

THORPE HALL

SCHOOL

FIRST AID POLICY

1. Aims

The first aid policy at Thorpe Hall School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident. The aim of first aid is to save lives and to ensure minor injuries and illnesses do not escalate into major ones. For details on how first aid is administered in the EYFS, there is a separate EYFS - First Aid Policy.

We will achieve this by:

1. Administering appropriate first aid treatment as required in a timely manner
2. Providing fully qualified Paediatric First Aiders & First Aiders on site, including Holiday Club, and to accompany all trips and outings where children are involved
3. Arranging mandatory training and three yearly updates for First Aiders, including those trained in paediatric first aid (those who work with under 8s): See Appendix 1 for a list of first aid trained employees.
4. Keeping copies of all first aid certificates
5. Providing facilities for the provision of first aid at appropriate locations around the School
6. Providing facilities and sufficient numbers of qualified first aid staff for off-site sports fixtures and school trips. Allocating a specific qualified first aider to manage first aid for the specified external trip
7. Ensuring that a pupil medical form has been received prior to starting.
8. Maintaining a list of information about pupils with medical conditions for staff
9. Sharing medical information as necessary (in line with GDPR).
10. Following the correct procedures for the reporting of accidents to RIDDOR
11. Providing the Health and Safety Committee with a list of accidents each term
12. Reviewing the first aid policy annually

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

2. Procedure in case of accident or injury

Any pupil, visitor or staff member sustaining an injury of concern whilst at School should be seen by a First Aider who will provide immediate first aid and summon additional help as needed.

The office will organise an injured person's transfer to hospital in the case of an emergency; in such cases, parents/emergency contacts should be informed by telephone.

Medical emergency and unable to make contact with parents:

Ensure the Headteacher or member of Senior Leadership Team is informed.

Across the school all serious accidents and concerning injuries need to be reported to parents.

An Accident Form must be kept of all serious accidents and concerning injuries. These should be signed by the Headteacher if reportable under RIDDOR. If deemed necessary, written accident forms should be logged in the accident book.

Contacting parents

Parents/emergency contacts should be informed by telephone as soon as possible after an emergency or following a serious/significant injury: head injuries should always be reported, as will any other condition which renders a pupil/person unable to return to class/work.

Parents of Prep pupils (R to Yr 3) can be informed of smaller incidents at the end of the school day by the Class Teacher. Pupils in Year 4 or above will be encouraged to inform their parents of minor injuries at the end of the school day.

Contacting the Emergency Services

An ambulance should be called for any condition for any injury that requires emergency treatment.

Accident reporting

An accident form must be completed for any person sustaining a concerning accident or serious injury occurring on or off school premises including off site activities, school trips etc.

Pupils unwell in school

Prep and Senior pupils unwell in school are advised to go to the School office (if need be, the pupil should be accompanied). Pupils should not contact parents directly via mobile phone or iPad asking to be collected if they feel unwell. If all avenues of treatment have been exhausted, i.e. paracetamol/ibuprofen/antihistamine, a member of SLT will need to grant permission for parents to be contacted and asked to collect their child.

Materials, equipment and facilities

Thorpe Hall School provides a Medical Room opposite the main school office. Eyewash facilities are also available in the science labs, kitchens and DT workshops. Appendix 2 contains full details on where additional first aid kits are located.

The contents of the first aid boxes will be checked on a regular basis.

There are two defibrillators in the school. One is located next to the medicines cabinet in the school first aid room and another one is in entrance lobby of The Seaglass.

First Aid for School Trips

The trip organiser must ensure an appropriate level of first aid cover is provided for the trip and meet with the school office ahead of the trip to discuss any pupils with specific medical needs. These should be included on the risk assessment for the trip.

Where pupils are travelling out of school a suitable first aid and spills kit must be carried, and any medicines prescribed to pupils on the outing.

Any concerning accidents/serious injuries must be reported to parents and documented in the accident book as soon as possible and RIDDOR guidelines adhered to. Once back on site, normal medical reporting procedures should be followed.

Communication of pupils with significant medical conditions

Staff are made aware of all pupils with a significant medical condition by accessing the appropriate document.

Photographs (of all pupils with life threatening medical conditions) are kept on the wall in the Main Office, Staff Room and Kitchen Servery for all pupils with a serious allergy.

