

**Carshalton**  
High School for **Girls**

# First Aid Policy

Reviewed and Agreed by Carshalton Local Governing Body:

Autumn 2025

Next Review:

Autumn 2028

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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## 1. Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, students and visitors on school premises and for staff and students attending authorised, off-site activities such as educational visits.
- Ensure that all staff are aware of their responsibilities with regards to health and safety.
- Ensure that there are staff trained in first aid who have sufficient and appropriate resources and facilities.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

The policy is based on the DfE guidance [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [The Social Security \(Claims and Payments\) Regulations 1979](#)

## 2. Definition

First aid is the initial assistance or treatment for those who are injured or suddenly unwell, with the aim to stop their condition worsening until medical help arrives or treating minor injuries which do not require medical help.

This policy should be read in conjunction with the GLT Health & Safety Policy, including the reporting of accidents, incidents, violence and near misses.

## 3. Responsibilities

The school ensures that there are a number of members of staff qualified as first aiders. We ensure training is kept up to date and refresher courses are attended as necessary. A list of staff trained in first aid is kept by the Principal First Aider and displayed around the school.

The school ensures the appropriate personal protective equipment is available to all first aiders.

### First Aiders

All first aiders are trained to carry out their role.

First Aiders are responsible for:

- Acting as first responder to an incident or when a person becomes ill.
- Taking charge, assessing the situation and providing immediate and appropriate treatment.
- Using their judgement as to whether an ambulance or other professional medical help needs to be called.
- Following the appropriate advice on the use of personal protective equipment.
- Completing the correct records or accident form.
- Advising the Principal First Aider when their first aid kit becomes low in stock.

### Principal First Aider

The Principal First Aider is based in the main school office, A24 with the medical room A25 next door.

In addition to their first aider responsibilities the Principal First Aider is also responsible for:

- Sending a student home to recover.
- Ensuring sufficient staff are trained to administer first aid and that training is kept up to date.
- Keeping first aid kits well stocked.

### All Staff

All school staff are responsible for:

- Ensuring that in the event of an accident, incident or someone becoming suddenly unwell they initially treat the situation "as a parent would to their child" securing the welfare of the individual and then at the first opportunity request first aid support.
- Completing accident reports where required.
- Informing their manager if they have any specific medical or first aid needs.

#### **4. First aid kits**

First aid kits are provided at key locations around the school with appropriate signage to inform staff, students and visitors. Additionally, burns kits are available in high risk areas, for example science and DT.

As a minimum a first aid kit will include:

- individually wrapped sterile plasters (assorted sizes), (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- large sterile individually wrapped un-medicated wound dressings
- medium-sized sterile individually wrapped un-medicated wound dressings
- safety pins
- disposable gloves
- leaflet giving general first aid advice
- Burns dressings (located in separate burns kits around school site)

#### **Trips and visits first-aid kits**

There is no mandatory list of items to be included in first-aid kits for school trips and visits, however, the school will ensure they contain:

- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- individually wrapped triangular bandages, preferably sterile
- sterile eye patches
- safety pins
- large sterile un-medicated dressing
- individually wrapped moist cleansing wipes
- disposable gloves
- leaflet giving general first aid advice

#### **5. Medication**

First aid does not include administering medication. This is covered under the Supporting Students with Medical Conditions Policy.

Some pupils may need to have access to life saving prescription drugs in an emergency. The details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do. Medication will be stored with the Principal First Aider.

Medication is not kept in first aid kits.

#### **6. First Aid Procedures**

##### **On school premises**

In the event of an incident or accident resulting in an injury:

- The closest member of staff will make an initial assessment and will decide whether to call for first aid support, send the person to the medical room or that no further action required.
- If a first aider is required the Principal First aider or First Aider & Admin Assistant will usually attend, or in their absence the School Office will arrange for an alternative first aider.
- The first aider will assess the injury and decide:
  - whether further assistance is required from a colleague or the emergency services.
  - what first aid support should be provided.
  - whether to remain at the scene with the injured person or move them to the medical room. A wheelchair is available if required.
- If the emergency services are called the School Office will contact parents. If a parent cannot accompany a student to hospital, a member of staff, usually be the Principal First Aider or First Aider & Admin Assistant, will accompany the student to hospital and remain with them until the parent can take responsibility.
- The first aider will complete the correct accident or medical report on the same day or as soon as is reasonably practical after the incident (resulting in an injury).

