

FIRST AID POLICY

1. Introduction

Royal Grammar School Guildford (RGS) and RGS Prep (***‘the School’***) are fully committed to taking all reasonable steps to ensure the health, safety and welfare of their pupils, staff and visitors whilst on the school premises, and when staff and pupils are engaged in off-site visits and activities. As a core element of this, RGS and RGS Prep have a dedicated First Aid Policy, and undertake to promote an approach that is commensurate with modern practice and advice within the context of a school environment, including activities where there will necessarily be an element of risk.

It is the policy of the School to carry out written risk assessments where required to ensure that suitable and sufficient mitigations and provision is provided at all times. These risk assessments are also subject to regular review.

2. Roles and responsibilities

The following key roles and responsibilities apply:

- **The Governing Body:** Ensures the school has an effective First Aid Policy in place. Monitors compliance with health and safety legislation.
- **Heads and Senior Management Team:** Implements the First Aid Policy across the school. Ensures adequate first aid provision, training and resources, and that procedures are in place and lessons learned following any incidents.
- **School Nurse:** Provides professional medical support, maintains care plans for pupils with medical needs, oversees first aid supplies, and advises on health-related procedures.
- **School Office:** During an incident, responsible for contacting First Aiders, maintaining awareness of their locations, and acting as a central point of contact.
- **Estates/Grounds Team:** During an incident, responsible for guiding Emergency Services to the School Office or incident location to ensure rapid access and support during emergencies.
- **All Staff:** Are expected to respond appropriately to accidents and injuries, follow first aid procedures, report incidents accurately, and support pupils in accessing first aid when needed.
- **Parents:** Are expected to inform the school of their child’s medical conditions, provide necessary medication or care instructions, and support the school’s first aid procedures.
- **Pupils:** Are expected to report injuries or health concerns promptly, follow instructions during first aid treatment, and respect the school’s health and safety rules.

- **External Agencies/Visitors:** Are expected to comply with the school's First Aid Policy while on site, report any incidents to school staff, and cooperate during emergencies or health-related interventions.

3. Policy Review

The Schools' Governors have charged the School Health and Safety Committees with reviewing the First Aid policy and procedures regularly and considering what changes may need to be made in the light of termly accident reports and lessons learned exercises.

4. Parent engagement prior to pupil joining

Parents are required to complete a Health Form prior to their child joining either RGS or RGS Prep. This information is recorded directly into their school medical records. At the RGS, they are also asked to consent to the administration of certain medications by the School Nurse. At RGS Prep, parents are asked to consent to the administration of Calpol only.

At RGS Prep, we will **always** contact parents at once if their child suffers anything more than a minor injury (particularly a head injury); if they become unwell during the school day, or if we have any worries or concerns about their health. Parents of Early Years Foundation Stage (EYFS) children will be informed even if their child has a minor accident or graze at school.

At RGS, parents will be contacted by the School Nurse (or a First Aider if the Nurse is absent), should their child be injured or become unwell and need to come home or if we have any concerns about their health. The School Nurse will often advise pupils as to how to proceed with an injury if they are able to remain in school, and will treat illness following a clinical assessment if this means a pupil is able to remain in school. Parents will be emailed regarding significant issues.

5. First Aiders

RGS has a Registered School Nurse based at the RGS during the core school day throughout term time (08:30 – 16:30). They are responsible for providing First Aid advice to pupils. In addition, there are qualified First Aiders working across each of the school sites.

Staff are considered First Aiders if they have a valid Paediatric First Aid (for EYFS), First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) qualification. A full list of all first aiders is provided in **Appendices 3 and 4**. Lists of qualified First Aiders are also displayed on notice boards around the school (RGS). Their training is renewed every three years. A record of all First Aiders is also held by the School Nurse and the Health & Safety Manager.

Everyone at RGS has access to the Medical Room which is led by the School Nurse. They are responsible for any medical care or first aid that your child may require during the school day (08:30 – 16:30). A separate medical room is available at the Prep and Pre-Prep Schools for pupils requiring medical treatment during the school day.

6. First Aid Boxes

First aid boxes are placed in all areas of each School where an accident is considered possible or likely (such as the Sports Hall or the Science Department), as well at the main reception of each school. First aid boxes are also held at Bradstone Brook. First aid kits are available to take on school trips and to offsite sporting events. All first aid boxes at RGS and Bradstone Brook are regularly checked and restocked by the School Nurse. First aid boxes and medical room supplies at RGS Prep and Pre-Prep are monitored and restocked by the Front Office team. Full details of first aid box locations can be found in **Appendices 1 and 2**.

