



Policy Name: First Aid Policy

Owner: Head of Pastoral (Lead Nurse and Compliance Manager)

Review date: September 2025

Next Review Date: September 2026

This policy will be revised annual or as regulations or review demands

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1. Introduction

The Health and Safety at Work Act 1974 requires employers to ensure the health, safety, and welfare of their employees, students, and others who may be affected by the school's operations.

The Education (Independent School Standards) (England) Regulations 2014 require independent schools to maintain and implement an effective First Aid Policy and to provide suitable facilities and equipment.

The Health and Safety (First Aid) Regulations 1981 further require employers to assess first aid needs and provide adequate arrangements.

Mayfield School is committed to ensuring there are always enough trained first aid personnel, appropriate facilities, and the necessary equipment to meet the needs of the school community for all activities on or off site. This policy outlines those arrangements, the responsibilities of first aiders, and other designated personnel.

2. Injury Response

2.1 On Campus

It is the responsibility of the injured person, or the individual who discovers an injured person, to ensure that first aid is administered promptly.

If the injury appears serious, the emergency services must be contacted immediately. In cases of uncertainty, staff should always call the emergency services -dial 999 and follow the call handler's instructions until help arrives.

2.1.1 Term Time – Normal School Day Hours

If staff are unsure who can administer first aid, the injured person or the individual who discovers the injury should notify the School Reception or St Raph's (Heath and Wellbeing Centre). Reception or St Raph's will identify an available first aider or operator of the defibrillator (AED) and advise on the next steps.

2.1.2 Term Time – Out of Normal School Day Hours

Any injuries sustained outside of the normal school day must be reported to St Raph's, who will advise on appropriate action.

2.1.3 Out of Term Time – Normal Daytime Hours

If staff are unsure who can administer first aid, the injured person or the individual who discovers the injury should notify the School Reception. They will identify a first aider or AED operator and advise on the next steps.

2.1.4 Out of Term Time – Evenings, Nights, or Weekends

If first aid cannot be administered, the injured person should either attend the nearest Accident & Emergency department or emergency services should be called, depending on the severity of the injury.

2.1.5 Reporting Accidents & Incidents

All accidents involving staff, students, or visitors must be reported in line with the Health and Safety Policy.

If an injured person is taken to hospital for treatment, both the St Raph's and SLT on call must be informed immediately.

Parents of injured students will be contacted in the following cases:

- Hospital treatment is required
- A head injury occurs
- Collection from school is necessary

Other, less serious injuries may be communicated at the discretion of the Lead Nurse. The St Raph's team will also follow up with a call within 24 hours for any hospital cases.

2.2 Off Campus Trips or Visits

For school trips or visits, it is the responsibility of the trip leader to ensure first aid is provided in line with Section 3.3 – First Aid Provision for Off-Campus Trips. First aid may be provided by a trained first aider within the trip party, the destination venue, or the nearest A&E department. The trip organiser must consider first aid arrangements as part of the risk assessment process.

3. General Arrangements

3.1 First Aiders (Including Mental Health First Aiders)

A first aid assessment has been carried out to determine the number and type of trained first aiders required at Mayfield Girls School.

- A list of trained first aiders is available on notice boards and in the Health and Safety Section of the Staff Hub.
- First aiders are appointed based on suitability, training, and the needs of the school.
- The responsibilities of first aiders are outlined in Appendix 3.

In addition, Mayfield School has a number of Mental Health First Aiders, who provide initial support and signposting for students or staff experiencing mental health difficulties.

3.2 First Aid & Mental Health First Aid Training

- All nominated first aiders must attend either a 1-day Emergency First Aid course or a 3-day First Aid at Work course, depending on their role.
- Boarding Houses, Maintenance, Grounds, and Catering departments must always have appropriately trained staff.
- St Raph's also provides additional training such as the use of defibrillators, anaphylaxis management, epilepsy, and catastrophic bleed response.
- Staff responsible for students with medical conditions will receive training in administering emergency medication (e.g. adrenaline auto-injectors, inhalers).

