



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

## **FIRST AID POLICY (including the Early Years)**

**Policy Author:**

**Date Reviewed by Author:**

**Next Review Date:**

**Date Approved by Governor Body:**

**Next Review by Governor Body Due:**

Roisin Gibbs, Operations Manager

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June 2026



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## **First Aid Policy**

No member of staff is a qualified paramedic or nurse and therefore all serious incidents will be referred to the Ambulance Service or pupils will be accompanied to hospital.

If the pupil cannot be moved or is unconscious or having a fit, first call an ambulance immediately then contact the school office

### **TO CALL AN AMBULANCE**

- **PICK UP THE PHONE DIAL 999**
- **ASK FOR AN AMBULANCE**
- **STATE THE NAME AND ADDRESS OF THE SCHOOL AND YOUR NAME**
- **REIGATE ST MARY'S SCHOOL, CHART LANE, REIGATE. TEL 01737 244880**
- **FOLLOW THEIR INSTRUCTIONS**

### **First Aid Arrangements**

#### **I. General**

Children visit the medical room for many reasons in the day including feeling unwell, for reassurance and to address a first aid need.

Any pupil requiring First Aid will be sent to the School Office / Medical Room where staff are qualified as First Aiders. The office staff/Medical Officer will apply their discretion when deciding which category of incident applies.

The Medical Room is fully equipped for all First Aid needs. In the case of any accident requiring First Aid, a member of staff who deals with the situation in the first instance should liaise with the Medical Officer to ensure the incident if recordable is recorded or if appropriate a Head Injury form completed or in the case of a serious accident a full accident report form should be completed.

All accidents/injuries received in the EYFS setting are notified to parents on the same day by the child's class teacher.

The Head Injury or the full accident report form is emailed to the parents and recorded on iSAMs. For children in EYFS, all injuries are recorded on iSAMs and reported to the parent on the day the injury occurred. The School Medical Officer does a termly analysis which is used at the termly health and safety meetings.

As a guide the following are considered minor injuries and may not result in a full accident report form for children in Year1-6:

- Small grazes and scratches
- Blisters caused by abrasive footwear or equipment
- Minor bruises
- Some rashes e.g. heat rash
- Minor nose bleeds
- Removable splinters
- Minor knock to any part of the body other than the head

Where there are any safeguarding concerns the schools DSL will be informed.

**Jana Lukacova** is the School First Aid and Medical Officer and is the named First Aider and is qualified in First Aid at Work Valid until 07/2027 and fully qualified in Paediatric First Aid valid until 03/2028 responsible for:

- Treating and recording all First Aid incidents in the school.
- Keeping First Aid Supplies Stocked
- Keeping records of pupils with specific medical requirements and circulating this information to all staff.
- Is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

There is always a fully qualified first aider based in the school office to administer general first aid to pupils and staff.

There are 49 fully qualified paediatric first aiders, 18 of whom are available specifically to pupils in Green Shoots, Kindergarten, Reception and Extended Day.

### **Level 3 Paediatric First Aid Qualified – Expiring 01/09/2027**

Peter Alden	Robert Forsyth	Sarah Flemming	Tim Austin
Debbie Baker	Marie Goddard	Sophie Lappin	Simon Williams
Roseanna Bew	Barbara Hopkins	Izzy Carter	Annie Clark
Lynnette Howell	Angharad Tharp	Suzy Burnett	Louise Eveleigh
Julie Filmer	Laura Van Pelt	Karlyn Buick	Rachel Faulkner
Marcus Culverwell	Petra Wetterstrand-Undery	Francesca Hedges	Sophie Shiret
Pippa May	Etalie Culverwell	Claire Cooper	Emily Burke
Sarah Page	Charlotte Savage	Lauren Cole	Dan Makroum
Rachel Peters	Sarah Woodcock	Tricia Davey	Beth Rayner
Angela Salmon	Samantha Selkirk	Katie Goldsworthy	Jane Norris
Roisin Gibbs	Emma Becker	George Graves	Phillipa Rushby
Nic Tully	Rachel Walters		

There are 44 Emergency Paediatric First Aid qualified first aiders.