7. Access to First Aid

All new pupils (and staff) are told how to access help in the event of an accident as part of their induction into the school. The accident reporting procedure is shown in **Appendices 7 to 9** for instances where a First Aider is required as a matter of urgency or to attend the location of an injured or ill person. The respective School Office should be contacted with clear instructions as to what is required. The School Nurse is usually responsible for calling an ambulance; however, in an emergency, the member of staff witnessing the incident should make the call and then dispatch another member of staff or competent pupil to inform the School Office (similar action should be taken if the police are required).

It is the responsibility of the School Office to have sufficient knowledge of the location of First Aiders so that they can immediately arrange for one to attend the incident.

When the Emergency Services are called a member of the Estates/ Grounds Team (or another member of staff or competent pupil) should be dispatched to await their arrival and guide them to either the School Office or the location of the incident. This arrangement ensures that no time is lost in getting professional help to the place it is needed.

8. The Role of the School Nurse

If first aid is required, it should be administered by the nearest available First Aider. At no time should any member of staff attempt to contact the School Nurse directly for first aid; they could be on any one of the school sites (or travelling between them) and time may be wasted telephoning them rather than summoning a First Aider known to be available on site. However; if an injury is thought to be serious, the School Nurse should be advised by phone at the earliest opportunity after all other arrangements have been put in place so that, if possible, they can attend the scene and accompany the individual to hospital

or oversee their care until parents can be contacted. Where this is not possible, another member of staff will need to act 'in loco parentis'.

9. Calling an Ambulance

At RGS the School Nurse (or First Aider) is normally responsible for summoning an ambulance and for escorting the pupil to hospital. All members of staff are advised during their induction that if the School Nurse is unavailable they should summon an ambulance themselves. Full details of the RGS emergency procedures can be found in **Appendix 7**. Details of the emergency procedures for Bradstone Brook can be found in **Appendix 8**, and for Stoke Park in **Appendix 9**.

At RGS Prep, the staff member attending or a First Aider is responsible for summoning an ambulance. In either instance, and at either school, the respective School Office must also be informed in order that the attending paramedics can be swiftly guided to the scene of the incident (**Appendix 7**). A member of staff will always stay with a pupil in hospital until their parents have been contacted.

10. Concussion and Head Injuries

RGS follows national guidelines for concussion, if a pupil suffers a suspected concussion parents will be contacted via email by Return2Play (if they are signed up to this service) or by the School Nurse to inform them of the injury and any other concerns if present. A parent will be expected to collect a pupil from school who is deemed to be symptomatic with suspected concussion. All pupils from year 3 and above at RGS Prep are signed up to R2P, and parents receive an email from them where the school registers a suspected head injury.

Specific procedures are in place for sporting activities at Bradstone Brook and Stoke Park (**Appendices 8 and 9**). The concussion policy is available on request.

11. Emergency Medical Treatment

In accepting a place at either School, we require parents to authorise the Headteacher, or a Deputy Headteacher acting on their behalf, to consent (on the advice of an appropriately qualified medical specialist) to their child receiving emergency medical treatment, including a general anaesthetic and any surgical procedure under the NHS, if we are unable to contact them.

12. Reporting an Accident

Accidents should be reported through the completion of an Accident Report Form found on the school IT system in the Health & Safety pages. This will be monitored by the Health & Safety Manager, with all relevant information being forwarded to the School Nurse where required. Some incidents and injuries must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Responsibility for the completion and submission of all

RIDDOR reports is the responsibility of the School Nurse and the Health & Safety Manager. A flowchart detailing this process can be found in **Appendix 5**.

13. Children with Medical or Special Education Needs who require adjustments

Where a child has specific medical needs, special educational needs or requires any special adjustments, we will invite their parents to a meeting with the respective Head of Year, the School Nurse and the School's Head of Learning Support and any outside Specialist who has been involved with his care previously, well before they join the School, to discuss their individual care needs. Where appropriate an Individual Healthcare Plan (IHCP) will be written. These will be reviewed at least annually. Parents are asked to inform the School Office if their child has a medical condition which necessitates regular access to medication. The relevant staff will be informed, in confidence, of any medical condition that is likely to affect the pupil in any area of school life and we will work with parents in putting arrangements in place that work best for them. Pupil's medical information is only shared with parental consent (unless there are safeguarding concerns). Staff are made aware of any children suffering from any potentially life-threatening conditions such as diabetes, asthma, epilepsy or allergies which could give rise to anaphylaxis, and the emergency procedures to be followed.

