

FIRST AID & MEDICAL CARE POLICY

Applicable to:	RGS Guildford RGS Prep, including EYFS
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Date of last review:	August 2026
Date of next review:	Trinity 2027

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1. Introduction

Royal Grammar School, Guildford (RGS) and RGS Prep ("the School") are committed to safeguarding the health, safety and welfare of pupils, employees, volunteers, contractors and visitors.

Throughout this document, the terms 'child', 'pupil' or student' are used to refer to all those attending the School. At the time of publication, the school is a boys' school but is preparing to become co-educational. Nursery, Reception (Shell) and Year 3 at RGS Prep, and Year 12 (Lower Sixth) at RGS Senior will become co-educational from September 2027. Year 7 (1st Form) at RGS Senior will become co-educational from September 2028.

As part of this commitment, the School maintains appropriate arrangements for first aid, medical care and emergency response to ensure that prompt and effective assistance can be provided in the event of illness, injury or medical emergency.

This policy should be read alongside the School's Health and Safety Policy, which sets out the School's wider approach to managing health and safety risks and complying with its statutory duties. It should also be read in conjunction with the School's Allergy and Anaphylaxis Policy and Concussion Recognition and Management Policy, which contain specific arrangements for the management of those conditions.

The School undertakes to maintain first aid and medical care provision that is appropriate to the nature of its activities and the needs of its community, taking account of relevant legislation, guidance, risk assessments and individual needs. Arrangements are reviewed periodically and whenever significant changes occur to the School's operations, activities or risk profile.

Where required, the School will undertake and maintain suitable and sufficient risk assessments to identify first aid and medical needs and ensure that appropriate personnel, training, equipment, facilities and procedures are in place.

2. Roles and responsibilities

Overall health and safety responsibilities are set out in the School's Health and Safety Policy. This First Aid Policy supplements those arrangements and sets out specific responsibilities relating to first aid provision and emergency response.

The following first aid-specific responsibilities apply:

- **The Governing Body** is responsible for ensuring that appropriate first aid arrangements are in place and that the School meets its legal obligations.
- **The Headmaster**, supported by the Head of Prep, Senior Deputy Head and Director of Finance and Operations, is responsible for ensuring that suitable first aid provision, facilities, equipment and trained personnel are available across all School sites and activities.
- **The Health and Safety Manager** is responsible for monitoring the effectiveness of first aid arrangements, supporting first aid risk assessments, reviewing accidents and incidents, monitoring compliance and recommending improvements where required.

- **Appointed First Aiders** are responsible for providing first aid within the scope of their training, responding to incidents when required, maintaining their qualifications, completing required records and reporting concerns relating to first aid provision, equipment or procedures.
- **The School Nurse** for the Senior School is responsible for providing professional medical support, maintaining appropriate medical records and Individual Healthcare Plans (IHCPs) for Senior School pupils, overseeing first aid supplies and advising on health-related procedures.
- **The School Office** at Prep (and on occasion at our Senior site) acts as a central point of contact during incidents and assists with communication, coordination and contacting parents where required.
- **The Estates Team** supports emergency response arrangements, including assisting emergency services in locating and accessing incidents.
- **All Staff** are responsible for following first aid procedures, summoning assistance when required, reporting accidents and supporting pupils and colleagues to access appropriate first aid.
- **Parents** are responsible for providing accurate and up-to-date medical information and informing the School of any changes to their child's medical needs, medication, treatment plans or emergency contact details.
- **Pupils** are expected to report injuries, illness or health concerns promptly and follow reasonable instructions given by staff providing first aid.

3. Medical Information and Communication with Parents

As part of the admissions process, parents are required to provide relevant medical information and consent to the School's first aid and medical arrangements. This information is recorded within the School's medical records system and is used to support the safe care of pupils whilst at School and on School activities.

Parents are responsible for ensuring that the School is informed promptly of any changes to medical conditions, medication, treatment plans or emergency contact details.

The School will communicate with parents where a pupil becomes unwell, sustains a significant injury, receives significant first aid treatment, requires medical assessment or where staff have concerns about their health or wellbeing.

