SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

FIRST AID POLICY

Policy owner:	Deputy Head Pastoral and the School Matron
Approved by:	Executive Head
Date of last review:	September 2026
Next review:	September 2027

Shrewsbury House School (SHS) is an inclusive community that aims to support and welcome pupils with both permanent and temporary medical conditions.

SHS aims to provide any pupils with medical conditions with the same opportunities as others at school.

We aim to support a pupil to:

- remain healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution.

Through training and on-going communication, SHS ensures that all staff members understand their duty of care to children and young people and what to do in the event of an emergency.

Staff members understand that certain medical conditions are serious and can potentially be life threatening, particularly if poorly managed or misunderstood. The School Matron publishes and updates regularly a 'Medical Alert' List to ensure that all staff members are aware of any arrangements that may be required for individual pupils. Food labelling is undertaken by the Catering Manager to support pupils in the management of their own allergies e.g. colour coded 'gluten free'/'dairy free' signs at the point of service.

All staff members understand the common medical conditions that affect children and, when applicable, are made aware by the School Matron of any additional background advice from NHS Direct. When it is considered relevant, particularly if it is felt that the NHS advice would be of benefit to vulnerable groups, this advice is also circulated to parents via email.

Accidents & Emergencies

These are dealt with immediately if a member of staff feels that urgent medical attention is required. Parents/guardians are informed as soon as practically possible.

Staff members will call for an ambulance if they have any concern whatsoever relating to a pupil with a potentially serious injury, illness or any other serious medical condition e.g. when an AAI is administered, if a pupil is unconscious or is experiencing an unexplained loss of consciousness - even if temporary, or a serious asthma attack.

Our nearest Accident & Emergency Department is Kingston Hospital, telephone no: 020 8546 7711.

All staff members are trained in and understand the School's general emergency procedures and their duty of care to pupils in the event of an emergency. This includes:

- How to contact emergency services and what information to provide them.
- Who to contact within the School i.e. the Executive Head, or if she is unavailable, the most senior available member of the Senior Leadership Team including the Head of Younger Years and the School Matron.
- The contacting of parents/guardians.

If a pupil needs to be taken to hospital by ambulance in an emergency, a member of staff will always accompany them and will stay with them until a parent/guardian arrives.

The School adheres to RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 reporting specified incidents, accidents and ill health, if applicable. Records of RIDDOR reporting are retained by the Head of Trust Facilities for pupils, employees and visitors.

If a pupil experiences an accident that does not require hospital treatment, parents/guardians will be advised and, if appropriate, arrangements will be made to collect them directly.

Record Keeping

When a boy joins the School, parents are asked to complete his medical information via the Parent Portal. Parents are reminded ahead of each trip and at the start of the academic year, in the Parent Briefings and other comms, to update their son's records informing the School of any medical emergency treatment, any changes to symptoms and/or medication/treatment changes. These records are retained on the School Database.

It is vital that parents inform the School of any on-going or changes in medication being taken by pupils.

The School Office or the Matron keeps an accurate record of each occasion an individual pupil visits the Sick Bay. Details of the pupil, date/time, injury and treatment given are recorded on the School Medical Database. If the Matron has any concerns regarding the frequency of visits, or she identifies a pattern of visits that cause concern, she will alert the pupil's Tutor and if relevant, the Head of Year and the Learning Enrichment Co-ordinator. If the Matron has any concerns in relation to potential safeguarding issues, she will immediately alert the Designated Safeguarding Lead, or in his absence, the Deputy Designated Safeguarding Leads, including the Head of Younger Years and will also inform the Executive Head.

The School keeps an up-to-date record of staff members who have been trained in Paediatric First Aid and Emergency First Aid i.e. basic first aid skills, or how to administer an adrenaline auto-injector (AAI), use a defibrillator or treat an Epileptic Fit.

Arrangements are made for AAIs and inhalers, individually labelled, to be stored in the School Office; alternatively, some pupils always carry their own AAI and inhalers on them. Emergency medication for Younger Years pupils is retained in their classrooms. These arrangements are recorded and updated on the 'Medical Alerts' information, which is circulated by the Matron or the School Office to all staff members.