14. Childhood immunisation Schedule

Parental consent will be sought from time to time to administer immunisations recommended by the Department of Health. These are in general, Flu (first to fifth form), HPV (second form) and diphtheria, tetanus, polio and meningitis ACWY (third form).

15. Medical Records

Records are kept of all treatment and immunisations that a child receives during their time at the school; we also record all accidents and injuries and any medication given to them. All paper medical records will be stored until their 25th birthday and then destroyed. Records are also kept of all accidents and injuries and the accident reporting and investigation procedure is reviewed regularly to minimise the likelihood of similar accidents occurring. Medical conditions for pupils are recorded on the medical database and are visible to staff when looking at pupil information for the purposes of trips and sport.

16. Management of Pupils with Medical Conditions

RGS and RGS Prep aim to provide all pupils with medical conditions the same opportunities as other pupils to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Pupils with medical conditions are encouraged to take responsibility for their condition at the earliest opportunity with the support of members of staff. All staff are aware of the most common serious medical conditions and understand their duty of care to pupils in the event of an emergency i.e. anaphylaxis, asthma attacks, diabetes and epilepsy. Refresher training is provided by the School Nurse or other qualified personnel.

17. Pupil Medication in School

At the RGS pupils are encouraged to be responsible for their own medication. If parents would like the medication to be administered by the School Nurse or another member of staff the medication must be clearly labelled with the pupil's name and date of birth. The dose of the medication and when it is to be administered should also be clearly stated on the label. A **'Consent to Administer Medication'** form must also be completed. The School Nurse can administer those medications consented to in the **'Health at RGS/ RGS Prep'** document sent to all parents when their child starts at the School. In the absence of the School Nurse, first aiders/ office staff may administer paracetamol, antihistamine and Strepsils following guidance outlined in the **'Policy for Administration of Medicines'**.

Pupils at RGS must carry their emergency medication (e.g. EpiPens or asthmas inhalers) on their person at all times. Emergency medication (e.g. spare EpiPens) is also readily accessible in the Medical Room. Emergency Adrenaline Auto-Injectors (epipen®300mcg) are available should there be an issue with a pupil's own medication, or if finding it would cause unnecessary delay in administration (see **Appendix 6**). Electronic parental consent to administer these will be sought for those pupils with known anaphylaxis.

If pupils are self-administering medication during the school day their tutor and school nurse must be informed and they must complete an administration of medicines assessment with the School Nurse on the day they bring the medication to school. Medication **MUST** be in its original packaging with any prescription label attached and dosing information clearly visible.

At RGS Prep, Parents are asked to inform the School Office if their child has a medical condition which necessitates regular access to medication. All medicines must be handed in to the Front Office, together with a completed copy of the medication consent form (**Appendix 11**). Medicines must not be kept by pupils unless an emergency medication. Emergency medications may also be kept in the medical room and will be taken by a nominated First Aider to every external event that a pupil attends.

All relevant members of staff will be informed, in confidence, of any medical condition that is likely to affect a pupil in any area of school life and we will work with parents in putting arrangements in place that work best for him.

18. Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children.

Staff bringing medication into school for their own use should ensure that all personal medication is clearly labelled, stored securely in staff offices (apart from emergency medication they keep on their person) and not accessible to, nor falls into the hands of, the pupils.

19. Illness / Infection Control and Hygiene Procedures

19.1 Diarrhoea and/or vomiting

Parents are requested to keep their child at home following an episode of diarrhoea and/or vomiting for 48 hours after symptoms have disappeared, making sure that they contact the School Office and the School Nurse on the first day that they are ill. An ill child will not be happy in school and will potentially further spread infection. We will, therefore, contact parents and ask that they collect their child if they become ill during the school day. Parents are also asked to keep their children at home if they have a temperature above 38°C until they have been free of this for 24 hours without the need for medication.

19.2 Covid-19

Both Schools follow Government and DfE guidance in relation to the control measures to reduce the likelihood of spread of the SARS-CoV2 virus (more commonly known as Coronavirus or Covid-19).

19.3 General principles

In order to prevent the spread of infectious diseases, parents are asked not to send their child to school if they have, or may have, any other condition (e.g. chicken pox, measles, mumps) which may spread within a school environment. The Government website: www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities sets out recommended periods of absence from school in the event of infection and/ or illness. If in doubt as to whether a child should be sent to school, parents are asked to telephone the School office for advice. If a pupil has an infectious disease, staff will be notified via email.

Normal hygiene procedures should be followed when administering first aid, these should include the use of disposable gloves where possible. First Aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty; they should always wash their hands before and after applying a dressing.