At RGS Prep, parents will be informed if their pupil becomes unwell during the school day, sustains an injury requiring more than minor first aid, or if staff have any concerns about their health or wellbeing. In accordance with EYFS requirements, parents of Early Years Foundation Stage (EYFS) pupils will be informed on the same day, or as soon as reasonably practicable thereafter, of any accident or injury sustained at School and of any first aid treatment administered.

At RGS, pupils are encouraged to take increasing responsibility for managing their own health and wellbeing, supported by the School Nurse and pastoral staff. Parents will be contacted where a pupil becomes unwell and needs to go home, sustains a significant injury, requires medical assessment or treatment, or where there are concerns regarding their health or wellbeing. Communication will normally be made by the School Nurse or, in their absence, an appropriately trained member of staff.

Pupils may receive first aid, medical assessment and appropriate advice whilst remaining in School where this is considered suitable. Parents will be informed of significant medical issues, injuries, treatment provided or other matters requiring parental awareness or follow-up.

4. First Aid Staffing Provision

RGS has a Registered School Nurse based at the RGS (Senior) site during the core school day throughout term time (08:30–16:30). The School Nurse is responsible for providing medical support and first aid advice to pupils on the Senior site.

The School also maintains sufficient numbers of qualified First Aiders to meet the needs identified through its first aid risk assessment and to ensure appropriate coverage across all sites, activities and school hours. Staff are regarded as First Aiders where they hold a valid:

- Paediatric First Aid qualification;
- First Aid at Work (FAW) qualification; or
- Emergency First Aid at Work (EFAW) qualification.

First Aid qualifications are renewed as required by the awarding body and applicable guidance and a record of qualified First Aiders is maintained by the Health and Safety Manager. Full lists of First Aiders are included within the appendices to this policy and displayed appropriately across School sites.

At RGS site, pupils have access to the Medical Room, which is managed by the School Nurse. Separate medical facilities are available at RGS Prep and Pre-Prep for pupils requiring medical treatment during the school day.

5. First Aid Equipment

First aid boxes are provided in locations identified through the School's first aid risk assessment, including areas where there is an increased likelihood of injury due to the activities undertaken. This includes sports facilities, science areas, reception points and other appropriate locations. Additional first aid kits are provided for educational visits, sporting fixtures and other off-site activities.

The School Nurse is responsible for monitoring and replenishing first aid supplies at RGS Senior site and Bradstone Brook. Equivalent arrangements are maintained at RGS Prep and Pre-Prep through the Front Office team. Details of first aid box locations and medical facilities are provided in the appendices to this policy.

6. Accessing First Aid and Emergency Medical Assistance

All pupils and staff are informed during induction how to obtain first aid assistance.

The School adopts a whole-school approach to first aid, ensuring that appropriately trained First Aiders are available across all sites and activities. Where first aid is required, the nearest available qualified First Aider should respond. Staff should not delay treatment whilst attempting to locate a specific individual.

Where immediate assistance is required, the relevant School Office should be contacted and provided with clear information regarding the location and nature of the incident. The School Office is

responsible for coordinating the response, contacting an appropriate First Aider and, where necessary, assisting emergency services in accessing the scene.

At RGS (Senior), where an injury or illness is considered serious, or where clinical input may be beneficial, the School Nurse should be informed at the earliest appropriate opportunity after any immediate first aid or emergency arrangements have been put in place. Where possible, the School Nurse will oversee medical care, provide clinical advice and support communication with parents and healthcare professionals.

At RGS Prep, first aid provision is delivered by appropriately trained First Aiders and designated members of staff. Where necessary, parents will be contacted and arrangements made for pupils requiring further medical assessment or treatment. Where a serious injury, illness or medical emergency is suspected, emergency services should be contacted immediately. Staff should not delay calling an ambulance whilst attempting to contact another member of staff.

Where a pupil is taken to hospital by ambulance, a member of staff will accompany the pupil or attend as soon as practicable and remain responsible for their welfare until a parent, guardian or other appropriate adult takes over responsibility.

