# First Aid Policy

## 1. Policy Overview and Contacts

### 1.1 Introduction

This policy is written in accordance with the **Health and Safety (First-Aid) Regulations 1981**, as amended 2013, and follows the guidance contained in the **HSE publication L74 – First Aid at Work**. It also aligns with the **Education (Independent School Standards) Regulations 2014**, the **DfE guidance *Supporting Pupils at School with Medical Conditions (2017)*** and the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

This policy applies to **all employees, pupils, contractors and visitors** while on any Fulham Prep School site or participating in a school-organised activity. It is the responsibility of all members of the school community to familiarise themselves with first-aid procedures and to seek help immediately in the event of illness or injury.

This Policy should be read alongside the Administration of Medication Policy and all relevant Health and Safety documentation.

This policy and the associated First Aid Needs Assessment are **reviewed annually**, or sooner following any significant incident, organisational change, or update in legislation or guidance. The review is led by the School Welfare Officer and approved by the Senior Leadership Team.

**In a medical emergency, any member of staff may call 999 without delay. Once emergency services have been contacted, the nearest qualified First Aider and the School Welfare** Officer **must be informed so that appropriate on-site support can be provided and access routes kept clear for paramedics.**

### 1.2 First aid and medical provision

School Welfare Officer, Lesley Warrington, can be contacted directly on 020 7386 2468 or by email lwarrington@fulham.school

There are medical rooms at both school sites;

Queens Gardens – Managed by Lesley Warrington, School Welfare Officer (lwarrington@fulham.school)
020 7386 2468
Palace Gardens – Managed by Diane Murphy (dmurphy@fulhamprep.school) 020 7371 4211

### 1.3 Roles and Responsibilities

**Headteacher / Senior Leadership Team**

The Headteacher has overall responsibility for ensuring that Fulham Prep School meets its obligations under the *Health and Safety (First-Aid) Regulations 1981*. This includes ensuring that:

- Suitable and sufficient first-aid provision is available across all sites and during all activities.
- The First Aid Policy and associated procedures are implemented, communicated and

reviewed annually.
- Resources and training budgets are sufficient to maintain compliance.

**School Welfare Officer**

The School Welfare Officer oversees the day-to-day management of first-aid provision, including:

- Conducting the annual First Aid Needs Assessment.
- Maintaining an up-to-date register of trained First Aiders and arranging renewals or refresher courses.
- Ensuring first-aid rooms, kits and defibrillators are correctly stocked, maintained and checked.
- Recording all incidents, monitoring trends, and liaising with the Operations Manager for RIDDOR reporting.

**Qualified First Aiders**

First Aiders are responsible for:

- Providing immediate care to anyone injured or taken ill while on school premises or participating in school activities.
- Following recognised first-aid procedures and maintaining calm, safe conditions at the scene.
- Recording all treatment provided and reporting incidents to the School Welfare Officer promptly.
- Attending refresher or update training as directed to keep qualifications valid.
- A list of qualified first aiders is outlined in Appendix 1 of this policy

**All Staff**

All members of staff share a duty of care to safeguard pupils and colleagues. They must:

- Familiarise themselves with the First Aid Policy and the names and locations of qualified First Aiders.
- Take immediate action to summon assistance in the event of an accident or illness.
- Record and report any incidents, however minor, using the correct reporting channels.
- Support the welfare team by maintaining a safe environment and good housekeeping in all teaching and communal areas.

An annual **First Aid Needs Assessment** is carried out by the School Welfare Officer in consultation with the Operations Manager. This assessment considers the size and layout of each campus, the number of employees and pupils, foreseeable risks, off-site activities, and arrangements for visitors and contractors. The outcomes of the assessment determine the number of trained First Aiders, first-aid kits, and specialist equipment required at each site.

