



YORK HOUSE

First Aid Policy

Reviewed January 2026

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Provision of First Aid at York House School

The provision of First aid and medical advice is led at York House by the School Matron. There is a qualified nurse on duty during core school hours each day. The matron is a registered nurse and holds First Aid at Work and Paediatric First Aid qualifications.

In the absence of the school Matron, the six response first aiders act as the matron's deputies. All deputies hold a 3 day First Aid at Work qualification or similar.

Staff in all departments hold first aid qualifications specific to their speciality and in line with EFYS guidance. All staff complete anaphylaxis training annually.

All pre-prep outings are accompanied by at least one member of staff who has undergone first aid training.

Sports Staff will undertake first aid courses best linked to their specialty. They will be updated as necessary.

This school takes into account the DFE guidance to First Aid in Schools.

Introduction

The H&S at Work Act (HSWA) 1974 places duties on employers for the health and safety of their employees and anyone else on the premises. This covers the Headmaster and teachers, non-teaching staff, children and visitors. The Education (Independent Schools Standards) (England) Regulations 2003 require that independent schools have and implement a satisfactory policy on first aid and have the appropriate facilities for the pupils in accordance with the Education (School Premises) Regulations 1999. York house is under a general duty to provide a safe place of work, with suitable arrangements, including welfare. This policy describes the facilities that are in place.

York House must ensure that there is adequate first aid provision for persons who may become ill or are injured, as part of their undertaking for York House School. First aid is administered in a timely and competent manner. Therefore, it is the responsibility of the Headmaster/ Health and Safety Committee who must assess the nature of activities within the school when determining the number of first aiders to appoint.

Policy Statement

York House is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at the school.

To this end, York House School will provide information and training on first aid to staff to ensure that they meet the statutory requirements and the needs of the school are met.

Should persons have concerns about the provision of first aid within the organisation they should inform:

- the Headmaster
- the Health and Safety Committee

These concerns will be investigated and an assessment will conclude if any rectification is required.

Arrangements for securing First Aid Provision

First aiders are employees who have been chosen by the Headmaster or Deputy Heads as being suitable for training and appointment as a nominated first aider.

There is always at least one qualified first aider present when children are in the school and always one paediatric first aider for EYFS children.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health & Safety Executive requirements. Refresher training courses at regular intervals are in place as required by legislation to ensure that their skills are maintained.

Responsibilities of the Principal First Aider

It is the responsibility of the principal first aider to assist the Headmaster/ Health & Safety Committee to meet their responsibilities for first aid by:

1. Familiarising themselves with this policy
2. Regularly carrying out an audit to ensure that first aid cabinets/kits contain the minimum supplies that are required under law
3. Regularly checking that the appropriate list and signs showing the location of first aid equipment and personnel are updated and displayed in conspicuous places
4. To liaise with the H&S Committee regarding any advice or training required for the school
5. To ensure that emergency procedures are carried out and accident forms are completed and stored in a safe place.
6. Ensure that relevant teaching/catering staff are aware of any medical needs of a pupil.
7. Maintain individual health care plans and/ or records for each pupil at the school
8. Maintain parental consent forms for the administration of medicines at the school

9. Supervise and administer medicine that has been prescribed for an individual child
10. Ensure medicines are stored strictly in accordance with the product instructions (paying particular attention to temperature) and in the original container in which it was dispensed
11. Ensure that the container supplied is clearly labelled with the child's name, the name of the medication and frequency of administration
12. Ensure each child knows where their medication is stored and who holds the key
13. Ensure that emergency medication such as adrenaline devices/inhalers are readily available
14. Any medication that needs to be refrigerated should be kept in an airtight container and clearly marked. There should be restricted access to a refrigerator containing medicines
15. Ensure that all date-expired medicines are returned to parents
16. Sharps boxes should always be used for the disposal of needles
Collection and disposal of boxes should be arranged with the Local Authority's environment services
17. Ensure that disposable gloves are worn when dealing with spillages of blood or other body fluids and disposing of dressings or equipment
18. Ensure that contaminated dressings etc are disposed of in accordance with best infection control practice

Responsibilities of First Aiders

All appointed first aiders at York House School have the following responsibilities to:

