

First Aid Policy

Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupils, Parents, Guardians and Caregivers.

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed: September 2025
Next Review: September 2026

1 Policy Statement

1.1 Radnor House Sevenoaks (the School) will ensure compliance with all relevant legislation regarding the provision of First Aid for pupils, staff, parents, and visitors. We will ensure that procedures are in place to meet that responsibility. The policy will be reviewed annually.

1.2 Aims and Objectives:

- To identify the First Aid needs of the School in line with current legislation regarding the Management of Health and Safety at Work Regulations.
- To ensure that a First Aid provision is always available whilst people are on the premises and used by the School.
- To ensure that when recruiting staff, an appropriate number of successful candidates hold relevant First Aid qualifications and have been suitably trained or are prepared to undertake training.
- To maintain a record of all First Aid training at the School and to review First Aid needs and procedures annually.
- To provide ongoing training and ensure monitoring of training needs.
- To provide sufficient appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips to prevent, where possible, potential dangers or accidents.
- To inform staff, parents and pupils of the First Aid arrangements at the School.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) in force at the time.
- To maintain up-to-date pupil information on ISAMS and Evolve at the beginning of each academic year, and as appropriate thereafter, along with pupils' individual healthcare plans.

1.3 All members of staff must ensure they have read this First Aid Policy.

2 First Aid Facilities

2.1 The Medical Team must ensure that the appropriate number of First-Aid containers are available according to the risk assessment of the site.

- All First-Aid containers must be marked with a white cross on a green background;
- Sports First Aid Kits are stored in green First Aid bags;
- The sports department will take a red emergency rucksack when visiting the East fields or recreation grounds. These emergency rucksacks contain EpiPens/Ventolin and dextrose for a rapid response to anaphylaxis, asthma, and diabetes.
- First Aid containers are always accompanied by children when using specialist facilities and during off-site activities or educational visits. First Aid containers accompany Physical Education (PE) teachers off-site. The kits are provided by the Medical team and contain activity-specific additions to the minimum

requirements;

- All vehicles carry a First Aid kit - this is the responsibility of the School travel providers and the School drivers.
- All School minibuses have a prominently marked First Aid kit and a fire extinguisher on board. The First Aid Kit is stocked in accordance with Part II of Schedule 7 of the Road Vehicle (Construction and Use) Regulations 1986. Whenever the First Aid Kits are used, they are replenished by the School Nurse.
- First Aid containers should be kept near to hand hand-washing facilities.
- Spare stock should be kept in the School and expiry dates monitored and checked.
- Responsibility for checking and restocking the First-Aid containers is that of the School Nurse. The First Aiders must notify the School Nurse of any necessity for restocking the First Aid boxes.

2.2 First Aid kits are available in the following locations:

- Medical Room
- The Prep Office
- The Senior School Office
- The Science Preparatory Room
- The Sports Office and Swimming Pool
- The Kitchen
- The Workshop
- Portable First Aid Kits for general and sports use are kept in the Senior School, Prep office, and Medical Room

The contents of kits will be checked by the medical team every half-term and restocked, as necessary. A kit should also be checked every time it has been used. It is the responsibility of the person who opened the First Aid box to report this fact to the Medical Room.

2.3 The list of qualified first aiders and their emails can be found in the following places:

- The Medical Room
- The Prep Office
- The Senior School Reception
- The Science Prep Room
- The Kitchen
- The Workshop
- Prep Staff Room Kitchen
- Senior Staff Room Kitchen
- All Art/DT Classrooms
- Eye irrigation kits are in all Science Labs and Art/DT rooms

