



Medical and First Aid Policy Including EYFS

INTRODUCTION

St Hilary's actively promotes democracy, the rule of the law, individual liberty and respect those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

St Hilary's School recognises the responsibility to provide safe and effective first aid to pupils, staff and visitors in a timely and competent manner through effective implementation of this policy. This policy gives an overview of how first aid will be provisioned. Additionally, parents are reminded to keep children at home if they are ill or infectious, and to phone the School Office on the first day, and every subsequent day, that s/he is ill. An ill child will not be happy in school and may infect others. The school will, therefore, telephone parents and ask them to collect their child if s/he becomes unwell during the day.

The School ensures compliance with the relevant legislation with regard to provision of first aid to all employees, pupils and visitors who may also be affected by the School's activities or injured on the School premises. This policy is written as an extension of the School's Policy for Health and Safety which is endorsed by St Hilary's Governors. This policy should be read in conjunction to the 'Infection Control Policy.'

AIMS

This policy will be achieved by ensuring that:

- there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- there are suitable and sufficient facilities and equipment available to administer first aid and access to first aid kits.
- the above provisions are transparent and clear to all who may require them.
- First aid provision is available whenever staff, pupils and visitors are on school premises and during school activities off site. For lettings outside school operating hours, the written letting arrangement identifies the responsible provider and its first aid cover; the school assesses any shared premises duties.

OBJECTIVES

Staff should reassure an injured or unwell pupil, summon suitable help promptly and act within their training. The Deputy Head maintains current First Aid at Work, Emergency First Aid at Work and full paediatric first aid certificates, expiry dates and cover arrangements. Full paediatric first aid certificates are renewed every three years.

- All members of staff working in the EYFS have a current full paediatric first aid certificate. The rota provides prompt cover across the site, at meals and snacks, on visits, during wraparound provision and during

absence. While EYFS children eat, a full paediatric first aider should be in the room. EYFS children are always within sight and hearing of staff while eating – staff sit with the children face to face.

- provide sufficient and appropriate first aid resources and facilities.
- keep accident records and report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

ROLES & RESPONSIBILITIES

The Governors are ultimately responsible for the health and safety of the employees and anyone else on the premises under the Health and Safety at Work etc. 1974 (HSWA) legislation. The Business Manager will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The Headmaster and Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate. The Headmaster is responsible for ensuring that this policy is put into practice and reviewed annually by the Deputy Head.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.

The Lead First Aider: The Deputy Head will ensure that the Lead First Aider remains fully trained in the provision of first aid. When on duty, the Lead First Aider (or other paediatric first aid trained member of staff) should be the first point of contact for the provision of all first aid assessment and treatment. In the case of a child needing further medical assistance or treatment, the child's parents will be contacted, and in the case of a medical emergency, an ambulance will be called.

In addition, they will:

- maintain and register the first aid equipment (the contents of the first aid boxes are in accordance with the guidance given in the HSE document, 'Basic Advice on first aid at work (INDG 347)').
- restock the permanent first aid boxes and ensure that all First Aid kits prepared for trips are suitable and sufficient for the number of participants.
- check all first aid kits every half term.
- ensure that all accidents, injuries and first aid treatment are recorded, including minor incidents in EYFS.
- ensure that the policy is followed and first aid arrangements are catered for on educational visits.
- take charge when someone becomes ill or is injured.
- ensure that an ambulance or other professional medical help is called when appropriate.
- display a list of Paediatric first aiders in school.

First Aiders at Work (please see Appendix 1):

will support the staff member dealing with any first aid situation by:

- giving immediate help to casualties with common injuries or illnesses and escort those individuals with a more serious injury or illness to the Lead First Aider in the Medical Room.
- responding immediately to an emergency when needed.
- assisting with any subsequent risk assessments when requested.
- when necessary, ensuring that an ambulance or other professional medical help is called.

First Aiders will also:

- accompany pupils on visits out of school and to matches/fixtures.

All Staff: are trained to summon medical help in an emergency and when organising a school trip will:

- check the contents of first aid kits prior to departing the school grounds.