1. First Aid Practice

- Be readily available
- Follow the principles and practice as laid down by the first aid courses and manuals
- Comply with the aims of first aid
 - a) To preserve life
 - b) To prevent the condition from worsening
 - c) To promote recovery
- Quickly and accurately assess the situation
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond your capability
- Give immediate, appropriate and adequate treatment, bearing in mind that the casualty may have more than one injury and that some casualties may need more urgent attention than others
- Arrange, without delay, the transfer of a casualty (should it be required) to their GP, hospital or home, according to the seriousness of their condition
- Stay with the casualty until they are handed over to a doctor, paramedic, the hospital A&E department or other appropriate person
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so.
- Not to undress the patient unnecessarily
- Safeguard the patient's possessions and clothing

- Respect the patient's confidentiality at all times and not discuss the patient's condition with anyone other than the Headmaster/Emergency Services or a member of staff who is required to know
- Maintain the highest practicable level of hygiene and cleanliness whenever treating a patient
- Maintain a record of all patients treated, no matter how trivial
- School minibus drivers should be made aware of any pupils with medical needs. Drivers should be aware of roles, responsibilities and liabilities

2. Medical Room

- Keep the medical room clean and adequately stocked
- Ensure that the first aid cabinets contain the appropriate first aid materials and that any opened or expired materials are disposed of in the appropriate manner
- Clean and maintain in a good state of repair all ancillary equipment within your area

3. Personal

- Attend refresher courses as necessary

Medical Room

The school's medical room is situated on the right when entering the school from the main drive.

The principal medical room has its own external cloakroom with WC and basin and contains: -

1. Two sofas
2. Sick bowls
3. Portable first aid kits/travel kits
4. Crutches
5. Shelves and cupboards containing first aid equipment
6. Aural thermometer
7. Sphygmomanometer
8. Prescribed adrenaline auto injector devices
9. School accident books
10. Kettle
11. Microwave
12. File containing details of medical conditions in school and individual healthcare plans, including asthma record cards/asthma register
13. Filing cabinet containing pupils Health Forms
14. Computer with access to school database
15. Lockable medicine cabinets containing over the counter preparations such as analgesia and antihistamines, and children's own medicines bought in by parents
16. Lockable refrigerator for storing certain medicines
17. First Aid manual

It is the responsibility of the member of staff using the medical room to leave it clean, tidy and well stocked.

First Aid Boxes

Where first aid bags/kits are permanently located in an area a member of staff should be allocated to replenish any stock used and check the kit half termly for expiry and maintenance. New stock can be obtained from the first aid room/matron.

Pupils who fall ill or sustain an injury during the school day

Pupils who fall ill or sustain an injury during the school day should report to the School Office. The School Office staff will contact matron (or her deputy in her absence) via a walkie talkie.

There is a CODE RED system in place for calls via the walkie talkie to indicate if urgent response is required.

Emergency contact numbers are accessible via the school's iSAMS database and are kept up to date by the school office staff. If it is deemed necessary, a parent/guardian may be contacted to collect their child from school and seek medical advice where appropriate.

Parents will be contacted if their child has a or significant illness or injury. This includes following symptoms which have the potential to be infectious, so as to allow the child to sufficiently recover and to prevent the spread of illness throughout the school community.

A fever is a core temperature of 38.0 Degrees Celsius and above. Children with a fever will be sent home to recover.

If a child has diarrhoea and/or vomiting they are required to stay home until 48 hours after the **last episode** (of diarrhoea/vomit) – this is in line with NHS and Government guidance. Further information on school attendance following specific infectious conditions can be found here: [Guidance on infection control in schools poster.pdf](#)

Should it be necessary to call an ambulance, parents/guardians will be contacted and a member of staff will accompany the child and stay with him/her until the parent/guardian arrives.

Pupil's General Health

On entry to the school, parents are required to complete a medical form for their child. The information is collated by matron and entered onto iSAMS.

At the start of each term, a list of pupils with medical information, allergies and dietary requirements is distributed to relevant members of staff. This list is stored on the Shared Drive and accessible to York House staff.

A list of allergies and dietary requirements is given to the Catering Manager.

A child with particular medical needs will be discussed with staff members at the beginning of term during staff Inset. Pupils may also be discussed during staff meetings in term time.

If a child is not well enough to attend school, parents are requested to telephone the school office before 9.30am to explain absence. On return to school, a short-written note from the parent/guardian must be supplied to explain absence.

School Outings and Sports Fixtures

A first aid bag containing a travel first aid kit, ice packs, wipes, gloves, sick bags and tissues is given to the member of staff in charge together with any medication that might be required by an individual pupil such as inhalers and adrenaline devices. Children requiring inhalers and/or adrenaline pens must have in date medications in order to travel on trips and sports fixtures.