The School will take all reasonable steps to contact parents or those with parental responsibility in the event of a medical emergency. Where necessary, the School may act in loco parentis pending the arrival of a parent or guardian. Healthcare professionals may provide treatment without parental consent where this is immediately necessary to save life or prevent serious deterioration in a pupil's condition and it is not possible to obtain consent in time. Decisions will be made in accordance with the pupil's best interests and applicable legal and professional requirements.

Detailed emergency procedures for individual sites are contained within the appendices to this policy.

7. Allergies and Anaphylaxis

The School recognises that allergies and anaphylaxis may present a significant risk to the health and wellbeing of pupils and therefore maintains specific arrangements for their management.

Pupils with allergies will be supported in accordance with their Individual Healthcare Plan (IHCP) and the School's Allergy and Anaphylaxis Policy. The School maintains supplies of emergency medication, including spare adrenaline auto-injectors (AAIs), and staff receive appropriate training in the recognition and management of allergic reactions and anaphylaxis.

Any suspected allergic reaction or anaphylactic event will be treated as a medical emergency and managed in accordance with the School's Allergy and Anaphylaxis Policy.

8. Concussion and Head Injuries

The School recognises that concussion is a potentially serious brain injury that may occur during sport, recreational activities, educational visits, playground activities and everyday life.

Any pupil who sustains a suspected concussion will be managed in accordance with the School's

Concussion Recognition and Management Policy. Where a concussion is suspected, parents will be informed and appropriate medical assessment and monitoring arrangements will be implemented.

The School uses the Return2Play (R2P) system to support the recording, management and monitoring of suspected concussions and return-to-learn and return-to-sport processes where applicable.

No pupil may return to sport, PE, Games or other higher-risk physical activities following a suspected concussion until they have met the requirements set out in the School's Concussion Recognition and Management Policy.

Specific procedures are in place for sporting activities at Bradstone Brook and Stoke Park (**Appendices 8 and 9**).

9. Reporting an Accident

Accidents should be reported through the completion of an Accident Report Form on the School's Health & Safety system. Reports are monitored by the Health & Safety Manager, with relevant information shared with the School Nurse and other appropriate staff where required.

Certain 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 determining whether an incident is reportable under RIDDOR, and for submitting any required report, rests with the Health and Safety Manager, supported by the School Nurse at the Senior School site and other relevant members of staff as required. A flowchart detailing this process is provided in Appendix 6.

10. Supporting Pupils with Medical Conditions

The School is committed to supporting pupils with medical conditions, special educational needs and disabilities so that they can participate fully in School life wherever reasonably practicable.

Where a pupil has specific medical needs or requires adjustments to support their education, parents are encouraged to discuss these with the School before or shortly after admission. Where appropriate, an Individual Healthcare Plan (IHCP) will be developed in partnership with parents, relevant members of staff and healthcare professionals.

Relevant staff will be informed, in confidence, of medical conditions that may require specific support or emergency intervention. Staff receive appropriate information and training in relation to common medical conditions, including asthma, epilepsy, diabetes, anaphylaxis and other potentially life-threatening conditions.

Pupils are encouraged to take increasing responsibility for managing their own health and medical conditions, with support from parents and the School as appropriate.

11. Immunisations

Parental consent will be sought where immunisations are offered through the School in accordance with national immunisation programmes and public health guidance current at the time.

12. Medical Records

Records are kept of all treatment and immunisations that a pupil receives during their time at the school; we also record all accidents and injuries and any medication given to them. Records are retained in accordance with the School's records management and data retention policies.

Medical conditions and relevant medical information 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.

13. Pupil Medication in School

The School is committed to supporting pupils with medical conditions and managing medicines safely and appropriately. Medicines will only be administered by appropriately trained and authorised members of staff and in accordance with the School's medication procedures, parental consent arrangements and, where applicable, an Individual Healthcare Plan (IHCP).