The Deputy Head: will ensure that there is an on-going cycle of training to meet the requirements of:

- Early Years –Paediatric First Aid
- First Aid at Work

And will arrange and record all first aid training.

The Deputy Head maintains a current list of qualified staff, certificate type, expiry date and deployment, and checks cover before each session and outing. Staff counted in EYFS ratios must meet the applicable paediatric first aid qualification rules in the current EYFS framework. A list of staff with current paediatric first aid certificates is made available to parents.

Furthermore, the Deputy Head will ensure that:

- the Medical and First Aid Policy and procedures are reviewed annually.
- at least the minimum number of First Aiders required will be provided.
- First-Aiders are offered training to a competent standard, which includes refresher training.
- when inducting new staff, medical information is provided on the location of first aid equipment, facilities and first-aid personnel.

The Business Manager: will ensure that:

- arrangements are in place for a suitable budget for training and re-training of First Aiders.
- the school has adequate insurance cover for claims that may arise from actions of staff acting within the scope of their employment.

The Business Manager will also:

- chair the Health and Safety Committee.
- assist with risk assessments that are to be reviewed.
- take consideration of the following in order to assess first aid needs:
 - size of the school
 - location
 - specific hazards and risks on site
 - staff or pupils with special health needs or disabilities
 - previous record of accidents/incidents in school
 - provision for lunchtimes and breaks
 - provision for leave / absence of First Aiders
 - off site activities, including trips
 - practical departments such as Science, Art and PE
 - out of hours activities
 - contractors on site and agreed arrangements.

The Governing Body and/or Headmaster will:

- regularly review the school's first aid needs, particularly after any changes, to ensure the provision is adequate.

PROVISION

The Business Manager maintains a documented first aid needs assessment based on current pupil and staff numbers and the needs of visitors. The assessment determines the number, qualification and distribution of first aiders, facilities and kits. It is reviewed annually and following significant changes or incidents.

The assessment considers site layout and response times, specific hazards, medical and disability needs, accidents, breaks, staff absence, visits, residential trips, PE, practical rooms, kitchen contractors, events, clubs, wraparound care and lettings. The school checks that cover remains adequate before activities proceed.

In particular, they will consider:

- school play times, the playground and school grounds.
- off-site PE.
- school trips (see Appendix 2 for the residential trips health consent form).
- the science laboratory.
- the Art Room.
- the Lego Innovation Studio.
- the kitchen (staffed by contractors).
- the Hiorns Centre.
- adequate provision in case of absence, including trips.
- out-of-hours provision e.g. clubs, before and after-school care.
- arrangements to ensure that there is an adequate level of First Aiders.

Before each EYFS session, mealtime and outing, the designated leader checks that the required full paediatric first aid cover is present and immediately available. A contingency is arranged before provision continues if cover is absent.

PROCEDURES

Minor accidents

The staff member will initially assess whether the injured child requires first aid treatment. If treatment is deemed necessary, s/he should be treated by a first aid trained member of staff using the medical packs distributed around school. If the injury is deemed more serious, or where a second opinion is required, the pupil will be escorted/sent to the Lead First Aider who will escort them to the Medical Room. In the absence of the Lead First Aider, they should be sent to the School Office.

In instances where an additional medical opinion is required, 111 (the NHS non-emergency number) can be dialled. This number will allow the staff member to speak to a highly trained adviser who is supported by healthcare professionals.

Serious accidents

Call a qualified first aider and remain with the child. Any staff member should call 999 without delay where an emergency is suspected; obtaining the Lead First Aider or medication must not delay the call. Follow the child's individual healthcare or emergency plan and the dispatcher's instructions. Contact parents as soon as practicable. A suitable adult should accompany a pupil to hospital where possible, with safe supervision maintained for pupils remaining at school. Where urgent ambulance transport is unnecessary, parents are asked to collect the child and obtain medical assessment as appropriate.

