



**FIRST AID POLICY (407a)**

**References**

- A. H&S Executive. First aid at work: The Health and Safety (First-Aid) Regulations 1981. L74 (3<sup>rd</sup> edition) Published 2013.
- B. H&S Executive. First aid at work: Your questions answered. INDG214(rev2) published May 2014.
- C. H&S Executive. First aid at work: The Health and Safety (First-Aid) Regulations 1981. First-aid needs assessment case studies (HSE website dated 16/08/18).
- D. DfEE. Guidance on first aid for schools. DFEE-20025-2000 - published 15 August 2000, last updated 12 February 2022.
- E. St Mary's School Ascot Whole School First Aid Assessment of 1<sup>st</sup> Aid Needs and Risk Assessment.

**Responsible Staff**

The Headmistress is responsible for the provision of First Aid at St Mary's. This responsibility is delegated as follows:

First Aid Coordinator:	Bursar
First Aid Technical Advisor:	Senior School Nurse
First Aid Training Coordinator:	Senior Deputy Head
Department First Aid:	Head of Department (Appointed Persons)
First aiders	Volunteer staff

**Appointed Persons**

There is a requirement for the school to nominate specific members of staff as Appointed Persons. All Departmental Heads are nominated Appointed Persons. The Appointed Person is not a First Aider but is someone nominated to take charge when someone is injured or becomes ill. At St Mary's the Appointed Person is responsible for:

- Coordinating the immediate response to a First Aid incident in conjunction with a First Aider;
- Informing the School Nurse of a First Aid incident;
- Calling an ambulance or other professional help should the incident require it;
- With the School Nurse, checking the restocking of First Aid containers in their area of responsibility;
- Ensuring an accident form is completed after an incident. The Accident Reporting Policy details the procedures for reporting accidents and for notifying parents if pupils are involved in an accident.

**RIDDOR**

The Bursar is responsible for the School's compliance with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995 as detailed in the Accident Reporting Policy in the Staff Employment Manual.

**Risk Assessments**

The Bursar, Senior Deputy Head and Senior School Nurse are jointly responsible for carrying out the School first aid needs assessment and associated risk assessment which informs this policy document. In particular the first aid needs assessment must consider the number of first aiders, number and locations of first aid containers, arrangements for off-site activities/trips and out-of-hours arrangements such as lettings. The first aid needs assessment can be found at **Annex B**.

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All staff responsible for activities or areas within the School are required to carry out appropriate risk assessments. These risk assessments should, where appropriate, include provision for the requirement for first aid.

### St Mary's First Aid Policy has three main features:

- First aid administered by the school nurse who staffs the Health Centre 24 hours a day during term time. The nurse can be contacted on Ext 608 or via reception Ext 600. The nurse should always be contacted if first aid is required. However, if safe to do so, the patient should be escorted to the Health Centre.
- First aid administered by staff (academic and support staff) who hold an up-to-date first aid qualification. First aid qualified staff may administer first aid if the nurse is not present or cannot be contacted such as when the nurse is attending to another person, the accident happens on a trip or it is not term time. Members of staff are not permitted to give out any medicines, painkillers or other drugs to pupils without the permission of the school nurse.
- Advice for staff and pupils who might be first at the scene of an accident or an emergency. Staff who may be the first person at the scene of an accident or an emergency must try to contact the nurse or a first aid qualified member of staff. In the absence of either of these persons, they should decide whether to wait for either of the above people or call an ambulance. An ambulance should be called in any situation where a pupil or member of staff is unconscious, where there is a large amount of blood, suspected neck or back injury or if there is any indication that the pupil or member of staff need urgent medical attention.

### Trained First Aiders

The main duty of a first aider at St Mary's is to help casualties with injuries or illness and when necessary to ensure that the school nurse or an ambulance or other professional help is called.

The school's assessment of first aid needs (Reference E) concludes that the minimum first aid trained personnel that are required on site are:

Qualification	Term Time	School Holidays
First Aid at Work	School nurse plus four	One
Emergency First Aid at Work	Four	One
Sports First Aid	1 during matches	Nil
Wilderness First Aid	1 for each DofE expedition	Nil
Appointed Person	All HoDs	All HoDs

As a matter of routine, the school seeks to exceed this number of first aid trained staff to ensure that coverage is not compromised due to staff absence. The list of trained staff can be found at **Annex A** and on notice boards around the school.

The Senior Deputy Head holds the master list of all trained first aid staff. All staff trained in first aid are required to update their training every 3 years or in accordance with their qualification certificate.

### Training

The Senior Deputy Head is responsible for the provision and recording of annual and continuation First Aid training. Continuation Training is provided on the basis of hourly sessions on different topics each term for which qualified First Aiders may sign up. In addition the school nursing staff will make available informal refresher training when requested.