## 2. Provision, Staffing and Facilities

### 2.1 First Aid Provision

There is a qualified first aider on duty across all sites. In the medical rooms from 08.00 to 16.30, five days a week, the School Welfare Officer or Primary First Aiders are available to administer

first aid, to deal with any accidents or emergencies or to help if someone is taken ill.
The School ensures that there is **adequate first-aid cover at all times**, including for after-school clubs, trips, residential visits and staff absences. The School Welfare Officer monitors training expiry dates and arranges refresher or update training to maintain current certification in line with HSE guidance (*L74 First Aid at Work*).

The School has a number of members of staff who have completed a one-day course awarding them Level 2 in Emergency First Aid from a competent trainer, and these are updated every three years. The appropriate number of First Aiders and Defibrillator staff are identified after all the relevant factors have been taken into account, including layout of building, foreseeable absence of first aid personnel and number of pupils on and off-site. The School Welfare Officer maintains the list of First Aiders and defibrillator users.

Where EYFS children are present, either at the Pre-prep or on school trips, at least one member of staff at all times has undertaken Paediatric First Aid training.

Notices showing the names and locations of qualified First Aiders and the nearest defibrillator are displayed prominently across the School to support a rapid response in the event of an emergency. First aid provision extends to **all employees, pupils, contractors and visitors** while on any Fulham Prep School site or during school-organised activities.
*The list can be found in Appendix 1 of this policy.*

**2.2 Hygiene/infection Control**

In order to maintain hygiene standards and reduce the risk of infection:

- Hands must be washed before and after giving First Aid
- Single use disposable gloves must be worn when treatment involves blood or other bodily fluids
- Any soiled dressings etc. must be put in the bin in the medical room and disposed of appropriately
- Any body fluids on the floor should have absorbent granules (Bioguard absorbent powder) sprinkled on them and swept up with designated dustpan and gloves and placed in a yellow biohazards bag.
- Exposed cuts and abrasions should always be covered.
- To comply with HSE guidance and current infection-control standards, the School provides disposable **aprons, gloves, and eye protection** for use whenever there is a risk of contact with blood or other bodily fluids.

**2.3 First Aid facilities**

- The School Welfare Officer must ensure sufficient number of First Aid bags are purchased and ready to be taken for off-site activities.
- All First Aid Kits are marked with a white cross on a green or orange background and their

whereabouts are displayed throughout the school on the First Aiders list.

- First Aid Kits must always accompany the children during any offsite activity/educational visit. Sports First Aid Kits must accompany physical education staff offsite.
- The School Welfare Officer and Primary First aiders are responsible for checking and restocking First Aid Kits every half term and as they are returned from off-site activities (Appendix 2)
- Stock is re-ordered by the School Welfare Officer and is kept in the medical rooms.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into School.

## 2.4 Eye wash stations

Positions for eye wash stations are identified in Science Laboratories. Sealed bottles of sterile eye-wash solution are provided and are checked each half term by the School Welfare Officer to ensure that expiry dates have not passed and that tamper seals remain intact Used or expired bottles are replaced immediately. Staff working in practical areas receive periodic reminders on the correct use of eye-wash equipment and the procedure for summoning further medical assistance after any chemical splash or foreign-body incident.

## 2.5 Defibrillators

The School has defibrillators located in Reception at each building. All staff who hold current first-aid qualifications receive basic training in the safe use of defibrillators as part of their certification.

Each defibrillator is checked regularly by the School Welfare Officer to confirm battery life, pad condition and indicator-light status Replacement pads and batteries are ordered in advance of expiry.

Defibrillators are clearly signposted with standard **AED signage**, and all staff are reminded through annual safeguarding and health-and-safety briefings that **any trained member of staff may use a defibrillator in an emergency** while following the 999 operator's instructions.

## 3. Off-Site Activities

### 3.1 Off-site activities

Staff accompanying pupils on school visits, fixtures or trips must ensure that suitable first-aid provision is available at all times.

**Trip Leader responsibilities**

Each off-site activity will have a **Trip Leader** who is responsible for confirming that at least one

appropriately trained First Aider is present on each visit and that all required first-aid equipment and prescribed medication are taken as identified in the visit's **risk assessment**. For residential or overseas visits, the Trip Leader must ensure 24-hour access to professional medical advice and hold contact details for local emergency services and the School's designated emergency contact.

