SUTTON VALENCE SCHOOL
SINCE 1576

First Aid Policy

(Prep School and Senior School)

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This Policy applies to Sutton Valence School (including, as the context requires, the Nursery, Prep School and Senior School).

1. First Aid Policy Statement

It is Sutton Valence School's policy to ensure that first aid is administered promptly and competently through a written and effectively implemented policy. Appropriate arrangements are in place for staff, pupils and visitors.

The school operates a **Medical Centre**, led by the Lead Nurse, and provides sufficient trained personnel and first aid equipment. A nurse is on duty during weekdays and matches on Saturdays. During school holidays, there are First Aid trained staff and the Nursery has a Paediatric First Aider on site for accidents and emergencies.

Defibrillators are located at:

- Senior School: Reception, Sports Centre, Medical Centre, Lambes, Art, DT, Cricket Pavilion
- Prep School: Reception & Dining Hall

Defibrillator training is incorporated into first aid courses. Nursing staff provide INSET training, and devices are checked regularly.

First aid boxes are placed throughout both Senior and Prep Schools (see Appendix Three).

Off-site activities ensure adequate medical provision for pupils and staff.

Care of boarders' health and wellbeing is outlined in Appendix One.

All new staff and pupils are informed of medical facilities and procedures during induction. The School maintains records of all accidents and injuries, reviewed regularly to minimise recurrence and identify trends.

Parent contacts:

- Medical Centre: 01622 845235
- Prep School Head's PA: 01622 845802

2. Responsibilities of Medical Centre Staff

The School employs two full-time registered nurses: **Mrs Alison McDermott** and **Mrs Alison Norris** (NMC registered). Hours: 8am until end of school day and Saturday matches.

The School Doctor from **Sutton Valence Group Practice (NHS)** holds a weekly surgery at the Medical Centre for boarders. Emergency cover is provided by the NHS services by calling 111 and 999.

Roles of School Nurses:

- Assess first aid needs across both sites
- Ensure adequate cover during school hours
- Advise on appropriate first aid provision
- Organise first aid equipment and replenishment
- Maintain accurate treatment records
- Identify training needs, organise internal and external courses
- Maintain records of staff first aid training
- Advise Headmaster/Head of Prep School on specific issues
- Liaise with Health & Safety Committee on first aid matters

Certified First Aiders are responsible for:

- Responding promptly to calls
- Providing first aid within their competence
- Summoning medical help when needed
- Recording details of treatment

Heads of Department for PE/Games are responsible for:

- Ensuring first aid cover at out-of-hours sports activities
- Ensuring first aid kits are available for practice and matches
- Sports staff check named kits; all other kits are checked weekly under nursing supervision
- BM ambulance first responder service provision as required following risk assessment

3. Key Personnel

- Senior School Nurses: **Mrs Alison McDermott** and **Mrs Alison Norris** (Ext. 235)
- Senior First Aider: **Nicci Brown** (Prep site, 01622 845802)

Senior school clinics

Nurse clinics	**Doctor's surgery**
08:15 - 08:45	13:00 – 14:00 (boarders registered at Sutton Valence Group Practice)
10:40 -11:00	Weekly – usually on a Friday
13:00 -14:00	

For mental health, refer to the School Mental Health Policy; collaboration occurs with:

- **Mrs Maja Trachonitis**, Assistant Head (Wellbeing)
- **Mrs Sally Cloke**, School Counsellor
- **Mrs Joanne Head**, School Behavioural Expert

4. First Aid Risk Assessment

Under **Health and Safety (First Aid) Regulations 1981 (updated 2015)**, the School conducts an annual risk assessment considering:

- Pupil and staff numbers
- Number and layout of buildings
- Past accident history
- Proximity to emergency medical services
- Cover in times of staff sickness or annual leave

A copy of the risk assessment is in **Appendix Two**.

