First Aid Policy

APPLIES TO: **Shrewsbury Schools**

Dated: **September 2026**

Shrewsbury School

FIRST AID POLICY

1. Key Points

All staff are expected to use their best endeavors in the event of a first aid emergency. All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
2. The location of the nearest first aid box *(see annex A)*:
    a. The name of the Appointed Person responsible for the building or area of the School the casualty is in *(see annex A)*
    b. The name of the First Aider (first aid trained person) responsible for the building or area of the School the casualty is in *(see annex A)*
    c. Basic first aid equipment *(see annex B)*
    d. Location of the automatic electronic defibrillators (AED) *(see annex C)*
3. How to contact the Health Centre – dial (01743) 280860; internal extension 1860.
4. Each building/area has been categorized into a high or a low hazard area to aid in the requirement of quantity and level of the first aider provision.

2. Appointed Persons are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that a member of the Medical Team or an ambulance is summoned if appropriate
- Looking after and restocking the first aid box and any other first aid equipment in their area of responsibility

The Appointed Person is not a First Aider, but it is good practice for the Appointed Person to undertake Emergency First Aid training to help them cope with an emergency. This training, which does not have to be Health and Safety Executive (HSE) approved.

Appointed Persons may undertake basic and/or advanced regulated first aid training if funding and vacancies allow.

First Aiders are responsible for:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- Where necessary, ensuring that a member of the Medical Team or an ambulance is called

All teaching staff will have as a minimum Emergency First Aid at Work qualification and First Aiders must complete a training course regulated by recognized awarding body. Refresher training is required every three years.

3. Sporting events

It is the responsibility of each sports tutor in charge of any sporting event taking place either on or off the School site to ensure:

- There is a First Aider present (all sports staff are encouraged to undergo first aid training)
- There is a pitch side, suitably equipped first aid bag available at every event
- They have a mobile telephone to contact Health Centre or an emergency ambulance as necessary
- They are aware of the location of the nearest defibrillator (AED)
- They are aware of pupils in their charge who have a medical condition and ensure they have immediate access (pitch side) to their medication prior to any sporting event, if appropriate
- On some occasions a pitch side first aid provision will be supplied by the Health Centre.

4. Responsibility

The provision of first aid at Shrewsbury School is delegated by the Governors to the Headmaster, who in turn delegates responsibility to the Chief Operating Officer (COO). The COO, in his role as Chairman of the Health and Safety Committee, determines the number of Appointed Persons and the number of First Aiders and the level of training they should receive.

The number of Appointed Persons and First Aiders is reviewed termly by the Health and Safety Committee or more frequently when required, for example following an accident or emergency.

When determining the appropriate number of Appointed Persons and First Aiders, the Health andSafety Committee will take into account:

- The number of staff (and pupils) present at any one time
- The distribution of staff
- The number and locations of first aid boxes
- Whether there are inexperienced members of staff
- The number of staff and pupils with disabilities or specific health problems
- The size, nature (split sites/levels) and location of the school premises to which members ofstaff have access in the course of their employment
- Whether there are travelling, remote or lone staff
- Arrangements for off-site activities
- Arrangements for out of school hour activities such as parent evenings
- Parts of the School premises with different levels of risks
- The types of activity undertaken
- The proximity of professional medical and emergency services
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery); and
- Accident statistics. These indicate the most common types of injuries, times, and locations. It is a useful tool as it highlights areas to concentrate on and tailor first aid provision to.

When selecting staff to be an Appointed Person or First Aider, the Health and Safety Committee will take into account their reliability, communication skills, aptitude to learn, ability to cope with stressful situations and the ability to leave the work that they are doing at the time.

Guidance on the minimum legal requirement for Appointed Persons and First Aiders; the recruitment, selection, and training of First Aiders; the responsibility and accountability of First Aiders; the need for a first aid room and the contents of first aid boxes can be found in the Health and Safety (First Aid) Regulations 1981. A first aid needs assessment will be carried out in line with the annual review of this policy.

5. Reporting accidents and record keeping

All members of the School community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the Appointed Person, First Aider and/or witness should do it on their behalf.

