



Mill Hill  
EDUCATION GROUP

# First Aid Policy

Instilling values, inspiring minds

# First Aid Policy

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## **First Aid Contacts**

### **Grimsdell School:**

Medical contact – 07986 521596  
(Staff on duty 8am-4pm Monday -Friday)

### **Belmont School:**

Medical Room - 0208 906 7280  
(Staff on duty 8am- 5pm Monday - Friday).  
Mobile: 07740 174869  
(Calls to this number will be diverted to the Nurse on call [07917 523337] out of hours).

### **Mill Hill School:**

Medical Centre – 0208 959 1432  
(Open : 8am - 6pm Monday – Friday and 8.30am – 4.30pm on Saturdays)  
Mobile : 07917 523337  
(Calls to this number will be diverted to the Nurse on call [07917 523337] out of hours).

### **Mill Hill International:**

The same contacts as for Mill Hill School above. Or contact the MHI school office.

### **Mill Hill Village Schools (above):**

Medical Duty Phone (24-hour call) 07917 523337).

### **Cobham Hall School:**

Pupils who feel ill while at school should, in the first instance, report to the Administrator/Receptionist. They will then contact the First Aid Lead, the School Nurse.

### **Keble Prep:**

Pupils who feel ill should, in the first instance, report to the school office. They will then contact the First Aid Lead (the First Aid Co-ordinator) or a First Aider.

### **Lyonsdown:**

Pupils who feel ill should, in the first instance, report to the school office. They will contact the First Aid Lead (the Welfare Officer) or a First Aider.

### **St Joseph's in the Park:**

Pupils who feel ill should, in the first instance, should report to their teacher if they become unwell or need medication. Depending on the nature of the issue, they may then report to the Bursar's office or the school reception. They will contact the Head of Health and Welfare or a First Aider.

### **Kingshott:**

Pupils who feel ill during class will ask a teacher for permission to see a School First-Aider. During lunch/breaks, they will either self-refer or see the first-aider on playground duty.

### **Abbot's Hill:**

Pupils who feel ill report to the School Health Centre, where the School Nurse will attend to them. In the case of a mental health and wellbeing issue, they should report to the Pastoral Hub. Minor injuries will be managed across the school by First Aiders initially, who will refer to the Health Centre if further assessment or treatment is necessary

**Group Health and Safety Officer:** Sean Ryan, Director of Operations

### **Definitions**

**Group:** means Mill Hill Education Group (the 'Group'), which is the trading name of The Mill Hill School Foundation (the 'Foundation'). It is a group of independent mainstream Schools which together educate girls and boys aged 6 months to 18 years.

**School:** means one of the Mill Hill Education Group ('the Group') Schools attended by the relevant pupil. The Group currently comprises:

#### **Senior Schools (day and boarding)**

Mill Hill School  
Mill Hill International  
Cobham Hall

#### **Pre-Preparatory/Preparatory (day)**

Grimsdell Pre-Preparatory School\*  
Lyonsdown School\*  
Keble Prep\*  
St Joseph's in the Park\*  
Belmont Preparatory School  
Kingshott\* (ages 3 years to GCSE)  
Abbot's Hill\* (ages 6 months to GCSE)

\*These Schools have Early Years Foundation Stage (EYFS) pupils.

This Policy applies to all of the Schools.

The Mill Hill School Foundation and Mill Hill School Enterprises are registered charities and a company limited by guarantee, employing both teaching and non-teaching staff. Legal responsibility rests with the company acting by the Court of Governors, and the Headteachers having day to day responsibility for the management of the schools and the care of pupils.

## **1. Introduction**

- 1.1 It is a requirement of The Education (Independent School Standards) (England) Regulations 2010, as amended from January 2013) that schools in the independent sector have a written First Aid Policy ("the Policy").

The Court of Governors recognises that under the Health and Safety at Work etc. Act 1974, the Health and Safety First Aid Regulations 1981, and the Management of Health and Safety

at Work Regulations 1999, they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and Welfare of all their employees and that this should include arrangements for First Aid. This policy forms part of Mill Hill Education Group's Health and Safety Policy ("Health and Safety Policy").