5. First Aid Kits

- Senior School: see Appendix Three; replenished by nurses
- Prep School: one kit per building; replenished by appointed first aider or School Office staff - Playground duty: staff carry a kit and mobile/walkie-talkie
- Nursery during holidays: staff must carry a first aid bag when travelling around the site with pupils.
- Off-site activities: first aid kits must accompany groups; returned for replenishment after use.
- Adrenaline Auto Injectors (Anaphylaxis kits) are located in the Medical Centre, Sports Office and Refectory at the Senior Site, and the Medical Room at the Prep Site
- Asthma Kits are located in the Medical Centre, Sports Office, Swimming Pool and library at the Senior Site, and the Medical Room and Swimming Pool at the Prep Site

6. Boarders

- Medical care is overseen by the School Doctor and Nurses
- All boarders are normally registered with the School Doctor; although local boarders may remain with the family GP
- Routine dental appointments are encouraged to take place in the holidays. For emergencies during term time, there are local NHS dental services; guardians/parents to liaise with the matron to arrange appointments and parents to cover costs
- Optical care encouraged during the holidays; for urgent care there is an acute service. Any expenses are payable by parents
- Procedure for out-of-hours emergency contact
  - A nurse is on call for boarding pupils from 7am to 7pm;
  - In an emergency, boarding house staff are to call 111 to speak to a Triage Nurse. Please state the pupil's name and date of birth, and School, giving boarding house and telephone number.

7. Day Pupils – Senior Site

- First aid trained staff and School Nurses will care for unwell pupils or emergencies
- Parents will be contacted if necessary
- Pupils should return home only after parental contact
- For serious injuries, the Nurse will arrange A&E transfer and inform the parents

8. Day Pupils – Prep Site

- Designated medical room located next to the School Office
- Senior First Aider cares for unwell pupils and liaises with the Nurse as required
- Parents will be contacted where appropriate
- Head injuries or injuries needing further attention are communicated to parents

9. Emergencies

- Assistance will be requested by contacting the nurses. If at the Prep site, staff will call the office in the first instance
- For extreme emergencies:
    1. Dial 999 or 112 (EU mobiles)
    2. Explain nature of accident, name, location
    3. Call Medical Centre Nurse and Deputy Head (Pastoral & Pupils) at the Senior site or Deputy Head at the Prep site
    4. During holidays, call SVS reception on 200
    5. Arrange for the ambulance to be met and guided to the accident location
    6. Parents/guardians will be contacted either by the Nurses or boarding house staff
    7. For EYFS pupils, the School must inform Ofsted and local child protection agencies of any serious accident, illness or injury

10. Medical Information

- A Medical questionnaire is completed for all new pupils
- Details include past/current conditions, treatment, and allergies
- Information is stored confidentially in the Medical Centre and Prep School Head PA's office

11. Medical Consent

- First Aid is consented for on admission forms and Nurses and staff to act in loco parentis in the event of an emergency
- Consent for sharing information with healthcare professionals/associated agencies is also collected
- 'Gillick' competency of the pupil will be considered

12. Confidentiality of Medical Information

- Pupils are entitled to confidentiality
- Nurses and Doctor may liaise with the Headmaster or Prep Head where necessary
- Teachers and relevant staff are informed on a "need to know" basis for pupil safety
- Senior pupils may visit the Medical Centre without disclosing details to staff. Staff may verify attendance but not request specific medical information

13. Visitors First Aid

- Visitors requiring first aid are assisted by supervising staff.
- The supervising staff will ensure that the injury or incident is documented. (Point 17)

14. Staff Training

- All first aiders attend approved HSE First Aid Training courses; requalification occurs every three years
- EYFS staff hold a current Paediatric First Aid (PFA) certificate; all newly qualified EYFS staff complete PFA within three months of starting work
- Training meets Annex A of EYFS framework; this is renewed every three years

15. Information for Staff

- First Aid arrangements are explained to all staff, including those who are temporary and part-time

- Staff who take medication or have medical conditions that may affect their ability to care for children, should inform the School Nurses. Staff should seek advice from their GP and inform their line manager of any potential issues.
- Staff medication must always be stored securely.