- 2.4 At no time should an injured or seriously ill person be left unattended in the Medical Room.
- 2.5 Automated External Defibrillators (AEDs) – The School’s AEDs are at the entrance to the STEM building and the Sports Centre. They are kept locked but the emergency key is in the "break glass" container below the unit and is accessible for all emergencies. They are fully equipped and checked monthly by the School Nurse. Standard AED pads are suitable for use in children older than 8 years; as such, both AED kits hold pediatric and adult pads.
- 2.6 Procedures for use –
- An AED should only be used where a person is thought to be in cardiac arrest. It should not be used when a person is conscious, breathing, and/or their heart is still beating.
 - If a person is suffering from cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR.
 - In the Resuscitation Council (UK) Guidelines (2015), the absence of normal breathing continues to be the main sign of cardiac arrest in a non-responsive patient. Once CPR has started, the Guidelines recommend that the rescuer should only stop CPR if the victim shows signs of regaining consciousness, such as coughing, opening their eyes, speaking, or moving purposefully, as well as breathing normally.
 - Staff trained in cardiopulmonary resuscitation (CPR) are expected to recognise cardiac arrest, call for help and initiate CPR.
 - If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED.
 - The person applying the AED should ensure that the area around the casualty is clear when it advises “stand clear” as the shock will be automatically administered. She/he should continue to follow AED instructions until the emergency services arrive.
 - All first aid-trained staff have had training in a defibrillator, and a list of these people is held in the locations listed in 2.3.

3 **First Aid Training**

- 3.1 The School Nurse/s is/are responsible for monitoring the First Aid training of staff and keeping records of it.
- 3.2 Most staff (job role dependent) have received a one-day training to the QNUK Level 3 Award in Emergency First Aid at Work from a third-party first aid training company. This is reviewed every three years, and these staff are therefore responsible for dealing with minor incidents requiring First Aid.
- 3.3 The School has two School Nurses who are both RGN qualified and hold adult and paediatric immediate/advanced life support qualifications/emergency nurse practitioner status. They will therefore deal with any incident that is more than minor.
- 3.4 The list of staff with current paediatric first aid certificates is available in the locations detailed in paragraph 2.2.

3.5 All relevant staff are trained annually by the School nurse in the use of Epipens. A list of all pupils who may require this treatment will be held at the Prep and Senior School offices and the Medical Room and notified to all staff at the start of each academic year.

4 **Policy on First Aid in School**

4.1 As per point 3.2, most School staff have received one-day Emergency First-Aid training, and these staff are responsible for dealing with minor incidents requiring First Aid.

4.2 The School Nurses are on site every day of term when pupils are on site, and whenever sports fixtures are being played, and are in constant communication via walkie-talkie for quick response in dealing with any incidents that are more than minor.

4.3 Procedure in the event of illness - Pupils may visit the School Nurse in Medical during School hours. If a pupil is unwell during lessons, then they should consult the member of staff in charge, who will assess the situation and decide whether further assessment is required. If the pupil is compromised, they will be accompanied to see the School Nurse, or the nurse will come to them. The School Nurse will provide first aid and appropriate medical care and decide on the next course of action. Staff may visit the School Nurse and/or Medical as and when necessary, but the appropriate cover must be arranged.

4.4 During lesson time, First Aid is administered by the School Nurse and supported by the support staff. If an accident occurs on the grounds and First Aid is required then one of the staff on duty who is qualified may assist, or if they are not qualified they should make contact with the School Nurse (or Prep or Senior office if she is unavailable) by walkie-talkie, and request the urgent assistance of a Nurse or First Aider.

4.5 The First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available from the Prep or Senior office and the Medical Room. Any action taken should be recorded. Accidents of a more serious nature should be recorded on an incident/accident report form in Evolve, and if serious, parents should be notified by telephone. If an injury or illness involves the spillage of body fluids, gloves should be worn.

4.6 If there is any concern about the first aid that should be administered, the Emergency Services must be consulted.

4.7 The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents. The number of first aid-trained personnel is determined by an informed risk assessment. Designated staff will receive training in First Aid techniques to equip them with the necessary competence.

4.8 Notices will be displayed in prominent locations throughout the establishment identifying how to summon First Aid in an emergency, who the First Aiders are and their contact number and location details (see point 2.3). All First Aid signs and containers

must be identified by a white cross on a green background. A written record will be kept of all First Aid administered either on the School premises or as part of a School-related activity.