- 1.2 Mill Hill Education Group recognises First Aid as the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of a qualified Nurse or other medical practitioner or the emergency services.
- 1.3 The Head of each school within the Group is responsible for the health and safety of the pupils, staff, parents and visitors when on their School site. The implementation of this Policy and the effective cooperation of staff at all levels regarding the working of this Policy in accordance with the Health and Safety Policy is the responsibility of the Group Health and Safety Officer.
- 1.4 This Policy sets out the Group's responsibility to ensure adequate and appropriate equipment and facilities for providing First Aid to pupils, parents, staff and visitors and the procedures in place to meet that responsibility in all of its Schools.
- 1.5 This Policy operates in accordance with the Early Years Foundation Stage (EYFS) at Grimsdell, Keble Prep, Lyonsdown, St Joseph's in the Park, Kingshott and Abbot's Hill.
- 1.6 This Policy has been drawn up having due regard for the DfE 'Guidance on First Aid for Schools'.
- 1.7 This Policy is reviewed every year.

## **2. Statement**

- 2.1 The Policy of the Group is to:
  - 2.1.1 Identify the First Aid provision required to meet the needs of the Group to ensure that pupils, parents, staff and visitors to the Group who are injured or taken ill during an activity organised by the Group, both when on Group property and also when off Group property whilst on a School visit, are provided with adequate first aid assistance or treatment as far as is practicable.
- 2.2 To this end the Group will:
  - 2.2.1 provide sufficient and appropriate resources and facilities, and maintain first aid kits in those areas designated in accordance with the Health and Safety Policy.
  - 2.2.2 ensure that all first aid kits are kept in clearly marked and accessible positions to enable first aid treatment to be given as and when required. The locations of the first aid kits in each School are held/displayed locally by each school.

- 2.2.3 provide mobile or other telephone facility when deemed appropriate by the Group for academic staff undertaking a Group activity with pupils e.g., school trips, sporting activity distant from the main building campus.
- 2.2.4 provide a first aid kit in each school minibus in accordance with the Health and Safety Policy.
- 2.2.5 provide defibrillators at accessible locations on each school site as deemed appropriate by the Group for emergency use as and when required by academic and support staff. The locations of the defibrillators in each school are displayed locally by each school.
- 2.2.6 provide the appropriate number of suitably trained staff as First Aiders, who will be in possession of either a current First Aid at Work certificate, activity first aid certificate, a Forest School Outdoor First Aid qualification, or a Paediatric First Aid certificate for EYFS to meet the needs of the Group (as is deemed necessary by the job role) and ensure that appropriate first aid cover is available as far as is practicable during school term time and holiday periods when staff, contractors or visitors are on site. PE and Games teachers are recommended to do a sports or activity first aid course.
- 2.2.7 each School will clearly display a list of their current First Aiders locally in the School office.
- 2.2.8 provide relevant training and ensure monitoring of training requirements.
- 2.2.9 maintain accident records and to report to HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- 2.2.10 inform staff and parents of the Group's First Aid arrangements. The Head of each School is responsible for ensuring that Staff are informed of the School's First Aid arrangements and procedures, including notices, through induction training for new Staff and through the Staff Handbook
- 2.2.11 at Grimsdell, Keble Prep, Lyonsdown, St Joseph's in the Park, Kingshott and Abbot's Hill, where there are Early Years pupils, the procedures for responding to EYFS children who are ill or infectious are discussed with parents; parents are informed of any accident or injury sustained by a child on the same day or as soon as reasonably practicable and any first aid treatment given. A large proportion of the EYFS Staff are paediatric first aid trained. There will be at least one person with a current Paediatric First Aid Certificate on the School premises at all times when the children are present and accompanying children on outings.
- 2.2.12 Ensure that there are generic Adrenaline epinephrine auto-injector devices and salbutamol inhalers in each School.

### **3. Group Health and Safety Officer**

3.1 The Group Health and Safety Officer will:

- 3.1.1 ensure that a list of staff with current First Aid certificates is held by the Group Health & Safety Advisor, and the Senior Leadership/Management Team (SLT/SMT) at all the schools either in the School main office or in the office of the Deputy Head with delegated responsibility for Health and Safety.