**Equipment and preparation**

First-aid kits for off-site use are collected from the medical room before departure and returned immediately on return. Staff must inform the School Welfare Officer or Primary First Aiders if any items have been used so that stock can be replaced.

In addition to the first-aid kit, staff must take:

- A current class or group list;
- A fully charged mobile phone; and
- Any prescribed emergency medication together with the pupil's **health-care plan** and written parental consent where applicable.

Each staff member should carry their own mobile phone and ensure they have the School's main telephone number and the relevant medical-room numbers readily available.

**Reporting and follow-up**

Any accident, illness or incident occurring during an off-site activity must be reported to the School Welfare Officer and recorded in the School's accident book immediately on return. Where a pupil with a medical condition is involved, the individual care plan should be reviewed before the next trip or event.

## 4. Incident Handling & Communication

### 4.1 First Aider procedure for dealing with sick or injured pupils

When a pupil, member of staff or visitor becomes unwell or is injured on site, the attending First Aider must follow the steps below.

**Initial assessment**

- Ascertain by inspection and discussion the nature of the illness or injury.
- Ensure the scene is safe before providing assistance.
- Reassure the injured person and prevent crowding by onlookers.

**Immediate treatment**

- Administer first aid within the limits of your training.
- Use single-use disposable gloves and appropriate PPE if contact with blood or bodily fluids is likely.
- Clean minor wounds with sterile wipes or running water and apply dressings or plasters (checking for allergies before use).
- Separate and additional consideration is given to head injuries that might constitute a concussion concern, with additional communication provided to parents.

**Escalation and referral**

- If the injury or illness appears serious, if the casualty is unconscious, or if there is concern about head, neck, spinal or eye injury, **call 999 immediately** and alert the School Welfare Officer.
- No pupil will travel in an ambulance unaccompanied.
- Where uncertainty exists, err on the side of caution and seek medical advice.

**Communication and safeguarding**

- Inform the relevant class teacher or duty staff of the incident.
- Notify parents or guardians if the injury is more than trivial or if there are any concerns about the child's wellbeing as per the flow chart (Appendix Three)
- For concussion concerns, a 'Head Injury Form' (Appendix Four) is completed and provided to parents to share the treatment given and symptoms observed should this be required if the situation escalates once the child goes home.
- If anything disclosed or observed raises a safeguarding concern, report it at once to the **Designated Safeguarding Lead** or deputy in accordance with the School's Safeguarding Policy.

**Recording**

- Treatment is logged on the Electronic Form, allowing for tracking.
- For serious injuries, complete a full accident report and provide it to the School Welfare Officer for review and RIDDOR consideration.

**Follow-up**

- Where appropriate, advise rest or monitoring before a pupil returns to class.
- Any continuing or recurrent symptoms should be reported to the Welfare Officer and parents.

The process used for

**4.2 Record Keeping**

The School keeps comprehensive records of all accidents, illnesses and injuries to pupils, staff and visitors. All treatment or first-aid administered must be recorded on the same day in the electronic form.

The School Welfare Officer and Operations Manager review these records regularly to identify trends or recurring hazards. Findings are discussed at Health and Safety Committee meetings and, where appropriate, control measures are adjusted to reduce future risk.

Records must include the following details:

- Date, time and location of the incident;
- Name of the injured or ill person;
- Description of injury or illness and treatment given;
- Name of the First Aider providing treatment;
- Any further action required (for example, referral to hospital, parental contact, or follow-up monitoring).

Serious injuries, dangerous occurrences, or incidents resulting in staff absence of more than seven days are reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** by the Operations Manager or their delegate.

## 4.3 Reporting

The School Operations Manager and primary First aiders should be notified at the earliest convenience of any minor or major incidents. In all cases, the First Aider or supervising member of staff must ensure the incident has been recorded in the accident book or online log and that a brief summary is passed to the School Welfare Officer the same day.
Staff must also report any *near-miss* incidents or hazards that could have resulted in injury, so that preventative measures can be considered during Health and Safety reviews.