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Staff who are responsible for pupils with conditions such as hayfever, asthma, diabetes and epilepsy are informed of pupils with such medical conditions and the appropriate treatment to be administered in an emergency. This information is updated by the school nurse at the beginning of each academic year, on every external trip from school and throughout the year as necessary.

## Pupils

Pupils are made aware of first aid issues through the Skills for Life programme.

## Staff

Staff should ensure that any personal medications that they may need in school are kept securely in a locked drawer and are administered privately out of view of pupils.

## First Aid Kits

The person responsible for ensuring that first aid containers and bodily spills kits meet laid down statutory requirements is the school nurse. The school nurse, in conjunction with the relevant Appointed Person, is responsible for ensuring that these First Aid kits are kept in a clean and serviceable condition and are properly stocked.

First aid kits are to be found in the following locations:

- Science
- Main Kitchen
- Orchard Centre
- Food Technology Laboratory
- Maintenance Department

Single person first aid kits can be found in the following locations:

Art Department	Library	MW Courtyard (office)
Classics Department	Maths Department	Reception
Rose Theatre	MFL Block	Resources Department
English Department	Music Department	SMASH
Food Technology Laboratory	Science Department	School Laundry
Humanities Department	Special Needs	Registrar's Office
Orchard Centre	Main Kitchen	Bursary
Swimming Pool	Maintenance Department	RS Department
ICT Department	Accounts Department	Mary Breen Courtyard (office)

Eye washes are held in the Art and Science Departments and in the Rose Theatre.

## Defibrillator

The school has a defibrillator machine that is kept charged and ready for use in Reception. Volunteer first aid trained staff have been trained in the use of the defibrillator. A list of those trained in its use is attached to the equipment.

## Bodily Spill Kits

Bodily Spill Kits are maintained in the following areas:

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The Link  
Main School Entrance  
Art Department

Science Department  
Workshop  
Grounds Maintenance Shed

Swimming Pool  
Music School  
Additional kits are held by Residential Staff.

## Off-Site Activities

The arrangements for school trips and off site activities can be found in the Health and Safety on School Trips Policy. Key elements with regard to first aid are as follows:

- Pre-book a first aid kit from the school nurse.
- Advise the school nurse of the pupils on the trip in order to obtain any essential medical information.
- One member of the staff for the trip must be a first aider if the group are unable to rely on first aid support from another reputable source. For example, a trip to a local theatre would not require a first aider but a Geography Field Trip to an isolated location would require one. If in doubt advice from the Bursar should be sought.
- Any need for vaccinations should be established well in advance.

## Letting Organisations and Contractors

External organisations that use facilities at St Mary's and Contractors working on the site are required to provide their own first aid trained staff. St Mary's School first aid boxes are available for use by all visitors.

## Insurance

The Bursar is responsible for ensuring the school has adequate insurance to cover claims arising from actions of staff acting within the scope of their employment.

## Distribution of Policy

This policy is to be distributed as follows:

- All Department Heads (Appointed Persons)
- All first aid trained staff
- All contractors (by Estates Manager) and letting organisations (by Bursar or Housekeeper)
- All staff as part of the School Handbook

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# ST MARY'S SCHOOL ASCOT



## FIRST AID POLICY

### ANNEX A: FIRST AID QUALIFIED STAFF

Department	First Name	Surname	Name of First Aid Certificate	Expiry Date	Telephone Extension
Art	Ela	KLEIN	Half Day Schools First Aid	07/11/2025	628
Art	Ruth	MOSS	Half Day Schools First Aid	07/11/2025	628
Bursary	Giles	BRAND	Half Day Schools First Aid	03/05/2024	620
Catering	Semo	BERRY	Half Day Schools First Aid	28/09/2025	771
Catering	Della	BOTWRIGHT	Half Day Schools First Aid	16/06/2024	658
Catering	Helmut	STOUTHAMER	Half Day Schools First Aid	03/05/2024	658
Classics	Lynne	POVEY	Half Day Schools First Aid	16/06/2024	790
Cover	Tracey	ROBEY	Half Day Schools First Aid	07/11/2025	786
Drama	Robert	WELLS	Half Day Schools First Aid	07/11/2025	747
English	Jessica	MAURIZIO	Half Day Schools First Aid	20/03/2026	636
English	David	RICHARDS	Half Day Schools First Aid	21/02/2025	636
Estate	Alex	CLARK	Half Day Schools First Aid	21/02/2025	676
Estate	Richard	HASELAR	Half Day Schools First Aid	16/06/2024	624
Estate	Ben	PROBERT	Half Day Schools First Aid	16/06/2024	624
Estate	Les	TAYLOR	Half Day Schools First Aid	21/02/2025	624
Geography	Sarah	CLIFFORD-INGLIS	Half Day Schools First Aid	07/10/2023	619
Geography	Sarah	TAYLOR	Half Day Schools First Aid	03/05/2024	634
Health Centre	Sue	FINDLAY	Half Day Schools First Aid	07/11/2025	777
History	Rachel	DRESSEL	Half Day Schools First Aid	16/06/2024	634