- 3.1.2 ensure that all staff are given information on the location of equipment and the names of First Aiders within each School.
- 3.1.3 organise certified training courses in First Aid for staff to be renewed every three years or more frequently in accordance with best practice or as required by the Executive Health and Safety Committee and the requisite refresher courses for trained staff.
- 3.1.4 support the Schools in their organisation of First Aid INSET.
- 3.1.5 consult the Nurse Manager of the Group Nursing team as the medical professional regarding First Aid matters as and when appropriate.

#### **4. First Aider**

- 4.1 The Group recognises that a First Aider is a voluntary post. When selecting a member of staff to be a First Aider the Nurse Manager (Mill Hill Schools) or School First Aid Lead (other Schools) will consider the following criteria:
  - 4.1.1 reliability and communication skills.
  - 4.1.2 aptitude and the ability to absorb new knowledge and learn new skills.
  - 4.1.3 ability to cope with stressful and physically demanding emergency procedures.
  - 4.1.4 the normal duties of the individual and his/her ability to attend immediately an emergency.
- 4.2 A First Aider must have completed an approved First Aid training course and refresher courses in accordance with this Policy. The training course and refresher courses will be paid for by the Group.
- 4.3 A First Aider will receive updated training provided by a recognized and appropriately-qualified person every 3 years.
- 4.4 The duties of a First Aider are:
  - 4.4.1 give immediate help to casualties with common injuries or illnesses or those arising from specific hazards at the Group.
  - 4.4.2 when necessary, ensure that the emergency services or other professional medical help is called.
  - 4.4.3 to record and report any accidents in line with Health and Safety requirements, using the School's Accident Report Form.

#### **5. Nurse Manager (Medical Centre, Mill Hill Schools) and First Aid Leads (Other Schools)**

- 5.1 The Group has appointed a Nurse Manager who is responsible for the operation and management of the Mill Hill School Medical Centre and the Nursing Staff appointed at the four Mill Hill Village Schools.

- 5.2 The Group employs a team of registered Nurses experienced in emergency treatment and First Aid qualified who cover the four Mill Hill Village Schools as their First Aid Leads, throughout the school day during term time.
- 5.3 The First Aid Leads, who cover the other Schools in the Group are:
- |                         |                              |
|-------------------------|------------------------------|
| Cobham Hall             | The School Nurse             |
| Keble Prep              | The First Aid Co-ordinator   |
| Lyonsdown               | The Welfare Officer          |
| St Joseph's in the Park | The Head of Health & Welfare |
| Kingshott               | The School Nurse             |
| Abbot's Hill            | The School Nurse             |

First aid management in these Schools is put in place by the Head. The First Aid Lead in the other Schools is provided with accommodation suitable for medical treatment and care of the Group pupils during the school day with easy access to a WC.

- 5.4 It is the policy of the Group to refer all non-urgent injuries and illnesses at each School to the First Aid Lead, or a first aider in the first instance. The First Aid Lead will also be called to all urgent injury or illnesses that occur on Group/School sites.
- 5.5 Maintenance of adequate accident records at the Group and the reporting of those necessary to the Group Health and Safety Officer will be the responsibility of the Nurse Manager as the medical professional at the Mill Hill-based Schools, and the First Aid Leads at the other Schools.
- 5.6 A nominated person at each school (generally the First Aid Lead) is responsible for ensuring that the First Aid boxes provided meet laid down statutory requirements and are restocked as necessary once a term in accordance with the Health and Safety Policy or more frequently as and when required.
- 5.7 A nominated person at each school (normally the First Aid Lead) is responsible for ensuring that the defibrillators positioned through the Group premises are maintained, although it may be the Premises Manager.
- 5.8 There are defibrillators strategically positioned in the Group premises. Details of the locations in each School are held locally in the respective medical centre/school office and all staff should be made aware of the locations.
- 5.9 The Nurse Manager is responsible for management of the Nursing Staff and the operation of the Mill Hill School Medical Centre.
- 5.10 The management of the medical facilities at the other Schools is the responsibility of the Head.