3.3 First Aid Provision for Off-Campus Trips

3.3.1 First Aid Kits

- All off-campus trips must carry a first aid kit, supplied by St Raph's.
- Trip organisers must request a kit via Evolve to allow checks for individual student medical needs.
- Travel kits are available in school minibuses for low-risk trips.
- Sports fixtures have dedicated kits supplied by St Raph's.

3.3.2 First Aiders on Trips

For higher-risk activities (e.g. residential, overseas, or adventure trips), at least one qualified First Aid at Work trained staff member must be present, unless the destination provides equivalent cover.

3.4 Liability of First Aiders

First aiders are covered under the school's liability insurance for any first aid administered in good faith.

3.5 Lead First Aider

The Lead Nurse in Charge of St Raph's acts as the Principal First Aider. Their duties are outlined in Appendix 1.

3.6 First Aid Kits

First aid kits are located in all key areas of the school (see Appendix 4). Kits are inspected and restocked at least twice a year.

3.7 Emergency Adrenaline Auto-Injectors (AAIs) & Emergency Asthma Kits

- Held in key areas including catering and St Raph's.
- May be administered to students with a diagnosis of asthma or anaphylaxis where parental consent is in place.
- Checked monthly during term time.

3.8 First Aid & Recovery Room

A fully equipped first aid and recovery room is available in St Raph's.

3.9 Automated External Defibrillators (AEDs)

- AEDs are located at key points across the campus St Raph's, The Pavillion, Lower School and Becket reception.
- They are equipped with both adult and paediatric pads.
- Training in AED use is included in first aid training, though untrained individuals may also use an AED in an emergency.
- The Facilities and Compliance Manager inspects AEDs monthly during term time.

3.10 Students with Medical Conditions

- Parents provide medical information on entry and update as required.
- Students with medical needs are identified on iSams.
- Emergency medication is held both by students and in designated school locations.
- Staff are trained in the administration of emergency medication.

3.11 Personal Emergency Evacuation Plans (PEEPs)

Where a student or member of staff condition affects their ability to evacuate quickly, a PEEP will be completed by the student's responsible adult (usually the tutor, Head of Year or Head of School) or the member of staff's line manager, who will then send the completed form to the Facilities and Compliance Manager. (see Appendix 9).

The purpose of a PEEP is to ensure that any extra assistance staff or students may require to evacuate during an emergency is understood and acted upon. When the PEEP is no longer the member of staff's line manager or student's responsible adult should email the Facilities and Compliance Manager so it can be closed.

3.12 Disposal of Bodily Fluids

- Clinical waste bags and sharps boxes are available at St Raph's.
- Gloves, aprons, and absorbent granules are provided to staff likely to need them.

4. Policy Communication

- All new staff are briefed on the First Aid Policy during induction.
- The list of first aiders are displayed in key locations.
- A copy of the policy is found on the staff Hub, as well as the School website

APPENDICES

Appendix 1 – Responsibilities of Principal First Aider

- Identify, with the Facilities and Compliance Manager, the activities across the school and review first aid requirements.
- Assess the suitability of nominated first aiders against required competencies.
- Ensure adequate supplies of first aid equipment are maintained.
- Check fixed-location first aid kits twice a year and record inspections.
- Ensure correct accident reporting procedures are followed.

Appendix 2 – Responsibilities of Facilities and Compliance Manager

- Collaborate with the Principal First Aider to assess first aid requirements.
- Inform staff, visitors, and contractors about first aid arrangements.
- Review the First Aid Policy annually and ensure compliance with legislation.

Appendix 3 – Responsibilities of First Aiders

- Attend refresher training as required.
- Report low stock or missing items in first aid kits to St Raph's.
- Assist in completing accident records accurately.
- Follow the principles and procedures learned in training.
- Transfer casualties to St Raph's or hospital as appropriate.
- Only remove clothing if necessary for treatment.
- Safeguard the casualty's personal belongings.
- Maintain confidentiality at all times.
- Observe high standards of hygiene when treating injuries.
- Work only within your level of competence.

