

Culford School

First Aid Management Policy

Reviewed: June 2026
Next review: June 2027
V2.0

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1. Introduction

Culford School accept the duties placed on them by health and safety legislation. Employers must provide adequate and appropriate equipment, facilities and qualified first-aid personnel. All injuries, disease, damage and/or near-miss resulting from incidents related to Culford Schools operations, however minor, will be reported.

The school will provide adequate first aid provision in accordance with the Department for Education and Skills Guidance on First Aid for Schools and the Health and Safety (First Aid) Regulations. A first aid risk assessment will be regularly reviewed to ensure the school has sufficient first aid provision. Regardless of whether the injury or illness is caused by a school activity or not, it is important that appropriate first aid is given promptly. This policy will outline how the school will implement the first aid arrangements. First aid can save lives and prevent minor injuries becoming major ones.

2. Provision of first aid

The main duties of a first aider are ***to give immediate help to casualties with common injuries or illnesses and when necessary, ensure that an ambulance or other professional medical help is called.***

There are qualified first aiders on site when the school site is operational both during term time and in holiday periods.

The School Nurses are on call 24 hours a day 7 days a week during term time. It is the aim of the school that each department within the school should have a trained first aider (Either Emergency First Aid HSE or First aid at Work HSE).

3. Qualifications and Training

The school has carried out a first aid needs assessment to ensure that adequate first aid cover is provided for all areas for the school and associated activities. It is the School's policy that all teaching staff will complete an Emergency First Aid course (and update the course every 3 years. The school employ a first aid trainer, who delivers all the HSE approved first aid courses.

Pre Prep and Culford Nursery staff are required to always have at least one qualified paediatric first aider on the premises and available when children are present to be compliant with Early Years Foundation Stage (EYFS) Framework. The school policy is that all EYFS staff are trained in paediatric first aid (full course) to cover this requirement. New staff will complete this training within 3 months of starting work at Culford School. They are required to renew this qualification every three years. Annual updates on asthma, epilepsy, diabetes and anaphylaxis for all teaching staff and those with pupil facing roles; support staff can also access these courses. The Health Centre Team will, if requested, personally deliver training sessions on these conditions for groups or individuals of staff

A current list of qualified first aiders is held by the Health Centre.

4. First Aid Equipment, Materials and First Aid Facilities

First Aid kits are situated in the following areas:

Location	Where Kept	Date Checked
Nursery x 2 kits + bumbag	Reception/Kitchen	
Pre-Prep x 2	Reception/kitchen	
Prep School x 1 large supply	Office	
Prep School Science x 2	Science lab	
Cadogan x 1	Matron's office	
Cadogan kitchen x 1	Kitchen	
Cadogan trip kit x 1	Matron's office	
Jocelyn x 1	Matron's office	
Cornwallis x 1	Matron's office	
Edwards x 1	Matron's office	
Fitzgerald x 1	Matron's office	
Main School Reception x 1	On peg behind desk	
Senior Common Room x 1	Senior Common Room	
Kitchenette, main school x 1	Cupboard under sink	
Laundry x 1	Next to telephone	
Art x 2	Art office	
DT Workshop x 2 + Trauma bag	1 downstairs, 1 upstairs,	
Hastings x 1	Entrance lobby	
Hastings x 1	Upstairs corridor, opposite Maths office	
Skinner x 1	Entrance lobby	
Skinner x 1	Upstairs corridor near Business and Economics	
Chemistry x3	See Technician/HOD	
Physics x 1	See Technician/HOD	
Biology x 4	See Technician/HOD	
Sports Centre x 1	Reception	
Sports Centre First Aid Room - large supply	First Ai Room	
PE x 1	KK	
Rugby, x 4	SW, MB, AH, GS	
Hockey x 3	AB, HD, GM	
Cricket x 3	CG, AY, BC	
Netball x 3	SH, CR, ABu	
Cricket Pavilion x 1	On side of pavilion	
Tennis Trips x 1	Chris Johnson	
Tennis Centre x 1	Managed by Sports Centre	
Outside Courts x 1	Managed by Sports Centre	
Walled Garden Astro/San Fields x 1	Managed by Sports Centre	
Tennis Bubble x 1	Managed by Sports Centre	
Porters x 1	Lodge	
Porters x 1 in each van	Vans	

Gardens and Grounds – x 1 per vehicle + Trauma bag	On Vehicles/Shed	
Workshop – x 1 1st aid kit + Trauma kit	Workshop	
Workshop Tea Room	Upstairs, Workshop	
Maintenance vans x 1 in each van	In vans	
Minibuses – x 1 in each vehicle	Managed by Lucy and Sean Collier	
People Carriers – x 1 in each vehicle	Managed by Lucy and Sean Collier	
Ashby Kitchen x 1	Office	
Cleaners x 3 + 1 for Night Cleaners	Keeley	
Golf + meds for trips x 1	Lawrence Dodd	
Finance Office x 1	Office	
Marketing and Foundation Office x 1	Big Hartley	
Library x 1	Kitchen	
CCF/DofE Culford Outdoor Pursuits x 2 large, 2 small)	LW/SR	
Dance x 2	Vic Ford	
Football x 4 + x 1 in Football Class Eastfields + Defib	EU, PL	
HMPA x 1	HMPA office	
Bicycle repair workshop 1 kit + 1 eye station	Bike store	
Aerospace Club x 1	Josh Gifford	