Any accidents or injuries sustained during a group visit off site are recorded in the accident book immediately on return.

**RIDDOR reporting**
The School Premises Manager is responsible for assessing whether any incident meets the threshold for external reporting under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.
Reportable events include:

- Fatalities or major injuries;
- Staff injuries leading to more than seven consecutive days of absence;
- Pupil injuries arising from work-related activities that result in hospital treatment;
- Specified dangerous occurrences or near-miss events.

All RIDDOR notifications are made through the HSE's online reporting system and recorded for audit purposes.

## 4.4 Contacting parents

The School will always contact parents if a child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health. All communication with parents or guardians regarding first-aid treatment is logged by the School Welfare Officer or the attending First Aider on the same day, either in the accident book or the pupil's medical record.

Parents are always informed if a child has had a head injury of any sort. Following any **head injury**, parents are provided with written advice outlining symptoms that may require medical review (Appendix Four) Where appropriate, pupils are observed in school for the remainder of the day, and staff are briefed to monitor for signs of concussion or delayed symptoms.

## 5. Specific Medical Needs

### 5.1 Children with specific medical needs

Children with specific medical needs should be pointed out to the group leader before leaving the School premises. The School ensures all group leaders are sufficiently informed and trained

to deal with the medical needs of all pupils on off-site visits.

On site, the School maintains an **up-to-date register of pupils with specific medical needs**, including allergies, long-term conditions and those requiring emergency medication. This register is accessible to teaching staff, catering staff, and duty supervisors as appropriate.

Where applicable, Individual Health Care Plans are drawn up in consultation with parents, the School Welfare Officer and relevant medical professionals where appropriate. Each plan is reviewed at least annually or sooner if a pupil's condition, treatment, or medication changes. Staff directly responsible for pupils with care plans are briefed at the start of each term and whenever new information becomes available.

## 5.2 Arrangements for pupils with allergies and medical conditions

- Pupils with particular medical conditions for example Asthma, Epilepsy, Diabetes and disabilities are given support and activities are adapted as appropriate.
- Individual health care plans are drawn up for pupils who have long term medical conditions or conditions that can require swift emergency medication. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the School e.g. staff training.
- Staff who are responsible for pupils with medical conditions receive **specific training** on recognising symptoms and administering medication safely. Training is refreshed as needed and at least every two years, with records maintained by the School Welfare Officer.
- Parents are involved in the care plan process and are asked to regularly update the First Aider on their child's campus (who will inform the SWO) or the School Welfare Officer with any changes to treatment or hospital visits.
- The School Welfare Officer works closely with teachers and pastoral care staff to ensure care and support as needed is provided. The School ensures that all staff understand the procedure for summoning help and locating emergency medication quickly, including during off-site activities.
- The information held by the School includes a record of pupils who need to have access to Asthma inhalers, Epipens, injections or similar and this information is circulated to First Aiders and staff on a need to know basis. The equipment, suitably labelled, is located in the medical rooms.
- The School operates a **nut-free policy** across all sites and reminds parents and pupils regularly through newsletters and signage. Staff remain vigilant for potential allergens during school events and catering
- Pupils with known allergies wear **coloured lanyards** in the dining room to help catering and supervisory staff quickly identify dietary restrictions and provide appropriate oversight during mealtimes
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## 5.3 Epipens

Information held by the School concerning children who require EpiPens, asthmatic inhalers, injections or medication are made known to all staff by means of electronic records and health care plans. Staff who teach or supervise pupils with severe allergies receive targeted training on the recognition of anaphylaxis and the administration of adrenaline auto-injectors. At the start of each term, staff are reminded where emergency medication is stored and which pupils have prescribed EpiPens.

Lists of pupils with severe allergies, along with photographs and care-plan details, are displayed discreetly in staff areas. These lists are reviewed each time a pupil is added or removed and checked termly by the School Welfare Officer to ensure accuracy.

**5.4 Storage of medication**

All medication is kept in the Medical Room, in a secure location. Medication is stored in locked cabinets or fridges within the medical rooms, clearly labelled with the pupil's name and expiry date. Temperature-sensitive medication is kept in a dedicated medical refrigerator with regular temperature monitoring.