##### **On a school trip or visit**

Staff supervising a trip or visit will have:

- A mobile phone
- Portable first aid kit
- Specific medical information about the students on the trip or visit
- Parent contact details
- Emergency Asthma Pump / spare Adrenaline Auto Injectors (AAI) if any student on the trip has parental consent for use

Risks assessments will be completed prior to any trip or visit.

### **7. Emergencies – asthma and allergic reactions**

Students may carry their emergency medication with them if this is appropriate and has been agreed with the school, or they should know exactly where to access it.

The school keeps and can administer emergency asthma pumps to identified students where parental permission has been obtained and recorded on SIMS. The procedure for using pumps is in appendix B and C. Parents/carers will be informed of the use of the emergency inhaler in writing using the pre-printed slips provided and the First Aider will telephone parents to inform them of the action taken in school.

Carshalton Girls is part of the Spare Pens in School Initiative (for Anaphylaxis). This means spare Epipens also known as Adrenaline Auto Injectors (AAIs) are stored in the main office.

These can be used by staff who have received training for ‘Spare Pens in Schools’ (usually trained first aiders or Trip Leader) with the following students where parental permission has been obtained:

- Students who are prescribed an AAI and have a care plan, but their AAI (or a second AAI) cannot be located at the time of emergency or has malfunctioned
- Under the instruction of 999 personnel in an emergency

### **8. Recording first aid treatment**

It is necessary to record any first aid treatment given as well as completing the accident form. A record should be made on SIMS by the first aider to include:

- the date, time and place of the incident
- the name of the injured or ill person/student
- details of the injury or illness and what first-aid was given
- what happened to the person/student/ immediately afterwards, e.g. went back to work/class, went home, went to hospital
- name of the first aider

### **9. Informing Parents**

The Principal First Aider, pastoral team or member of the School Office will telephone the parent in the event of:

- any head injury
- if an ambulance is called
- if the emergency asthma inhaler or AAI is used
- any other circumstances where in their judgement of the first aider decides that such contact should be made

### **10. Accident & incidents**

If the need for first aid support was due to an accident, incident, violence or near miss reporting the Health and Safety Policy should be used and the correct reporting procedures should be followed.

### **11. Automated External Defibrillators (AEDs)**

AED's are provided around the school, in the following locations:

- Main Office A24
- Hall Foyer

**Appendix A**  
**First Aid Kit Locations**

First aid kits are available at the following locations:

| Room No | Room Description                 | Green First Aid Box | Red Burns Box |
|---------|----------------------------------|---------------------|---------------|
| A09     | Premises Office                  | ✓                   |               |
| A17     | Cleaner's Cupboard               | ✓                   |               |
| A24     | School Office                    | ✓                   | ✓             |
| A29     | Headteacher's PA's Office        | ✓                   |               |
| B24     | Office                           | ✓                   |               |
| D03     | Science Prep Room                | ✓                   | ✓             |
| E21     | Science "Hut"                    | ✓                   |               |
| F06     | DT Classroom                     | ✓                   | ✓             |
| F07     | DT Workshop                      | ✓                   |               |
| F08     | DT Prep Room                     | ✓                   | ✓             |
| F10     | DT Workshop                      | ✓                   |               |
| F12     | Food Tech Kitchen                | ✓                   | ✓             |
| F16     | Art Office                       | ✓                   |               |
| G15     | SEND office                      | ✓                   |               |
| J03     | PE Office                        | ✓                   |               |
| J27     | Dance Studio                     | ✓                   |               |
| J42     | Head of Maths                    | ✓                   |               |
| S09     | Sixth Form Administration Office | ✓                   |               |

**Off-Site Visits**

Portable first aid kits available from the Principal First Aider / First Aider in the School Office.