Face shields, if available, should be used by First Aiders when delivering rescue breaths during CPR, however resuscitation should not be withheld in an emergency because a face shield is unavailable, it is now recognised that compression only CPR is of some benefit for a short period of time. Splashes of blood on the skin should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of cold water.

On the games field, plastic water containers with pouring spouts should be used. This will facilitate exposure of a muddy wound and allow a decision to be made regarding further treatment.

Surfaces contaminated with blood should be cleaned using appropriate personal protective equipment. Whenever blood, vomit or other body fluids have to be mopped up, disposable plastic gloves and an apron should be worn and paper towels used. All minor cuts or weeping skin lesions/ abrasions should be covered with a waterproof plaster or other suitable dressing.

Staff should familiarise themselves with the document 'Guidance on First Aid for Schools' which can be found at: [First aid in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/first-aid-in-schools)

Reviewed by: **Governors**
 Senior Deputy Head (RGS)
 Head (RGS Prep)
 Director of Finance and Operations
 School Nurse
 Health and Safety Manager

Date of review: **25/07/2025**

Date of next review: **Trinity 2026**

Appendix 1 – First Aid Box Locations (RGS)

North Side of High Street

Study Area (U01)	Library	Great Hall	CCF Store	Sports Hall Lobby
S01	S06	F01	F07	G03
G07	G08	G09	G11	G13
G15	G16	G19	L01	L03

Further first aid equipment is also located in the Medical Room

South Side of High Street

Old Building (opposite Beckingham)	Old Building (Austen Room)	JBB Entrance Lobby	JBB G01
JBB G02	JBB G03	Recital Room	Art School Foyer
Art School A1	Art School A2	Art School A4	Sixth Form Centre

Bradstone Brook

Referee's Room	Grounds Workshop	Staff Changing Room	Pavilion Kitchen
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All games staff running a team are now also equipped with their own First Aid kits.

Appendix 2 – First Aid Box Locations (RGS Prep)

Prep School

Medical Room	Front Office	Markham House (top of stairs)	Sports Hall (opposite entrance doors)
LPS	Art Room (inside)	Art Room (outside)	Science (lab 1)
Dining Hall (inside)	Dining Hall (outside)	D&T workshop	

Pre-Prep School

Medical Room	Staff Kitchen	Upper Floor (Year 2)	Nursery
Pupils' Toilet	Performance/ Dining Hall	Shell (Ground Floor)	Upper Floor (Year 1)

Appendix 3 – List of First Aid Qualified Personnel (RGS and Bradstone Brook)

SURNAME	FORENAME	Qualification	Expires
Baggs	Matthew	EFAW	May 2026
Baker	Sam	EFAW	May 2028
Beever	Steve	EFAW	April 2027
Beech	Jill	EFAW	May 2026
Black	Richard	EFAW	June 2027
Bolton	Rachel	EFAW	May 2027
Bottari	Chiara	EFAW	Jun 2025
Bownes	Gemma	EFAW	May 2026
Burns	Sam	EFAW	May 2025
Busby	Ingrid	FAW	July 2027
Callaghan	Bart	EFAW	May 2028
Chambers	Dale	EFAW	May 2027
Colebrook	Andrew	EFAW	May 2027
Cover	Giles	EFAW (SE)	May 2027
Cowx	Dai	EFAW	May 2026
Cuthbertson	Emma	EFAW	May 2026
Dann	Nicola	ROFA	May 2026
Davies	Jon	EFAW (SE)	May 2028
Doyle	Sally	EFAW	June 2027
Dudley	Ben	EFAW (SE)	May 2027
Dugdale	Will	EFAW	June 2027
Christopher	Eyre	EFAW	Feb 2027
Fanti-Byrne	Giulia	EFAW	Dec 2026
Farthing	Tamsin	EFAW	April 2027
Fernandes	Wellington	EFAW	Feb 2027
Fishpool	Tom	EFAW	May 2026
Foster	Timothy	EFAW	May 2028
Gaynor	Simon	EFAW	May 2027
Golding	Rebecca	EFAW	Feb 2027
Gonzalez	Nuria	FAW	Oct 2026
Gough	Nick	EFAW	May 2025
Goul-Wheeker	Natacha	EFAW	May 2026
Hanak-Hammerl	Martin	EFAW	June 2027
Hodson-Walker	Jessica	EFAW	Oct 2026
Holland	Laurence	EFAW	Apr 2027
Hood	James	EFAW	May 2026
House	Nick	EFAW	Apr 2027