## **6. Assessment of Need and the Provision of First Aid**

- 6.1 The Group recognises that Schools are low risk environments although the awareness of hazards in subject teaching areas, activities, school times and locations may indicate a different level of provision required to meet the assessed need.
- 6.2 The Head of each school in consultation with the Group Health and Safety Officer and Nurse Manager (Mill Hill) or First Aid Lead will consider the levels of provision when assessing the need based on the specific risk assessment/s.
- 6.3 Risk assessment reviews are undertaken annually (or when circumstances dictate) by the Group, and recommendations made to prevent or control identified risks. The Head of each school in consultation with the Group Health and Safety Officer, School Health and Safety Advisor and the Nurse Manager or First Aid Lead will determine each School's First Aid need following alterations in circumstances, such as Staff changes, building works, activities etc.
- 6.4 The Head of each school will monitor the number of Appointed Persons at their School and their emergency training and alert them to and arrange for refresher training. This task may be delegated to a competent person, for example at Cobham Hall the School Nurse will monitor this.
- 6.5 The Group will provide a minimum of one First Aider at each School when pupils in its care are present and aims to provide on average during a school day one First Aider per 100 pupils/staff.
- 6.6 The Group will provide the number of Appointed Persons it considers necessary to meet the needs of each School and which will be based on the level of provision required to meet the different need of subject teaching areas, activities, school times and locations.

## **7. Accident Reporting and Record Keeping, including RIDDOR**

- 7.1 All accidents that require medical attention, or near misses, no matter how trivial, must be reported as soon as possible via the School management information system (MIS). Where online reporting is not possible, paper copies of the accident report form are to be taken and completed manually (e.g., trips and some sports fixtures). The Nurse Manager or First Aid Lead is responsible for maintaining pupil and staff medical records in accordance with best practice and managing the record keeping of the Nursing Staff.
- 7.2 When a pupil is involved in an accident that requires first aid medical treatment the School Nurse or other member of the School Pastoral Care Team responsible for that pupil will arrange for the parents/guardians of the pupil to be informed in accordance with the appropriate reporting system in each School.

- 7.3 The Group will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations
- 7.4 Whenever any of the following injuries arising from accidents connected with work occur involving any person, except a pupil, it must be reported immediately to the Group Health and Safety Officer and in the case of a pupil it must be immediately reported to the Head of the relevant School and as soon as reasonably practicable to the Group Health and Safety Officer and the school Health and Safety Advisor:
- 7.4.1 All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- 7.4.2 Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
- fracture other than to fingers, thumbs and toes;
  - amputation;
  - dislocation of the shoulder, hip, knee or spine;
  - any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs;
  - serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs;
  - any scalding requiring hospital treatment
  - any other injury: arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any loss of consciousness caused by head injury or asphyxia;
  - an accident connected with work (including an act of physical violence) and the person working on Group premises, suffers an injury which is not 'major' but results in the injured person being absent from work or unable to do their full range of normal duties for more than seven consecutive days as a result of their injury This seven day period does not include the day of the accident, but does include weekends and rest days (an 'over- seven-day injury');
  - an accident which results in a worker being incapacitated for more than three (3) consecutive days will be recorded in the School's Accident Book but does not need to be reported to the HSE;
  - a non-fatal accident to members of the public or others who are not at work must be reported if it results in an injury and the person is taken directly from the scene of the accident to hospital for treatment of the injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances;
  - diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work must be reported to HSE, such diseases include carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, hand-arm vibration syndrome, occupational asthma, tendonitis or tenosynovitis of the hand or forearm, any occupational cancer or any diseases attributed to an occupational exposure to a biological agent.