Complete an accident report form (e-forms can be found on the Shrewsbury School intranet staff page: https://shrewsburyschool.sharepoint.com/sites/ss-Staff/SitePages/E-Form-Accident-Form.aspx

Reports must contain:

- The date, time and place of the event
- Details of those involved
- A brief description of the accident/illness and any first aid treatment given
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class
- Whether a First Aid Box was used

The Headmaster, Chief Operating Officer and Senior Deputy Head should be informed about any incident if it is at all serious or particularly sensitive. For example, when a pupil has had to go to hospital or if one pupil has caused deliberate damage to another or where negligence might be suggested.

HSMs or Health Centre staff must inform parents when any pupil requires hospital treatment or is kept in the Health Centre overnight.

If, as the result of an accident, an employee is taken to hospital, is unable to work or subsequently becomes absent from work, their line manager/Head of Department and Building Surveyor should be notified immediately.

The Site Safety and Security Officer must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the Headmaster's office, the Bursary and the relevant Housemaster have contact details of pupils' parents and guardians. The Bursary has details of employees and their next of kin.

6. References

- Education Regulations (Independent School Standards) (England) 2010 (SI 2010/1997) Regulation 3 (14)
- DfEE Guidance on First Aid for Schools
- Health and Safety (First Aid) Regulations 1981, 3rd ed. (2013)

7. Review and Updates

This policy will be reviewed annually. Annex A First aid boxes, Appointed Persons, First Aiders will be updated on a termly basis to coincide with the Health and Safety committee meetings. Where major changes are required, this policy will be approved via the Health and Safety Committee – last major changes were approved in October 2022.

Owner: Chief Operating Officer
Reviewed September 2026 (inc. Annex A)
Next review September 2027

Annex A: First aid boxes, Appointed Persons, First Aiders

Box Number	Location	Location category	Location of First Aid Box	Appointed Person	First Aid Trained Person	Run out Date
A1 A2	Admissions	L	Front Door Kitchen	Jo Haswell	Sam Griffiths (E) Jo Haswell (E) Naomi Pritchard (E)	02/09/29 22/02/29 02/09/29
AH1 AH2 Inhaler	Alington Hall	L	Foyer Hallway from reception Hallway from reception	Rachel Nelson Ann Turner	Rachel Nelson	26/11/27
AF1 AF2	Art faculty	H	Foyer Opposite Ladies toilet	Nicholas Permain	Nicholas Permain (E) Anna Moszynska (E) Bella Winkley (E)	24/08/28 24/08/28 02/09/29
B1 B2 B3	Aston/Barnes Theatre	H	Barnes hallway bottom of stairs Technicians Workshop Side entrance	Helen Brown	Sian Stanhope Hannah Bird (E) Georgina Cooper (E)	24/01/27 02/09/29 02/09/29
DB1	Biology faculty - Darwin Building	H	Entrance Hall	Torin Morgan	William Simper (E) Richard Case (E) Torin Morgan (E) Jonathon Turney Aislinn Currie-Jordan	03/01/29 11/04/29 02/09/29 15/04/29 11/04/29
BH1 BH2 Inhaler	Boat House	H	Gym Workshop Main gym area	Athol Hundermark	Andy Clark Findlay Ralley (E)	26/09/27 02/09/29
FD1	Careers/Futures	L	Office – Top of the stairs	Karen Scimia	Sam Griffiths (E) Jo Haswell (E)	02/09/29 22/02/29
CW1	Carpenters' workshop	H	Workshop	Trevor Thomas	Dave Smith (E) Spencer Sonsino (E)	28/04/28 28/04/28
CCF1 CCF2	CCF/Adventure	H	Lobby area – back of the door Stores – back of the door	Will Reynolds	Jason Till (E) Will Reynolds Annabel Fletcher (E)	18/10/28 26/09/27 02/09/29
C1	Chapel	L	Utility area – rear of chapel	Andy Keulemans	Andy Keulemans (E)	20/04/28
CH1 CH2 CH3 CH4 Inhaler	Chatri Design Centre	H	Main entrance foyer Workshop Table Saw room Acrylic room Ground Floor Next to Common Rm	Kevin Lloyd	Kevin Lloyd (E) Nicola Perkins (E) Rachel Whitcombe (E) Will Reynolds	05/01/28 16/05/27 20/04/28 26/09/27
CHH1	Churchill's Hall	L	Matron's office	Sarah Foynes	Sarah Foynes Joan Bovill Richard Barrett Jack Foxton	26/09/27 17/10/27 10/03/27 02/10/27
CB1 CB2 CB3 CB4 Inhaler	Craig Building	H	IT Entrance Top common entrance Car park entrance Chemistry prep room Main entrance	Tunde Iwenofu Sally Hartshorne Seb Cooley Sally Hartshorne	Seb Cooley (E) Sally Hartshorne K. Davidson Andrew Murray (E) Sara Williams (E) Grace Woo Laura Dale (E) Adam Smiter (E) Paul Pattenden (E) Jane Pattenden (E) Alice Rowan (E) Oliver Lewis (E) David Boyce (E)	20/04/28 24/03/28 24/03/28 02/09/29 02/09/29 02/09/29 03/01/29 20/04/28 02/09/29 02/09/29 02/09/29 02/09/29 02/09/29
CS1 Inhaler	Cricket School	H	Office/entrance foyer Next to first aid box	Alita Stephenson	Alita Stephenson Emma Davis Liam Hennessey (E) Will Hughes	24/03/28 26/09/27 02/09/29 TBT
MRR2	Electrician workshop	H	Workshop	Spencer Sonsino	Spencer Sonsino Dave Smith Neil Salisbury	28/04/28 28/04/28 13/10/28
EDH1 EDH2 EDH3 EDH4	Emma Darwin Hall	L	Matrons Office Main door entrance Outside lift 1st floor Outside tutors flat 2nd floor	Megan Boyce	Daisy Morse (E) Lucy Clark (E) Megan Boyce (E) David Boyce (E) Henry Bennett	24/08/28 24/08/28 02/09/29 02/09/29 15/04/29
FO1	Foundation Office	L	In between office and kitchen	Holly Fitzgerald	(TBT)	
GD1	Grounds Department	H	Workshop	Nicholas Whalley	Jon Preece Adam Portman (E)	12/11/27 22/02/29