Emergency medication such as Epipens and inhalers are stored in clearly marked, accessible locations within the medical rooms so that they can be reached quickly in an emergency while remaining secure from unauthorised access.

Expiry dates are checked termly by the School Welfare Officer, who liaises with parents to replace medication before it becomes out of date.

**6. Head and Concussion Injuries**

Any pupil presenting with a head injury or neck injury whether in School or during a sports event will be assessed according to the following guidelines and appropriate action taken. When these cases arise, staff must complete a 'Head Injury Form' (Appendix Four) to give to parents to communicate the symptoms observed.

All head-injury incidents, however minor, are recorded in the accident book, and parents are informed on the same day. Where symptoms of concussion are suspected, the pupil will be monitored in school and must not take part in physical activity or sport until medically cleared to do so.

The School will provide Qualified First Aid Cover and First Aid Equipment at all sports training and matches. Staff ensure there is access to a telephone to ensure emergency assistance can be called immediately. Staff supervising games or physical education receive additional guidance on recognising concussion and managing head-injury emergencies. Where there is **any concern** about a potential head injury or symptoms of concussion, the pupil **must not continue physical activity** and should be assessed by a qualified First Aider or medical professional before returning

to play. Staff are expected to adopt a cautious approach and prioritise the pupil's safety at all times.

All concussion cases are reviewed by the School Welfare Officer, and a return-to-school plan is agreed with parents and staff in accordance with the *UK Concussion Guidelines for Education Settings (2023)*.

The school outlines details of the injury and any symptoms observed in communication with parents to ensure that, if needed, appropriate information can be passed onto medical professionals.

## 6.1 Concussion Guidelines for staff

Concussion is a type of traumatic brain injury resulting in a disturbance of brain function. It usually follows a blow directly to the head, or indirectly if the head is shaken when the body is struck. In all such cases, appropriate and immediate medical guidance should be sought.

Failure to assess, evaluate and manage a pupil at School or a player in a sporting event with a possible concussion can have serious adverse consequences, particularly allowing a player with concussion to continue to play, or to return too early to training or playing. If in doubt, staff should not allow the player to continue to play. The Games staff will ensure that the SWO/1st Aider in school is fully updated and that they have contacted parents. On return to school, games staff will report head injuries to SWO for further assessment as required. Parents would be contacted to inform of head injury.

The governing bodies of most sports played in schools have each produced head injury guidelines that are specific to their sport. Those responsible for risk assessing sport activities should have regard to the relevant and latest guidelines when carrying out their risk assessment.

Appendix One – List of First Aiders

# FIRST AID NOTICE

**September 2025**

## Qualified First Aiders

| | Exp date |
|---|---|
| Lesley Warrington | 09/27 |
| James Marshall | 02/26 |
| Mary McGavin | 02/26 |
| Tony Mills | 02/26 |
| Pete Barney | 09/26 |
| William Ford | 09/26 |
| Zeneptha Decordova | 09/26 |
| Lara Verney | 03/26** |
| Rececca Viney | 04/27 |
| Claire Wood | 04/27 |
| Labhras de Faoite | 04/27 |
| Heather Gosling | 10/27 |
| Rachel Morgan | 01/28 |
| Phoebe Smith | 01/28 |
| Claudia Di Filippo | 01/28 |
| Walter Cole | 01/28 |
| Ashleigh Wales | 02/26 |
| Paul Hardwick | 05/28 |