Staff members are aware through training that they are obliged to report all accidents or injuries, including any accidents that occur 'off-site' to the Matron or the School Office.

Record Retention and Data Protection

- Shrewsbury House School ensures that all records relating to pupil medical information, including allergies and other sensitive data are securely stored.
- Please do refer to the Privacy Notice for Pupils and Parents on the School Website within the 'Key Information' section: www.shrewsburyhouse.net/policies
- Senior boys in Years 7 & 8 will also have a copy of the key information relating to their Privacy Notice within their student planner.
- Records are kept of the administration of first aid or medication, as well as any accidents during the school day or whilst a pupil is engaged in a school activity.
- Any referrals to A & E and the outcome of such a referral are also recorded.
- Electronic records of anything relating to pupil medical welfare would routinely be kept for a minimum of 7 years after the pupil they relate to has left the School.
- Subject to the circumstances around for example an accident, it is possible for the records to be retained for longer, e.g. for 25 years from the date of birth of the pupil involved.
- If there are any safeguarding considerations in relation to pupil's welfare, it is possible that these records will be transferred to the pupil's next school.

Pupil Sickness Policy

If a pupil feels unwell during the school day, he will:

- Go to the Sick Bay/Matron or the School Office.
- Younger Years pupils will be accompanied to the School Office initially.
- The Matron or the School Office will assess him and decide whether he should go home.
- The Matron or the School Office will also then inform all relevant staff if a boy needs to leave the School before the end of the normal school day.
- The Matron or the School Office will contact parents/guardians to come and collect their son.
- If it is not possible to contact a parent/guardian for whatever reason, and if the Matron feels it is necessary, the emergency contact supplied by the parent will be contacted to collect the boy concerned.
- No medication will be administered by the Matron or other school staff members without a parent's permission. This includes pain killers, lozenges and pastilles.

Intimate Care

Should a situation arise where a pupil requires any kind of intimate care, due to an injury or an infection, other than in an emergency, this will usually be provided by the School Matron, with a second adult present. Should an emergency arise off the main school site, two adults would provide any care required.

Contagious Diseases & Illnesses

In the case of leakage or spillage of bodily fluids, rigorous hygiene procedures are followed, including wearing protective gloves.

Pupils who have been sick or have experienced diarrhoea are asked not to return to school until they are 48 hours 'clear' of the last episode and not to partake of swimming lessons for a clear two-week period.

Administration of Emergency Medication

All pupils at the School with medical conditions have convenient access to their emergency medication e.g. AAIs and inhalers.

Where parents are keen for boys to retain their own AAIs /inhalers, they are supported to do so by the School. Pupils who do not carry or administer their own emergency medication understand the arrangements for access to their medication through the School Matron/School Office, or if required, for another qualified member of staff to assist in helping them to take their medication safely. In the case of the Younger Years, this emergency medication is retained in their classrooms.

Staff Members are required to sign out and sign in any AAIs or inhalers they are taking with a pupil on an outing, residential trip or to a match.

If a pupil has an allergic reaction, they will be treated in accordance with their Allergy Action Plan which is located in the boy's medical folder, which is kept in the school office.

Administration of Prescribed Medicine

The importance of medication being taken as prescribed and the importance of storing medication safely is well understood. All medication is handed into the School Office by the parent or pupil when they arrive at school and this medication is then stored as appropriate by the School Matron.

The following advice is provided to parents when their son joins SHS to ensure there are no misunderstandings in relation to the administration of prescribed medicine:

- If a parent requests that the School arranges for someone in the School to oversee the administration of medicine, the School will respond, providing we feel able to do so. If a particular expertise is required which no-one on the staff possesses, we would aim to train staff with support from the NHS experts to fulfil this requirement.
- A parent accepts that it is a boy's responsibility to go to the Matron, or if she is not present, to the School Office, to receive medicine. Wherever possible, this will be self-administered under adult supervision.
- The Matron will endeavour to contact a boy to remind him that medication needs to be taken.