- 4.9 Consent from a parent or guardian (to administer medication or first aid) is given to the School Nurse/trained staff member, via a confidential medical form, when a pupil enters the School. No medicines should be brought into School without the prior knowledge of the School Nurse. No medication or First Aid will be administered without consent. The first dose of all new medicines must be given at home to ensure that no adverse reactions are encountered while in School.
- 4.10 Consent to Urgent Medical Treatment – If a pupil requires urgent medical attention while at School or on a School trip, every effort will be made to obtain prior consent for that treatment from the parent or guardian. Should this prove impossible to obtain in the time available the Head (or his/her representative), acting in loco parentis, is authorised to give valid consent to such treatment (including anaesthetic or surgical procedure) as may be advised by the hospital consultant.
- 4.11 Accident books/ head injury advice packs on School buses /School trips - There is a medical pack on all the School buses for School sports away fixtures, and teachers will be given one to take on other offsite trips and activities. The pack contains an accident book in it, advice on what to write for a head injury assessment, NHS head injury advice sheets, and head bump stickers (for prep students).
- 4.12 If an undiagnosed child presents with symptoms of anaphylaxis, 999 will be called by the first aid or emergency first aid or medically trained staff and an Epi-Pen injector will only be given with the authorisation of a 999 or medically trained professional.
- 4.13 Parents have the prime responsibility for their child's health and should provide the School with information about their child's medical conditions. It is their responsibility to notify the School of any changes to the student's health, type, or dose of medication, and to replace outdated medicines.
- 4.14 Staff will follow the guidance given in Appendix A 'Administering Medication Procedure', and the School's internal 'Procedures for Managing and Administering Medicines' document (held centrally on MS Teams with all staff access), when administering medicine either in School or on educational visits and off-site trips away from the School. This document will be updated annually by the School Nurse, or more regularly if circumstances/procedural changes dictate.
- 4.15 For specific information regarding the administration of medicine in the EYFS (Early Years Foundation Stage), please refer to Appendix B in this policy.

5 The First Aiders' procedures

- 5.1 Procedures for dealing with sick or injured pupils:
- Ascertain by inspection and discussion with the child or staff member the nature of the child's injury or illness.

- Comfort or advice as necessary. This may be sufficient, and the child can return to class or break. Inform the appropriate staff member of the nature of any concerns, if necessary.
 - Treat injury or illness if required. Clean wound with an antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists.
 - Record actions taken on an Incident/Accident Form on the Evolve system. If there is a severe injury, complete an Incident/Accident Form on the Evolve system and inform the Head.
 - If a child is then well enough, he/she will return to class.
 - If a problem persists, or there are doubts as to the seriousness of any injury, then the parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child, appropriate arrangements are made.
 - If a severe illness or injury is suspected, then the emergency services will be called, and the support staff will contact the parents to inform them. No pupil will travel in an ambulance unaccompanied.
 - If any issue arises during treatment or discussion with the pupil that the First Aider feels should be taken further, she/he will telephone or speak to the parents and/or the Designated Safeguarding Officer or most appropriate member of staff.
- 5.2 The First Aiders will have up-to-date Emergency First Aid training, and some will have a full and current First Aid at Work Certificate. The School Nurse is medically qualified.
- 5.3 The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences and for minor injuries, is the Estates Manager. The incident/accident report for all injuries and the procedures to be followed are clearly outlined in the First Aid Policy. The arrangement for First Aid for sports, outdoor pursuits and field trips is the responsibility of the Party Leader and supervising staff. Any broken bone apart from broken fingers or toes is RIDDOR reportable unless the accident was part of sport/play. See RIDDOR guidelines for Schools [Incident reporting in Schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)
- 5.4 There is specific guidance for staff regarding acute conditions such as asthma, anaphylaxis, EpiPens, diabetes and the care plans of students with acute medical conditions in the internal document "Procedures for Managing and Administering Medicines". This is available to staff on MS Teams. There is also a guide on how to manage minor injuries.
- 5.5 There is a hardcopy of step-by-step guidance for each student with an acute condition for emergency use. These, and their care plans, are kept securely at the School reception in a locked yellow bag.
- 5.6 Hygiene/infection control - For the School to maintain hygiene standards and reduce the risk of infections spreading:
- Hands must be washed before and after giving First Aid;

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- Soiled dressings, etc., must be put in a clinical waste bag and disposed of appropriately; any body fluids on the floor should have absorbent granules sprinkled on them and be wiped up. Spillage kits are available in the medical department and from the Estates team. If possible, the area should be bleached;
- Body fluid spillages on hard surfaces should be cleaned up and then bleached; and
- Exposed cuts and abrasions should always be covered.
- All contaminated waste is disposed of in the clinical waste bin in the medical room. Contaminated waste is removed monthly by an outside company.