Emergency Procedure for Major Incidents

In a medical emergency, any member of staff at the incident must act immediately:

1. Call 999 promptly when indicated and give the location and symptoms; do not wait for a senior member of staff.
2. Ask another adult to summon a first aider and bring the pupil's immediately accessible emergency medication or AED as appropriate.
3. Give first aid within training, follow the individual plan and emergency dispatcher's instructions, and remain with the casualty.

If phoning 999, the following information must be given. Staff should try and speak clearly and slowly:

- School Telephone Number: 01483 416 551.
- School Address: St Hilary's School, Holloway Hill, Godalming, Surrey, GU7 1RZ.
- Your name.
- Name of casualty and symptoms/any known medical condition.
- Where possible, the casualty's date of birth and GP surgery details should also be made available.

If an ambulance is called, the Office staff, Senior Leadership Team (SLT) and Site Manager should be informed. The Site Manager/a member of Office staff will go to the entrance to give directions to the ambulance crew and ensure access is clear.

A suitable member of staff will accompany a pupil to hospital where practicable. The senior leader will arrange continuing supervision on site and ensure parents know where the pupil has been taken.

If the emergency services are called, the parent of the casualty will be telephoned by a member of SLT as soon as is practicable.

Silent Alarm

Each room in the school, used by the children, has an emergency bat (table tennis bat) situated by the door labelled with its location. In an emergency, where a member of staff needs immediate assistance and is conscious in this location but cannot leave, for any reason, they must send a child to the Office with this bat. This bat will alert the Office that immediate assistance is required and they will ensure that an adult comes to the location immediately to deal with whatever emergency has occurred. Class/Form teachers educate all the children in the importance of this bat. EYFS children will not be sent, but a member of staff will phone or inform the office.

Head Injuries

Where a pupil has received a head injury, they will immediately be taken to a Paediatric First Aider or the Lead First Aider. Parents are phoned to notify them of the injury and, if they cannot be contacted, the next emergency contact will be notified. Please also refer to the Head Injuries and Concussion Policy.

Injury caused by inappropriate behaviour

If the cause of an injury is the result of inappropriate behaviour (e.g. biting, kicking, pinching) from another pupil, parents of both children will be informed before the end of the school day. The school's behaviour policy/EYFS biting policy will be adhered to in such an instance.

FIRST AID MATERIALS and EQUIPMENT

St Hilary's have arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- holding medical records.
- dealing with medicines and treatments brought to school for pupils.

The Lead First Aider will ensure that:

- all first-aid containers are marked with a white cross on a green background.
- the first aid kits around the school (Appendix 3) are stocked accordingly. First aid boxes are accessible at all times.
- all the coaches/mini buses used by the school carry a first-aid container.
- first aid containers accompany PE teachers off-site.
- spare stock is kept in the Medical Room.

MEDICINES

Prescribed medicines

Pupils who require medication generally fall into three categories:

- pupils completing a course of prescribed treatment;
- pupils that have long term medical conditions or
- pupils with conditions that can require swift emergency medication e.g. allergic reactions or asthma attacks.

Nominated, appropriately trained staff administer medicines only with written parental permission for that particular medicine, following the child's plan and the label or written instructions. Prescription medicines for EYFS children must be prescribed for that child by a doctor, dentist, nurse or pharmacist; medicines containing aspirin may be given only if prescribed by a doctor. The school records each dose and informs parents on the same day, or as soon as reasonably practicable. Staff receive specific training whenever administration requires medical or technical knowledge.

When appointed, all staff complete a confidential medical form which is then held in their personnel files. Staff are obliged to inform the Business Manager of any changes to their medication. All medication should be stored appropriately and away from pupil access e.g. locked drawer, the medical room. Staff must seek medical advice if they are taking medication which may affect their ability to care for children.

Record Keeping

The Pupil Medication Administration Record (Appendix 5) records the child, medicine, dose, route, date, time, administrator and any refusal or error. Written consent for each particular prescription or non-prescription medicine is checked before administration, including for EYFS children. Staff follow the emergency plan and seek urgent help for a suspected adverse reaction. General admission consent does not replace the consent required for a particular medicine.