Box Number	Location	Location category	Location of First Aid Box	Appointed Person	First Aid Trained Person	Run out Date
					Edward Smither (E) Nicholas Whalley (E) Jon Turford	20/04/28 27/09/28 TBT
G1 G2 G3 G4	The Grove	L	Main entrance Lobby 1st Floor outside matrons office Top of stair well 2nd floor Inside Matrons office	Jacinta Holmes	Mascha Von Kuk (E) Jacinta Holmes Elizabeth Moore (E) Hannah Bird (E) Luciana Lee (E)	02/09/29 27/09/28 02/09/29 02/09/29 02/09/29
GM1	GMO Staff Room	L	Staff room area	Timothy Davies	Callum Wainwright	TBT
HH1 HH2 HH3 Inhaler	Hodgson Hall, ground floor Hodgson Hall, first floor Hodgson Hall, second floor	L	Rear of main foyer Top of stair well 1st floor Top of stair well 2nd floor Opposite lift ground floor	Rhodri Evans Myles Harding Colm Kealy	Giles Bell (E) Henry Bennett Morgan Bird (E) Rhodri Evans Andy Keulemans (E) Gregory Smith Nick Zafar (E) Peter Rudge Ellie Lyell (E)	03/01/29 15/04/29 20/04/28 15/04/29 20/04/28 15/04/29 11/04/29 11/04/29 02/09/29
IH1 IH2 IH3	Ingram's Hall	L	Matron's office Top of right hand side stairs 1st floor Top of right hand side stairs 2nd floor	Robbie Williams	Robbie Williams John Wilkes Fiona Ross Tony Workman (E) John Lyon (E)	26/08/27 22/03/28 24/01/27 26/08/27 24/08/28
KB1 KB2	Kennedy Building	L	Entrance hallway Top Floor hallway	Paul Fitzgerald	Matthew Clark (E) Paul Fitzgerald (E) Sarah Latcham (E) Karen Mitchell (E)	20/04/28 11/04/29 26/08/27 17/09/27
KH1 KH2 KH3	Kingsland House, ground floor Kingsland House, Bursary Kingsland House, Bursary	L	Entrance lobby 1st Floor Outside accounts office Top of 2nd floor rear stair well	Kelly Evans Kelly Evans Kelly Evans	Kelly Evans	24/02/27
KH4 KH5 KH6	Kingsland Hall, dining room Kingsland Hall main kitchens	L	Bursary side Chances side Outside chefs office by back door	Matt Warburton	Sodexo Employees	
L1	Laundry	H	Right hand side of laundry area	Teresa Perkins	Carol Bayiss Karen Leah	
M1 Inhaler	Maidment Building (Music School)	L	Reception area Reception area	Maria McKenzie	James Kellas (E) Maria McKenzie (E) Richard Robins (E) Chris Shelley (E)	02/09/29 20/04/28 02/09/29 02/01/27
MSB1 MSB2 MSB3 MSB4 Inhaler	Main School Building, ground floor Main School Building Common Room Main School Building, first floor Main School Building, second floor Main School Building, ground floor	L	Main entrance Common room 1st Floor Central stairwell 2nd Floor Central stairwell Main entrance	Jenny Davies Sam Shantry Daisy Morse Adam Morris	Alex Brogan Daisy Morse (E) Adam Morris Sterling Rosado (E) Tony Workman (E) Sam Shantry Jenny Davies Nicholas Welch Charlie Oakley Kristina Leslie Rebecca Moreno Mascha Von Kuk (E) Richard Yardley (E) Scott Bolderson (E)	15/04/29 24/08/28 15/04/29 26/08/27 26/08/27 03/01/29 03/01/29 11/04/29 11/04/29 11/04/29 11/04/29 02/09/29 02/09/29 02/09/29
MRR1	Maintenance Rest Room	L	Right hand side behind door	Spencer Sonsino	Spencer Sonsino Dave Smith Neil Salisbury	28/04/28 28/04/28 13/10/28
MSH1 MSH2 MSH3	Mary Sidney Hall	L	Outside Matron's flat Ground floor laundry 2nd floor top of stairwell	Anita Wyatt	Katherine Little Anita Wyatt (E) Carol Foster Matthew Spencer Sarah Rees	22/01/27 02/01/28 24/09/27 05/01/28 TBT
HC1 Inhaler	Health Centre	L	Main entrance Next to first aid box	Duty Nurse	Health Centre staff	