Pupils with medical conditions

Senior pupils who have serious allergies, must always carry their own Adrenaline Auto-Injector (AAI) eg EpiPen, Emerade etc, around School and supply the School Office with a spare which must be named and in date. Prep pupils store their AAIs in a red bag on a hook by the class door – whenever possible, a spare is also kept at the school office.

Parents must complete the *Prescribed Medication* form for any medication that the school may need to administer. It is the parent's responsibility to ensure that all medication provided is clearly labelled and within its expiry date.

For students with asthma, diabetes, allergies, or any other medical condition requiring ongoing management, the school must be provided with an up-to-date Care Plan issued by an appropriate medical professional.

It is the parent's responsibility to ensure that the medical section of the parent portal is up to date regarding their son or daughter's medical condition and that the school office is made aware of any changes to their condition by submitting a revised form.

Senior students who use an inhaler for asthma and other related breathing conditions must always carry their inhaler with them at all times and supply a spare named inhaler for the School Office. Pupils in Reception up to Year 6 keep their inhalers in a red bag in their classroom; a spare is to be kept in the school office. Parents must ensure in date inhalers and an Asthma Plan are provided.

The medical Officer check regularly that any generic medication in the office is in date and orders replacements as and when required. Though we have systems in place to inform parents that medication is reaching its end of use date, it is the parent's responsibility to provide the School with the medicine their child needs.

In some instances a risk assessment will be required for a pupil. This will highlight any areas of risk for a pupil and measures to mitigate this risk accordingly. All relevant staff will be made aware of this Risk assessment and where to access it.

Before leaving school for any off site activity including sport, and before leaving on a School trip, it is the teacher's responsibility to ensure that all pupils have their emergency medication,

Pupils with life threatening allergies and asthma who do not supply the appropriate medication to School will be asked to go home or parents must bring in their medication immediately.

Medication in School

Medication, other than AAIs and asthma pumps, should be kept in a locked cupboard. Expiry dates should be checked monthly. Medication must be provided in its original packaging with prescription label (if applicable) and clear labelling of drug name, route to be administered, dose and expiry date.

Essential medication will be given to a pupil provided the 'Prescribed Medication' form has been completed by the parent. This gives written consent by the parent and also ensures that the correct drug is administered at the correct dosage. Every effort will be made to administer the drug at the correct time, although this cannot be guaranteed.

Pupils should not carry medication around school with them, e.g. paracetamol. If they feel they need pain relief they must go to the office to be assessed.

No child under 16 years of age may be given any medication without their parents' written consent.

Within Thorpe Hall School records are kept on file of every dose of medicine given and parents informed either by phone or in person the same day.

Non-Prescription medication

Only to be administered by the First Aider. A teacher may administer paracetamol on a School trip. Travel sickness and other medication may be given if parental written consent has been received by the School.

Written consent must be obtained for all medications (Prescribed Medication Form). All medication must be documented and signed for as given.

Prescription-only medication

Prescribed medication may be given to a pupil provided the 'Prescribed Medication' form has been completed and signed by the parent. Medications on a School trip will be administered provided written consent and instructions have been received from the parent.

Antibiotics and other medicines requiring cold storage should be kept in the fridge in the school office.

Any used needles/syringes should be disposed of in the sharps box kept in the school office.

In the event of a spillage of bodily fluids:

In order to protect ourselves from disease all body fluids should be treated as infectious. Therefore, when appropriate, staff will wear disposable gloves and apron when cleaning bodily fluids, and items will be disposed of in a suitable manner.

THE EXECUTION OF THIS POLICY WILL BE MONITORED BY THE FIRST AIDERS AND SENIOR MANAGEMENT.