The following staff are able to administer prescribed medicines:

- Lead First Aider
- Nursery/Kindergarten Leaders & Head of EYFS and Pre Prep
- Office First Aiders
- Paediatric trained staff
- First Aid trained personnel on residential trips

Non prescribed medicines

The school obtains written parental permission for each particular non-prescription medicine before giving it to a child. The form records the medicine, dose, reason, relevant contraindications and when it may be given. Staff check the child's age, allergies, other medicines and product instructions, confirm that a dose has not already been given, record administration and inform parents on the same day or as soon as reasonably practicable. The school will not use a standing declaration as the sole authority for EYFS medicine administration.

Medicines containing aspirin are administered to a child only if prescribed by a doctor. Ibuprofen for a child with asthma is assessed individually against the child's healthcare plan, product instructions and medical or pharmacist advice; staff do not assume that it is safe or contraindicated solely because of an asthma diagnosis.

Storage of medicines

All medicines are controlled as follows:

- The Lead First Aider ensures the correct storage of medication at the school.
- Routine medicines are kept securely and stored according to the manufacturer's instructions, with access limited to authorised staff. Emergency medicines, including adrenaline auto-injectors and reliever inhalers, must be immediately accessible to trained staff and never locked away in a way that delays treatment. The individual plan records their location, access arrangements, checks and arrangements for movement around school and off-site activities.
- A list of over the counter medicines is kept with indications for use, contraindications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- In the Nursery/Kindergarten, medicines are kept in a locked fridge or in the medicines' cabinet. Medicines for Reception to Year 6, and for staff, are stored in the Medical Room.
- The Lead First Aider checks medicine expiry dates and supplies at least each term, before trips, and when a medicine is used or replaced; parents are promptly asked to replace expiring or missing supplies. Emergency medicines and AED pads and batteries are checked under a recorded schedule.
- All medicines are stored in accordance with the instructions.
- All medicines are stored in their original containers, clearly indicating the child's name, the dosage and the frequency of the dose.
- Some medicines need to be refrigerated and these are stored in the locked medicines' fridge in the Medical Room, which is always supervised via CCTV to the School Office.
- All medicines required for long term medical needs are sent home at the end of the academic year.
- It is the parent's responsibility to ensure that new and in date medication is brought into school at the start of the academic year and subsequently checked each term.
- Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They will be reminded by the Lead First Aider to collect all medicines. Where a parent fails to collect the medicine, then this will be taken by the Lead First Aider to the pharmacy for safe disposal.

LONG TERM MEDICAL NEEDS

For pupils with long-term or significant medical needs, the school develops an individual healthcare plan with parents and, where appropriate, health professionals and the pupil. The plan covers symptoms, triggers, treatment, emergency response, medicine location and access, training, visits and review dates. Staff with a role in the plan receive necessary information on a need-to-know basis.

Staff who teach, supervise, transport or provide food for pupils with significant medical needs receive the relevant plan and training. A current confidential register is available to authorised staff, including cover and catering staff, with information shared only as necessary for safe care.

Medical details are provided for all pupils and can be accessed on the School Management System. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are contained on risk assessments for visits or trips outside of school.

Parents are required to sign an Anaphylactic Parental Letter of Authorisation (Appendix 8). All pupils who are at risk of anaphylaxis have an Anaphylactic Shock Treatment Plan (Appendix 9). In the event of an auto-injector being administered, an Auto-Injector Administration Form will be completed (Appendix 10). St Hilary's staff have received training on administering auto-injectors through their first aid training (Appendix 1) or through internal anaphylaxis training sessions (Appendix 11). Please see the school's Allergy Policy.

For each pupil at risk of anaphylaxis, the individual plan records prescribed adrenaline auto-injectors, their locations, immediate access arrangements, staff training, checks and what to do when a device is used. The school checks the number of devices available against clinical advice and the pupil's plan. Medication travels with the pupil for off-site activities and remains accessible wherever the pupil is supervised. Staff call 999 for suspected anaphylaxis and follow the plan and current emergency guidance.