**All staff receive 3 yearly Paediatric Emergency First Aid, CPR and auto injector training. The last whole staff training was held on 3/9/2024 and Valid until 2/9/2027. Staff who miss the whole school training take an online basic first aid course valid for 3 years.**

**The school has 2 portable defibrillators which are located in the sports hall and the school medical room and are available for use by any responsible person in an emergency.**

### **Administration of medicines**

Pupils who are required to always have their medicine available, such as insulin, auto injectors, or asthma inhalers, should be instructed in its administration by a medical professional. The school office will keep the medication in case of emergency if requested. Where it is more appropriate the medicine can be kept in the classroom under the direct control of the teacher.

Some pupils who are responsible and old enough will be encouraged to carry their auto injectors and asthma inhalers with them.

The school has universal asthma inhalers which may be used subject to prior consent by the child's parents in emergencies.

All other medication, including over-the-counter medication, should be handed into the office for safe keeping and administration. The medication should be named and in the original container it was purchased/prescribed. The school medical administration form must be completed by the parent before the school can administer any medicine. It is the responsibility of the parents when depositing medication with the school that they collect it when they leave the school each day. All medicines should be carried to school by a parent or adult, not the pupil.

Where a child has long term or serious medical issues the Medical Officer will liaise with their parents and/or care team to ensure that correct procedures are followed.

It is the responsibility of the parents to provide the school with medication for remedial pain relief for a regular medical condition such as menstrual pain or sporting injuries and to complete a written administration of medicine consent form at the school office. The school asks parents for consent to give calpol, we will administer Calpol in an emergency situation without contacting parents, if the parent has given consent. The school will not administer ibuprofen as advised by Surrey County Council.

On all trips, it is the responsibility of parents to liaise with the trip leader regarding the administration of any medication. It is the right of any member of staff to decline the administration of any medication. However, all staff have basic first aid training and many have further first aid qualifications and will always take appropriate action when they are able to do so.

On all trips with EYFS children a qualified paediatric first aider will attend.

### **Staff requiring medication**

If staff return to work and are on prescribed medication they must make an appointment to see the Operations Manager or Medical Officer who will conduct a risk assessment to ensure that the medication will not affect their ability to care for children using the notes from the Doctor.

## **Head Injuries**

In the event of a head injury the child will be taken straight to the Medical Office, their parents will be emailed a head injury form and a copy stored iSAMs. These include guidance on what to look for in the event of concussion. Younger children will also be given a sticker to alert parents/teachers. In the event of a severe head bump the Medical Officer will telephone the parents as soon as possible.

## **Standard First Aid Box Contents**

### **Individually wrapped sterile dressings**

- I Sterile eye pads
- I Individually wrapped triangular bandages
- I Medium sized individually wrapped sterile unmedicated wound dressings (10cm x 8cm)
- I Large sized individually wrapped sterile unmedicated wound dressings (13cm x 9cm)
- I Extra large individually wrapped sterile unmedicated wound dressings (28cm x 7.5cm)
- 10 Individually wrapped antiseptic cleaning wipes
- 6 plasters
- I cool pack

Also to be included with first aid boxes should be the following items for dealing with body fluid spillages.

Disposable non-latex gloves

Plastic waste disposal bags

(Quantity of above dependant on numbers of persons in area where treatment might be required)

Where there is no ready access to tap water, consideration should also be given to providing sealed bottles of sterile saline solution containing at least 250mls which must not be re-used once the seal has been broken.

## **LOCATION OF FIRST AID BOXES**

- **The School Medical Room**
- **Green Shoots**
- **Kindergarten**
- **Each Classroom**
- **Between the MUGA's**
- **Mobile first aid back packs are available for use by the games department and any off site trips or excursions.**