Residential trips: Please inform Matron of any medical requirements your child has sufficiently in advance of residential trip departure dates. This includes daily medications to be taken, form which the policy below is applicable whilst on the trip.

The Administration of Medicines in the school

All pupils who enter the school are required to complete a medical consent form, including for the administration of a small range of over the counter medicines.

The school stocks a limited range of over the counter preparations such as:-

Liquid paracetamol (120mg/5mls) / Calpol 2+months

Liquid paracetamol (250mg/5mls) / Calpol 6+

Paracetamol tablets 500mg

Ibuprofen liquid/ Nurofen for children

Ibuprofen tablets

Antihistamine, Piriton or Cetirizine.

Anthisan Cream

Strepsils

Vaseline

Sudocream

In the Pre-prep, the parent is contacted prior to the administration of oral medication. If prior consent has been granted and the child's health does not give rise for concern, then medication may be given at the discretion of matron or her deputies. If prior consent has not been granted the parent will be contacted before any medication is given.

Prescribed Medication

Prescribed medication may be administered during school hours if required for the child's medical condition.

Medication administration must be authorised by Matron and meet the following requirements:

- Prescribed for that child only and with evidence of the prescription provided (pharmacy dispensing label or a copy of the prescription)
- Supplied in the original packaging only
- In date
- Obtained from a UK pharmacy with a UK prescription

Over the counter (OTC) medications

OTC medication will be administered in accordance with the OTC prescription and meeting the same requirements as prescribed medications stated above. When there is any deviation from the OTC prescription, a prescription or doctors note will be required to support this.

All medicines should be handed to either matron or the school office at the start of the school day for safekeeping.

A medication consent form must be completed by the parent, clearly stating the child's name, the dosage and time of administration. This form must be completed prior to medication administration. All medicines should be clearly marked with the child's name.

The child must be well enough to attend school. This form is available from the school office, school website, or medical room.

Inhalers

All parents/guardians of asthmatic children in the school are required to fill in a School Asthma Card. This is sent home on an annual basis for updating. Parents/guardians are asked to inform the school of any change in treatment. All children with asthma are required to have a reliever inhaler while in school.

In the Preparatory school, if able to self-medicate, one inhaler should be kept with the child at all times (at break time, games lessons, sporting fixtures and outings). Inhalers are also kept in the Medical Room in named baskets.

In the Pre-prep, the child's reliever inhaler is kept in the Pre-Prep medicine cabinet and will go with staff on outings and trips.

Inhaler use is recorded and parents/guardians are kept informed of any change in frequency of usage.

Expiry dates of all inhalers are monitored and parents informed when a replacement is required.

Severe allergy

Pupils that suffer from a severe allergy that might require the administration of adrenaline must be made known to the school on entry.

Families are requested to supply documentation from their child's doctor with information about their allergies and a care plan.

Individual Care Plans are drawn up and a consent form, giving emergency contact details, must be signed by the parent/guardian. A copy of these documents is given to the parent for their records. These are sent home on an annual basis for updating.

Two adrenaline auto injector devices are required in school for each child and are sent with staff on trips, outings and sports fixtures. A list of adrenaline locations is sent out to staff.

The expiry date of the adrenaline auto injector devices is monitored and replacements requested as necessary.

Staff are given annual training on anaphylaxis and adrenaline auto injector devices by matron.

Matron liaises with the Catering Manager on matters concerning diet and allergy. York House does not use Nuts or Sesame in food supplied to pupils and staff. Only food supplied by the catering department may be consumed on the school site.

Epilepsy/Diabetes/ other conditions requiring special attention.

Individual Care Plan are required for children with a diagnosis of any of the above conditions. School care plans are usually formulated by the specialist team caring for that child and reviewed by Matron. Each plan will be agreed by the child's parents' /guardians and tailored to the needs of the child, while following the guidelines set down by a Medical Practitioner. It is the duty of the parent /guardian to inform the school of any change in treatment.

All staff will be made aware of any such conditions and taught how to deal with the complications that might arise.

Any medication required must be clearly labelled with the child's name and given to matron. A separate consent form must be completed by the parent /guardian stating dosage and time of administration.

Any special diets that may be required will be discussed at meetings between parents, matron and the Catering Manager.

