

COGNITA



Milbourne
Lodge School

First Aid Policy

Milbourne Lodge September 2025

UK

1 General Statement

- 1.1 The definition of First Aid is as follows:
 - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
 - Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
- 1.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.
- 1.3 The policy applies to all pupils including those pupils covered by the Statutory Frameworks for the Early Years Foundation Stage (EYFS) 2023.
- 1.4 The responsibility for drawing up and implementing the First aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school to keep children healthy, safeguarded and protected whenever they are in our care.

2 Current Procedure

- 2.1 Our appointed person (First aid co-ordinator) undertakes and records an annual review. A first aid needs assessment (see Page 10) is carried out at least annually to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.
- 2.2 Our first aid needs assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as life-threatening allergy, asthma, diabetes and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential, overseas and adventurous trips which always include a suitably trained first aider and a member of staff trained in the administration of medicine, in keeping with our Educational Visits policy.
- 2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals and outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4 We ensure that first aid provision is always available, including out of school trips, during PE, and at all other times when the school facilities are used.
- 2.5 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker (Accident reporting software tool) or a written record where Medical Tracker is not available. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid.

- 2.6 We notify parents of any accident or injury involving the neck, face or head, via telephone regardless of the seriousness of the injury, as soon as is reasonably practical. This is then followed by the standard notification e-mail via medical tracker.

3 First Aid Training

- 3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:
- Reliability, communication and disposition,
 - Aptitude and ability to absorb new knowledge and learn new skills,
 - Ability to cope with stressful and physically demanding emergency procedures,
 - Normal duties are such that they may be left to go immediately and rapidly to an emergency
 - The need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either:

First Aid at work (FAW, 3 days or 18 hours) or
Emergency First Aid at work (EFAW, 1 day or 4-6 hours) or
Paediatric First Aid (PFA, 2 day face to face or blended) or
Emergency Paediatric First Aid (EPFA, 1 day or 4-6 hours).

EYFS paediatric first aiders hold a clearly recognised certificate or a renewal (minimum of 12 hours tuition). Before the certificates expire, first aiders need to undertake a requalification course as appropriate, to obtain another three-year certificate.

In relation to the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by Resuscitation Council (UK) 2021.

- 3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up to date, although we are aware that this is not mandatory. . Online annual refresher training is available on My Cognita.

4 Key Personnel

First aid co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	Michaela Parker
Responsible for maintaining First Aid Training Matrix/Log	Steven Shepherd
Responsible for RIDDOR submissions to HSE	Steven Shepherd
The following staff have completed a recognised training course in FAW	Michaela Parker

The following staff have completed a recognised training course in EPFA	See Appendix A
The following staff have completed a 2 day Paediatric course in first aid (EYFS requirement)	See Appendix A

5 Contents of our First Aid Box

- 5.1 Our minimum provision, as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the provision for staff of relevant information on first aid arrangements.
- 5.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives:-
- a leaflet giving general guidance on First Aid e.g. HSE leaflet 'Basic advice on First Aid at work' (INDG347).
 - Disposable gloves x3 pairs
 - Cleansing wipes x10
 - Normal saline for irrigation x3
 - Antibacterial wipes x small packet
 - Tissues x small packet
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - Sterile eye pads x2
 - Finger bandage x2
 - two - four individually wrapped triangular bandages (preferably sterile);
 - safety pins x6
 - Small (approximately 4cm x 4cm) individually wrapped sterile unmedicated wound dressings x2
 - Medium (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings x2
 - Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings x2
 - Scissors x1 pair
 - Microporous tape x1
 - Ice pack x1
 - Sick bag x1
 - Medical tracker incident reporting forms
- 5.3 The First Aid coordinator is responsible for examining the contents of the first aid boxes. These are checked at least termly and restocked as soon as possible after use. Details of these checks are recorded. Extra stock is held within the school and items discarded safely after the expiry date has passed. We do not keep tablets, creams or medicines in the first aid box.
- 5.4 Our first aid boxes are kept in the following places: Insert locations of First Aid boxes.
- Small House
 - Pre-Prep Office
 - Pavilion
 - Main School First Aid Room
 - Science Lab – Burns Kit

