



CASTLE COURT  
SCHOOL

# First Aid Policy

**Reviewed: February 2026**

Due for adoption by Governors at Spring Term Full Governors' Meeting

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A Stratten  
Medical and Health Support Lead

The Governors of Castle Court School acknowledge their responsibility, under the Health and Safety at Work Act 1974 (HWSA), for ensuring that the school has a health and safety policy which includes arrangements for first aid. They have delegated the day-to-day responsibility to the Head who exercises this responsibility through the Director of Operations.

Based on a risk assessment of the school the organisation of, and arrangements for, first aid cover are as follows:

### **Appointed Person (including EYFS)**

The Medical and Health Support Lead (to be known as MHSL throughout this policy) also holds a Paediatric First Aid certificate and is the appointed person for the school (including EYFS). The MHSL is appointed to:

- Take charge and record when someone is injured or becomes ill
- Look after and restock the first aid equipment
- Ensure that an ambulance or other professional help is called when necessary
- Organise the training and retraining of First Aiders by an outside agency
- Provide in house training on specific illnesses e.g., Diabetes, Asthma, Anaphylaxis
- Check the Medical questionnaire and consent form that is completed by parents when a child joins Castle Court School and then liaise with parents and staff if necessary
- Liaise with parents of children with specific illnesses and ensure that Individual Health Care Plans are put into place. See Administration of Medicines Policy, Asthma Policy and Anaphylaxis Policy for more information
- Ensure that all staff are aware of any pupils in their care with special dietary or medical needs and produce a report of all children in the school with these needs
- Administer medicines including over the counter and prescribed drugs and documents this in the medical book

The MHSL can be contacted on Ext.236/249. She also carries a mobile on which she can be contacted if she is away from her room and all staff are aware of her phone number.

## **First Aiders**

The publication "Guidance on First Aid for Schools" issued by the Department for Education sets out a minimum of one First Aider per one hundred people on a low-risk site. As the campus is a multi-level site with the MHSL accommodated in the main building at the lowest point, the school has assessed that a minimum of 8 First Aiders is required. In practice many more than that number are provided to cater for multiple activities potentially involving small groups all over the site and off-site activities; including sports fixtures and minibuses runs. See Appendix 1A for qualified First Aiders. The MHSL should organise refresher training for those First Aiders whose qualification is due to expire.

The First Aiders must complete a training course approved by the HSE and this training must be updated every three years. Provision is also made for Paediatric First Aid trained personnel in the Early Years Foundation Stage (EYFS) and Pre-Prep departments. There must be a minimum of 3 Paediatric trained First Aiders, ensuring that there is always at least 1 Paediatric trained First Aider on site at any given time when EYFS pupils are in school and that at least 1 Paediatric trained First Aider is present when the children are out of school.

The First Aider's role is to give immediate help to casualties with common injuries or illnesses or those arising from specific hazards in school. They should ask someone to contact the MHSL who will assist. In the MHSL's absence and if necessary, they should ensure that an ambulance or other professional help is called.

## **First Aid Equipment**

The school will provide a minimum of 10 first aid containers which are clearly labelled and easily accessible. They will be sited at the following points on the campus:

- Science labs.
- Design Centre
- Main Kitchen
- Hall Kitchen
- Medical Centre
- Sports Hall
- Maintenance Workshop
- Astro First Aid kit - kept in a box in the dugout by the entrance gates.
- Michael Wheeler field - kept in a shipping container which is unlocked by sports staff when using the sports field.
- Walled Garden and tennis/netball courts (kept in Swimming Pool Office)

Portable First aid boxes/bags are provided for activities:

- Sports First Aid kits for away matches
- First Aid kits for school trips
- Run-on First Aid bag

Others are provided in Badger Cubs, Badgers, Reception, Pre-Prep, and all minibuses. There is also a resuscitation bag and burns kit available in the Medical Centre.

The contents of First aid containers are checked and replenished at the beginning of each term and again, when necessary, by the MHSL and a record kept.

### **Accidents and Illness**

During term time the MHSL is the 'Appointed Person' including EYFS and takes charge when someone is injured or falls ill. Staff or children who have an accident which requires medical attention usually report to the MHSL, however, if appropriate it may be dealt with by a First Aider, in the case of EYFS the First Aider must be Paediatric First Aid trained.

If a child receives an injury or illness that requires treatment but is well enough to remain in school, details must be recorded in the medical centre book and, if deemed necessary, parents may be informed via telephone or personal contact. In the case of EYFS staff must always inform the parents.