6 Incident Reporting

Parents are informed every time a student has an incident/injury/head injury, and this will be recorded on an incident/accident form and on the Evolve system.

- 6.1 The First Aider or School Nurse will contact parents if there are any concerns about an injury or if a pupil needs to be sent home due to illness. In the event of an accident or injury, parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head.
- 6.2 Parents are always emailed an incident report if a child has a head injury and given NHS head injury advice no matter how minor the head injury. The parent is called if there is any concern regarding the head injury and advised to take the child to a hospital for assessment. The head must also be informed immediately of any head injuries or significant injuries and receive a copy of the accident/incident report on Evolve.
- 6.3 NHS head injury advice and follow-up care guidance are attached to all parent emails regarding incidents or accidents logged in the Evolve system.
- 6.4 Radnor House follows the Department of Health's guidance on infection control in Schools [A2 Schools poster 1122 FINAL.pdf \(hscni.net\)](#). A pupil should not be in School if they have vomited or had diarrhoea for 48 hours.
- 6.5 Any infectious diseases or sharps injuries are reported to the UK Health Security Agency (UKHSA) in accordance with their guidelines. Staff refer to the Sharps Protocol for guidance on sharps/needle disposal and needle stick injuries.

7 Sharing of Information

- 7.1 At the start of each academic year, the School Nurse will inform all staff members of the updated list of pupils with medical conditions or problems. This list will be reviewed each time a pupil is to be added or deleted from the list and will be centrally available for all staff.
- 7.2 Information on Pupils - Parents are requested to provide written consent for the

administration of First Aid, medical treatment, and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

- 7.3 The School Nurse is responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the safeguarding and SEND (Special Educational Needs and Disabilities) team as well as teachers on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.
- 7.4 Medical details of pupils for out-of-school visits can be obtained from the School Nurse and taken on all School visits.

8 Accidents

- 8.1 Work-related or any other kind of accidents on or off the premises involving death or major injury (including because of physical violence) must be reported immediately to the HSE without delay (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs). All accidents must be reported in Evolve.
- 8.2 Work-related accidents that prevent the injured person from continuing their normal work for more than three days must be reported to the HR Administrator within 10 days (approximately 1.5 weeks). In cases of work-related diseases, a doctor must notify the School (for example, certain poisonings, lung diseases, infections such as tuberculosis or hepatitis, or occupational cancer). Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health) must also be reported to the School Health and Safety Officer.
- 8.3 For more information on how and what to report to the HSE please see: <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

9 Practical Arrangements at the Point of Need

- 9.1 If it is not a life-threatening emergency, consider other options such as calling medical on Ext. 428 or emailing medical@radnor-sevenoaks.org/School /or use the School walkie-talkie to speak to medical personnel.

9.2 If someone is having a life-threatening emergency, they may have:

- Loss of responsiveness and breathing difficulties
- Severe bleeding
- Severe allergic reactions

- Severe burns or scalds
- A significant head injury/concussion
- Seizures that are not stopping
- Severe, persistent chest pain
- An acute, confused state.

9.3 **Step-by-step guide in an emergency for Calling the Ambulance**

- Take a deep breath to collect yourself.
- If using a School walkie-talkie, call main reception/prep reception, who will call 999 and keep their walkie-talkie open with the call and relay instructions to you.
- If using a phone call 999 or get a bystander to call for help/999
- If you are not sure if the victim is unconscious, touch their shoulder. Shout or ask loudly, "Are you okay?"
- Avoid moving an injured person. If someone has a neck injury, moving them could result in further injury to the spine.
- Put the person in the recovery position (if no neck injury) if semi-conscious
- Get a bystander or receptionist to send a first aid kit if you don't have one.
- Wrap the patient in a blanket/foil blanket if cold or on the ground
- Stay with the patient while you are waiting for the ambulance.

9.4 Reception staff/ person calling an ambulance

Any member of staff who is travelling to an offsite or remote location within the School grounds should download 'what 3 words' (a navigation app for smartphones) onto their phones prior to the trip. This will ensure a detailed location can be given to emergency response teams in the event of an accident or given to other staff if the trip leader is lost or in danger.

- Clearly state the emergency response you require, ambulance/fire
- State the location
- State telephone number
- State what time it happened
- State the current state of the casualty - are they alert, breathing, responsive, bleeding, having an anaphylactic episode. Also, the name and age of the patient if known
- Give instructions on access points for ambulance arrival. Details of ambulance access points can be found in Appendix B.