- 5.5 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.
- 5.6 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation and wash hands before and after every procedure. They also ensure that any waste products are disposed of in a yellow clinical waste bag or box in line with procedures in 5.5.
- 5.7 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.
- 5.8 We ensure that any third party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

6 Early Years

- 6.1 The Statutory Framework for the Early Years Foundation Stage (2023) is mandatory. In accordance with this, we ensure that at least one person with a current Paediatric First Aid (PFA) certificate is on our premises at all times, when pupils are present and accompanies children on outings. All new nursery and pre-school staff within our Early Years will undertake paediatric first aid training. This means that newly qualified staff with a childcare level two and three qualification will have a paediatric first aid certificate before they can be included in the statutory staff : child ratios in the early year's settings. All paediatric first aid certificates will be displayed in the Early Years areas.
- 6.2 No outing from school are undertaken without the presence of at least one person with a current paediatric first aid qualification, on and off site
- 6.3 We keep an electronic record of all accidents or injuries and first aid treatment on Medical Tracker or a written record where Medical Tracker is not available. We must inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid.
- 6.4 We must notify our local child protection agency **Surrey Safeguarding Children Partnership** of any serious accident or injury to, or the death of, any child in our care. We always act on their advice, if given to us.
- 6.5 Prescription medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist and we have a clear procedure for managing this. Medicine (both prescription and non-prescription must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

7 Recording Accidents and First Aid Treatment

- 7.1 Pupils will inform their teacher or nearest staff member, or fellow pupils, when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or is feeling unwell.
- 7.2 All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker. The recording of an accident is always carried out in confidence by the person administering first aid. An accident investigation may be required so that lessons are learnt, and actions taken to prevent reoccurrence. A Serious Incident Reporting Form may require completion for any serious accident, incident or occurrence.
- 7.3 Any first aid treatment is recorded by the person who administered first aid. We will record the date, time and the environment in which the accident or injury occurred. Details of the injury and what first aid was administered, along with what happened afterwards is always recorded.
- 7.4 The First Aid Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 7.5 We adopt the definition of Ofsted with regard to serious injuries (2022) as follows:-
- Anything that requires resuscitation
 - Admittance to hospital for more than 24hours
 - A broken bone or fracture
 - Dislocation of any major joint, such as the shoulder, knee, hip or elbow
 - Any loss of consciousness
 - Severe breathing difficulties, including asphyxia
 - Anything leading to hypothermia or heat-induced illness
 - Any loss of sight, whether temporary or permanent; any penetrating injury to an eye and a chemical or hot metal burn to the eye
 - Injury due to absorption of any substance by inhalation, ingestion or through the skin
 - Injury due to an electrical shock or electrical burn
 - Injury where there is reason to believe it resulted from exposure to a harmful substance, a biological agent, a toxin or an infected material
- 7.6 We adopt the definition from Ofsted for minor injuries (2022), of which we always keep a record, as follows:
- Animal and insect bites, such as a bee sting that does not cause an allergic reaction
 - Sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
 -
 - Cuts and grazes
 - Minor burns and scalds
 - Dislocation of minor joints, such as a finger or toe
 - Wound infections

- 7.7 We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) for the reporting of serious and dangerous accidents and incidents in school. These include work-related and reportable injuries to visitors as well as certain accidents, diseases and dangerous occurrence arising out of or in connection with work. Where accidents result in an employee being away from work or unable to perform their normal duties for more than seven consecutive days because of their accident a RIDDOR report is required. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

8 Recording Incidents and Near Misses

- 8.1 We record **on Medical Tracker** any **near misses** which are occurrences where no-one has been harmed and no first aid was administered but have the potential to cause injury or ill health. We record any incidents that occur on the premises, and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

9 Hospital Treatment

- 9.1 If a pupil has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:
- calling an ambulance for the pupil to receive treatment; or
 - taking the pupil to an Accident and Emergency department
 - and in either event immediately notifying the pupils parent/carer
- 9.2 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives or accompany pupil to hospital by ambulance if required.
- 9.3 Where it is decided that pupil should be taken to A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.
- 9.4 Where a pupil must be taken to hospital by 2 members of staff they should be taken in a taxi or school vehicle and not use their own car.