13.1 Medication at RGS (Senior)

At RGS (Senior), pupils are encouraged to take increasing responsibility for managing their own medication and health needs, with support from parents, the School Nurse and other relevant staff. Where parents wish medication to be administered by the School Nurse or another authorised member of staff, the medication must:

- Be provided in its original packaging.
- Be clearly labelled with the pupil's name and date of birth.
- Include clear dosage and administration instructions.
- Be accompanied by a completed medication consent form where required.

The School Nurse may administer those medications covered by the parental consents provided through the School's medical information processes. In the absence of the School Nurse, appropriately trained First Aiders or designated members of staff may administer certain non-prescription medicines in accordance with the School's Policy for the Administration of Medicines and any relevant parental consents.

Pupils at RGS Senior are expected to carry their emergency medication (for example asthma inhalers) on their person wherever appropriate and in accordance with their IHCP, medical advice and School procedures. Spare emergency medication may also be stored in the Medical Room where appropriate.

Where a pupil wishes to self-administer medication during the school day, the School Nurse (at the Senior school) and/or relevant pastoral staff must be informed. Medication must remain in its original packaging, together with any prescription label and dosing instructions. Arrangements for self-administration will be considered on a case-by-case basis, taking account of the pupil's age, maturity, medical needs and any applicable IHCP.

13.2 Medication at RGS Prep

At RGS Prep, parents must inform the School of any medical condition which requires regular access to medication. All medicines must be handed to the Front Office together with a completed medication consent form. Medicines will be stored securely and administered by appropriately trained members of staff in accordance with the School's medication procedures and any applicable IHCP.

Pupils must not keep medicines in their possession unless this has been specifically authorised by the School as part of an agreed medical arrangement. Emergency medication may be carried by a pupil where appropriate and agreed with parents, the School and any relevant healthcare professionals. Arrangements relating to allergy medication and adrenaline auto-injectors are set out in the School's Allergy and Anaphylaxis Policy.

Emergency medications may also be stored in the medical room and will be taken by a nominated First Aider to off-site activities, educational visits and sporting fixtures attended by the pupil.

13.3 Communication and Medical Information

Relevant members of staff will be informed, on a need-to-know basis and in-line with parental consents, of any medical condition that may affect a pupil's participation in School activities or require emergency intervention. The School will work in partnership with parents and, where appropriate, healthcare professionals to ensure that suitable arrangements are in place to support each pupil's medical needs.

Parents are responsible for notifying the School of any medical condition, medication requirement or change in their pupil's medical needs. Parents must provide any prescribed medication required during the school day and ensure that it is supplied in its original packaging, clearly labelled, and within its expiry date. Parents are also responsible for replacing medication before it expires and for notifying the School promptly of any changes to dosage, treatment or medical advice.

14. 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.

15. Illness / Infection Control and Hygiene Procedures

15.1 Diarrhoea and/or vomiting and High Temperatures

Parents are requested to keep their pupil 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 at

Prep and the School Nurse at the Senior site, on the first day that they are ill. We will 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.

15.2 Coronavirus and infectious disease outbreaks

The School will follow current UK Health Security Agency (UKHSA), Department for Education and other relevant public health guidance in relation to infectious diseases and outbreaks.

15.3 General principles

In order to prevent the spread of infectious diseases, parents are asked not to send their pupil 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 pupil 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.

Where available, face shields should be used when delivering rescue breaths during CPR. However, CPR should not be delayed or withheld solely because a face shield is unavailable. 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 \(www.gov.uk\)](http://www.gov.uk)

16. Policy review

First aid arrangements will be reviewed regularly to ensure they remain appropriate to the needs of pupils, staff, visitors and the activities undertaken by the School.

This policy will be reviewed annually, or sooner where changes in legislation, guidance or the School's circumstances require.