9.5 A copy of the Emergency response/guide is kept at Prep and Senior receptions and in Appendix A of this policy.

9.6 An ambulance must always be called:

- In the event of a severe injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is a possibility of a fracture or where this is suspected; and
- In the event of a severe allergic reaction.

- 9.7 Pupils with infectious diseases will not be allowed into School until deemed safe by their GP or the relevant local Health Authority.
- 9.8 Monitoring - The School's Health & Safety Committee reviews all incidents recorded at each meeting. Any specific points of concern or trends in accidents, injuries, and illnesses at the School are highlighted. The committee will examine whether, in the future, similar incidents can be avoided and what procedures, if any, can be put in place to reduce the likelihood of recurrence. The Head and Executive Team will regularly monitor and review the School's systems and management of medical welfare to identify whether a review or change in welfare practice is needed.

Appendix A: Administration of Medication in the School

(Please see Appendix B, for details re EYFS)

School staff will follow the internal procedural documents 'Managing and Administering Medication Procedure' and specific treatment guidance and care plans (e.g. re asthma, allergic reactions, EpiPen use), which are held centrally on MS Teams and which all staff have access to.

Medicines should only be administered at School when it would be detrimental to a child's health or School attendance not to do so. However, the School recognises that most pupils will need medication at some stage of their School life. Although this will be for short periods (e.g. Analgesia for headache, toothache, or period pain), there are a few pupils with chronic or life-threatening conditions (e.g. anaphylaxis, asthma, diabetes) who may require regular medication, or access to medication in an emergency, throughout their time at School.

Parental responsibility

Parents have the prime responsibility for their child's health and should provide the School with information about their child's medical conditions.

It is their responsibility to notify the School of any changes to the student's type or dose of medication and to replace out-of-date medicines.

No medicines should be brought into School without the prior knowledge of the School Nurse.

Consent

Consent from a parent or guardian to administer medication or First Aid is given to the School Nurse/trained staff member, via a confidential medical form, when a pupil enters Radnor house Sevenoaks School. No medication or First Aid will be administered without consent.

The first dose of all new medicines must be given at home to ensure that no adverse reactions are encountered while in School.

Administration of medication

Anyone administering medication or first aid must employ hygienic practices. This involves washing hands, wearing gloves, where necessary, and the use of sanitising hand cleansers. The surfaces must be maintained to an elevated level of cleanliness and be clutter-free.

All staff are expected to follow the procedure documented below:

- Only one pupil in the medical room/prep office/EYFS classroom at a time to reduce distractions
- Check the name of the pupil you are dealing with
- Check the pupil does not have any allergies, either by referring to the published allergy list or asking the individual pupil.
- Know whether there are any special precautions, for example, give the medicine with food.
- Check that the pupil has not recently received medication, either from the individual's medical sheet, information from the Nurse/staff member or by asking the individual.
- Prepare the correct dose for the time of day.
- Administer medication in accordance with instructions (see below), always offering a drink of water:
- Document appropriately (see below).
- In the case of non-prescribed medication, care staff should notify the medical room that medication has been given

When administering medication, staff must record the date, time, medication given, expiry date and batch number, including dose and amount administered. Their signature/initials must be on the administration of medication sheet and recorded on evolve and the parent emailed. The remaining stock level of medication is then recorded after it has been accurately counted.

Medicines prescribed and dispensed for one person should not be given to another person or used for a purpose different from the one they were prescribed for.

Adverse Reactions

Medicines can cause adverse reactions in some people. If a pupil experiences an adverse reaction to a medication no further doses should be administered until instructed by the doctor. A medical incident form must be completed. **If a serious reaction occurs medical attention should be sought immediately.**

Medicines given in error

If an error is made with any medication advice must be sought immediately. During the day the School Nurse should be contacted. During the night NHS 111 should be called.

A medical incident form should be completed explaining the error and any action taken. The error should also be entered into the pupil's individual health records.