The Recording of Accidents

All accidents must be recorded. Day to day recording books are situated in:-

The medical room

Every first aid bag

The Headmaster will be informed of any serious or potentially serious accidents/incidents that occur at York House School.

It is the responsibility of the member of staff dealing with the incident to complete the York House accident form.

All completed York House accident/incident form books must be forwarded to Matron for filing.

Any first aid carried out or medication given must be recorded and given to the recipient for parental information.

Dosage and time of any medication given must be included.

Head injuries, must be documented and marked clearly as a head injury on the accident form/book. Any concerns will be reported to the parent /guardian directly by telephone by the attending first aider or delegated to another member of staff.

Any injury to York House staff should be recorded as above, using the York House accident/incident form. A separate staff book for the recording of accidents/illness must also be completed. This is kept in the medical room.

Visitors who suffer an injury while on the school premises will have their accident recorded using the York House accident/incident form and the Headmaster will be informed.

Any person whilst on duty who suffers an injury as a result of an accident that occurred off the school site should also be reported in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying to that site.

In addition to these records, Reporting of Injuries, Diseases, and Dangerous Occurrences 2013 (RIDDOR) requires that certain injuries, diseases and dangerous occurrences must be reported to the Local Authority or HSE (telephone: 0845 3009923).

A numbered HSE Accident Book is located in the medical room.

Hygiene procedures for dealing with the spillage of bodily fluids

1. Protective, disposable gloves must be worn when dealing with any bodily fluids (blood, vomit, diarrhoea) or as a precaution when contact with blood or body fluid might be likely. These may be found in all first aid kits, medical room and the cleaner's cupboard. They should be disposed of immediately after use, double bagged if soiled and put in the external dustbins for domestic waste disposal.

Gloves are supplied in different sizes.

2. Sponges and buckets must never be used for first aid to avoid the risk of contamination.

3. Any body spillages must be cleaned immediately. Absorbent granules may be dispersed over a spillage and left for a few minutes. The spillage should then be swept, using a designated dustpan and brush (kept in the Caretaker's cupboard), onto newspaper, double bagged and put in the external dustbins for domestic disposal. The affected area should then be cleaned with warm water/ disinfectant and left to dry.

4. Following contact with any body fluids, hands should be washed Thoroughly.

General Waste

As agreed with Three Rivers District Council, York House does not generate enough waste from matters regarding first aid to warrant a separate clinical waste collection by the Council.

Any used dressings or soiled items should be double bagged and put in either the external domestic waste containers or the pedal bins in the medical room (which are emptied daily).

General Hygiene

First aiders should uphold strict hygiene measures at all times.

Correct hand washing using antibacterial soap and careful hand drying are of the utmost importance.

The use of protective gloves (nitrile and vinyl), in small/medium/large must be used when dealing with all persons where bodily fluids or the potential for spillage is a risk.

Protective aprons are provided and stored in the medical room.

All soap dispensers throughout the school are fitted with antibacterial soap and Cutan soap dispensers for those with allergies.

Tissues and bins are provided throughout the school and pupils are encouraged to dispose of used tissues safely and follow this by careful hand washing.

Infectious Conditions

Any child with a suspected infectious condition/illness will be isolated in the medical room until a parent can collect him/her from school.

After diagnosis by a medical practitioner, communication will be sent to all parents warning of case of the illness and the exclusion time necessary from school.

Notifiable diseases must be reported to the Health Protection Agency and Local Authority.

If a child has an infectious illness, Matron will advise on when the child may return to school based on HSC Public Health Agency; Gov.uk; and NHS guidance.”

We request that families inform Matron if a child has an infectious condition such as Chicken Pox so that information has be disseminated if relevant to any immunocompromised staff/children's families.

Accident or Medical Emergency Procedure

In the event of an accident/ medical emergency at York House School, the member of staff to reach the casualty first will:

- Make the area safe and check the status of the casualty, using first aid knowledge. Stay with the casualty.
- Request the presence of matron (ext 107) via school office or walkie talkie (using CODE RED) or, in her absence, a response first aider. Give location, nature of emergency, and urgency using CODE RED.
- Matron and/or her deputies, will assess the casualty and decide whether it is necessary to contact the emergency services. Matron and/ or her deputies will stay with the casualty at all times.
- Should it be deemed necessary to contact the emergency services, matron or her deputies will ask the School Office to dial 999 and request the presence of an ambulance, giving as much information about the casualty as possible. The Matron will inform the Headmaster of her decision or delegate a member of staff to do so. Instruct the ambulance service to approach school via Sarratt Road NOT Finches Avenue.
- Matron, her deputies, the School Office or Headmaster will contact the casualty's next of kin
- A member of staff will watch for the ambulance and direct ambulance crew to the casualty.
- Matron (or her deputy) will brief the ambulance crew as to the nature of the incident giving time and dosage of any medication administered.
- Should the parents/ guardians be unable to attend, matron (or her deputy) will accompany the casualty to hospital.
- On her return, matron (or her deputy) will document precisely all information relating to the incident and refer to the Headmaster/Bursar and to the Health and Safety committee as necessary and arrange a staff debriefing.

