

Whole School Medical and First Aid Policy

1. Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure there is adequate First Aid provision for people who may become ill or are injured on campus or on an educational visit.
- Ensure staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

2. Roles and Responsibilities

The school maintains a highly comprehensive medical provision, including a dedicated Medical First Aid room, a full-time School Nurse and a qualified Doctor on site once a week to oversee and review medical procedures in school.

The Governing Board and Head of School / SLT

The Governing Board has ultimate responsibility for health and safety matters in the school, delegating operational matters and day-to-day tasks to the Head of School and staff members.

The Head of School/Senior Leadership Team (SLT) is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date, and remain competent.
- Making sure all staff are aware of first aid procedures.
- Reporting specified incidents to the appropriate Romanian authorities when necessary (see Section 5).
- Overall responsibility for the development of Individual Healthcare Plans (IHCPs) to support children with medical needs.

School Nurse and Doctor

The School Nurse (Nicoleta Micu) and Doctor (Adela Simion) are located in the Medical First Aid room on the main campus and able to administer first aid for the vast majority of cases. The School Nurse is responsible for:

- Recording all treatments in a treatment log/report and communicating this to parents and staff.
- Ensuring all MFA boxes are kept fully resourced and checked each half term/term.
- Administering prescribed medication only, in accordance with Section 4.2.

- Performing Triage for all children in Early Years and Key Stage 1 every morning before they enter school.
- Carrying out medical checks of all children annually and termly checks for head lice.
- Informing the office/Head of School of symptoms and physical state of children sent home.
- Preparing MFA Boxes/Bags for educational visits.

First Aiders and Staff

First Aiders are employees who have received MFA training from a professionally qualified person and are assessed as being capable of administering MFA. They are responsible for:

- Acting as first responders to any incidents, assessing the situation, and providing immediate and appropriate treatment.
- Complying with the aims of first aid: to preserve life, to prevent the condition worsening, and to promote recovery.
- Maintaining confidentiality regarding a patient's condition.
- Completing an accident report/incident log form if they witnessed the incident.
- Ensuring they know who the first aiders are and following first aid procedures.
- Following basic hygiene procedures, including using single-use disposable gloves when dealing with body fluids.

All teaching staff and drivers must receive and maintain up-to-date MFA training.

3. First Aid and Medical Procedures

In-School Accident Procedures (Minor Injuries)

- For minor injuries (cuts and bruises) on campus, the student should be sent directly to the School Nurse located in the Medical First Aid room for treatment.
- If the School Nurse is unavailable, staff should notify a qualified Paediatric Medic First Aider.
- The School Nurse will clean minor cuts and bruises with water or disinfectant.
- The School Nurse/Office must inform parents by phone of small accidents, especially head injuries, and copy in relevant teachers.

Serious Accidents or Emergencies

- In case of a serious accident, the staff member at the scene will call for assistance from the School Nurse or Doctor immediately.
- The office must be informed immediately to call the ambulance (112).
- The staff member/First Aider will attend to the patient until emergency support arrives.
- If the injury is a suspected spinal injury, the First Aider must remain with the person and ask someone to call for urgent medical assistance.



- The office will contact parents immediately to ask them to meet the ambulance at the hospital.
- A member of the teaching staff will remain with a child at the hospital until the parent/guardian arrives.

Off-Site Procedures

- Staff taking pupils off-site must ensure they have a portable first aid kit, a school mobile phone, information about pupils' specific medical needs, and parents/carers' contact details.
- At least one first aider with a current Paediatric First Aid (PFA) certificate must be on trips involving EYFS pupils.
- The First Aider must address minor injuries following standard MFA practice.
- The procedure for serious accidents will be followed as closely as possible.
- The First Aider must report the MFA issue and treatment to the School Nurse on returning from the trip, who will then enter the information in the Treatment log.
- Risk assessments must be completed prior to any educational visit.