Medication refusal

Refusal to take prescribed medication by a pupil, or medication dropped or contaminated, must also be recorded on the individual's records and reported to the parent on the same day and the School nurse. In the case of refusal, it is worthwhile waiting for a short time before going back to the individual and again offering the medication. You must never force anyone to take medication. If a refusal to take medicines results in a medical emergency the Schools emergency procedures should be followed

Medicine storage

All medications are kept in a locked drug cabinet (one in prep and 3 in the medical room). Any controlled drugs are kept in the double-locked drug cabinet in the medical room. Records of controlled drug supply from a parent, and its administration, are kept in the controlled drug recording book, and on evolve. This ensures that pupils will receive the correct medication at the correct time, with parental consent. All medication will be given under supervision, the medical room/ prep office/EYFS will be locked when a nurse/staff member is not in attendance. The key's location will be made known to staff when the room is locked.

Once removed from the medicine cabinet the medicine must be administered immediately and never left unattended. The medication must be taken immediately by the student and not taken away.

Emergency medication

There are 6 grab boxes with backup EpiPens around the School, 3 outside the prep head office which are taken to any outdoor activities for prep, including Beehive Club. 1 in prep entrance, 1 at senior reception, 1 in medical. There are 3 diabetic and asthma grab boxes, 1 in the prep entrance, 1 in senior reception, and 1 in the medical. There are 2 red sports bags with EpiPens/Ventolin and dextrose for East field and the recreation ground which must be taken by sports when in these locations.

Appendix B : Administering Medicine in the EYFS

Radnor House Sevenoaks strives to promote the good health of all pupils attending the School. While it is not our policy to care for sick children, who should be at home until they are well enough to return to School, we do administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Children taking prescribed medication must be well enough to attend School.

Procedures

Paediatric First Aid Training

- At least one person who has a current Paediatric First Aid (PFA) certificate will be on the School premises and available at all times when children are present and will accompany children on outings.
- This PFA certificate is for a full 2-day course consistent with the criteria set out in Annex A of the EYFS Framework (a full or emergency PFA course delivered by a competent provider of regulated qualifications such as St John Ambulance, the British Red Cross and St Andrew's First Aid) and will be renewed every three years.

Written consent

- If medicine (both prescription and non-prescription) needs to be administered, parents must discuss this with the School nurse, and ensure that a written consent form (Administering Medicine Consent Form) has been *fully* completed by the parent *prior to* the medicine being given to the child. The School nurse keeps the form and should be made readily available if needed. This form is shared with the child's key worker and class teacher for information.
- Prescription medicines will not be administered by the School unless prescribed by a doctor, dentist, or pharmacist (with supporting written evidence of the prescription being given to the School). Medicines containing aspirin can only be given if prescribed by a doctor.
- Student Care Plans for children with specific medical needs will be kept with their medication either in the locker EYFS medical cabinet in the classroom, in the fridge or in yellow medicine bags in the classroom, out of reach of children, whichever is most suitable.

Administration of Medicine

- Medication is administered by the School nurse or by a member of the EYFS team who has completed an 'Administering Medication' course. Medication must be in-date and prescribed for the current condition.
- The School keeps a written record each time a medicine is administered to a child, and the child's parents will be informed the same day, or as soon as is reasonably practicable.
- If the administration of prescribed medication requires specific medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If a child has to visit the medical room (Senior School building) a qualified EYFS team member WILL attend with them. The child's key worker would be preferable where possible.
- No child in the EYFS may self-administer their medication. Where children can understand when they need medication, for example with asthma, they will be encouraged to tell their key worker what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Storage of Medicines

- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- All medication is stored in accordance with product instructions.
- All medicine will be locked inside the EYFS medical cabinet in each classroom or refrigerated if needed. The key to the medical cabinet will always be replaced with the key safe, the code number of which is known to staff only. Where a cupboard is not used solely for storing medicines, they are clearly labelled.
- Medication/antibiotics which need to be refrigerated will be stored in the fridge in the main School

Medical Room, not in the EYFS fridge as it does not lock.

- The child's class teacher is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the School. Key people check that any medication held is in date and return any out-of-date medication back to the parent or, if more appropriate, a pharmacy.
- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a personal medical bag easily accessible and known to all staff. Children may be required to carry their medicine with them during the School day. This will be decided in discussion between the School, parents, and, if applicable, the child's doctor.

