



WESTMINSTER UNDER SCHOOL

First Aid and Medical Policy

This policy applies to the Early Years Foundation Stage (EYFS)

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Introduction and Scope

This policy relates to the administration of First Aid and medicines at Westminster Under School and relates directly to the HSE (First Aid) regulations 1981. It is aimed at all staff employed at Westminster Under School, who may either require help themselves or may quickly need to know how to seek emergency treatment for others in their care, e.g. pupils or other adults. This policy is also applicable to people visiting the School, for whom we have responsibility while on-site.

First aid is defined as emergency treatment administered to a sick or injured person before professional care is available.

This policy should be read in conjunction with the:

- Health and Safety Policy
- Safeguarding Policy
- Trips and Visits Policy
- Staff Code of Conduct
- Staff Handbook
- Administration of Medicines Policy
- Supervision of Pupils Policy
- Pupil Registration and Attendance Policy
- EYFS Policy

Aims of First Aid and the School Medical Room

- To assist in medical provision for all pupils
- To ensure that appropriate First Aid provision is available at all times, both on School premises and during other school activities, such as educational visits and sporting fixtures.
- To promote health awareness (e.g. organising HPV vaccines, the importance of hydration, hand washing, etc.)
- To help children manage longer-term conditions, e.g. asthma, AAI use, diabetes, etc.
- To monitor medical incidents and to recognise patterns of incidents and/or behaviour and report appropriately, such as to the Health and Safety Committee.

Responsibilities

All Staff

All teaching staff are required to read the First Aid and Medical Policy which lays out our practices and procedures. All staff receive ongoing First Aid instruction as part of INSET training to enable them to provide basic First Aid, such as anaphylaxis training, asthma training and dealing with head injuries, and to recognise when more specialist help is required.

All staff in charge of our pupils are expected to use sound judgement and their best efforts at all times, particularly in emergencies, to ensure the health and welfare of pupils. As per the Health and Safety Policy, all staff are expected to report anything deemed unsafe, usually via the School's Management Information System (WUSMIS). Staff witnessing accidents will also log these on WUSMIS.

The Day Matron

The Day Matron has a full job description; however, a summary of their responsibilities include:

- Being the primary point of contact for all medical needs of children on a day-to-day basis
- Day-to-day management of First Aid, including appropriate record keeping
- Maintenance of First Aid kits to ensure they are full and up-to-date
- Liaise with specialist members of staff as appropriate, e.g., the Assistant Master, Extra-Curricular

Other Members of Staff

Some other members of staff who are one- or three-day first aid trained can assist with injuries or are otherwise good people to consult where a second opinion is required. Currently these people include the Director of Sport, the Assistant Director of Sport, and various sports coaches. A list of trained first aiders is displayed in various prominent places around the school and in appendix 3. In the Early Years, an appropriate number of staff hold Full Paediatric First Aid certificates. It is ensured that there is an appropriate number of staff who hold this certificate to supervise the children at all times, in-line with the Early Years Foundation Stage Statutory framework.

Assistant Master, Extra-Curricular

The Assistant Master, Extra Curricular, is responsible for:

- Ensuring training for all staff is up-to-date and that we have enough staff to cover pupils and staff as necessary by HSE requirements
- Line managing the Day Matron
- Ensuring policies and procedures are in line with new and existing regulations

Treatment at the Medical Room

Illness at School

While on School premises, for the majority of incidents, pupils are escorted to the Medical Room by a member of staff or fellow pupil for treatment, as appropriate. New pupils are informed to go to the Medical Room for help in the event of an accident by their Form Tutor as part of their induction into the School.

All pupils treated in the Medical Room will be recorded on WUSMIS. In most cases the parent/guardian will be informed by telephone or email before the end of the school day of any injury and any subsequent treatment. In the case of serious injuries, parents will be informed immediately.

Any child deemed by the Day Matron or a First Aider to be unfit for School should be collected by a parent or guardian as soon as possible. In practice, this is usually following a telephone call from the Day Matron. Pupils who are unwell will be monitored in the Medical Room. There may be some circumstances when older children are unable to be collected can make their own way home. This will only be done by agreement between the Day Matron and the parents.

Absentee records are frequently monitored for trends or patterns by the Deputy Master, Heads of Year, and Form Tutors, in conjunction with the Day Matron. A note is made of any child who is away on a regular basis. We may also need to determine if there are any infections or diseases affecting more than one child. If a pattern of absence becomes apparent or there is a prolonged period of absence, then action will be taken in line with the Pupil Registration and Attendance Policy. If concerns are raised about an individual child, the Form Tutor, Head of Year, Assistant Master, Pastoral or the Deputy Master, as appropriate, will speak to the parents to alert them of the child's high absence rate and how it can be improved.