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History of Art	Helen	OAKDEN	Half Day Schools First Aid	28/09/2025	718
History of Art	Tom	PARSONS	Half Day Schools First Aid	20/03/2026	643
Housekeeping	Maria	CRONIN	Half Day Schools First Aid	19/01/2025	600
Housekeeping	Kelly	OSBORN	Half Day Schools First Aid	03/05/2024	600
ICT	Barbs	HUDSON-REED	Half Day Schools First Aid	21/02/2025	678
ICT	Andy	LUTHER	Half Day Schools First Aid	21/02/2025	680
ICT	Vicky	MASKELL	Half Day Schools First Aid	21/02/2025	690
ICT	Ellie-Mae	MUNN	Half Day Schools First Aid	21/02/2025	677
ICT	Andrew	WEST	Half Day Schools First Aid	03/05/2024	654
ICT	Rhona	WINTERBURN	Outdoor First Aid	07/12/2025	348
Learning Support	Nicky	COLLINS	Half Day Schools First Aid	20/03/2026	706
Maths	Rob	CARTER	Half Day Schools First Aid	20/03/2026	698
Maths	Charlotte	HICKS	Half Day Schools First Aid	16/06/2024	698
Maths	Emmanuel	MAZARS	Half Day Schools First Aid	07/10/2023	698
Maths	Sarah	MCCARTHY-BROWN	Half Day Schools First Aid	07/10/2023	698
MFL	Evelyne	COOK	Half Day Schools First Aid	07/10/2023	617
MFL	Teresa	CORREA-SANCHEZ	Half Day Schools First Aid	19/01/2025	651
MFL	Lauren	LECHELLE	Half Day Schools First Aid	21/02/2025	651
Residential	Tori	BRANDWOOD	Half Day Schools First Aid	28/09/2025	643
Residential	Lorraine	ENSBY	Half Day Schools First Aid	28/09/2025	686
Residential	Kelly	FISHER	Half Day Schools First Aid	07/11/2025	686
Residential	Christine	HOLLAND	Half Day Schools First Aid	16/11/2023	615
Residential	Kim	HORWOOD	Half Day Schools First Aid	07/10/2023	692

Residential	Robyn	KELLY	Half Day Schools First Aid	07/11/2025	697
Residential	Niamh	LAWLOR	Half Day Schools First Aid	07/11/2025	686
Residential	Rachel	LAWRENCE	Half Day Schools First Aid	07/11/2025	686
Residential	Sue	MALYON	Half Day Schools First Aid	16/11/2023	770
Residential	Pauline	MCKANE	Half Day Schools First Aid	16/11/2023	686
Residential	Catherine	MULVANY	Half Day Schools First Aid	28/09/2025	704
Residential	Diana	NAIRNE	Half Day Schools First Aid	03/05/2024	640
Residential	Jayne	SHRIMPTON	Half Day Schools First Aid	16/11/2023	686
Residential	Hayley	SHROFF	Half Day Schools First Aid	19/01/2025	618
Residential	Sarah	TATE	Half Day Schools First Aid	16/06/2024	745
Residential	Freya	THORNTON	Half Day Schools First Aid	07/11/2025	686
Residential	Katie	TRAVERS	Half Day Schools First Aid	19/01/2025	686
Residential	Jenna	VAN DORT	Half Day Schools First Aid	20/03/2026	686
Science	Simon	BARKER	Half Day Schools First Aid	16/06/2024	616
Science	Ross	DIBSDALL	Half Day Schools First Aid	28/09/2025	691
Science	Annegret	FINLAY	Half Day Schools First Aid	03/05/2024	691
Science	Lucie	MACARTNEY	Half Day Schools First Aid	16/06/2024	691
Science	Emma	RIVERS	Half Day Schools First Aid	20/03/2026	691
SMET	Rick	Peat	Half Day Schools First Aid	07/11/2025	604
SMET	Andrew	SMITH	Half Day Schools First Aid	28/09/2025	630
Sports	Alex	BLAKEWAY	Half Day Schools First Aid	28/09/2025	648
Sports	Sam	BRUCE	Emergency First Aid at Work	17/04/2024	687
Sports	Ben	CHALLENGER	Emergency First Aid at Work	17/04/2024	648
Sports	Jeannine	FREEME	Half Day Schools First Aid	19/01/2025	648