16. Individual Health Conditions

All health conditions are recorded by the Medical Centre Nurse and where appropriate, the School Doctor;

- An Individual Health Care Plan (IHCP) will be developed in conjunction with hospital specialist nurses, child and family. This should highlight what steps need to be taken in the event of an emergency, treatment and first aid specific for condition
- IHCP will be shared to staff and staff training given where appropriate
- The Asthma register will be held on the iSAMS system
- The AAI carrier register will be held on the iSAMS system
- IHCP and registers will be reviewed yearly

17. Injuries and Accident Reporting

- The Health Authority will be informed of any notifiable illnesses (RIDDOR)
- All injuries are recorded on the online Evolve Accident system by the First Aider, and the accident is documented as per the RIDDOR guidelines.
- Accidents on trips are recorded by staff at the venue and will also be logged on the medical centre module
- Significant injuries are documented on Return 2 Play that links to our 'off games' system.
- Accidents/incidents are reported termly at the Health and Safety Committee meeting.

18. Return to School following an Injury or Illness

- Any pupils returning from an accident/injury which impairs their mobility, requiring them to wear a boot and/or crutches, will need to see the School Nurses before they return to School.
- The School Nurses should be contacted on nurses@svs.org.uk to arrange an appointment.
- See Appendix Four for the protocol for returning to School following illness or injury

19. Concussion and Head Injuries

- 'Return 2 Play' (Meliora group) oversee our head injury management on the Senior site. Prep School access care and advice is through the School Nurses.
- The specialist Head Injury & Concussion Care Service provides seven-day-a-week, unlimited access to a team of highly experienced clinicians who are experts in their field.
- We follow a 21-day minimum R2P pathway once concussion has been diagnosed as per the UK Government guidelines.

Appendices

- **Appendix One:** Care of Boarders' Health and Wellbeing
- **Appendix Two:** First Aid Risk Assessment
- **Appendix Three:** Locations of First Aid Kits
- **Appendix Four:** Returning to School Following Illness or Injury

Appendix 1

Part C: Health and Wellbeing

Standard 7 – Boarder's Health and Wellbeing

7.1 The School has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies;

7.2 Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary;

7.3 In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary;

7.4 All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so;

7.5 The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder, deemed to be Gillick competent, to give or withhold consent for their own treatment;

7.6 "Wellbeing" means wellbeing within the meaning of section 10(2) of the Children Act 2004;

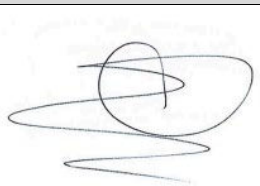
7.7 Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

This policy addresses Independent Schools Inspectorate (April 2025) Section 3: Pupils' physical and mental health and emotional wellbeing.

Appendix 2

FIRST AID RISK ASSESSMENT

Risk assessment - topic/area covered	
Location(s):	Senior and Prep School
Department/staff:	Nurses
Tasks/activities:	First Aid
Other information:	

Risk assessment sign off					
Prepared by:	Estates Bursar	Signature:		Date:	20/10/25
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Risk matrix

Risk rating guidance	Likelihood (L)							Likelihood (L) x Severity (S) = Risk rating (RR).
		5	5	10	15	20	25	
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
			Severity (S)					

Acceptability of risk guidance		
	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Guidance. When completing a risk assessment, you should:	1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low risk".	