5. First Aid Kits contents

Disposable gloves x 4	Assorted plasters
Assorted dressing	Eye pads x 2
Ambulance dressing x 2	Foil blanket
Crepe bandage	Yellow bags x 2
Vent aid	Sling
Assorted bandages	Gauze swabs
Safety pins x 1 packet	Alcohol swabs
Mepore tape	
Rugby bags should contain all of the above plus:	
Extra gauze	Extra eye pads
Extra ambulance dressing	Scissors
Vaseline	Disposable ice packs x 2
Ice spray x 2	White tape 2.5cm x 2
Pink tape 2.5cm x 2	Pink tape 4.5cm x 2
Hockey and Netball bags should contain the same as a normal first aid kit plus:	
Ice spray x 2	Disposable ice packs x 2
Accident report forms	

Each first aid kit is green with a white cross. The Health Centre will recall emergency first aid kits every summer term for checking. It is the responsibility of the Heads/Managers of the areas listed above to respond to the recall. Staff should notify the Health Centre of any items in needs to replacement.

6. Bio-hazard kits

These are used for cleaning up body fluids should be used. These are kept in the following sites around the school:

Fieldgate Office, Boarding Houses, Prep School Office, Main School Reception, Ashby Dinning Hall, Health Centre, Skinner, Hastings, Library, William Miller, Pringle, Sports Centre

Trauma kits

Kits with specific products to manage major bleeds are located in areas at high risk of injuries that may result in a catastrophic bleed due to the equipment used in certain activities.

- DT
- Maintenance Yard
- Grounds

Anti choking kits are situated in;

- Ashby dining hall,
- Sports Centre - Paddy and Scott's café,
- Nursery x 2
- Pre Prep x2
- Health Centre

Training for their use is accessible to staff by scanning the QR code on the kit.
https://www.youtube.com/watch?v=sYJhYw6iQIw

Automated external defibrillators (AED's) are located across the school site.

• Sports Centre	Public access
• Health Centre	Portable
• Main School	Portable
• Sports department	Portable - available with the first aid kit on pitch side during sport

There is a public access AED located on the main road of the Village near to Pre Prep at the Culford Club.

7. Emergency Medicines in Schools

Schools are now permitted to have stock emergency adrenaline auto injector (AAI) and salbutamol inhalers for emergency use. These must only be given to those who have been prescribed that medication for emergency use, or if an emergency service personnel i.e. ambulance operator, specifically gives instructions to administer the medication.

Red Emergency Medicine bags containing adrenaline auto injector pens, emergency inhalers and spacers are stored in the following places on the school site

- Receptions areas – Nursery, Pre-Prep, Prep and Senior school
- Boarding houses – Fitzgerald, Jocelyn, Cornwallis, Edwards, Cadogan
- Sports centre
- Ashby Dinning Hall

8. Sports Fixtures

An assessment of first aid requirements must be made ahead of fixtures to ensure that adequate provision is made. The teacher in charge of the fixture must ensure that a first aid kit is kept on the touchline and that its whereabouts is known to others in the vicinity.

8.1 Rugby - The active prevention of spinal injuries

At Culford all competitive matches are played under the direction of the RFU Schools & Youth Regulations. In addition the coaching and supervision is in line with the RFU rugby continuum which identifies when and how the physical contact aspect of the game is introduced. The game is taught and coached by experienced and qualified teachers and coaches. All children are introduced to the area of the tackle on an individual basis to ensure that skills are developed in an appropriate manner. Only children who have received specific instruction on how to scrummage safely, and who have had the experience in a controlled environment during training, will be allowed to take part in a scrummage during a competitive match. In the event of no specialist player, with experience of the front row, being on the field scrums will move to an uncontested re-start. Children will not be allowed to take part in touch or contact rugby including competitive rugby fixtures without using an appropriate mouth guard.

8.2 First aid provision at rugby matches

- A pitch side first aider is in attendance at Senior School fixtures

8.3 Specific first aid for suspected spinal injury

The spine, or backbone, protects the spinal cord, which controls many body functions. Back injuries can be caused by pinching or displacement of nerves, or by spinal fracture. Suspect a spinal injury after an awkward fall or awkward injury.