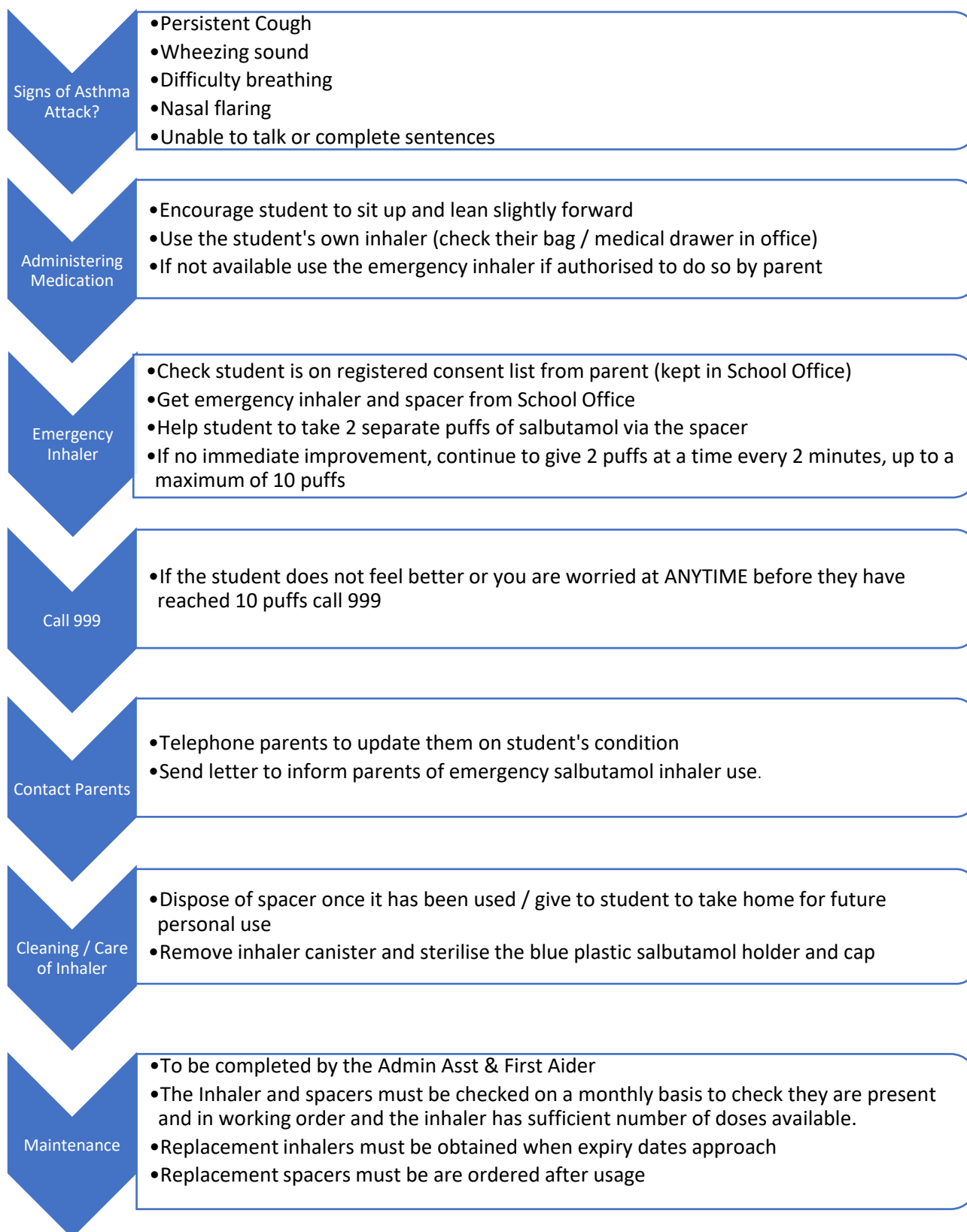
**Canteen**

The first aid kit in the kitchen is the responsibility of the school caterers.

## Appendix B

### Procedure for use of an emergency inhaler

**Any member of staff can administer an emergency pump as long as they know that the student has asthma and emergency permission has been given by the parent.**



## Appendix C

### How to use an Asthma Inhaler and Large Volumatic Spacer

1. Fit the two halves of the Volumatic spacer together.
2. Remove the mouthpiece cover from the metered dose inhaler (MDI).
3. Shake the inhaler and insert in the Volumatic spacer.
4. Place the mouthpiece of the Volumatic spacer in your mouth between your teeth. Close lips firmly but do not bite the mouthpiece. Do not put lips over the side holes of the spacer mouthpiece (as the valve will not work).
5. Press down on the canister of the MDI to release ONE puff of medicine. Keep the Volumatic spacer in your mouth and breathe normally through your mouth for five slow breaths. You should hear the valve "click" as you breathe in and out.
6. Remove the Volumatic spacer from your mouth.
7. Wait thirty seconds before repeating steps 3 – 6
8. When using this method of inhaled steroids, remember to rinse your mouth out with water after treatment and/or brush your teeth.