The red bags used in EYFS for the auto-injectors and emergency prescribed medications. Each bag has the child's name and photograph and designated staff collect the bags when taking part in activities in other areas of the school.

Parents are required to sign an Asthma Consent Form for those children who have been diagnosed as asthmatic and have an inhaler in School (Appendix 12).

A record is kept for when children need to use their inhaler. (Appendix 13).

The School has 2 defibrillators – one is kept in the Medical Room and other is in the Hiorns Centre close to the sports pitches. Key staff have been trained in the use of the defibrillator (Appendix 14), although it should be noted that a lack of training (or recent refresher training) should not be a barrier to someone using one. Clear, spoken instructions and visual illustrations guide users through the process. A locality information sheet is displayed around school.

Individual medication packs are clearly identified, and dispensing labels are not altered. Routine medication is stored securely. Emergency medicines must be immediately accessible to authorised staff, including at activities away from the usual classroom. A pupil's age and capability, clinical advice and individual plan determine supported self-administration; inhalers and other urgent medicines must not be withheld by a blanket ban.

St Hilary's protocol for the administration of prescribed and non-prescribed medication is as follows:

- Check the identity of the pupil.
- Match the administration sheet to the label on the drug.
- Immediately initial the administration sheet and record the dosage, time, pupil's name and class.
- Record a pupil's refusal to take medication and contact parents immediately.

The school asks families to avoid sending nuts and follows its communicated food arrangements, while recognising that a "nut free" label cannot guarantee an allergen free environment. Before admission it obtains allergy, intolerance and dietary information; at each meal and snack a named member of staff checks the food against the child's requirements. Plans, staff training, kitchen communication, prevention of food sharing, outings and response to reactions are reviewed with parents and relevant clinicians. EYFS allergy plans and information are kept current and shared with staff who need them.

The school uses the Department for Education allergy safety guidance published in July 2026 as good practice for an independent school, alongside the mandatory EYFS food and allergy requirements. The school reviews its arrangements if independent school standards change.

<https://www.allergyuk.org/information-and-advice>

ACCOMMODATION

The Medical Room is the main room used for medical treatment and care of children during school hours. It is situated along the rear corridor from the School Office. This is a secure yet accessible location for children who are unwell, and is monitored by a CCTV camera in the Office. The Medical Room provides a space for the medical examination and treatment of pupils, accommodation for the short-term care of sick and injured pupils, washing facilities and is near to a toilet facility. In addition, the School Office is also accessible for emergency first aid if necessary.

The school's defibrillator is also located in the Medical Room.

Children in EYFS who are injured or feel unwell stay either in their classroom or in the Snug area of the Kindergarten and are looked after by a First Aid trained member or staff. In some circumstances, they will be taken to the Medical Room.

HYGIENE / INFECTION CONTROL

Basic hygiene procedures must be followed by staff and they will:

- Wear single-use disposable gloves when the incident involves the discharge of blood or other body fluids. A body fluids spill kit (containing disposable gloves, tissues, vomit bag, hand sanitiser and vomit cleaning agent) is located in the Medical Room.
- Dispose of all contaminated dressings or equipment in the yellow sacks within the Medical Room.
- Arrange for any spills to be contained and cleaned correctly by the Site Manager or a member of his team.
- Good hygiene practices will be encouraged across the schools e.g. washing hands.
- All internal areas of the School will be well ventilated to allow fresh air to be circulated.
- The School will support those members of staff who are eligible to take part in the national vaccination programmes for COVID-19 and flu.

ILLNESS AND MEDICAL APPOINTMENTS (PLEASE REFER TO THE ATTENDANCE POLICY)

- If your child is unwell, please contact (via email or telephone) the School Office before 8.40am on the first day, and every subsequent day, of absence informing the school of the reason for absence. The absence will then be marked in the register. As part of our Safeguarding Procedures, the school office will contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child. A minimum of two emergency contacts must be given to the school.
- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- If your child is absent due to vomiting and/or diarrhoea, they should not return to the School until **48 hours** have passed since the last episode of vomiting and/or diarrhoea. This is to reduce the risk of infection to other children and adults at school.
- Medical certificates are required for absence greater than five days.