If a child becomes ill at school or receives a minor injury that necessitates the child being sent home, the MHSL, or an appropriate adult, will contact the emergency contact as agreed and request that the child is collected as soon as possible.

If a child has an incident which requires urgent hospital treatment, the school will be responsible for calling an ambulance for the pupil to receive urgent medical treatment; wherever possible this decision will be made by the MHSL. When an ambulance has been called, parents will then be informed, and arrangements can be made where they should meet their child. If the parents arrange to meet their child at the hospital, then a member of staff must go with the pupil in the ambulance. This need not be a First Aider and where possible should be a member of staff known to the pupil. If a staff member goes with the pupil, then the Head's PA should be informed and the Deputy Head to enable them to organise lesson cover. In the case of non-urgent hospital treatment, parents will be informed immediately, and arrangements made for the parents to collect their child.

Details of the incident/illness are recorded in the following ways:

- The MHSL keeps a medical book, recording details of every visit made by a pupil for a medical incident/illness; if applicable (and in all cases of pupils in EYFS) a note is sent home with the child informing the parents.
- A courtesy phone call home is made if advice needs to be given e.g., minor head injury advice or the child may require further medical intervention
- If an assessment is made on an injury and the child is sent to hospital, the MHSL also completes an accident form.

- If over the counter medication has been given a letter will be sent home to the parents informing them of the dose, time, and reason for medication
- Parents are required to provide consent for over-the-counter medicine which is completed on admission and reviewed annually. The MHSL keeps a list of children not consented for certain medication in her room and this information is also available on SIMS
- When a child comes into school requiring a dose of prescribed medication the MHSL will ensure safe and appropriate storage, administer and document the dose given, as laid out in the Administration of Medicines policy

An accident report on the relevant form is to be completed in the case of an accident which results in a member of staff or a child:

- Being taken to hospital
- If an accident comes within the definition of “reportable” (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR) to the Health and Safety Executive (HSE) and the HSE guidelines will be adhered to (HSE contact telephone number 0845 300 9923). Employers must report: deaths; major injuries; over-three-day injuries; accidents causing injury to pupils, members of the public or other people not at work; specified dangerous occurrences, where something happened which did not result in an injury but could have done
- If any item of school equipment was either the cause of the accident or was damaged because of the accident
- The form is completed by the MHSL or the member of staff who attended at the accident, or if no-one was present, by the staff members first on the scene. The Directory of Operations will complete any other details if required
- Once an accident form is completed the relevant number is entered into the medical book next to the entry in the book. The accident is also recorded in the pupils medical file with the accident form number and outcome
- Accident forms, medical books and medical files are kept in Knoll House, in a secure locked cupboard for 21 years

An accident form is also completed if a member of staff or a child is injured on a school activity away from the school e.g., Sports fixture away from school.

### **Automated External Defibrillator (AED)**

At Castle Court School we have an AED which is kept in an alarmed (unlocked) cupboard in the Sports Hall foyer. Staff are trained to use this as part of their formal first aid training, but anyone can use the machine due to the AED providing voice prompts to the operator, instructing them on what action to take to resuscitate a person who has suffered from a cardiac arrest.

The AED has dual purpose adult and child pads, and clear guidelines are given to ensure that they are administered correctly. The user is required to switch the AED from adult to child mode (under 8's) using the patient mode switch.

If you come across someone who is not breathing, the most important thing is to call 999 and start CPR. If you are on your own, do not interrupt the CPR to fetch a defibrillator. When you can, send someone else to the Sports Hall to fetch the AED. Once the defibrillator is open, all you have to do is follow the spoken instructions. As soon as possible contact the MSHL and request that she attends to assist/take over where necessary.

Although the device's electrodes only have to be replaced once every two years, and the defibrillator automatically performs tests every day, the MSHL is required to carry out monthly checks on the AED and record in the medical book when this is performed.

### **Emergency Anaphylaxis Kit**

Since October 2017 Head teachers have been authorised to purchase emergency stores of adrenaline auto injectors (AAI's) for the treatment of anaphylaxis. At Castle Court School there is one junior AAI (Adrenaline 0.15mg) and one AAI (Adrenaline 0.3mg) to be used in an emergency where a child or adult does not have their prescribed AAI; parental permission must be obtained to give the spare AAI. These emergency AAIs are stored in an emergency anaphylaxis kit in the Medical Centre in the AAI cupboard. In the event of a possible severe allergic reaction in an unknown pupil, 999 should be called and advice sought from them as to whether administration of the spare emergency AAI is appropriate, and they can authorise its use.