- Medicine should ideally be administered at school during short and lunch breaks or, of course, if emergency medication is required it will be administered whenever it is needed.
- The medicine, in its original prescribed container, should be brought to school by the parent or the boy, and delivered personally to the Matron or, in her absence, to one of the staff members in the School Office. A note/email must be sent in to the Matron/School Office with details.
- Medicines must be clearly labelled with contents, the owner's name and dosage. They will be kept securely by the Matron or, if refrigeration is required, in a fridge in the School Office and in the individual pupil's classroom in the case of the Younger Years.
- The administration of any medicine is recorded on the School medical database. This includes date medication is to be administered; time it is to be administered; dosage; confirmation that medication has been administered with time it was administered.

Safe Storage

Three times a year, at the beginning of each term, Matron checks the expiry dates on all medication stored in the School. Wherever possible, all medication is supplied and stored, in its original containers. All medications are labelled with the pupil's name; the name of the medication, expiry date and the prescriber's instructions for administration.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each term.

First Aid Materials & Equipment

First Aid kits are kept in the Sick Bay, the School Office, the Sports Hall, the Science Laboratories, the Art Room, the Design Technology Room, the Nathan Ross Building, the Swimming Pool, the Music Department; this would also be utilised for visitors attending performances in the Assembly Hall, Shrewsbury House Sports Group (SHSG), the Gate House and on all minibuses. These are checked by the staff member responsible for that area and if required, items for re-stocking are supplied by the Matron. The Matron also supplies the Group Leader or nominated staff member with a First Aid Kit for all School trips, both day and residential. Specialist Sports First Aid kits are supplied to the Sports Department.

All three Science laboratories have 'water drench hoses' fitted. Eye-wash stations are in place in the Art room and the Design Technology room. Additional eye-wash supplies are available in the Sick Bay.

There is a wheelchair available for use when required in an emergency.

There are defibrillators situated outside the school office as well as outside the Sports hall. In addition, we have a defibrillator at SHSG (the SHS Sports Ground).

First Aid Training

Training for staff is offered regularly and the aim is to ensure that as many teachers and other staff members, including minibus drivers, administration staff and the facilities staff are trained in Emergency First Aid as soon as is practical to do so. Central training records are maintained by the Matron to ensure that all staff members who are listed have been trained in emergency first aid procedures within the last three years.

Staff Trained at the Higher Level of First Aid Qualification:

Anne Shine (School Office)

Staff Qualified in Paediatric First Aid:

Jules Akhurst
Allan Barclay
Tracey Barkley
Alexandra Crook
Sandra Cunnett
Delia Curtis
Andrea Dickinson
Stephen Gough
Lucy Grimstone
Angela Henderson
Sebastian Kalinowski
Robbie Kennard
Sarah Maclean
Matt Males
Martin Meacher
Peter Newman
Chris Nicholas
Bernadette O'Neill
Rob Smith
Louise Taylor
Simon Taylor
Rebecca Webb
Marie-Estelle Wilson

Staff Qualified in Emergency First Aid:

Jon Albert
Hannah Arbuckle
Danny Baker
Mark Batten
Sarah Besly-Quick
Anita Bhatia
Matt Blom
Ross Buckingham
Billy Davison
Neil Driscoll
Kieran Estall
Nuala Evans
Nick French
Caroline Gehin
Colin Gilbert
Sarah Holmes
Chase Judkins
Peter Macallister
Samantha Masters
Dan McSherry
Minal Mehta
Marlene O'Brien
Dennis O'Shea
Ranjani Radhakrishnan
Caroline Richards
Thomas Rose
Sean Smart
Craig Spires
Mark Strudwick
Sarah Verge
Anna Way
Anna Wells

Responsibilities - September 2026-27

- School Matron - Miss Tracey Barkley
- Catering Manager - as appointed by Thomas Franks
- Designated Safeguarding Lead - Mr Tom Eaves
- Deputy Designated Safeguarding Leads - Mrs Joanna Hubbard, Mr Jon Albert & Ms Anna Wells
- Head of Younger Years - Ms Anna Wells
- Learning Enrichment Coordinator - Mrs Sarah Holmes