Look for:

- Localised tenderness around the back or neck
- Shooting pains in casualty's limbs
- Limbs feeling heavy or tingling
- Loss of sensation in limbs below level of injury
- Breathing difficulties

First aid aims

- Prevent further injury
- Get casualty to hospital

Actions if casualty is conscious

- Call 999
- Do not attempt to move casualty
- Offer reassurance
- Steady and support casualty's head in your hands

Actions if casualty is unconscious

- Check airway and breathing
- Place casualty in modified recovery position if you have help

-

Actions if casualty stops breathing

- Call 999
- Open airway
- Check for breathing again
- Give resuscitation until help arrives

9. First aid facilities

The Sports Centre has a designated first aid room, this is situated in the main foyer the sign on the door indicates that it is the first aid room. The Health Centre has a fully equipped clinical room and a 5 bedded sanatorium.

10. Accidents

Pupil accidents that occur in school:

- Submit an accident report using Smartlog and return pupils to lessons or activities where appropriate.
- Keep pupils in the Health Centre under observation if appropriate.
- Send pupil to the school doctor/own GP to assess the injury.
- Send the pupil to hospital if the injury is an accident or emergency.

Any accident, incident or near miss that occurs within school must be reported via Smartlog accident reporting software as soon as possible. Staff should report accidents/injuries to themselves or accidents/incidents that they witness. Accident reports for pupils will be sent to the Health Centre team and the Compliance Office. Minor accidents should be attended to by a first aider in the first instance using a first aid kit. In the event of further medical attention being required, the Health Centre should be contacted or if the patient is able to walk, or can be helped to the Health Centre, this should be allowed. The Health Centre is only open during term time.

The Health Centre is normally responsible for communication with parents.

11. Head Injuries

Culford's Head Injury Policy details the protocols around head injuries including;

- staff concussion training requirements, immediate assessment and care of head injuries on and off site, ongoing care and referral to medical services for further assessment, when appropriate.
- Communication pathway and accessing the Return2Play concussion management system and GRAS schedule.

12. Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)

The school has a legal obligation to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to Health and Safety Executive (HSE) within prescribe timeframes.

This is via the Compliance Office who will carry out an investigation of the accident, incident or near miss and determine if RIDDOR reporting is required. Your submission of the accident report will trigger this process. For further information on RIDDOR please go to www.hse.gov.uk .

13. Sending Pupils to Hospital for Accident and Emergency

13.1 Calling an ambulance

In an emergency call for an ambulance dialling 999 before calling the Health Centre for assistance. Arrange for someone to direct the ambulance to the location of the casualty.

All pupils who are referred to hospital must normally be accompanied by a member of Common Room, a matron or their parents. Other pupils should not accompany their friends. For hospital trips that occur during the school day parents or members of Common Room will be asked to accompany the pupil. For Boarders in the evening it is the responsibility of the House to provide an adult to accompany pupils to hospital, usually the Housemaster/Housemistress, Matron or a tutor.

In the case of serious illness of a pupil the Head of Health Services (Clinical) will liaise directly with the Head and senior management to coordinate care and communication.

14. Infection Control

When attending an accident or when providing first aid, it must be assumed that all body fluids are an infection risk and appropriate precautions should be used when dealing with them. To reduce the risk of infection spreading it is important that body fluids are cleaned up as a matter of urgency. It is the responsibility of the first available adult to do this. Bio-hazard kits should be used to safely clean up body fluid spillages; the kits contain personal protective equipment such as plastic gloves, face masks and disposable aprons.

Yellow clinical waste bags are kept in all first aid kits and bio-hazard kits. These bags are to be used to safely dispose of all products contaminated with body fluids including gloves, aprons soiled dressings etc. The bags must not be put in the usual bins but brought to the Health Centre where it can be stored before collection by the clinical waste contractors employed by the school.

15. School Trips

Each trip is required to have a bespoke first aid kit depending on the needs of the pupils on the trip. These first aid kits are put together by the Health Centre Team. At least two members of staff should receive specific training to assist pupils with specific medical needs whilst away from school. Staff that lead any school trip will carry out a risk assessment, and follow the Schools Trips Policy which details guidance what trip leads need to do before, during and after the trip.
The risk assessment may result in providing staff with extra training related to either the nature of the trip and potential injuries e.g. staff on a ski completing head injury and concussion training or the medical needs of the pupils on the school trip, such as; practical diabetes training, auto adrenaline injector training (for anaphylaxis emergency management) and epilepsy/seizure emergency management.

16. References

Health and Safety of Pupils on Educational Visits, A good practice guide - Department for Education and Employment.

Early Years Foundation Stage Statutory Framework: For group and school based providers

EYFS statutory framework for group and school-based providers

First Aid in schools, early years and Further Education Guidance: Feb 14th 2022 Dept of Education https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

Changes to the EYES Framework: Dept of Education September 2025 https://help-for-early-years-providers.education.gov.uk/support-for-practitioners/changes-to-the-eyfs-framework