SURNAME	FORENAME	Qualification	Expires
Kelly	Justin	EFAW	May 2027
Kenyon	Emma	EFAW	May 2027
Khan-Evans	Farida	EFAW	Apr 2027
Kidgell	Shelley	EFAW	May 2027
Kirkland	Alastair	EFAW	May 2025
Lau	Wai-Shun	EFAW	May 2026
Lemaire	Richard	ROFA	May 2026
Lewin	Mairi	EFAW	Jun 2025
Ling-Winston	Stephen	EFAW	May 2027
Lowe	Adam	EFAW	Dec 2025
Lyons	Paul	FAW	Aug 2025
Lythgoe	Jaime	EFAW	May 2028
Mansfield	Christopher	FREC	Dec 2027
Marchiafava	Julien	EFAW	May 2028
Mayer	Ingrid	EFAW	April 2027
McClean	Nancy	EFAW	May 2027
McEwan	Elizabeth	FAW	Jun 2026
McGeady	Chloe	EFAW	May 2026
Morris	Christian	EFAW	Feb 2027
Mundell	Brad	EFAW	Feb 2027
Nathan	Phil	EFAW	June 2027
Odhams	Nina	EFAW	May 2027
Owens	Tom	EFAW	Jun 2024
Patel	Naishal	EFAW	May 2028
Pontin	Sharon	ECP/ FAW(I)	May 2027
Poon	Andy	FAW	Aug 2025
Poon	Karen	EFAW	Oct 2025
Presley	Richard	EFAW	May 2026
Rathmell	Rebecca	EFAW	May 2027
Rivers	Karl	EFAW	June 2027
Rossiter	Ian	EFAW	Apr 2027
Royds	Michael	ROFA	Sept 2025
Scampton	Craig	FREC	Dec 2027
Shepherd	Ruth	EFAW	May 2028
Shimell	Tom	FAW	Jun 2026
Sisca	Roberto	EFAW	May 2027
Spencer	Gemma	ROFA	May 2026
Stratford	James	EFAW	Apr 2027
Straw	Emma	EFAW	May 2027
Strivens	Nicola	EFAW	May 2027

SURNAME	FORENAME	Qualification	Expires
Tarasewicz	Henrietta	EFAW	May 2026
Thorpe	Jill	FAW	Jun 2026
Underwood	Jon	FAW	Jun 2026
Varney	Jonah	EFAW	May 2026
Wakeling	Charlie	EFAW	May 2028
Waters	Ruth	EFAW	Jun 2025
Webster	Desire	EFAW	May 2026
Whall	Louise	EFAW	May 2025
Whicher	Martin	FAW	Aug 2026
Wigram	Helen	EFAW	June 2027
Wijesinghe	Thishani	EFAW	May 2025
Williams	Alison	EFAW	May 2027
Winterburn	Kathleen	EFAW	April 2027
Witts	James	EFAW	April 2027
Woodman	Alison	EFAW	May 2027
Woodman	Adrian	EFAW	May 2028
Wright	David	EFAW	May 2026
Yetman	Steve	FAW	Apr 2027

FAW = First Aid at Work EFAW = Emergency First Aid at Work

EFAW (SE) = Emergency First Aid at Work (Sports Emphasis)

ECP = Expedition Care Program (incl. FAW and FAW Instructor (FAW(I)))

Appendix 4 – List of First Aid Qualified Personnel (RGS Prep and Pre-Prep)

SURNAME	FORENAME	Qualification	Expires
Alvarado	Antonia	Paediatric First Aid	Apr 2028
Bahari	Erni	Paediatric First Aid	Nov 2026
Bennett	Amy	Paediatric First Aid	Nov 2027
Bridge	James	Paediatric First Aid	Nov 2027
Bugler	Jessica	Paediatric First Aid	Apr 2028
Dix	Barbara	Paediatric First Aid	Nov 2026
Barry	Daniel	Paediatric First Aid	Nov 2026
Beazley	Benjamin	Paediatric First Aid	Nov2026
Bingham	Jane	Paediatric First Aid	Nov 2626
Cairncross	Steven	Paediatric First Aid	Nov 2026
Chalmers	Elspeth	Paediatric First Aid	Apr 2028
Creal	Hannah	Paediatric First Aid	Nov 2026
Dias	Zarifo	Paediatric First Aid	Apr 2028
Dwyer	Nick	Paediatric First Aid	Nov 2026
Dyason	Katherine	Paediatric First Aid	Nov 2026
Edmonds	Claire	Paediatric First Aid	Nov 2026
Fenton	Isabelle	Paediatric First Aid	Nov 2026
Ford	Sian	Paediatric First Aid	Nov 2027
Freeman-Day	Toby	Paediatric First Aid	Nov 2026
Fox	Elliot	Paediatric First Aid	Apr 2028
Hague	Andrew	Paediatric First Aid	Nov 2026
Hatton	Teri	Paediatric First Aid	Nov 2026