Appendix 4 – Location of First Aid Kits

Location	Special Requirements
School Office	
Lower School Staff Room	
School Kitchen	Burns Box
Upper School Kitchen	Burns Box
Science Block	Eye wash hose attached to the taps in each lab. Burns Box.
Physics Prep Room	
Biology Prep Room	
Chemistry Prep Room	
Textiles Studio	
Art Studio	
Ceramics Studio	
Music Administrator Office	
Drama Studio	
Housekeeping Office	
Riding	
Maintenance Yard	Undercast padding, Quickcut, Eye Solution
Swimming Pool	

Concert Hall Book Cupboard	
The Hub	
Sixth Form Block	Fixed Box
Food and Nutrition	
School Shop	
Coffee Staff Room	
Boarding Houses:	
Leeds	Burns Box
Gabs	Burns Box
Micks	Burns Box
Dunstans	Burns Box
Minibuses:	
CV21 TXG	
HV22 UJL	
GY64 XDH	
GX69 FSV	
GU68 AAE	
HN22 XTC	
CU13 HXM	

GX14 WUW	
HU22 UJO	
PE Department:	
Shoulder bags x 6	

Basic Kit Contents:

- Guidance leaflet
- Individually wrapped sterile plasters (assorted sizes)
- Individually wrapped triangular bandages
- Sterile unmedicated wound dressings – small, medium, and large
- Disposable gloves
- Adhesive tape
- Alcohol-free cleansing wipes
- Scissors (blunt-ended)
- Instant cold packs (disposable)
- Face shield or pocket mask (for CPR)
- Eye wash – sterile saline pods or bottles (if no eye wash station nearby)
- Waste bags (for contaminated dressings/gloves)
- Vomit bag
- Record book

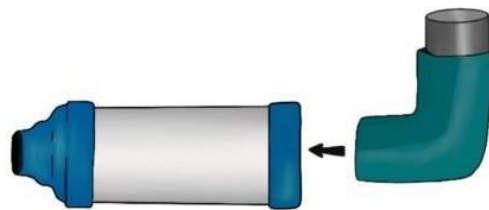
Appendix 5 – Administering Asthma Inhalers with a Spacer

- Explain to the student what you are going to do.
- Fit the inhaler into the spacer device.
- Give the prescribed number of puffs, allowing the student to breathe normally between doses.
- Monitor their response and seek further help if symptoms persist.

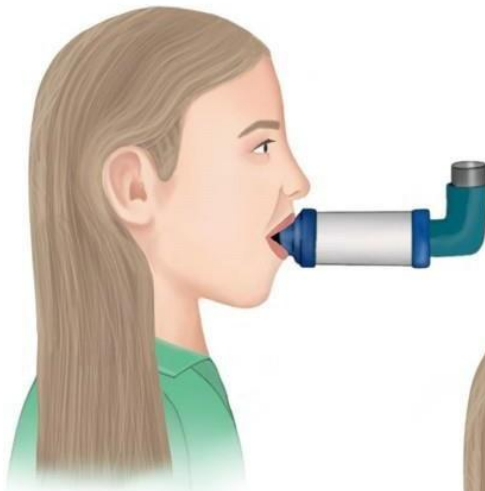
How to use an Inhaler and Spacer



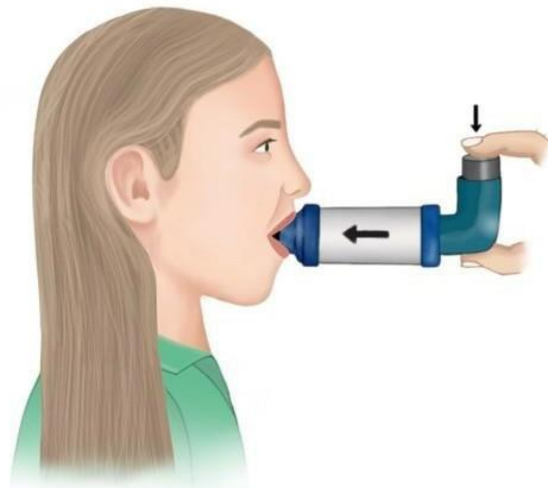
1. Shake the inhaler.



2. Insert end of the inhaler into the spacer.



3. Encourage pupil to make a tight seal around the mouthpiece of the spacer with their lips.



4. Press the canister in the inhaler down to release a spray of medicine.

Encourage pupil to breathe in and out slowly for 5 breaths,
or if able,
they can breathe in slowly and hold for 10 seconds

Appendix 6 – Dealing with Head Injuries / Concussion

What is a Concussion?