10 Prescription and Non-Prescription Medication

- 10.1 Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose.
- 10.2 Medicine (both prescription and non-prescription) must only be administered to a pupil where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- 10.3 Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that pupil. Ibuprofen is usually used for the treatment of mild to moderate acute pain and usually only for short term use. It is usually given every 8 hours and so for most children this can be administered at home before and after school.

- 10.4 We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events.
- 10.5 If pupils are to self-medicate in school on a regular basis, then a self-medicator's risk assessment form will be carried out.
- 10.6 For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication they need in school and who will administer it to them on a regular/daily basis. Refer to Pupil Health & Wellbeing Policy for further guidance.
- 10.7 Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask their GP to prescribe an antibiotic which can be given outside of school hours, where possible. If however, this is not possible then please refer to the Storage of Medicine paragraph.
- 10.8 This school keeps an accurate record on Medical Tracker of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, date and time are recorded as well as details of the medication given. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.
- 10.9 All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training. The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 10.10 For members of staff only and not pupils, Aspirin tablets will be held at the school in line with the 11th Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the medical room.

11 Storage of Medication

- 11.1 Medicines are always securely stored in accordance with individual product instructions, paying note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- 11.2 We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 11.3 All medicines shall be received and stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 11.4 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container within a locked cupboard and only named staff will have access. Controlled drugs must be counted in/out and witnessed if they are not administered by a qualified nurse or practitioner. The Controlled Drug Recording Book must be signed by two people with at least one being the First Aid Coordinator and the records must indicate the amount of remaining medication.

- 11.5 Parents should collect all medicines belonging to their child at the end of the school day. They are responsible for ensuring that any date-expired medication is collected from the school. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents do not pick up out-of-date medication or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 11.6 We will keep medicines securely locked away and only named staff will have access, apart from Adrenaline Auto-injectors (AAIs), Asthma inhalers and Diabetes 'hypo' kits which need to be with or near pupils who need them. Three times a year the First Aid Coordinator/School Nurse will check the expiry dates for all medication stored at school and the details will be stored on Medical Tracker.
- 11.7 Sharps boxes are used for the disposal of needles. All sharps' boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged by the school biannually.

12 Defibrillators (AED)

- 12.1 The school has two defibrillators, one located in the main school office and one in the sports pavilion.
- 12.2 The defibrillator is always accessible, and staff are aware of the location and those staff who have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are available to staff and use promoted should the need arise.
- 12.3 The First Aid Coordinator is responsible for checking the AED termly, recording these checks and replacing any out-of-date items.

13 Monitoring and Evaluation

- 13.1 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting on a termly basis. Our policy will be reviewed annually or with significant change. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these meetings are submitted in a timely fashion to the Head of Health & Safety – Europe. The Head of Health & Safety will report to the Cognita Europe H&S Assurance Board.
- 13.2 Reports may be provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks and lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.

Schools Assessment of First Aid Needs (UK)

School	Milbourne Lodge	Date of Assessment	01/09/2025
Conducted by	Steven Shepherd	Review Date	01/09/2026 or when there is significant change

When was the last review of your first aid provision and training records of first aiders?	20/09/2023
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Please answer the questions in the boxes:

School Premises		
1	What is the current number and age range of pupils?	Age 4 to 13 203 Pupils
2	What is the current number of staff?	48 (excluding 4 kitchen contracted staff, 2 cleaning contractors and peripatetic staff)
3	Does the school occupy more than one site or building? Or on split levels? <i>Consider need for provision in each building and/or on each floor</i>	One site multiple buildings
Location of the School		
4	How remote from emergency services is the school? <i>Consider special arrangements with emergency services, and emergency transport arrangements for remote schools</i>	Not remote, circa 2 miles from Esher town centre and ambulance station on Kingston bypass
5	How do the emergency services access the school? Is there more than one entrance?	Entrance via main vehicle gate
Hazards and Risks		
6	Are there any hazardous substances in the school? <i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards. Consider informing emergency services of specific hazards in advance.</i>	Science chemicals in locked cabinet Standard cleaning products locked away Art materials Paint and general maintenance materials COSHH sheets available for all products.
7	Is there any dangerous equipment or machinery in the school? <i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards.</i>	Grounds machinery, only to be operated by specific, trained staff. Risk assessments in place.
8	Is there adequate provision for practical departments, such as science, DT, Food Technology, PE? <i>Consider providing these areas with suitable stocked first aid box and equipment.</i>	First aid kits for Science and PE, checked by Head's of Department and managed by the First Aid-Coordinator. Regular monitoring of first aid kits to ensure they are