Sickness and Contagious Diseases

- Parents must keep children home if they display symptoms of illness.
- If a child arrives displaying symptoms, they will be placed in the medical room and monitored until collected by parents.
- If a child displays a temperature above 37.3°C, they will remain in the medical room until parents organize pickup, and the child must be monitored for 24 hours before returning.
- Children with sickness or diarrhea must stay at home for at least 24 hours since the last episode.
- Contagious Diseases: The School Nurse checks all children each term for head lice and staff/office communicate treatment requirements and exclusion rules to parents. For contagious diseases (e.g., Conjunctivitis, Impetigo), children must return with a doctor's note.

Medication Management

The school has a separate Whole School Medical Needs Policy covering provision for students with long-term medical needs.

- Storage: All medicine, including emergency medication (Inhalers, Epipens), must be stored safely in a secure cupboard in the MFA Room. No medication is kept in general first aid kits. Medication must be readily available to children and not locked away.
- Administration: No non-prescribed medication (including creams and lotions) can be administered to children by staff. Prescribed medication must be in-date, labeled, and provided in the original container (except insulin). It can only be administered by the school doctor, nurse, or teacher after parental information and the doctor's prescription are provided. Parents must be contacted before emergency medication is given and parental consent must be procured before any medicine is administered.



- Refusal: If a child refuses to take medicine, staff will not force them to do so. The refusal must be recorded on the treatment log, and parents must be advised immediately by phone.
- Controlled Drugs: Controlled drugs will be kept securely stored in a non-portable container in the MFA room, accessible only by the School Nurse and office, and records of doses used must be kept.

4. First Aid Equipment

First Aid Kits (MFA Boxes)

MFA Kits are positioned in numerous, specific locations throughout the campus, including:

- On each level of the Primary, Secondary, and Sixth Form College buildings.
- In the Medic First Aid Room/Office/Lunchroom/PE Hall.
- In the Admin Building and the IT Administration building.
- At the main gate and in each school bus.

The School Nurse is responsible for ensuring all MFA boxes are fully resourced and up to date, checking them each term and recording restocking requirements.

Specific Kit Contents

The school uses specialized MFA Kit contents (the full list of contents can be found in Appendix B).

5. Recording and Reporting Procedures

- The School Nurse is responsible for recording all treatments in the Medical Treatment Record.xlsx. All visitors to the MFA Room are recorded in this log.
- An Accident/Incident is reported in the Medical Treatment Log, highlighted red with details of the incident, review and actions to prevent further accidents. The school Nurse alerts the Head of Primary / Secondary. For a list of the full procedures see Appendix C.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with the Social Security (Claims and Payments) Regulations 1979.

Reporting to the Romanian Authorities – RIDDOR 2013

The School Nurse and the Heads of Primary and Secondary will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in RIDDOR 2013. The reportable incident will be submitted to the Romanian Authorities as soon as is reasonably practicable.

Reportable Incidents Involving Staff:

These include:

- Death or Specified Injuries (e.g., fractures other than to fingers/toes, amputations, serious burns, loss of consciousness caused by head injury or asphyxia). Fatal and major injuries must be reported without delay.

- Work-related injuries that lead to an employee being away from work or unable to perform normal work duties for more than 7 consecutive days. This must be reported within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis linking the disease to occupational exposure (e.g., Carpal tunnel syndrome, Occupational asthma).
- Near-miss events (dangerous occurrences) that could have caused serious injury (e.g., collapse of load-bearing parts of lifts, accidental release of substances or biological agents).

Reportable Incidents Involving Pupils and Visitors:

These include:

- Death of a person that arose from, or was in connection with, a work activity.
- An injury that arose from, or was in connection with, a work activity and where the person is taken directly from the scene of the accident **to hospital for treatment**.
- An accident is connected with a work activity if it was caused by failure in how work activity was organized, the way equipment/substances were used, and/or the condition of the premises.

Notifying Parents/Carers

The School Nurse or Office will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed immediately if emergency services are called.