Appendix 1 – 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 2 – 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 3 – 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	241 231	Nursery
Pupils' Toilet	Performance/ Dining Hall	Shell (Ground Floor)	Upper Floor (Year 1)

Appendix 4 – List of First Aid Qualified Personnel (RGS and Bradstone Brook)

SURNAME	FORENAME	Qualification	Expires
Baker	Sam	EFAW	May 2028
Beever	Steve	EFAW	April 2027
Beech	Jill	EFAW	May 2029
Black	Richard	EFAW	June 2027
Bolton	Rachel	EFAW	May 2027
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
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
Foster	Timothy	EFAW	May 2028
Gaynor	Simon	EFAW	May 2027
Golding	Rebecca	EFAW	Feb 2027
Gonzalez	Nuria	FAW	Oct 2026
Goul-Wheeker	Natacha	EFAW	May 2029
Hanak-Hammerl	Martin	EFAW	June 2027
Hodson-Walker	Jessica	EFAW	Oct 2026
Holland	Laurence	EFAW	Apr 2027
House	Nick	EFAW	Apr 2027
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 2029
Ling-Winston	Stephen	EFAW	May 2027
Lyons	Paul	FAW	Mar 2028
Lythgoe	Jaime	EFAW	May 2028
Mansfield	Christopher	FREC	Dec 2027
Marchiafava	Julien	EFAW	May 2028
Mayer	Ingrid	EFAW	April 2027

SURNAME	FORENAME	Qualification	Expires
McClean	Nancy	EFAW	May 2027
Morris	Christian	EFAW	Feb 2027
Mundell	Brad	EFAW	Feb 2027
Nathan	Phil	EFAW	June 2027
Odhams	Nina	EFAW	May 2027
Patel	Naishal	EFAW	May 2028
Pontin	Sharon	ECP/ FAW(I)	May 2027
Poon	Andy	FAW	Mar 2028
Rathmell	Rebecca	EFAW	May 2027
Rivers	Karl	EFAW	June 2027
Roberts	James	FAW	Mar 2025
Rossiter	Ian	EFAW	Apr 2027
Scampton	Craig	FREC	Dec 2027
Shepherd	Ruth	EFAW	May 2028
Sisca	Roberto	EFAW	May 2027
Stratford	James	EFAW	Apr 2027
Straw	Emma	EFAW	May 2027
Strivens	Nicola	EFAW	May 2027
Wakeling	Charlie	EFAW	May 2028
Waters	Ruth	EFAW	Jun 2029
Whicher	Martin	FAW	Aug 2026
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
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 5 – List of First Aid Qualified Personnel (RGS Prep and Pre-Prep)