- 7.5 In the case of death, specified major injury or condition involving any person, the Head of the relevant School, School Health and Safety Advisor and the Group Health and Safety Officer must be notified immediately e.g., by telephone, and this must be followed up within three (3) days by an Accident Report to the Group Health and Safety Officer. The Group Health and Safety Officer will make arrangements to ensure that the Health and Safety Executive is notified immediately by online report to the Health and Safety Executive.
- 7.6 In the case of over-seven-day-injury to a person at work, an Accident Report must be sent to the Group Health and Safety Officer within or immediately after seven (7) days of the accident. The Group Health and Safety Officer will ensure an online report is sent to the Health and Safety Executive within 15 days of the accident.
- 7.7 The Group will keep records of all reportable injuries containing the date and time of the accident causing the injury and the following particulars about the person affected:
- 7.7.1 full name
  - 7.7.2 occupation
  - 7.7.3 nature of injury or condition
  - 7.7.4 date, time and location where the accident occurred
  - 7.7.5 brief description of the circumstances
  - 7.7.6 treatment given by First Aider and/ or School Nurse
  - 7.7.7 what happened to the injured/ill person immediately after treatment
  - 7.7.8 name and signature of First Aider and/or School Nurse who gave treatment
- 7.8 The Group Health and Safety Officer will keep a copy of each report on file with other accident records for a minimum of 7 years in accordance with DSS Accident Book BI 510 guidance.
- 7.9 Maintenance of adequate accident records and the reporting of those necessary to the Group Health and Safety Officer will be the responsibility of the Nurse Manager/First Aid Lead.
- 7.10 A written report on accidents investigated by each School will be sent by the relevant Head to the Group Health and Safety Officer and the School Health and Safety Advisor. Where appropriate, copy of the report will be made available for discussion at the next Court of Governors Meeting, Executive or Group Health and Safety Committee Meeting or Staff Meeting.
- 7.11 Currently the preferred method of reporting to the Health and Safety Executive is on line directly to the Incident Contact Centre at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm). The address is Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG telephone 0345 3009923 (opening hours Monday to Friday 8.30 am to 5 pm).

## 8. Identification of Pupils with Particular Medical Conditions

- 8.1 Information is collated from the Health Declaration Forms to compile a 'Special Medical Needs' list of pupils with on-going and established medical conditions, allergies and any other relevant medical information, which is available to staff via the School's MIS. Parental consent for disclosure is obtained on the Health Declaration Form. The list is updated regularly during the school year. Where appropriate, e.g., pupils with severe nut allergies, pupil photographs will be appended to the list. These lists are confidential to staff and should not be photocopied and distributed.
- 8.1.1 **Grimsdell**  
At Grimsdell the list of pupils' allergies is posted on the wall of the Medical Room and also available on the staff noticeboard.
- 8.1.2 **Belmont**  
At Belmont the list is available to staff and in hard copy in the medical room. There is also a copy on the staff common room noticeboard.
- 8.1.3 **Mill Hill International**  
The list is distributed to the Senior Team (SLT -Senior Leadership Team/SMT -Senior Management Team), Housemaster/mistress/ Houseparent, First Aider and Matron. It is available on the staff intranet under 'Medical Conditions' and as hard copy in the Mill Hill School Medical Centre
- 8.1.4 **Mill Hill School**  
The list is distributed to the Senior Team (SLT), Housemasters /mistress/House Parent and Matrons. It is available on the staff intranet under 'Medical Conditions' and as hard copy in the Mill Hill School Medical Centre
- 8.1.5 **Cobham Hall**  
The School Nurse circulates this information to the Head, class teachers and First Aiders on a "need to know" basis.
- 8.1.6 **Keble Prep**  
The list is distributed to relevant staff via the staff intranet.
- 8.1.7 **Lyonsdown**  
The list is distributed to the relevant staff via the School MIS system, and details of pupils with allergies are displayed on the wall in the kitchen area.
- 8.1.8 **St Joseph's in the Park**  
The list is displayed in the medical room and the catering office and distributed to relevant staff via the School's MIS system.
- 8.1.9 **Kingshott**  
At Kingshott a list with pupil photos is displayed on the Medical Information Board in the Staff Room. Whole school/class medical lists will be shared by the School Nurse as needed.
- 8.1.10 **Abbot's Hill**  
At Abbot's Hill, the list is made available to staff by the School Nurse as needed.
- 8.1.11 In addition, individual pupil medical information is available on each School's MIS reporting system.

- 8.2 On application to the Group there should be full disclosure of any special and specific medical or physical needs. In the case of boarders these should be brought to the attention of the Group Doctor.
  - 8.2.1 Early disclosure of medical information will result in detailed planning to ensure a safe environment for learning.
- 8.3 The Nurse Manager/First Aid Lead will make available on the Staff Intranet/MIS system of each Group School a list of pupils with particular medical conditions (such as asthma, epilepsy, diabetes and serious allergies) for all Staff to be aware, including all First Aiders, at the start of each term and will update that list as and when required during a school term.
- 8.4 The Nurse Manager/First Aid Lead will support the Head of each school and as appropriate provide in-service training for First Aiders and other members of the Pastoral Care Teams in the emergency treatment of pupils with particular medical conditions.
- 8.5 The Nurse Manager/First Aid Lead will ensure that individual pupil Health Care Plans are drawn up in conjunction with the Deputy Head (Pastoral)/Pastoral Lead and will ensure that the content is communicated to relevant staff.