### **Off-Site Activities / Trips**

First aid facilities are provided by the host school, for away sporting fixtures, although a sports First Aid kit will also be given to both boys and girls staff. The MSHL will ensure that the host school is informed of any pupils visiting their school with special medical or dietary requirements and that the sports staff take any special diets or medication with them where necessary (e.g AAI's).

The organiser of any off-site activity/camp/trip must ensure a First Aider is nominated and included and that parental consent is sought for the administration of any medicines for hay fever etc. They must also liaise with the MSHL re. medical conditions and special diets (which are available to staff on EduLink) and the MSHL will provide any refresher training as necessary e.g. administration of AAIs.

## **Cover Out of School Hours**

The MHSL should ensure that a first aider is nominated for any activity on campus where their presence is appropriate.

In the holidays when the MHSL is not on campus, first aid cover will be provided by one of the first aid qualified members of the Estates and Maintenance staff. The Director of Operations should ensure that employees on site are aware of these arrangements.

## **Hazards in Teaching Areas**

The Health and Safety Policy which should be read in conjunction with this policy sets out that Subject Co-ordinators should undertake a hazard and risk assessment of all activities involved in the teaching of their subject and ensures that all staff are aware of these.

## **Spillage of body fluids**

The MHSL should be informed if there is a spillage of body fluids (e.g. vomit, blood, or incontinence) and will provide the appropriate method of cleaning up both the pupil and the body fluid to prevent the spread of infection. Emergency spillage compound, gloves and apron must be used, and items disposed of in double layer bags. Wherever possible the MHSL is responsible for clearing up body fluids.

***Within the EYFS department***, in the event of cases of food poisoning (affecting two or more children), we will inform Ofsted as soon as is reasonably practicable but always within 14 days of the incident. Similarly, the school will notify Ofsted of any serious accidents, illness, injury to or death of any child in the school's care and of the action taken within the same timeframe. We will also notify our local safeguarding agency in the event of any serious accident or injury to, or the death of, any child while in our care and act on the advice of that agency in such an event. As a school we understand that failure to comply with these requirements constitutes an offence.

## **Infectious Diseases**

If a child has an infectious disease then the exclusion period will be as advised by the South West Peninsula Health Protection Unit (Dorset Team 01202 851272 or 0300 303 8162) and the MHSL will provide the relevant advice to the parents and, if deemed necessary distribute to other children's parents, using the Health Protection Unit's (HPU) information leaflets for common infectious childhood conditions.

If a child is suffering from a notifiable disease, identified as such in the Public Health (Infectious Diseases) Regulations 1988, Castle Court will inform the HPU and in the case of EYFS inform Ofsted. Castle Court will act on advice given by the Health Protection Agency and inform Ofsted of any action taken.

This First Aid policy is written and should be read in conjunction with  
Health and Safety Policy  
Administration of Medicines Policy  
Asthma Policy

Anaphylaxis Policy  
Diabetes Policy

**Review Schedule**

This policy should be reviewed every February and presented to the Spring Term Full Governors' Meeting for scrutiny and adoption.

## **APPENDIX 1**

Name	Job Title	Area of School	Qualification	Expiry Date
Kelly Evans	Office/admin assisstant	Whole School	Emergency First Aid at work	June 2029
Alison Stratten	Medical and Health Support Lead	Whole School	3 day First Aid at Work	January 20029
Gill Bagniet	Teacher	Whole School	Paediatric First Aid	July 2028
Ali Beattie	TA	Whole School inc EYFS	Paediatric First Aid	July 2028
Anna Hanger	Teacher	Pre Prep	Paediatric First Aid	July 2028
Sarah Hellyer	Teacher	Pre Prep	Paediatric First Aid	July 2028
Lauren Matthews	TA	Pre Prep	Paediatric First Aid	July 2028
Lexie Southwick	TA	Pre Prep inc EYFS	Paediatric First Aid	July 2028
Dani Tomblin	Teacher	Whole School	Paediatric First Aid	July 2028
Lisa Tomblin	TA	Pre Prep inc EYFS	Paediatric First Aid	July 2028
Jo Wilson	TA	Pre Prep inc EYFS	Paediatric First Aid	July 2028
Todd Bambrey	Teacher	Prep School	Basic First Aid	July 2028
Ben Cheadle	Teacher	Prep School	Basic First Aid	July 2028
Jessica Chudley	Teacher	Prep School	Basic First Aid	July 2028
Lee Edmond	Teacher	Whole School	Basic First Aid	July 2028
Tiff Gallop	Teacher	Prep School	Basic First Aid	July 2028
Vicky Graham	Catering	Whole School	Basic First Aid	July 2028
Emma Harmer	Teacher/Sendco	Whole School	Basic First Aid	July 2028
Michael Jordan	TA/Sport	Whole School	Basic First Aid	July 2028
Andy Laidler	Teacher	Prep School	Basic First Aid	July 2028
Caroline Lea	Teacher	Prep School	Basic First Aid	July 2028
Ben Mills	Teacher	Prep School	Basic First Aid	July 2028
Hank Pike	Lab Technician	Whole School	Basic First Aid	July 2028
Tracy Rule	Teacher	Prep School	Basic First Aid	July 2028
Louise Sharp	TA	Whole School	Basic First Aid	July 2028
James Smith	Teacher	Whole School	Basic First Aid	July 2028

