



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

FIRST AID & GENERAL HEALTH CARE POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2025

Next Review: September 2026

At Brockhurst and Marlston House Schools, pupils' physical, mental and emotional health and wellbeing is promoted in many ways throughout the school. Pupils are encouraged to seek the Head Matron for advice if they are unwell or injured. First aid is administered in a timely and competent manner to pupils, staff and visitors in accordance with this policy.

Staffing

The School has a Head Matron who oversees the surgery and liaises with the other Matrons and SLT. At other times of the day and overnight, the boarding staff are available to administer First Aid and medicines. All staff with any responsibility in surgery have paediatric first aid training.

The Head Matron is also responsible for informing and updating the weekend house parents of any relevant medical information regarding the pupils boarding over the weekend.

First Aid Training

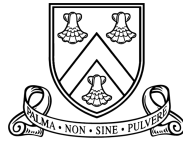
A large proportion of the teaching and support staff attend regular First Aid training. The records of this are held on the central training matrix. There are always two paediatric first aiders on site at a time.

Children taking part in offsite activities are also accompanied by at least one trained first aider at all times. School protocol dictates that all staff taking an away trip have to inform the Head Matron 48 hours prior to the trip. The Head Matron will then check that one member of staff is first aid trained.

School staff are advised to seek the support of the Head Matron in the first instance with any queries, worries or concerns regarding a child's medical wellbeing. In the evenings and overnight, pupils and staff are advised to contact the Head of Boarding, or the house parents on duty, all of whom have paediatric first aid training.

The majority of staff in EYFS are paediatric first aiders.

The first aid training also includes advice and guidance on allergies and EpiPens and how to use the AED on site. Additional separate EpiPen training will be given to staff at the start of the academic year.



Documentation is kept for each staff member to confirm the above training has been completed. Staff have a copy of their certificate and a certificate is held by the main office. Refresher training is organised by the Head of HR to ensure all staff training is up to date.

Hygiene Procedures

Thorough hand hygiene will be promoted at all times. Staff coming into contact with bodily fluids must wear gloves/apron and dispose of these in the clinical waste bin, alongside any other materials containing bodily fluids such as tissues, plasters etc. Spillages of bodily fluids must be cleared promptly, using the correct PPE and ensuring the area is then thoroughly deep cleaned with bacterial killing products. Sharps boxes may be kept if a pupil is on regular injections, these are kept securely in a cupboard and the Head Matron is responsible for ensuring it is not overfull and is collected when required.

First Aid Equipment

First Aid Kits can be found in the following locations:

- Surgery
- DT Lab
- Art Room
- Reception Classroom
- Form 6 Classrooms
- Sports Pavilion
- Swimming Pool
- Mini buses

Stock is replaced in the kits on its return.

The school also has an Automated External Defibrillator (AED) onsite and staff who are trained in first aid, are also trained on how to use the AED.

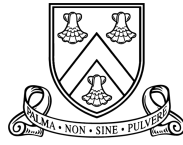
The surgery is also stocked with Personal Protective Equipment (PPE) such as gloves and aprons for the prevention of spreading infection to staff and pupils and a means of disposing of clinical waste.

Medical Information

All pupils and boarders have a medical record which is kept confidential and safely in a locked cupboard in the surgery. On admission to the school, parents complete a medical entry form for their child, giving details of any significant medical information or allergies. This includes consent to administration of stock medications held in the surgery (see Medicines Policy), and emergency treatment. This is stored in their medical records. Children with specific medical needs may require a care plan which will be produced by the Head Matron in conjunction with the parents and other medical professionals. All care plans are kept in the surgery and also in the staff room. Care plans are reviewed at least annually, or sooner if a child's needs change, by the Head Matron in consultation with parents and relevant professionals. Any child who seeks medical intervention will be recorded on the computerised spreadsheet held in surgery, alongside any medications given. The Head Matron and staff will ensure that pupils with SEND or EAL receive appropriate support to understand how to seek medical assistance. The Head Matron compiles a list of pupil's allergies and dietary requirements which are communicated to staff.

Mental Health and Wellbeing

There are stringent Child Protection policies in place to support children with any issues relating to mental health and wellbeing, please see the Schools Safeguarding and Child Protection Policy. Core



staff have training in mental health support. The school has an Independent Listener and the children can contact them at any time.

Boarders Health

Boarders who are unwell or injured will be cared for by the Head Matron and her assistant during the surgery opening hours. Boarders who are unwell can be cared for either in their dormitory or in Surgery 2 where beds and armchairs are available. The Head Matron and her assistant on duty are responsible for their care and this should include regular observation/intervention as appropriate. A record of observations and care given is kept. If at any point the Head Matron has concerns regarding the child's illness/injury, she will escalate this further as appropriate, either to Minor Injuries Unit, GP e.t.c. Parents of boarders will be kept regularly updated and informed.