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		adequately stocked and items are in date.
9	Is there adequate provision for off-site activities i.e. school trips. If the first aider accompanies pupils off-site, is there adequate provision left in school?	Yes
Specific Needs		
10	Are there staff with specific health needs or disabilities? <i>Consider providing additional training for first aiders and equipment.</i>	No
11	Are there staff with any mental or emotional health needs? <i>Consider providing additional information and/or training for managers and employees, signposting to occupational health support and appointing mental health first aiders.</i>	No
12	Are there pupils with specific health needs or disabilities? <i>Consider providing additional training for first aiders and equipment.</i>	Yes
13	Are there any pupils with mental or emotional health needs? <i>Consider providing additional information and/or training for staff and appointing mental health first aiders.</i>	Yes
14	Are there employees who travel a lot, work remotely or work alone? <i>Consider issuing personal first aid kits & personal communicators/mobile phones to staff</i>	Head, Deputy Head, Operations Manager and Facilities Manager often work alone. In most cases more than one person on site. Lone working risk assessment in place and reviewed and adapted as required. Issue and use of mobile phones
Schools Accident Statistics		
15	Can you determine the most common injuries, times, locations, and activities at each school site?	Pre-prep playground. Usual trends
16	Does the first aid training adequately cover the identified injuries?	Yes
Contacting first aiders		
17	Do all staff know how to contact a trained first aider?	Yes – displayed in each building
18	Do all pupils understand the school's first aid procedures?	
19	Are there appropriate first aid notices displayed throughout the school?	Yes
20	Is there adequate provision available for out of hour's activities such as clubs and hosting school sports events?	Yes
21	Is there a written agreement with third party providers (Catering and Cleaning) on joint provision for first aid for their employees?	Yes

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22	Is there adequate provision for lunchtimes and breaks?	Yes
23	Is there adequate provision for leave and in case of absences?	Yes
24	Is there an agreed procedure if an incident occurs in an isolated area?	Yes
25	Is there a designated member of staff who is responsible for checking and maintaining the contents of the first aid boxes and kits and the checking of your AED?	Yes

How many first aid personnel are required?

26	Are you meeting your statutory minimum requirements? - Designated Appointed Person (AP) to take charge of First aid arrangements – First Aid Co-ordinator - Schools can fall in either <i>low or medium</i> risk categories (depending on the activities at the school): <i>Low</i> – for 25-50 employees - 1 Emergency First Aider (EFAW) and <i>Medium</i> – for more than 50 employees - 1 First Aid at Work (FAW) – <u>note this FA training only covers adults unless a tailor made course.</u> - EYFS (where applicable) – 1 Paediatric trained First Aider - If you have pupils that haven't yet reached puberty, you will need to ensure you have a sufficient number of staff trained in Paediatric first aid (EPFA) - There should be enough staff to provide cover for absence, and for trips and visits. First aid must be available at all times that children are cared for on or off the premises and on outings. First aid must cover visitors, volunteers, and work experience placements.	Yes Training booked for 07/01/2025
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Ownership and consultation

Document sponsor	Head of Health & Safety - Europe
Document author	Consultant Nurse Europe
Consultation & Specialist advice	

Document application and publication

England	Yes
Wales	Yes
Spain	No
Switzerland	No
Italy	No

Version control

Current review date	June 2024
Next review date	June 2025

Related documentation

Related documentation	Health and Safety Policy
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	Pupil Health and Wellbeing Policy Educational Visits Policy and Guidance Safeguarding Policy: Child Protection Procedures Safeguarding: Allegations of Abuse Against Teachers and Other Staff Compliments and Complaints Prevention and control of Communicable and Infectious Diseases Procedures Serious Incident Reporting Form (SIRF)
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