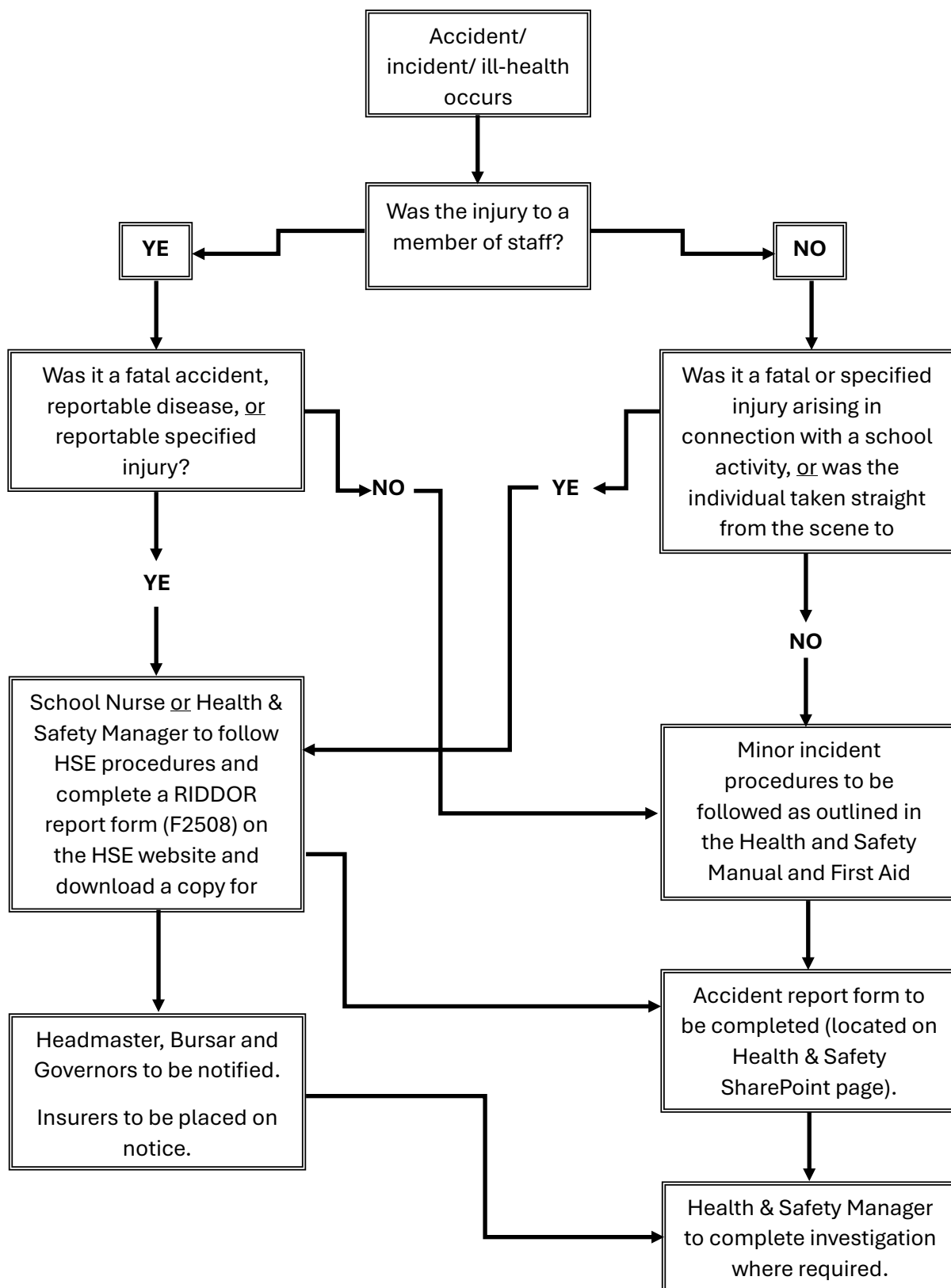
Hemley	Rachael	Paediatric First Aid	Apr 2028
Hills	Victoria	Paediatric First Aid	Nov 2026
Holliday	Sarah	Paediatric First Aid	Nov 2026
Hough	Sarah	Paediatric First Aid	Nov 2026
Hussain	Aminah	Paediatric First Aid	Nov 2027
Hutchings	Pip	Paediatric First Aid	Nov 2026
Irving	Tanya	Paediatric First Aid	Nov 2026
Jones	Sammy	Paediatric First Aid	Nov 2026
Kelly	Adriana	Paediatric First Aid	Apr 2028
Key	Amelia	Paediatric First Aid	Apr 2028
Kirkpatrick	Helen	Paediatric First Aid	Nov 2026
Lanson de Breuille	Susan	Paediatric First Aid	Nov 2026
Lucas-Haynes	Valerie	Paediatric First Aid	Nov 2026
Lynch	Louis	Paediatric First Aid	Nov 2026
MacConnol	Debbie	Paediatric First Aid	Nov 2026
MacDonald	Laura	Paediatric First Aid	Nov 2026
Mendoza	Nicola	Paediatric First Aid	Nov 2026
Millar	Charlotte	Paediatric First Aid	Nov 2026