Sports	Ainslie	HAYLETT	Half Day Schools First Aid	07/11/2025	648
Sports	Rudi	HUYSAMEN	Half Day Schools First Aid	03/05/2024	648
Sports	Jo	OBERTELL	Outdoor First Aid	17/04/2024	687
Sports	David	TYLER	Outdoor First Aid	17/04/2024	711
Support	Sue	HUGHES	Half Day Schools First Aid	21/02/2025	621
Support	Cathy	LENEGHAN	Half Day Schools First Aid	19/01/2025	685
Support	Sarah	MACDONALD	Half Day Schools First Aid	16/11/2023	659
Support	Clare	RADFORD	Half Day Schools First Aid	03/05/2024	633
Support	Sue	TETT	Half Day Schools First Aid	19/01/2025	600
Support	Sandra	YOUNG	Half Day Schools First Aid	16/11/2023	614

**In addition, during term time, there is always a qualified nurse available either in the Health Centre (ext 777) or they can be contacted via reception.**





## FIRST-AID NEEDS ASSESSMENT

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### References:

- A. H&S Executive. First aid at work: The Health and Safety (First-Aid) Regulations 1981. L74 (3<sup>rd</sup> edition) Published 2013.
- B. H&S Executive. First aid at work: Your questions answered. INDG214(rev2) published May 2014.
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### First Aid Environment

#### Geography

St Mary's School Ascot is a girls boarding school set on a single semi-rural 55 acre site in South Ascot, Berkshire. The grounds consist mainly of school buildings, playing fields and light woodland.

#### Numbers

There are 400 pupils aged from 11 to 18. There are 250 employees of which many are part time or peripatetic. For first-aid ratio calculations it would be sensible to assume a maximum of 150 staff on site at any one time. The Rose Theatre will occasionally host events with audiences of approximately 300. During the school holidays numbers of employees and contractors on site fluctuates but for first aid planning a maximum of 50.

#### Hazards

Within the school environment there are a number of potentially increased hazard areas i.e. the science department, food technology kitchen and swimming pool and not accessible to the pupils the maintenance/grounds department workshops and main kitchen. In addition, there are more routine hazards present such as slips and trips and sports injuries.

#### Pupils and Staff

A number of pupils have underlying health conditions such as asthma, diabetes and allergies. These are well known to medical staff, pastoral staff and Heads of House and briefed on an as required basis to other staff such as teaching staff. Employees with a specific medical condition with implications for first aid will be

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consulted in order that other members of staff, and in particular first aiders and school nurses, can be briefed appropriately. For example, there is currently a member of staff who has had a transplant and therefore key members of the school staff are alert to her condition.

### School Trips

The school pupils will take part in numerous school trips whilst attending St Mary’s. These will include away matches, residential and non-residential field trips, Duke of Edinburgh Award expeditions and weekend events off site (such as theatre trips). The school has a fleet of three minibuses and a school car.

### Medical Support

During term time there is a school nurse on duty 24 hours a day. The Bracknell Urgent Care Centre is 4.5 miles away (approximately 13 minutes in normal traffic). Frimley Park Hospital is 6.8 miles away (approximately 16 minutes in normal traffic). Routinely the ambulance service can reach the school promptly within 30 minutes although at busy times for non-urgent calls the wait can exceed 2 hours.

### First Aid Needs

First-aid personnel	Yes/No	Number needed/other considerations
First-aider with a first aid at work (FAW) certificate	Yes	<b>Term time.</b> Routinely school nurse plus five. <b>School holidays.</b> One.
First-aider with an emergency first aid at work (EFAW) certificate	Yes	<b>Term time.</b> Five - to supplement the FAW trained personnel. <b>School holidays.</b> One.
First-aider with additional training (specify)	Yes	<b>Sports First Aid.</b> 1 on duty during matches. <b>Wilderness First Aid.</b> 1 on duty for each DofE expedition unless trip risk assessment deems not required.
Appointed Persons	Yes	Heads of Department (both academic and support) act as the Appointed Person for their department/ area.
First aid equipment and facilities	Yes/No	Number needed/other considerations
First aid kit	Yes	In addition to the equipment held in the school Health Centre: Science department, main kitchen, Orchard Centre, Food Technology laboratory and Estates department.

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		Single person first aid kits in 26 locations across the school site (see Policy for locations)
Additional equipment	Yes	<b>Eye Wash.</b> Science department, maintenance department, art department.
Automated External Defibrillator (AED)	Yes	One – held at Reception with list of trained staff attached.
Travelling first-aid kit	Yes	Three held at Reception
First aid room	Yes	School Health Centre located in main building and open 24 hours a day during term time. Not required during school holidays.

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