This policy is reviewed annually by the Board of Governors

Reviewed	Feb 2026
Approved	Feb 2026
Next Review Date:	Feb 2027

Appendix 1 – List of First Aiders

Name	Surname	Dept	Course
Gemma	Castley	Admin	Emergency First Aid at Work
Helen	White	Admin	Emergency First Aid at Work
Kim	Cornelius	Admin	First Aid at Work
Joanna	Hamilton Seabrook	Admin	Paediatric First Aid
Emma	Banks	EYFS	Paediatric First Aid
Charlotte	Cotter	EYFS	Paediatric First Aid
Sunny	Cutts	EYFS	Paediatric First Aid
Natalie	Hiscott	EYFS	Paediatric First Aid
Katie	Holland	EYFS	Paediatric First Aid
Lauren	Landy	EYFS	Paediatric First Aid
Lauren	Marden	EYFS	Paediatric First Aid
Sarah	Melbourne	EYFS	Paediatric First Aid
Jessica	Moore	EYFS	Paediatric First Aid
Julie	Oversteyns	EYFS	Paediatric First Aid
Carla	Price	EYFS	Paediatric First Aid
Amy	Scowen	EYFS	Paediatric First Aid
Anne	Stuart	EYFS	Paediatric First Aid
Chloe	Syvrett	EYFS	Paediatric First Aid
Bryony	Walton	EYFS	Paediatric First Aid
Danielle	Wood	EYFS	Paediatric First Aid
Rob	Goudie	IT	First Aid at Work
Lyndsey	Motin	Midday Asst	Emergency First Aid
Stephen	Bate	Minibus Driver	First Aid at Work
Andrew	Green	Minibus Driver	First Aid at Work
Kirsty	Durban	PE	First Aid at Work
Tom	McGarr	PE	First Aid at Work
Susan	Cripps	PE	Paediatric First Aid
Kirsty	Durban	PE	Paediatric First Aid
Emma	Smith	PE	Paediatric First Aid
Nalan	Jolly	Performing Arts	Emergency First Aid
Jade	Peterson	Prep	First Aid at Work
Chris	Ramdin	Prep	First Aid at Work
Avril	Stanton	Prep	First Aid at Work
Sarah	Alderson	Prep	Paediatric First Aid
Lynne	Jones	Prep	Paediatric First Aid
Samantha	Kinnel	Prep	Paediatric First Aid
Jill	Lagden	Prep	Paediatric First Aid
Gemma	Markham	Prep	Paediatric First Aid
Caroline	Monk	Prep	Paediatric First Aid
Sophie	Phillips	Prep	Emergency First Aid at Work
Lois	Smith	Prep	Paediatric First Aid

Catherine	Waters	Prep	Paediatric First Aid
Sophie	Winter-Cole	Prep	Paediatric First Aid
Mike	Cartledge	Senior	Emergency First Aid
Heidi	Anderson	Senior	Emergency first aid at work
Samantha	Bakonyvari	Senior	Emergency First Aid at Work
Meherun	Chowdhury	Senior	Emergency First Aid at Work
Jack	Medland	Senior	Emergency First Aid at Work
Jeremy	Sandford	Senior	Emergency First Aid at work
Jacqui	Sharp	Senior	Emergency First Aid at Work
Roxi	Sheern	Senior	Emergency First Aid at Work
Chris	Abercrombie- Smith	Senior	First Aid at Work
Amanda	Abercrombie- Smith	Senior	First Aid at Work
Joanne	Hitchcock	Senior	First Aid at Work
Christian	Keil	Senior	First Aid at Work
Richard	Turner	Senior	First Aid at Work

Appendix 2 – Location of First Aid Kits

Main Office	5 First Aid Kits	2 Spill Kits
Nursery	2 Paediatric First Aid kits	
School Kitchen	1 Catering First Aid Kit	1 Eye Wash Station
Science Y14	1 Small First Aid Kit	1 Eye Wash Station
Science Y15	1 Small First Aid Kit	1 Eye Wash Station
Science Y16	1 Small First Aid Kit	1 Eye Wash Station
Science Y17	1 Small First Aid Kit	1 Eye Wash Station
Site Office	1 Small First Aid Kit	
Art Room	1 Small First Aid Kit	
DT N1	1 Small First Aid Kit	1 Eye Wash Station
Food Tech N5	1 Catering First Aid Kit	
Theatre Kitchen	1 Small First Aid Kit	
Lower School Office	1 Large First Aid Kit	
PE - Seaglass	PE Kit First Aid Kit	
Mini Bus		
THS 0005	1 Small First Aid Kit	1 Spill Kit
THS 0006	1 Small First Aid Kit	1 Spill Kit
THS 0007	1 Small First Aid Kit	1 Spill Kit