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed as necessary.* In the Prep School, the Head of Prep delegates these responsibilities to the School Nurse.

In accordance with [How to report a serious incident in your charity](#) (Charity Commission, October 2018), the School has a responsibility to report serious incidents to the Charity Commission. Further information on reporting requirements can be obtained from the School's Data Protection Officer.

¹ For detail on what needs to be reported see: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Record Keeping

The School will keep a record of all First Aid administered under this policy, which is held by the the Medical Team. The School also keeps an Accident Log, which is administered by the Bursar at Senior School and the Head of Prep.

All records created under this policy are managed in accordance with the School's Data Asset Register and may contain personal data. Details of how the School obtains and uses this information is set out in the School's Privacy Notice and the School's Data Protection Policy.

Monitoring

The Medical Team produce termly accident summaries for review by the School's Health and Safety Committee to consider any patterns of recurring accidents that may be present (e.g. in terms of the nature of accidents or specific locations or activities), which might require further investigation. The minutes of these meetings are shared with Governors for review. More informally, the Bursar, as Health and Safety Manager in the Senior School, and the Head of Prep, as Health and Safety manager in the Prep School, review each incident as it occurs and discuss with relevant senior staff when immediate action is required.

Reviews of accidents help to identify training or other needs and can be useful for investigative or insurance purposes.

Risk Assessment

The format of risk assessments may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as Individual Healthcare Plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy lies with the Bursar in the Senior School, and with the Head of Prep in the Prep School.

Reviewed by: Deputy Head (Pastoral – Senior School)

Implemented: September 2025

Next Review: September 2026