SURNAME	FORENAME	Qualification	Expires
Mills	Connor	Paediatric First Aid	Nov 2026
Moore	Adam	Paediatric First Aid	Nov 2027
Pembrey	Catherine	Paediatric First Aid	Nov 2026
Peters	Penny	FAW	Oct 2026
Petersen	Jo	Paediatric First Aid	Nov 2026
Reukers	Grace	EFAW	Nov 2026
Reynolds	Kate	EFAW	Nov 2026
Roberts	James	FAW	Mar 2028
Sadler	Nicola	Paediatric First Aid	Nov 2026
Saville	Chris	EFAW	Nov 2026
Scott	Jackie	Paediatric First Aid	Nov 2026
Self	Rebecca	Paediatric First Aid	Nov 2026
Stewart	Alison	Paediatric First Aid	Nov 2026
Sweetland	Sam	Paediatric First Aid	Apr 2028
Tappin	Jo	Paediatric First Aid	Nov 2027
Throssell	Lynne	Paediatric First Aid	Nov 2026
Traylen	Tina	Paediatric First Aid	Apr 2028
Tucker	Jasmin	Paediatric First Aid	Nov 2027
White	Grace	Paediatric First Aid	Apr 2028
Williams	Nick	EFAW	Nov 2026
Wright	Hannah	Paediatric First Aid	Apr 2028

FAW = First Aid at Work

EFAW = Emergency First Aid at Work

Appendix 5 – Accident Reporting Procedure Flowchart



Appendix 6 – Location of Emergency Adrenaline Auto Injectors and Automated External Defibrillators (AEDs)

Location of Emergency Adrenaline Auto Injectors:

- Great Hall
- Medical Room
- Art Block
- Bradstone Brook

Location of Automated External Defibrillators:

- Old Building – outside Beckingham
- Main School Reception
- RGS Sports Hall – outside staff base
- Bradstone Brook – pavilion medical room
- RGS Prep – medical room
- RGS Pre-Prep – front office

Appendix 7 – First Aid Action Notice (RGS and RGS Prep)

In all cases where first aid needs to be summoned in school hours:

Report to the School Office not the Nurse.

- The School office to find and dispatch a First Aider – the Nurse will be the first choice if available.
- If the incident appears serious, call the emergency services and inform the School Office.
 - The School Office will dispatch a member of the Caretaking or Estates Team to lower the bollards and meet the arriving personnel.
 - School Office to get as much detail about the incident as possible, specifically the identity of any ill or injured party.
 - Emergency personnel to go to the School Office and from there to be immediately taken to the incident and given as much briefing as is available on the way.
 - Obtain senior management input to arrange for parents/relatives to be advised.
- Accident Report form to be completed and relevant sections filled in by the First Aider or the First Aider leaves mini report for the School Nurse to enter in medical records.

In all cases where first aid is required outside school hours:

- Use any First Aider, if one can be found promptly, otherwise if it appears safe to do so take the ill or injured party to the Royal Surrey County A&E Department or if in doubt or if it is clear that professional assistance is required on site, call the emergency services and follow the bullet points above to meet the arriving personnel as if the school office.

Appendix 8 – First Aid Action Notice (Bradstone Brook)

In all cases where first aid is needed and trained First Aid providers are on site:

- Summon the fully trained physiotherapist or First Aider and follow their advice about treatment and/or follow-up.
- If hospitalisation is required, advise the teacher in charge of games who will
 - Advise parents/relatives and, later, the Headmaster and
 - During the week, and if the School Nurse is available, ask them to meet the ambulance at the A&E Department to release the attending member of staff and to act in 'loco parentis' until parents / relatives arrive.