Kirsty Thompson	Teacher	Prep School	Basic First Aid	July 2028
Lynne Vivian	TA/Sport	Whole School	Basic First Aid	July 2028
Leonie Wilde	Teacher	Whole School	Basic First Aid	July 2028

Graham Antell	Teacher	Pre Prep	Paediatric First Aid	September 2027
Sharron Bartlett	TA	EYFS	Paediatric First Aid	September 2027
Jane Brewer	Teacher	EYFS	Paediatric First Aid	September 2027
Janice Genge	TA	EYFS	Paediatric First Aid	September 2027
Louise Speer	Teacher	EYFS	Paediatric First Aid	September 2027
Alison Stratten	Medical & Health Support Lead	Whole School	Paediatric First Aid	September 2027
Alex Fermor-Dunman	Teacher/Sport	Whole School	Basic First Aid	September 2027
Alexis Major	Teacher/Sport	Whole School	Basic First Aid	September 2027
Mandy Miller	Teacher	Whole School	Basic First Aid	September 2027
Louise Munns	Teacher	Whole School	Basic First Aid	September 2027
Lisa Phillips	TA/ Assistant SENCO	Whole School	Basic First Aid	September 2027
Taylor Phillips	TA/DT	Whole School	Basic First Aid	September 2027
Monica Sinclair-Smith	Teacher	Whole School	Basic First Aid	September 2027
Paul Dunsford	Teacher	Whole School	Lifesaving Skills	15/04/2027
Alexis Major	Teacher	Whole School	Lifesaving Skills	15/04/2027
Christie Nixon-Young	Intern	Whole School	Lifesaving skills	15/04/2027
Lexie Southwick	TA	Pre Prep & EYFS	Lifesaving Skills	15/04/2027
Dani Tomblin	Teacher	Whole School	Lifesaving Skills	15/04/2027
Zoe Torevelle	Intern	Whole School	Lifesaving Skills	15/04/2027

James Attenborough	Minibus Driver	Whole School	Basic First Aid	February 2027
Chris Ball	Minibus Driver	Whole School	Basic First Aid	February 2027
Ewa Beasley	Minibus Driver	Whole School	Basic First Aid	February 2027
Jason Collins	Maintenance	Whole School	Basic First Aid	February 2027
Rob Gilson	Minibus Driver	Whole School	Basic First Aid	February 2027
Russ Sims	Minibus Driver	Whole School	Basic First Aid	February 2027
Alexis Major	Sports teacher	Whole School	Paediatric First Aid	February 2027
Lauren Hixson	Head of Nursery	EYFS/Pre Prep	Paediatric First Aid	February 2027

TES – First aid Essentials course online. Completed until another in house course is available.

Benjamin Mills	Teacher	Prep School	First Aid Essentials	Completed 12.12.24
Paul Dunsford	Teacher/DSL	Whole School	First Aid Essentials	Completed 18.12.24
Lynda Glenn	Teacher	Pre Prep	First Aid Essentials	Completed 29.6.25
Andrew Laidler	Teacher	Prep School	First Aid Essentials	Completed 10.5.25
Mike Frain	Minibus Driver	Whole School	First Aid Essentials	Completed 31.1.26
David Craft	Minibus Driver	Whole School	First Aid Essentials	Completed 9.2.25
Kelly Evans	Office Admin	Whole School	First Aid Essentials	Completed 18.2.26
Luke Gollings	Operations	Whole School	First Aid Essentials	Completed 19.2.26