Signed by:



Headmaster

Date: January 2026

Signed by



Chair of Governors

Date: January 2026

Please see Policy Review Matrix for next review date



YORK HOUSE

EYFS First Aid Policy

The provision of First aid and medical advice is led at York House by the school matron. There is a qualified nurse on duty during core school hours each day. The matron is a registered nurse and holds First Aid at Work and Paediatric First Aid qualifications.

In the absence of the school matron, the six response first aiders act as the matron's deputies. All deputies hold a 3 day First Aid at Work qualification or similar.

Staff in all departments hold first aid qualifications specific to their speciality and in line with EFYS guidance. All staff complete anaphylaxis training annually.

All pre-prep outings are accompanied by at least one member of staff who has undergone first aid training.

During lessons, first aid is primarily administered by the class teacher, nursery nurse or teaching assistant who is first aid trained. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should deal with the accident and report as standard to the school matron &/or first aider on duty. If at any time further assistance is required then if not already involved, the school matron should be contacted to make a full assessment of a child.

If there is any doubt about the correct first-aid procedure, the school matron (or in her absence) a qualified first aider should be consulted.

Qualified EYFS First Aiders

York House is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring in EYFS.

To this end, York House School will provide information and training on first aid to staff to ensure that they meet the statutory requirements and the needs of children in EYFS are met.

Should persons have concerns about the provision of first aid within the organisation they should inform:

- the Headmaster
- the Health and Safety Committee

These concerns will be investigated and an assessment will conclude if any rectification is required.

The Administration of Medicines in the school

All pupils who enter the school are required to complete a consent form, including for the administration of a small range of over the counter medicines.

The school stocks a limited range of over the counter preparations such as:-

Liquid paracetamol (120mg/5mls) / Calpol 2+months

Liquid paracetamol (250mg/5mls) / Calpol 6+

Paracetamol tablets 500mg

Ibuprofen liquid / Nurofen for children

Ibuprofen tablets

Antihistamine, Piriton or Cetirizine.

Anthisan Cream

Strepsils

Vaseline

Sudocream

In the Pre-prep, the parent/guardian is always contacted prior to the administration of oral medication.

Prescribed Medication

Prescribed medication may be administered during school hours if required for the child's medical condition.

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A medication consent form must be completed by the parent /guardian, clearly stating the child's name, the dosage and time of administration. This form must be completed prior to medication administration. This form is available from the school office, school website, or medical room.

All medicines should be clearly marked with the child's name.

The child must be well enough to attend school.

Inhalers

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Inhaler use is recorded and parents/guardian are kept informed of any change in frequency of usage.

Expiry dates of all inhalers are monitored and parents /guardians informed when a replacement is required.

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All staff will be made aware of any such conditions and taught how to deal with the complications that might arise.

Any medication required must be clearly labelled with the child's name and given to matron. A separate consent form must be completed by the parent/guardian stating dosage and time of administration.

Any special diets that may be required will be discussed at meetings between parents, matron and the Catering Manager.

Infectious Conditions

Any child with a suspected infectious condition/illness will be isolated in the medical room until a parent can collect him/her from school.

After diagnosis by a medical practitioner, communication will be sent to all parents warning of case of the illness and the exclusion time necessary from school.

Notifiable diseases must be reported to the Health Protection Agency and Local Authority.

If a child has an infectious illness, Matron will advise on when the child may return to school based on HSC Public Health Agency; Gov.uk; and NHS guidance.

We request that families inform Matron if a child has an infectious condition such as Chicken Pox so that information has be disseminated if relevant to any immunocompromised staff/children's families.

Signed by:



Headmaster

Date: January 2026

Signed by

A handwritten signature in black ink, appearing to be 'H. G.' followed by a horizontal line.

Chair of Governors

Date: January 2026

Please see Policy Review Matrix for next review date