6. Training

The school maintains comprehensive mandatory training for staff:

1. **Basic Medic First Aid (MFA): All teaching staff and drivers** must complete the 3-hour BASIC MEDIC FIRST AID Certification at least every two years.
2. **Annual Refresh:** All teaching staff must complete a yearly 2-hour online MFA course (e.g., through Educare) to refresh their knowledge.
3. **Advanced Paediatric Medic First Aid (PFA):** Select staff, including EYFS staff and PE Teachers, must complete the **12-hour Medic First Aid Paediatric Diploma** (e.g., with the Red Cross). A PFA certificate must be current and renewed every 2 years.
4. **Specific Medical Conditions Training:** Staff will receive appropriate training and support identified during the development or review of Individual Healthcare Plans (IHCPs). A first-aid certificate does not constitute appropriate training for specific medical conditions.

The school will maintain a register of all trained first aiders, noting their training received and certificate renewal dates (see Appendix A).

8. Monitoring and Links

This policy will be monitored and reviewed by the School Nurse and a member of the SLT every two years.

This Whole School Medical and First Aid Policy is linked to:

School Policy



- Whole School Health and Safety Policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions (Whole School Medical Needs Policy)
- Whole School Educational Visit Policy
- Whole School Admissions Policy

Document Control	
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Draft Approval	Kendall Peet Head Teacher
Signed off by	SLT
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School Policy



Appendix A: First Aid and Training Log (Combined)

STAFF MEMBER'S NAME	ROLE	TYPE OF TRAINING	DATE ATTENDED	DATE FOR RENEWAL
Kendall Peet [Head of School]	SLT	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Alan Cornish [Head of Primary]	SLT	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Jasmin Sanders	EY Lead	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Diana Coman	EY Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Ioana Ciuca	EY Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Fiona Dutu	PS Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Paul Georgescu	PE Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Alexandru Lacraru	PE Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Ciprian Iacob	PE Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Bogdan Trica	Science Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
Margarit-Dudu Dariana-Elena	PS Teacher	12 hr Paediatric Diploma (Red Cross)	25/08/2025	August 2027
All teaching staff, drivers, guards, and cleaners	School Staff	Basic Medic First Aid Training (Red Cross)	August 22, 2025	August 2027
All teaching staff	School Staff	Educare MFA Certificate	Prior to start of each school year	Annually



Appendix B: MFA Kit Contents

Item	Quantity
Blunt scissors	1 pc
Artificial Respiration Device	1 pc
Guedel Pipe size 4	1 pc
Guedel Pipe size 10	1 pc
Mouth opener device	1 pc
Elastic tourniquet 50 cm	1 pc
Plastic splints	1 pc
Adhesive plaster (various sizes)	2 roles
Individual emergency bandage 2/6 cm	10 pc
Bandage with Rivanol (disinfectant solution) 6/10 cm	1 pc
Gauze roll / bandage 5 cm / 4 m	1 pc
Sterile hydrophilic wadding 50 g	1 packs
Examination gloves	4 pairs
Sterile compresses 10/8 cm x 10 p	1 pack
Sanitary alcohol/Iodated alcohol/Rivanol solution	200 ml each
First aid instructions brochure	1 pc



Appendix C: Accident Reporting Procedures (Summary of Required Detail)

Accidents and incidents are completed by the school nurse/relevant member of staff and are highlighted red on the [Medical Treatment Record.xlsx](#)

They should include:

- Name of injured person and role/class.
- Date and time of incident.
- Location of incident.
- **Incident Details:** Describe in detail what happened, how it happened, and what injuries the person incurred.
- **Action Taken:** Describe the steps taken in response, including any first aid treatment, and what happened to the injured person immediately afterwards.
- **Follow-up Action Required:** Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.
- *Note:* As much detail as possible will be supplied, including all information noted in the form.

Appendix D: Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools. This policy is guided by the following UK legislation:

- **The Health and Safety (First-Aid) Regulations 1981:** Employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- **The Management of Health and Safety at Work Regulations 1999:** Employers must carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** This legislation states that some accidents must be reported to the HSE, and sets out the timeframe for this and how long records of such accidents must be kept.
- **The Social Security (Claims and Payments) Regulations 1979:** This sets out rules on the retention of accident records.
- **The Education (Independent School Standards) Regulations 2014:** These require that suitable space is provided to cater for the medical and therapy needs of pupils.
- **Early Years Foundation Stage (EYFS) Statutory Framework:** Requires at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.