In all other cases where first aid is needed:

- Locate the nearest First Aider by shouting for help.
- When it appears necessary, arrange for the emergency services to be called then;
- Despatch a member of staff or senior pupil to greet the arriving personnel and direct them to the scene and
- If the incident appears serious, summon further assistance, stopping games to release staff, if necessary.
- If hospitalisation is required, a member of staff to accompany injured party and act in 'loco parentis' until assistance arrives and
- Advise the Master in Charge of games who will advise parents/relatives and, later, the Headmaster and
- During the week, if the School Nurse is available, ask them to meet the ambulance at the A&E department to release the attending member of staff and to act in 'loco parentis' until parents/relatives arrive.

In all cases:

- Do not allow those with apparent head injuries to go home unescorted. Parents must be contacted and be given concussion advice if a concussion is suspected and pupils must be added to the concussion management system. The School Nurse must be informed by email and the student advised to see the nurse the next school day.
- Accident Report form to be completed and relevant sections filled in by the member of staff in charge and passed to the School Nurse or the member of staff in charge emails a mini report for the School Nurse to enter in medical records.

Appendix 9 – First Aid Action Notice (Stoke Park)

No games should take place at Stoke Park without there being at least two responsible adults present, one of which must be a First Aider. A working mobile phone must be carried to site.

In all case where first aid needs to be summoned in school hours:

- Immediately call a/the First Aider for assistance.
- If in doubt or it is clearly necessary, ask for emergency services to be called.
- If the incident appears serious, summon further assistance via the School Office
 - If practical, without leaving pupils unsupervised, dispatch a member of staff to meet the arriving emergency services personnel.
 - Obtain as much detail about the incident as possible, specifically the identity of any ill or injured party.
 - Obtain senior management input to arrange for parents/relatives to be advised.
 - If hospitalisation is required, a member of staff to accompany injured party and act in 'loco parentis' until assistance arrives.
- Report progress and /or outcome to the School Office who will advise the Headmaster.
- Accident Report form to be completed and relevant sections filled in by the First Aider and passed to the School Nurse or the First Aider leaves mini report for the School Nurse to enter in medical records.

In all cases where first aid is required outside school hours:

- Use any First Aider, otherwise if it appears practical and safe to do so, take the ill or injured party to the Royal Surrey County A&E Department or
- If in doubt or if it is clear that professional assistance is required on site call the emergency services and
- Follow the bullet points above to meet the arriving personnel.
- The Master in Charge is to advise parents of the incident.
- Advise the Head or duty member of the Senior Management Team as soon as possible thereafter.

Appendix 10 – Parental Agreement for School to Administer Medication (RGS)

ROYAL GRAMMAR SCHOOL

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

The school will not administer medication to your child unless you complete and sign this form.

DETAILS OF PUPIL:

Surname _____ Date of Birth _____

Forename(s)

Address

Medical condition or

illness _____

MEDICATION

Note: medicines must be in the original container as dispensed by the pharmacy

Name / type of medicine (as described on the container)

Date dispensed _____ Expiry date _____

How long will your son need to take this medication?

Dosage and method of administration

Timing _____

Self-administration YES / NO (delete as applicable)

Special precautions

Side effects

Procedures to take in an emergency

Medication for administration must be given to the School Nurse.

I accept that this is a service that the school is not obliged to undertake.

I will inform the school in writing if there is any change in dosage or frequency of administration of the medication or if the medicine is stopped.

Signature of parent / guardian _____

Date _____

***Please deliver this form, together with your child's medication,
to the school office at the start of the school day.***

Appendix 11 – Medication Consent Form (RGS Prep/ Pre-Prep)



Please complete and deliver this form, together with your child's clearly labelled medication, to the school office at the start of the school day. **(Medication is only accepted with original container instructions.)**

- I accept that this is a service that the school is not obliged to undertake.
- I will inform the school in writing if there is any change in dosage or frequency of administration of the medication, or if the medicine is stopped.
- I understand that all medication will be secured in a locked cabinet or fridge in the medical room.
- I will collect all remaining medication from the office as soon as no longer required and understand that all medication is disposed of at the end of each term if it has not been collected.

Pupil name:					
Date of birth:		Age:		Form:	
Condition or illness:					
Name of medication:				Expiry date:	
Dosage:				Completion date:	
Parent/carer name:					
Parent/carer contact no.					
Relationship to pupil:					
Any special instructions:					
Signature and date:					