Administration of Medicines

In the usual course of a School day, while on School premises, members of staff will not ordinarily be expected to administer medicines, though this may occur during events away from School, e.g., while on trips or attending an away fixture for a sporting activity. The Administration of Medicines Policy has further information on the policies and procedures with regard to administering medicines and the training in place to support this, including in the Early Years foundation stage.

Concussion

Any head injury has the potential to cause concussion. Concussion is not always immediately obvious, and its symptoms are often both varied and delayed. If any child sustains a head injury, then they will be accompanied to the Medical Room where they will be assessed by a qualified First Aider. They will be given a wristband and a Return to Class Following a Head Injury Observation Form as detailed below, so that all adults are aware that the child has suffered a head injury so that they can monitor them appropriately.

Children who have been examined by a first aider and monitored in the medical room, but who are deemed to be fit to return to class are also issued with a Return to Class Following a Head Injury

Observation Form (appendix 2); this is so that they can be monitored throughout the day and should they display any symptoms of concussion or if their health deteriorates they will be returned to the Medical Room immediately. Parents are also notified, preferably by telephone, or if they are not able to be reached, then by email at the earliest opportunity of any head injury using the proforma in Appendix A.

The School has regular concussion training which includes how concussions can be caused, delayed onset of symptoms and short and medium-term management of the condition.

The return to Games / Sport protocol based on these guidelines from [FA](#) will be followed by anyone who has suffered a concussion.

Serious injuries

In the event of serious injury, the Assistant Master, Extra Curricular will liaise with the Master and Health and safety Manager as soon as possible, but certainly within 24-hours about whether a RIDDOR report should be completed.

Wristbands

If a child receives medication, this is recorded on WUSMIS and an email is sent to parents with details of the time and dosage. Any bump to head or other minor head injury will be highlighted by the wearing of a blue wristband along with a phone call, or if appropriate, an email to the child's parents. There will also be an email to the parents confirming the incident, severity and standard guidance on monitoring head injuries along with a do/don't sheet. A copy of the template email is in Appendix A.

Pupils who sustain a bump to the head, who then return to class are issued with a Head Injury Form and this is presented to the teacher at the start of each lesson (see Appendix 2).

The day after an illness or head injury, a phone call home will also be made by the Day Matron so that we can receive an update on the pupil and to receive any further medical advice received by doctors.

Infection Control

In line with Public Health England guidelines on infection control in schools, children are required to remain off School for 48-hours from the last episode of diarrhea or vomiting. This is stated in the Parent Handbook.

Any child suffering from 'flu' (influenza) must remain off School until fully recovered.

If there is an infection or disease affecting a whole year group or the whole School, e.g., COVID-19 or hair lice, appropriate information will be sent to the affected group, or the whole school if necessary, with the appropriate Government recommendations.

Exposure to Bodily Fluids

During the staff training updates, all staff are informed about the standard precautions for avoiding infection and will follow basic hygiene procedures. There will be access to protective disposable gloves and care will be taken when dealing with spillages of blood / other body fluids and dealing with first aid dressings. All First Aid kits contain nitril gloves and face masks, further PPE is available in the Medical Room.

First Aid Kits

Availability of First Aid Kits

Most First Aid kits are kept in the Medical Room in Chapter House and, when finished, Adrian House. However, additional First Aid kits are available in the following locations:

- The Art Department (one general First Aid kit)
- The Science Department (three First Aid kits; one in each lab and in the Science Prep Room, with extra supplies of sterile eye wash)
- In each of the two WUS minibuses (car specific First Aid kits)
- George House

The Day Matron is responsible for maintaining these kits.

- The Pavilion (one specialist sports First Aid kit)
- The Sports Centre (two general First Aid kits)

Westminster School medical personnel are responsible for maintaining these kits.

A further First Aid kit is kept in the kitchen (with blue plasters, etc.) which is supplied and maintained by the School's outside catering company.

Contents and Maintenance of First Aid Kits

The Day Matron will regularly check and maintain the First Aid Kits mentioned above. Additionally, they will provide First Aid kits for any off-site activity (away fixtures, trips and visits that are not part of the normal timetable, etc.) which will contain sufficient and appropriate contents for the activity.

For off-site activities that are part of the regular curriculum, such as Swimming or Games at Battersea Park, the Director of Sport will ensure that the First Aid provision of the centre is appropriate.

Pupils with Medical Conditions

The School is committed to supporting pupils with specific medical conditions. Pupils with particular medical conditions (e.g., diabetes, epilepsy, severe allergies, asthma, and so on) will have an Individual Healthcare Plan, details of which should be discussed between parents and the School before admittance or, for existing pupils, as soon as the parents become aware of the medical condition. The Healthcare Plan states the condition, the medication required, the dose and frequency and a photograph of the child.