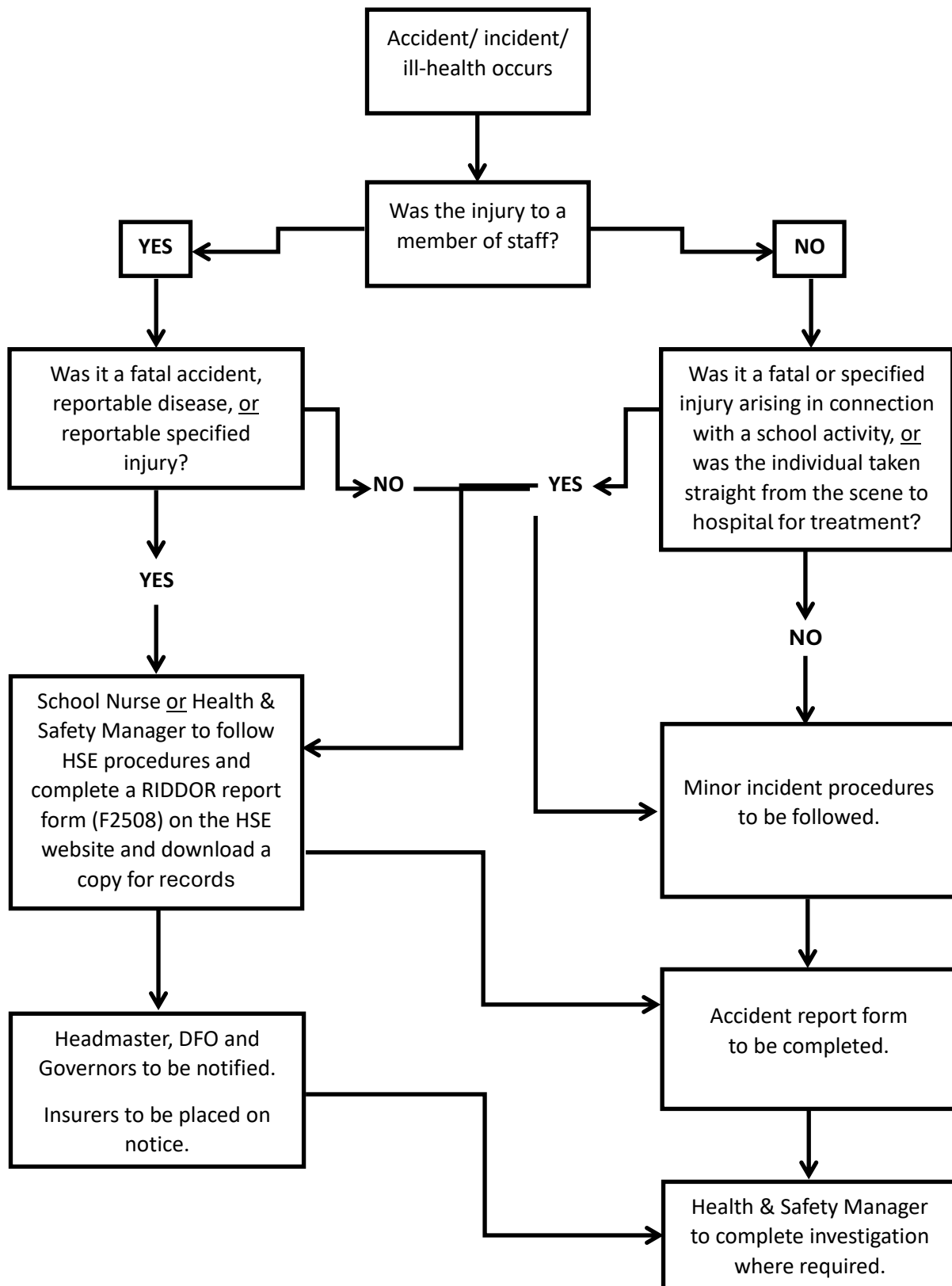
SURNAME	FORENAME	Qualification	Expires
Alvarado	Antonia	Paediatric First Aid	Apr 2028
Bahari	Erni	Paediatric First Aid	Nov 2026
Bennett	Amy	Paediatric First Aid	Nov 2027
Bugler	Jessica	Paediatric First Aid	Apr 2028
Dix	Barbara	Paediatric First Aid	Nov 2026
Barry	Daniel	Paediatric First Aid	Nov 2026
Beazley	Benjamin	Paediatric First Aid	Nov2026
Bingham	Jane	Paediatric First Aid	Nov 2026
Cairncross	Steven	Paediatric First Aid	Nov 2026
Chalmers	Elsbeth	Paediatric First Aid	Apr 2028
Creal	Hannah	Paediatric First Aid	Nov 2026
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
Hemley	Rachael	Paediatric First Aid	Apr 2028
Hills	Victoria	Paediatric First Aid	Nov 2026
Hough	Sarah	Paediatric First Aid	Nov 2026
Hussain	Aminah	Paediatric First Aid	Nov 2027
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
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
Millar	Charlotte	Paediatric First Aid	Nov 2026
Mills	Connor	Paediatric First Aid	Nov 2026
Moore	Adam	Paediatric First Aid	Nov 2027
Pembrey	Catherine	Paediatric First Aid	Nov 2026
Petersen	Jo	Paediatric First Aid	Nov 2026
Reukers	Grace	EFAW	Nov 2026
Reynolds	Kate	EFAW	Nov 2026
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

SURNAME	FORENAME	Qualification	Expires
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 6 – Accident Reporting Procedure Flowchart



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

- The School office to find and dispatch a First Aider.
- If the incident appears serious, call the emergency services and inform the School Office.
 - The School Office will dispatch a member of the 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.

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 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 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 pupil 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 if the accident concerns a Senior school pupil).

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 member of staff 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.