REPORTING ACCIDENTS

St Hilary's is aware of its duty to inform parents of any accident or emergency sustained by the child on the same day, or as reasonably practicable, and any first aid treatment given.

All accidents and first aid treatment are entered promptly in the designated school medical record. The Business Manager assesses whether a work-related incident meets RIDDOR criteria, records the decision and makes any required report within the applicable deadline. A pupil's injury does not become RIDDOR-reportable simply because it is serious or involves a hospital visit; the work-related circumstances and reporting criteria must be checked against current HSE guidance.

The Business Manager also informs insurers where required and ensures records are retained under the school's current retention schedule, with restricted access. Serious incidents and near misses are reviewed for lessons and any necessary changes to risk assessments, training or equipment.

For EYFS, the school keeps written records of accidents, injuries and first aid treatment and informs parents on the same day or as soon as reasonably practicable. For provision that is registered with Ofsted on the Early Years Register, the registered provider notifies Ofsted of a serious accident, illness or injury to, or death of, a child in its care and the action taken as soon as reasonably practicable and within 14 days. The Headmaster confirms the school's registration status and applicable notification route. Local child protection agencies are notified of a serious accident or injury to, or death of, a child in the school's care, and their advice is followed. Medicine errors

are escalated and assessed for any applicable reporting obligation; they are not automatically Ofsted notifications.

EMERGENCY REPORTING

The Headmaster immediately coordinates emergency, parental, safeguarding and regulatory notifications following a serious incident. The school records the incident, decisions, times, recipients and advice received. Where the EYFS Ofsted notification duty applies to registered provision, the report is made as soon as reasonably practicable and no later than 14 days.

Procedure for calling an ambulance: see Procedures, Emergency Procedures for Major Incidents, page 5.

ACCIDENT RECORD KEEPING

For EYFS, Pre-Prep and Prep, staff record the incident, injury, first aid given, date, time, location, witnesses, staff involved and parental notification in the designated medical record. The school confirms whether WCBS or another system is the authoritative record and avoids duplicate or conflicting entries. Head injuries are managed under the Head Injuries and Concussion Policy.

In EYFS, a paper Accident Record Book is completed and staff will give the form directly to the parent, where possible. Nursery and Kindergarten parents are asked to sign our records as evidence that an accident form has been given to them. If the form cannot be hand delivered to the parent, a phone call is made and the form is placed in the child's bag.

For all pupils, parents receive information about any accident or injury and first aid treatment on the same day or as soon as reasonably practicable. An urgent or significant injury is communicated directly by telephone; handing a slip to a pupil is not the sole notification route in such cases.

Where the injury is more serious, the First Aider may feel it appropriate to accompany the child back to the classroom to speak directly with the class/form teacher and/or parent. This should be judged on a case by case basis and if, for any reason, the Medical Room has to be left unattended with a pupil in it, whilst the Lead First Aider speaks to the teacher, then the School Office should be informed and another member of staff should accompany the pupil.

All serious incidents are recorded on WCBS and parents are notified. The appropriate senior member of staff must also be informed of the accident. If a child is going to hospital after an accident at school, a copy of the accident report should be printed and sent with them either in the ambulance or given to the parents/carer for them to take to the hospital.

Controlled appendices: the Lead First Aider keeps the current first aider list, training record, kit locations, medication and consent forms, individual plans, emergency contacts, trip arrangements and AED maintenance schedule accessible to authorised staff. The Business Manager confirms the current shared location and version of each appendix before approval.

Reviewed: October, 2019, July 2020, March 2021, June 2021, September 2021, July 2022, August 2022, September 2022, August 2023, June 2024, March 2025, June 2025, September 2026

Next review date: June 2027

Person responsible: Ms Jackie Trew (Office Manager and Lead First Aider), Mrs Hannah Wynn (Business Manager), Mr Mark Parton (Deputy Head)