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head	**Foot**	**Eye**	**Hand**	**Hearing**	**High-visibility vest**	**RPE**	**Fall arrest**
Additional requirements (list here):								
Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Number of Academic Staff for the Senior School – 67 Staff (not including visiting teachers) **Number of Support Staff for the Senior School -** 132 Staff **Number of Academic Staff for the Prep School –** 23 Staff (Including teaching assistants, not including visiting teachers) **Number of Support Staff for the Prep School -** 36 Staff	**Number of Pupils for the Senior School - 560** Of which boarders: St Margaret's 37 pupils Sutton House 24 pupils Westminster 30 pupils **Number of Pupils for the Prep School -** 210 + 47 in Nursery
Size and Layout of Buildings: 23 Buildings in the Senior School 5 Buildings in the Prep School	**Proximity of School Location to Emergency Medical Services:** Maidstone Hospital with 24hr A & E Dept – 8 miles and 15 mins travelling Maidstone Fire Brigade, Loose Rd – 5 miles and 10 mins travelling Maidstone Ambulance Service, Coxheath – 5.3 miles and 13 mins travelling All the above are dependent on road and weather conditions
First Aid Facilities – Senior School: 560 Pupils and 199 Staff = 759 2 Qualified Nurses 18 First Aid at Work (3 day) Trained Staff 6 Expedition (16 hrs) Trained Academic Staff inc defib 57 Emergency First Aid at Work Trained Academic Staff inc defib 74 Emergency First Aid at Work Trained Support Staff inc defib 6 Sever Bleeding 14 Mental health 54 First Aid Kits in Various Locations (see Appendix 2) 15 Sports First Aid Kits 18 First Aid Kits kept in the Medical Centre for trips	**First Aid Facilities – Prep School:** 210 + 47 in Nursery Pupils and 59 Staff = 316 4 First Aid at Work (3 day) Trained Staff 34 Emergency First Aid at Work Trained Staff (Academic & Support) inc defib 10 Paediatric (3 day) Trained Staff for Early Years Pupils 5 First Aid Kits in Pre-Prep 3 First Aid Kits in Prep 3 First Aid kits in Nursery 6 First Aid Kits for School Excursions

Health and Safety Executive Guidance to First Aid Regulations

Category of risk	*Numbers employed at any location*	*Suggested number of first-aid personnel*
Lower risk eg shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed
Medium risk eg light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk eg most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first-aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**RR**		**L**	**S**	**RR**
Failure to nominate first aider or an "Appointed person"	Injured person or person suffering from severe ill health	No one trained to summon professional help in an emergency may lead to further complications or a fatality	4	5	20	• First aiders and an appointed person to be nominated in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended). • Appointed person to be trained to summon professional help (doctor, ambulance etc.) in the event of an accident or case of severe ill health. First aiders to be trained in first aid. For most this should be either the "first aid at work" (FAW) or "emergency first aid at work" (EFAW) and to give treatment relative to their qualifications (see attached table). • If a more suitable course is available, this should be considered, i.e. Early Years or Paediatric First Aid. • Ideally, any training provider used to be approved by Ofqual (England)	3	2	6
Failure to nominate a first aider or an "appointed person"	Injured person or person suffering from severe ill health	No one available to offer immediate treatment in the case of an injured person or a person suffering from severe ill health could lead to further complications or a fatality	4	5	20	• Where the assessment indicates that a first aid person(s) should be nominated (either because of the risk level or the number of employees), then they are to be both nominated and trained in accordance with the **Health and Safety (First Aid) Regulations 1981 (as amended)** either in FAW or EFAW. Arrangements to be made for cover if the first aid person is away.	3	2	6
Lack of first aid provision for lone workers	Anyone working alone or at a remote location	Injured person unable to self-administer basic first aid treatment leading to untreated wounds etc.	4	4	16	• A basic first aid kit to be provided for lone workers who work remote from the School. Lone workers within the School site to be given access to first aid kits. Lone workers to be instructed on summoning for help in an emergency when any injury requires other than basic treatment (e.g. plaster or dressing for minor cuts and grazes etc.).	3	2	6