A concussion is a temporary injury to the brain caused by a bump, blow, or jolt to the head, neck, face, or body which forces the brain to move suddenly inside the skull.

Concussions can occur in many everyday school situations — for example, if a student's head strikes a hard surface such as the floor or a desk, during a collision with another student, or while taking part in active play or sports. The greatest risk is typically during sport, PE lessons, playground activity, or energetic indoor play.

At Mayfield School, we follow the UK Concussion Guidelines for Non-Elite (Grassroots) Sport, which are based on the four principles:

- Recognise – Identify possible signs and symptoms.
- Remove – Stop activity immediately if concussion is suspected.
- Recover – Allow full recovery before returning to activity.
- Return – Only resume sport or activity through a Graduated Return to Play programme.

Recognise

Staff must be aware of common concussion symptoms and assess the student promptly.

- If the student is unconscious, call 999 immediately.
- If the student is conscious, a First Aider should carry out an assessment or arrange for the student to be accompanied to the St Raph's.

St Raph's will use a structured Concussion Assessment Tool (including the Glasgow Coma Scale and Maddocks Score, adapted to age) to guide next steps.

Remove

If concussion is suspected, the student must be withdrawn immediately from sport or activity. Continuing places them at risk of more severe or longer-lasting injury.

- Students should be escorted to St Raph's for assessment.
- If off-campus, use the venue's medical support if available, or return the student to the St Raph's at the earliest opportunity.

St Raph's must be informed of all head injuries, even if parents choose to consult a GP directly.

Recover

If concussion is confirmed, the student will require:

- 14 days of complete rest from sport – during this time, the student will be placed "Off Games."
- If symptom-free after 14 days, the student may begin a Graduated Return to Play (GRTP), overseen by a doctor or health professional.
- No competitive sport may be played for a minimum of 21 days following a confirmed concussion.

During this period, students must also limit screen use, as reduced visual stimulation supports recovery.

Return

The GRTP programme is stepwise and individualised. The student must be symptom-free at each stage before moving on. If symptoms reappear, the student will return to the previous stage and only progress when fully symptom-free.

Failure to allow proper recovery significantly increases the risk of:

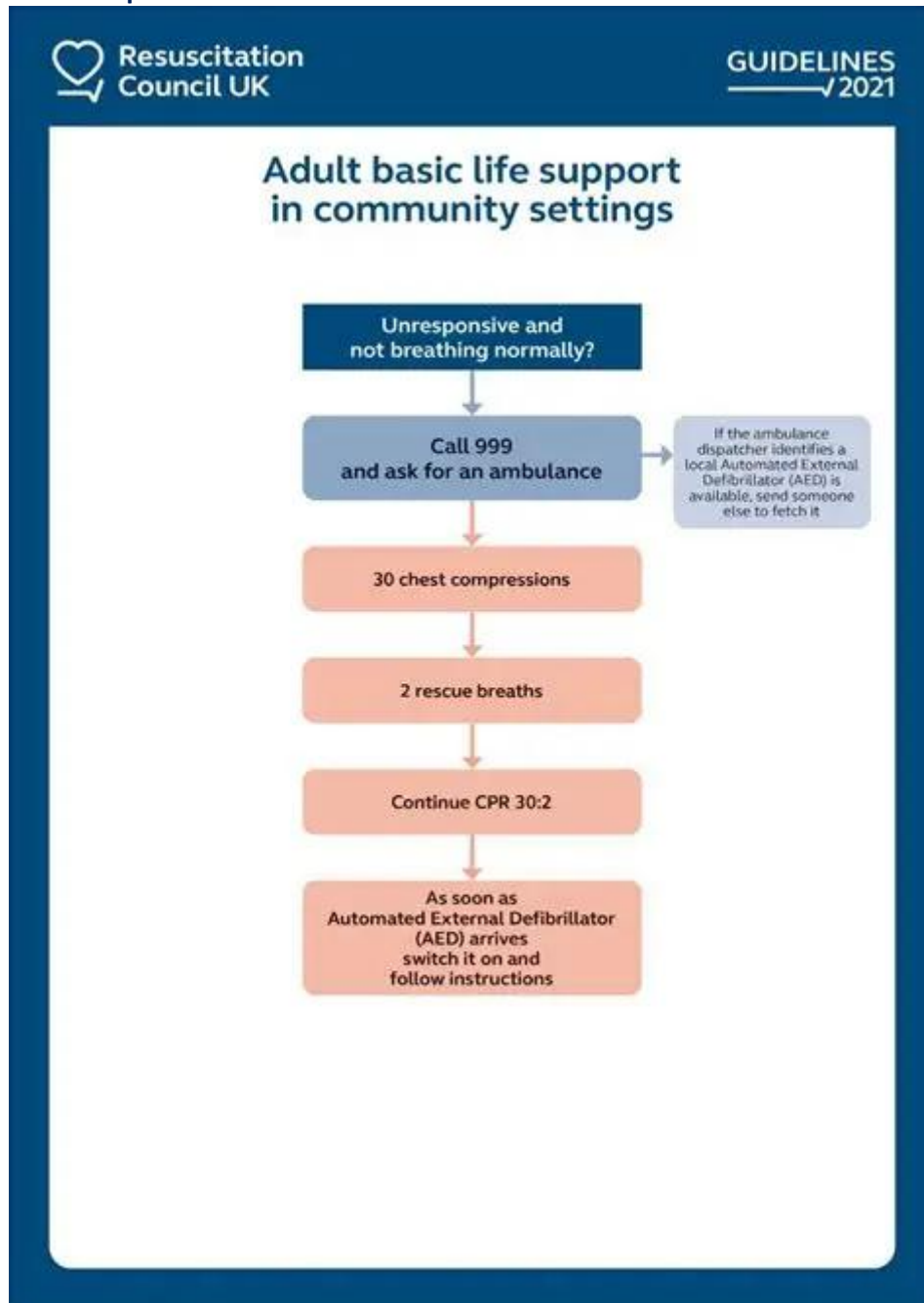
- Prolonged concussion symptoms
- Long-term consequences (including psychological or neurological issues)
- Severe complications such as Second Impact Syndrome, which can be fatal.

For more detailed guidance – please refer to the Head Injury and Concussion Policy