## **9. Hygiene and Infection Controls**

- 9.1 The Group requires staff to follow basic hygiene procedures.
- 9.2 The Nurse Manager/First Aid Lead and/or the Premises Teams will ensure that the School has sufficient supply of single-use PPE: gloves and apron, and that the staff involved understand the procedures for the safe cleaning-up of bodily fluids.
- 9.3 It is the policy of the Group to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25. The Group recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed that there is a residual risk, then suitable Protective Equipment will be provided to Staff.
- 9.4 Single-use disposable gloves must be worn by the First Aider or First Aid Lead when treatment involves blood or other body fluids. Single-use disposable gloves will be provided in First Aid boxes.
- 9.5 Care should be taken when disposing of used dressings or equipment. The School will have access to a sharps disposal and medical waste disposal facility.
- 9.6 The Nurse Manager/First Aid Lead, monitors all instances of potentially contagious illnesses and will liaise with senior pastoral managers, the school GP and other medical professionals to implement outbreak precautions as necessary.

## **10. Emergency Services**

- 10.1 All the Schools employ competent and appropriately qualified First Aid Leads to undertake their duties if someone is ill or injured, and to ensure that professional medical help is summoned if required. It is the responsibility of the First Aid Lead dealing with the situation, or a member of SLT/SMT, to contact the Emergency Services, and sort out appropriate arrangements for supporting them on their arrival.
- 10.2 If the emergency services are summoned the First Aid Lead or First Aider in charge is responsible to ensure that full details are given to the emergency service on arrival and to contact the Head or member of the relevant School SLT/SMT as soon as possible to advise him/her of the situation.
- 10.3 If the assessment by the First Aid Lead or First Aider determines that an ambulance or other emergency service should be called then the ambulance or other service should be immediately contacted by the First Aid Lead. When calling the Emergency Services, the School will request an incident reference number, in order that any follow-up calls can proceed with minimum delay.
- 10.4 If in doubt the First Aid Lead should call the emergency service and request an ambulance by using 999 or 112.

## **11. Early Years Foundation Stage (EYFS)**

- 11.1 At Grimsdell, Keble Prep, Lyonsdown, St Joseph's in the Park, Kingshott and Abbot's Hill, where there is provision for the EYFS, the following additional provisions apply to this policy:
  - 11.1.1 At least one person who has a current Paediatric First Aid Certificate must be on the School premises at all times when children are present.
  - 11.1.2 There must be at least one person on all School trips/outings who has a current Paediatric First Aid Certificate.
  - 11.1.3 The School must discuss with parents the procedure for children who are ill or infectious.
  - 11.1.4 Parents must be informed of any accident or injury sustained by the child on the same day or as soon as reasonably practicable.
- 11.2 The School must implement an effective policy on administering medicines and training must be provided to any Staff for administering medicines which requires medical or technical knowledge. Prescription medicines can only be administered with written permission, which must be obtained from the parents for individual medicines in advance.
- 11.3 Where medicine is administered to a child, parents must be informed the same day or as soon as reasonably practicable.

- 11.4 Staff medication is always safely stored out of the reach of children and staff are aware that they must declare whether they are taking any medication which might affect their ability to work with children.

## **12. Maintaining Records**

- 12.1 The Nurse Manager/First Aid Lead will ensure that all medical records will be held and accessed in line with current National Medical Council standards and Data Protection legislation, which are detailed in the Group Medical handbook. These records will be maintained securely in accordance with the Group's Data Protection and Retention of Records Policies.
- 12.2 The Nurse Manager/First Aid Lead will maintain any accident records securely in accordance with the Group's Data Protection and Retention of Records Policies and any other related policies. Such records shall only be accessed by the Group Health and Safety Manager or as otherwise required in accordance with the provisions of this policy.

## **13. Review**

This policy shall be reviewed annually.

Last review: April 2024

Next review: Spring 2025

This Policy was approved by the Estates Committee of the Court of Governors on 10<sup>th</sup> June 2024.

Instilling values,  
inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.  
Registered in England: number 3404450  
Registered office: Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ  
Registered charity number: 1064758.

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