EYFS Staff Requiring Medication

- EYFS staff must seek medical advice if they are taking medication which may affect their ability to care for children, and they must inform the Head of Pre-Prep if they need to be taking medication regularly. Any staff medication will be securely stored.
- All staff handbags will be securely put away and out of reach of children.

EYFS Forest School

Our EYFS Children (Pre School and Reception classes) benefit from regular attendance at Forest School where they become comfortable and inspired in the natural, outside learning environment within Radnor House Sevenoaks' beautiful grounds.

As this location is some distance away from the Prep School, the following First Aid procedure is followed:

- When the children are at Forest School, they are always accompanied by at least one staff member with the necessary First Aid training, including an ITC Certificate in Outdoor First Aid (SCQF Level 5 SCQF Credit 2).
- A First Aid kit is taken with the group, together with an accident logbook.
- Children with any specific medical need are known to the staff, and their yellow bag with medication is taken with them if they have one.
- Staff take a School walkie-talkie and a mobile phone to ensure they can stay connected.
- Any child that attends Forest school diagnosed with anaphylaxis by a medical professional must carry emergency EpiPens.
- Forest School leaders will take a backup EpiPen box with them.
- It is recommended the child has 2 EpiPens for forest School, one as a backup.
- If the child is asthmatic they must carry an inhaler with them in their yellow bag, staff will also carry a backup inhaler.
- EYFS has a supply of Piriton and can give one dose 2.5mls/1mg 2- 6 years old orally in the event of a reaction to a bite or sting with parental consent.
- Parents must sign the OTC consent form for Piriton to be given
- A copy of this must be held in EYFS and the medical room, on administration of any medication the medical room, will be informed evolve updated and the parent emailed.
- Staff will follow the School emergency procedures, see Appendix 2.

Appendix C: Emergency Response Instructions

If it is not a life-threatening emergency, consider other options such as calling medical on Ext. 428/emailing medical@radnor-sevenoaks.org or using the School walkie-talkie to speak to one of the medical team.

If someone is having a life-threatening emergency, they may have:

- loss of responsiveness
- breathing difficulties
- severe bleeding
- severe allergic reactions
- severe burns or scalds
- seizures that are not stopping
- severe, persistent chest pain
- an acute, confused state.

Step-by-step guide in an emergency for Calling the Ambulance:

- Take a deep breath, to collect yourself.
- If using a School walkie-talkie call main reception/prep reception who will call 999 and keep their walkie-talkie open with the call and relay instructions to you.
- If using a phone call 999 or get a bystander to call for help/999
- If you are not sure if the victim is unconscious, touch their shoulder. Shout or ask loudly, "Are you okay?"
- Avoid moving an injured person. If someone has a neck injury, moving them could result in injuring the spine.
- Put the person in the recovery position (if no neck injury) if semi-conscious
- Get a bystander or receptionist to send a first aid kit if you do not have one.
- Wrap patient in blanket/foil blanket if cold or on ground
- Stay with the patient while you are waiting for the ambulance.

Reception Staff/ Person Calling Ambulance

- Clearly state the emergency response you require, ambulance/fire,
- state the location
- state telephone number
- state what time it happened
- state the current state of the casualty.
- Are they alert, breathing, responsive, bleeding, anaphylaxis. The name, age of the patient if known
- Give instructions on access points for ambulance arrival.

Ambulance Access Points To Radnor House School

Senior School – Access via the main drive. The emergency code for the barrier is #9999, the barrier will be lifted once an ambulance is called. Access points:

- The fire door, rear of the School, top lawn.
- Double doors by the Dining Hall
- Single black door by the Medical Room
- Main Reception

Prep School – Access the same as Senior

- Entrance to archway has access from all doors

Sports Centre & Astro – Access via the main entrance then turn right into the visitors' car park. If the ground is dry proceed through the gate in the corner and drive to the centre or Astro. If wet either reverse the ambulance down the PAT driveway or park it at the field gate.

- Main Sports Entrance Door
- Emergency fire doors from the Sports Hall.

Performing Arts Theatre – Access the same as senior. The ambulance can reverse down the drive to PAT.

- Main Entrance
- Fire Doors in PAT

- Fire door in teaching room two.
- padlock on gate going into the far sports field 1710 access via staff car park Forest School/Beech Walk = the turning circle by Beech Walk / senior School entrance.
- Sundridge Recreation Ground access is from A25