Inadequate first aid treatment	Staff, pupils, visitors and contractors.		4	5	20	• The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained both during the normal and out of working hours. This includes core hours 8am-5pm. Staff working outside these hours are first aid trained and have adequate provisions. • Staff are under instructions to seek a qualified first aider when required. • The managers are responsible for assessing whether the current arrangements within the school are adequate for their staff and the areas of work for which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training. • First aid equipment to be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 (as amended) and the associated guidance (L74 (third edition): http://www.hse.gov.uk/pubns/books/l74.htm). The provision of equipment to match the degree of risk and number of employees in accordance with the guidance in the HSE leaflet "INDG214 (rev1) First Aid at Work – your questions answered".	3	2	6
First aid boxes not provided/ contents low/ obsolete.	Staff, pupils, visitors and contractors	Unable to treat a wound quickly may lead to further complications	4	3	12	• Suitable first aid boxes to be provided, marked and readily accessible. First aid box stocks to be checked regularly (if you know how often i.e twice a year, please sate) by the nurses and should be replenished accordingly.	1	1	1
Dealing with body fluid spillages, e.g. blood, vomit	First aid staff and others offering support/ comfort	Contact with bodily fluids may cause ill health	3	3	9	• Disposable aprons to be provided for first aid personnel. • Nurses to be trained in dealing with bodily fluids. Good hygiene practices to be enforced.	3	1	3

Dealing with multiple injuries	First aid staff and others offering support/ comfort	Lack of first aid equipment may lead to wounds being untreated	3	3	9	• First aid equipment to be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 (as amended) and the associated guidance (L74 (third edition): http://www.hse.gov.uk/pubns/books/l74.htm). The provision of equipment to match the degree of risk and number of employees in accordance with the guidance in the HSE leaflet "INDG214 (rev1) First Aid at Work - your questions answered".	2	2	4

Appendix Three

Location of First Aid Kits for the Senior School

Sutton
St Margaret's
Westminster
Reception
TC's
Library
Cornwallis cleaner's cupboard
Cornwallis Day Matron's Office
Cornwallis Day Rooms
Biology – B1, B2, B3, Prep Room
Chemistry – C1, C2, C3, Prep Room
Physics – P1, P2, Prep Room
Lambes
Drama
DT
Art
Maintenance
Maintenance workshop
Grounds
Tractor boxes
Pavilion
Gardens
Kitchen
Chapel
CCF
Shooting range
Headmaster's office
Sports Office
Sports centre
Swimming Pool Office
Music Block
Junior Day Room
Home Economics
Laundry

Location of First Aid Kits for the Prep School

Kitchen
Maintenance
Swimming Pool
Pavilion
Science Lab
Art Room
Pre-Prep Kitchen
Bates Hall
Medical Room
Nursery
First Aid kits kept in classrooms in Underhill House and Coles
Building for use during Break/PE/Games times

All minibuses and maintenance vehicles carry first aid kits.

Appendix Four

Medical absence, injuries and appointments

For sickness or diarrhoea, pupils must remain at home for 48 hours after the last episode. Once notified, the School will automatically sign them out for this period; there is then no need to complete a daily absence form. If your child becomes unwell during the school day, they should not contact parents directly. They must inform their teacher and go to the Medical Centre. Please do not arrange collection until you have spoken with the School Nurses. If your child has a high temperature, keep them off School until it returns to normal.

For medical/dental appointments, please complete the Future Known Absence Request form on the Parent Portal before the appointment. Pupils must sign out at Reception before leaving and sign back in upon return. Emergency appointments require notification before leaving.

Ad Hoc / Short-Term Medication: If your child requires short-term medication or pain relief, this can be dispensed by Medical Centre staff. Please complete the Ad Hoc Medications form on the Parent Portal. Prescribed medication must be handed in at the start of the school day in its original packaging with the pharmacy label attached.

Returning from Accident/Injury: Any pupil returning from an accident or injury that affects mobility (e.g. wearing a boot or using crutches) must see the School Nurses before returning to School. Please contact the Medical Centre at nurses@svs.org.uk to arrange an appointment.

Off Games requests can now be submitted easily through the Parent Portal, and the relevant coach will be informed automatically. This will then be followed up with a confirmation email from a member of staff.

Illness on a Fixture Day: If a pupil cannot attend due to illness on the day of a fixture, parents must email the team coach and the Director of Sport, copying in Mrs Finley in the Sports Office (finleyc@svs.org.uk).