** Maternity Leave

## First Aid Kits Held

Medical Room
Reception
Science 1, 2 & 3
Art

## Accident Book

Medical Room

# FIRST AID NOTICE

**September 2025**

## Qualified First Aiders

| | | |
|---|---|---|
| Diane Murphy | PFA | 05/27 |
| Jackie Mitchell | PFA | 02/27 |
| Katherine Child | PFA | 11/27 |
| Penny Hayward | PFA | 01/26 |
| Lisa Kockott | PFA | 01/26 |
| Michelle Daykin | PFA | 01/26 |
| Julie Cummings | | 01/28 |
| Barbara Kietzman | | 04/27 |
| Geraldine O'Neill | | 04/27 |
| Pete Barney | | 09/26 |
| Abby Thackray | PFA | 01/28 |
| James Marshall | | 02/26 |
| William Ford | | 09/26 |
| Mary McGavin | | 02/26 |
| Heather Gosling | | 10/27 |
| Phoebe Smith | | 01/28 |
| Ashleigh Wales | | 02/26 |
| Michelle Joste | | |

## First Aid Kit Location

Medical Room
All Class Rooms
Reception
Staff Room

## Accident Book Location

**Medical Room**

**Appendix Two – Contents of First aid kits**

**Standard First Aid Kit contents**

- 1 First aid guidance leaflet
- 20 Assorted sterile plasters
- 10 individual wrapped non-alcoholic wipes
- 2 Eye pads
- 2 Triangular bandages
- 2 Pairs vinyl gloves
- 1 Foil emergency blanket
- 1 Small wound dressing
- 2 Medium wound dressings
- 2 Large wound dressings
- 1 Resuscitation shield
- 1 Burn Gel
- 1 instant ice pack
- 1 Small pack of tissues

**Sports First Aid Kit contents**

- 2 Instant cold packs
- 6 Triangular bandages
- large first aid dressings
- Medium first aid dressings
- 2 x 75mm Crepe bandages
- 2 x 50mm Crepe bandages
- 2 eye pads with bandage
- 20 Assorted plasters
- 10 Moist wipes
- 3 x 20ml sterile saline pods
- 1 Eye bath
- 1Burn Gel
- 1 x 25mm x 5mm adhesive tape
- 1 Pack tissues
- Low adherence pads 100x100mm
- 5 Adhesive wound dressings 60x70
- 3 Finger Dressings
- 2 Pairs of vinyl gloves
- 3 Big plasters 60x80mm
- 1 Revive personal resuscitator
- 12 Safety pins
- 1 Pair of scissors