All personal medicines are kept in individually labelled orange 'medpacs' which also contain a copy of the child's care plan. These go inside a small belt bag. Teaching assistants in Reception to Year 2 carry these on behalf of the children.

Pupils' medical matters and safeguarding needs

The Day Matron will liaise with the pastoral team and / or the relevant member of SMT on matters that relate to pupil medical needs and safeguarding.

Pupils with a Severe Allergy

In accordance with government guidelines which came into place in September 2017 (and then updated in June 2023), the School has spare AAIs available for emergency use. The School's protocol has been written in accordance with the Guidance on the use of adrenaline auto-injectors in schools:

<https://www.gov.uk/drug-safety-update/adrenaline-auto-injectors-aais-new-guidance-and-resources-for-safe-use>

All children who have an AAI prescribed by their doctor should carry on their person at all times. Form Tutors should periodically check that pupils in their form are carrying them. There should also be a spare labelled AAI child is kept in the Medical Room. These are kept in an unlocked cupboard, so they are always available. These spare AAIs will be taken with any off-site activity such as away fixtures or educational visits. Further details of this can be found in the Trips and Visits Policy.

Dining Room Allergy Cards

Allergy cards are created for all pupils who have an allergy, or for children who follow a specific diet. These cards are stored in the dining room and are given to the relevant pupil by the staff member on duty when they enter the dining room at lunch time. The card is then presented by the pupil to the

kitchen staff. The allergy cards and associated list are maintained and updated by the Day Matron annually and when necessary. In the Early Years, these cards are worn on lanyards around the child's neck. Please refer to the Food and Nutrition policy for further information, including the Designated adult for checking children's meals.

Appendix 1: Text for Email to Parents Regarding Head Injuries

Name of child:

Form:

Your child sustained a knock to his head today (date) at (time)

Details:

Symptoms:

Treatment:

We are querying a **suspected concussion** and request that he is reviewed by his GP today.

We would like to ensure that relatives/carers observe the following points until he is fully recovered:

- He should not be left alone and checked by a medical professional if you do not see an improvement before they go to bed
- No sedatives (e.g., cough linctus that causes drowsiness) for at least 48 hours as these can mask any change in condition
- Concussion symptoms are made worse by exertion, both physical and mental and the most important treatment for concussion is rest.
- He must not exercise or do any activities that make symptoms worse e.g., reading, computer games, etc. until...
- If mental activities such as reading and concentrating exacerbate symptoms he may have to stay off school until they subside
- If he goes back to activities before he is completely recovered, he is more likely to remain symptomatic for longer
- He may experience headaches, feel bad tempered, have poor concentration, feel slightly nauseated and more tired than usual.
- Simple pain killers e.g., paracetamol can help but **rest** is the most important treatment. It can take several days to recover from a minor head injury.

IMPORTANT, if any of the following occur you must seek a medical review **IMMEDIATELY**

- Drowsiness when normally awake or if the pupil cannot be woken
- A headache that is getting worse or not relieved by paracetamol
- Weakness or numbness in one area of the body or decrease in coordination and balance
- Vomiting or prolonged nausea
- Slurred speech, difficulty speaking or understanding
- Increasing confusion, restlessness or agitation
- Loss of consciousness
- Convulsions
- Clear fluid/bleeding coming out of ears or nose
- New deafness in one or both ears
- Changes in vision such as blurring or double vision
- Dizziness
- Neck stiffness

Returning to sport following a concussion

The School adheres strictly to the recommended guidelines for returning to sport following a concussion. Pupils must be symptom free and told they are fit to play by their doctor following a period of rest. Return to sport must follow a step-wise Graduated Return to Play (GRTP) as instructed by their doctor.

Appendix 2: Return to Class Observation Following a Head Injury Form

Head Injury

Name:

Form:

I sustained a knock to my head today (date) at (time)

Details:

Symptoms:

Treatment:

Head Injury

I have been assessed by a First Aider at the Medical Room and my parents have been informed and now I am returning to class.

Please keep an eye on me. If you have any concerns or you think I am displaying any signs of concussion, please return me to The Medical Room immediately.

Concussion symptoms are many and varied and are not always obvious. Symptoms may also take some time to present, so if you notice any of the following please return me to The Medical Room immediately:

- Drowsiness
- Headache that is getting worse
- Weakness or numbness in one area of the body or decrease in coordination and balance
- Vomiting or prolonged nausea
- Slurred speech, difficulty speaking or understanding instructions
- Increasing confusion, restlessness or agitation
- Loss of consciousness
- Convulsions

- Clear fluid/bleeding coming out of ears or nose
- New deafness in one or both ears
- Changes in vision such as blurring or double vision
- Dizziness
- Neck stiffness

Appendix 3: First Aid trained members of staff

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