Potentially infectious boarding pupils will be isolated in a room with their own toilet and washroom facilities which will have a deep clean when the child is better. Hand washing is expected throughout the school. Public health regulations must be followed for any infectious boarder returning back to the full boarding facilities and school. Overnight and on weekends, boarders will be cared for by the house parents on duty. The Head Matron or her assistant will send an email at the end of each day alerting boarding staff to any medical or care needs for the boarders in the evening or overnight.

All full boarders are registered with the Chapel Row Practice. If they need to see a doctor, a member of staff will accompany them to the practice.

Any boarder requiring more urgent medical attention will be taken directly to the Accident and Emergency Department at a local hospital. Boarders are able to see a local dentist off site if required and this is arranged by boarding staff/Head Matron should the need arise.

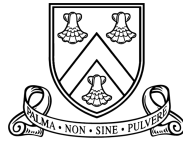
Day Pupils Health

Pupils who are unwell will be cared for in surgery by the Head Matron or her assistant on duty, until their parents can be contacted and attend to collect them. In this time, unwell pupils will be offered appropriate intervention or medication according to their presentation and the consent gained from their parent(s). Parents will be informed of any intervention/medication that has been given on collection. Advice may be given to the parent i.e. child may require a GP attendance. Normal documentation and record keeping applies. Children with potentially infectious conditions will be kept as isolated as possible until their parents arrive and given advice on when to return to school in accordance with public health regulations which are clearly displayed in surgery.

When pupils in the EYFS become injured or unwell, staff are advised to seek the support of the Head Matron or her assistant. Parents are contacted as soon as possible and first aid/medicines are administered as appropriate and in accordance with a pupil's medical consent form. Parents of a pupil in the EYFS suffering from a significant illness or injury will be asked to collect their child from school and advised to seek external medical attention if required.

Administration of Medicines

Please refer to the Medication Administration Policy for detailed information on how medication is safely administered.



Additional Services

Brockhurst and Marlston House Schools support the current NHS immunisation programme for children with visiting immunisation nurses.

All pupils are offered the opportunity to have a hearing test on a yearly basis, carried out by a local audiologist.

The school has appointed an Independent Listener who can be contacted by the children should they have any problem they wish to discuss.

Guidance on Infection Control in Schools

The school adheres to the current Public Health Guidance on Infection Control in Schools (http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf) . This is also displayed in the surgery. This states the exclusion periods (if applicable) and offers advice for a variety of rashes, skin infections, diarrhoea & vomiting, respiratory infections and other infections. It is the responsibility of the parents to inform the school and exclude their child if their child has a diagnosis or symptoms of any of these infectious conditions and equally, the Head Matron, her assistant or other duty staff have the responsibility of informing pupil's parents if they have any concerns a child may be infectious. They will then refer to the infection control guidance and advice as necessary. Brockhurst and Marlston House Schools have the right to exclude a child from school if they are concerned that they may be infectious and need exclusion in accordance with the above Public Health Guidance. In this instance, a parent would be advised to attend their GP for a diagnosis and their child may return to school after their recommended exclusion period has expired or an alternative diagnosis has been made by a doctor.

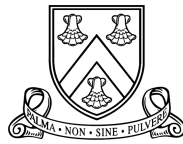
Emergency Procedures

If there is a serious accident and an ambulance is deemed necessary for staff, pupils or visitors, members of staff are instructed to call an ambulance first and then call for the Head Matron and her assistant or one of the qualified first aiders. A member of staff not dealing directly with the injured/unwell pupil goes to the top of the drive to direct the ambulance staff which entrance to use and to coordinate other members of staff who may be able to assist in other ways.

Children who are at risk of becoming acutely unwell, e.g. children with severe allergies/asthma/epilepsy, have a care plan. These are kept in the surgery and in the staff room, detailing how to manage their emergency. These have been put together by the Head Matron and the parents of the children, alongside current guidelines. Relevant staff members will be trained specifically to deal with this via their paediatric first aid courses, or the Head Matron e.g. EpiPen training for anaphylaxis.

Recording Accidents and RIDDOR

Any accidents or incidents are documented on an accident form for pupils, staff and visitors. A copy of this is given to the Bursar and parents are informed. In Ridge House, accident forms are completed and parents are informed by Ridge House staff or the Head Matron. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), procedures under which schools are required to report to the Health and Safety Executive (telephone 0845 300 99 23) are shown clearly in the Accident Report book. The book can be found in surgery and with the Bursar. The Health and Safety



Committee monitors accident logs termly to identify recurring patterns, risks or safeguarding concerns.

This policy and its implementation are monitored termly by the DSL and reviewed annually by the SLT.

Further Information for Staff and Parents

Guidance on Concussion	RFU Guidance
Head Injuries	NHS Guidance
Asthma	Asthma Guidance
Allergies	Allergy UK Guidance
Epilepsy	Epilepsy Society Guidance
Bowel and Bladder problems	Guidance
Healthy Eating for Children	Change 4 Life Guidance British Dietetic Association Guidance
Diabetes	https://www.diabetes.org.uk/living-with-diabetes/life-with-diabetes/children-and-diabetes/schools