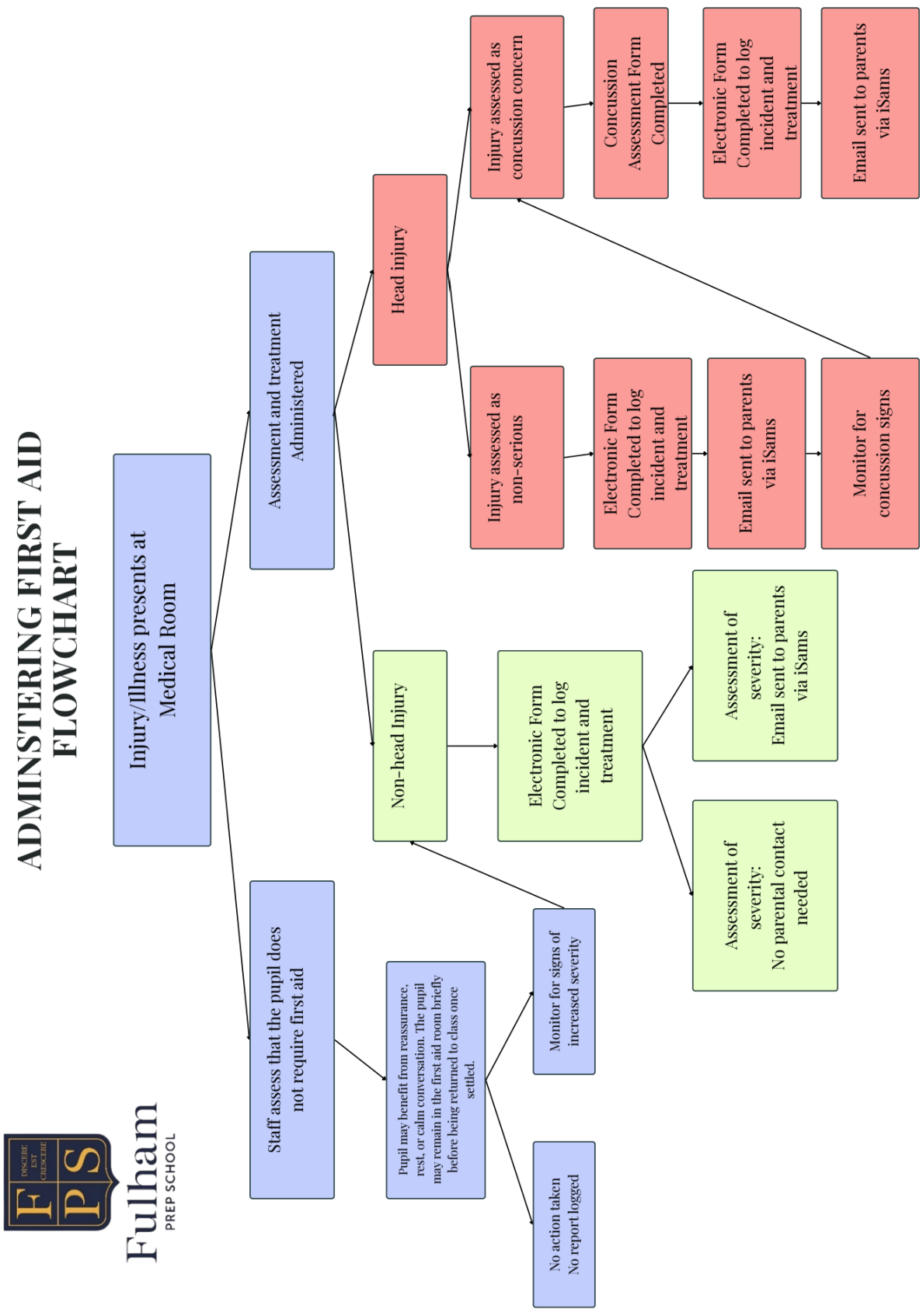
Fulham PREP SCHOOL

## Fulham Prep School - First Aid Kit Checklist (Queens Gardens)

Date: _____ Check by: _____

| Kit Location | 1 First aid guidance leaflet | 20 Assorted sterile plasters | 10 individual non-alcoholic wipes | 2 Eye pads | 2 Triangular bandages | 2 Pairs vinyl gloves | 1 Foil emergency blanket | 1 Small wound dressing | 2 Medium wound dressings | 2 Large wound dressings | 1 Resuscitation shield | 1 Burn Gel | 1 instant ice pack | 1 Small pack of tissues |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Reception | | | | | | | | | | | | | | |
| Science 1 | | | | | | | | | | | | | | |
| Science 2 | | | | | | | | | | | | | | |
| Science 3 | | | | | | | | | | | | | | |
| Art | | | | | | | | | | | | | | |
| Medical Room | | | | | | | | | | | | | | |
| Trip 1 | | | | | | | | | | | | | | |
| Trip 2 | | | | | | | | | | | | | | |
| Trip 3 | | | | | | | | | | | | | | |
| Trip 4 | | | | | | | | | | | | | | |

Appendix Three – Flowchart for administering first aid



Appendix Four – Head Injury Form

Fulham Prep School
Head Injury Communication Form

| | | |
|---|---|---|
| Name of injured person | | |
| Class / Form | | |
| Date & time of injury | | |
| Description of incident (What, where, how, witnesses, equipment) | | |
| Injury and findings | | |
| CONSCIOUS LEVEL (Select one) | **Alert** – eyes open<br>**Verbal** – eyes open to verbal stimuli<br>**Pain** – eyes open to painful stimuli<br>**Unresponsive** – eyes remain closed to all stimuli | |
| **Observations** If any of these symptoms are evident, record the time. | Nausea | |
| | Headache | |
| | Blurred Vision | |
| If the injury is serious then check eye-pupil dilation. School Nurse or staff trained to do this | Are the pupils equal and reacting to light? | |
| Advice given / Action Taken | | |
| Name of First aider assessor | | |
| | | |
| Signed received by parent | | |