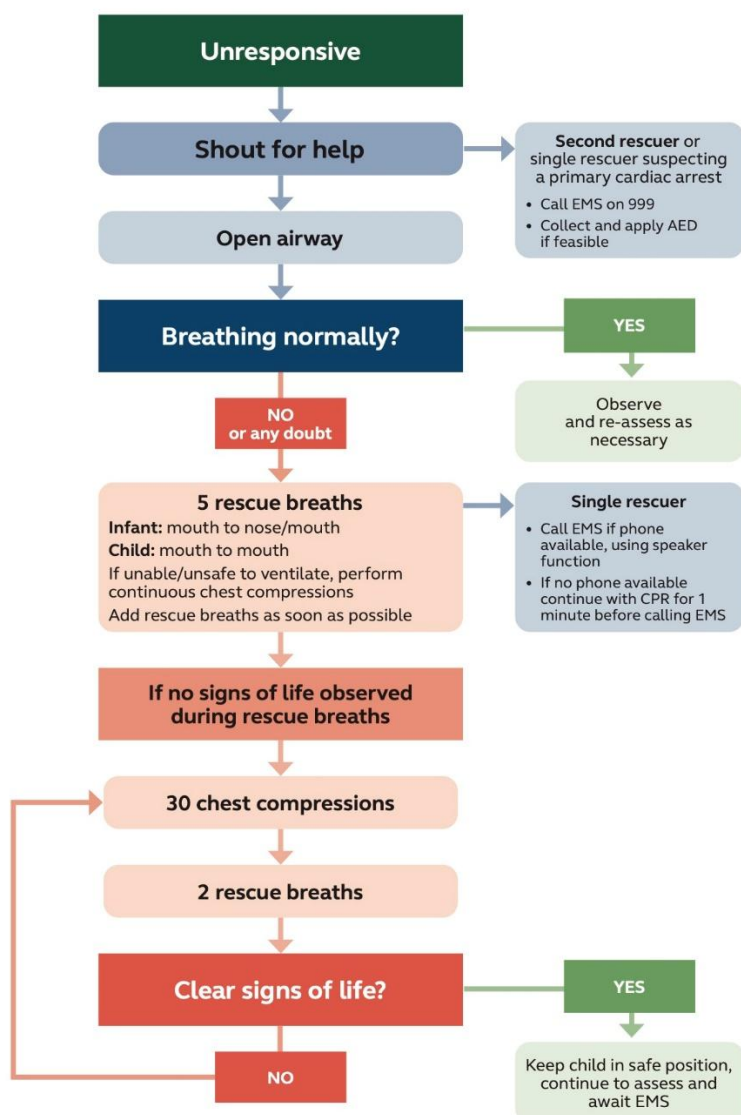
Appendix 7 – Good Hygiene Practice

- Wash hands with liquid soap and warm water; dry with paper towels.
- Cover cuts and abrasions with waterproof dressings.
- Wear gloves and aprons when dealing with bodily fluids; use goggles if splashing risk exists.
- Clean contaminated areas immediately with suitable disinfectant.
- Dispose of waste in clinical waste bags; use sharps boxes where necessary.

Appendix 8 – Serious Response Flowcharts

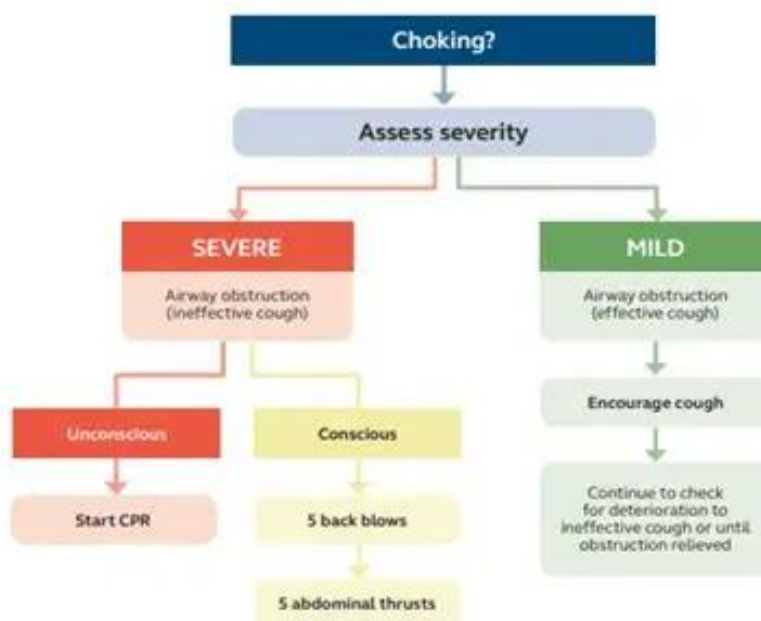


Paediatric out-of-hospital basic life support



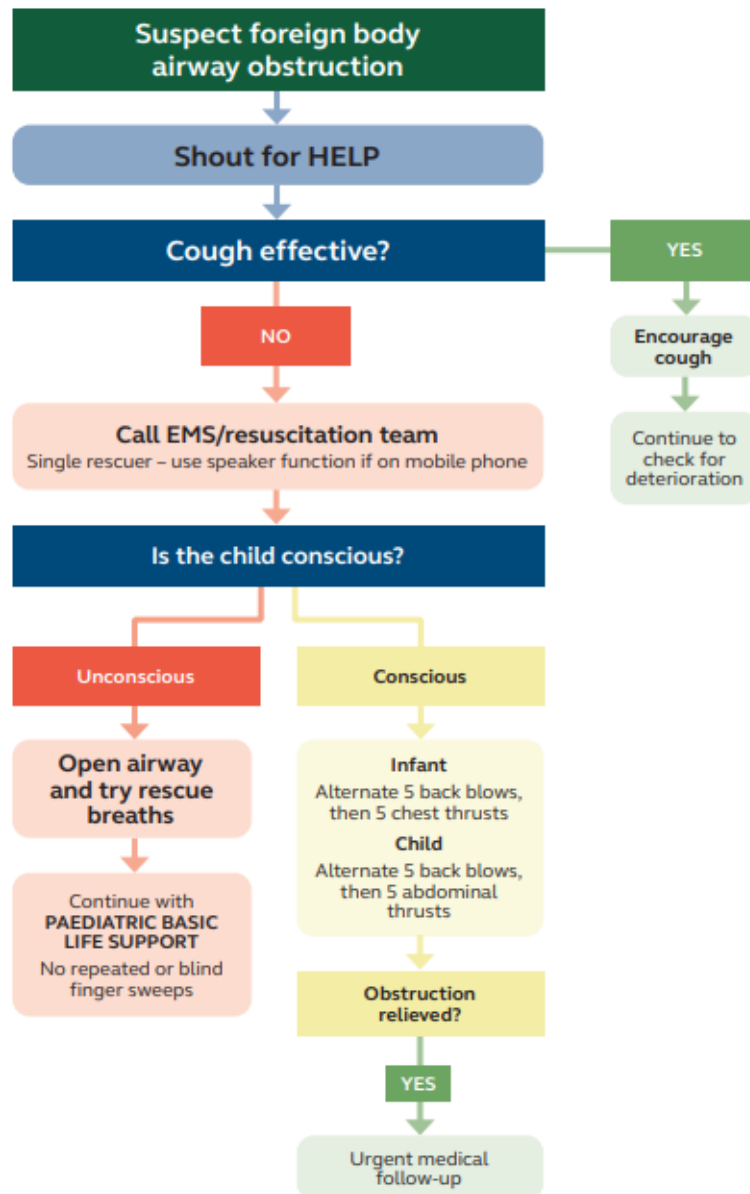
Those trained only in 'adult' BLS (may include healthcare providers and lay rescuers) who have no specific knowledge of paediatric resuscitation, should use the adult sequence they are familiar with, including paediatric modifications.

Adult choking





Paediatric foreign body airway obstruction



Appendix 9 – Personal Emergency Evacuation Plans (PEEPs)



PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name:		
<i>Please tick:</i>	Staff	Student
	Department:	Year group:
Nature of Injury:		
Medication required: (Inform St Raph's)		
Time scale for Rehabilitation:		

Adjustments required for the school day:
(include any timetable re-rooming required - consult with JAJ)

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DESIGNATED ASSISTANCE:

The following people have been designated to give assistance during an emergency.

Name(s)	Contact Phone Number
1.	
2.	

EVACUATION PROCEDURE:

Upon hearing the fire alarm follow these step-by-step instructions:

1.	
2.	

3.			
4.			
5.			
6.			
I understand who I should contact in the event of an emergency:		YES	NO

AWARENESS OF GENERAL EMERGENCY PROCEDURE:		
I have received a copy of information about the emergency evacuation procedures:		
In print yes		
Verbally		
Other – see opposite		

CONFIRMATION OF RECIEPT AND USE OF PEEP:	
<p>I understand that I am responsible for keeping my PEEP as accurate as possible and letting the school know of any changes in circumstance that will prompt a review.</p> <p>The data on this form will only be available to Mayfield Staff, who may need to use it for the purpose of ensuring your health and safety whilst you are at the school. It may also be shared with the emergency services if necessary. It will be stored in accordance with the Data Protection Policy.</p> <p>I understand the above notice and give my consent to my data being shared as detailed above.</p> <p>I understand the adjustments that will be made as part of my PEEP.</p> <p>I understand what to do in the event of an emergency evacuation.</p>	
Signature of Staff/Student :	Signature of line manager/responsible adult:
Date:	Date:

Once the PEEP is signed, please send a copy as soon as possible to the Facilities and Compliance Manager and if applicable to Parents/Guardians.

When the PEEP is no longer necessary please ensure an email is sent to Facilities and Compliance Manager so it can be closed.

Appendix 10 – Resuscitation Guidance

- Check for danger.
- Check for response.
- Shout for help.
- Assess breathing from a safe distance.
- Call 999 if the casualty is not breathing normally.
- Send for an AED.
- If infection risk is a concern, perform compression-only CPR until help arrives.
- Follow AED prompts.
- Change rescuers every 2 minutes if possible.