Box Number	Location	Location category	Location of First Aid Box	Appointed Person	First Aid Trained Person	Run out Date
ML1	Moser Library	L	Outside the Moser Gallery	Jodie El-Gazzar	Susan Turner (E) Debbie Piper (E)	22/02/29 16/05/27
MH1 MH2 MH3 MH4	Moser's Hall	L	Ground floor – entrance Matrons office Top of central stairs Basement rear door	Marta Toms	Fiona Ross Sara Williams (E) Lauren Temple Jessica Roach	24/01/27 02/09/29 02/01/28 22/02/29
OH1 OH2 OH3	Oldham's Hall	L	Next to notice board - ground floor Outside Matrons office Above recycling bins	Frazer Matthews-Bird	F Matthews-Bird (E) Ellie Phillips Fiona Ross Sterling Rosado	20/04/28 26/09/27 24/01/27 26/08/27
PC1	Padel Court	L	Padel Court Storeroom	Ed Moore	Sports Staff	
PW1	Painters' workshop	H	Workshop	Alan Cruise	Lewis Davies (E) Dave Smith	16/06/27 28/04/28
PLW1	Plumbers' workshop	H	Workshop	Chris Thomas	Neil Salisbury	13/10/28
Q1	Quod - Sixth Form Centre	L	Bar area	Michelle Hignett	Ellie Phillips	26/09/27
QEH1 QEH2 QEH3	Queen Elizabeth Hall	L	Ground floor foyer 1st floor landing 2nd floor landing	Jo Crisp	Rebecca Jarrett Tom Jarrett Jo Crisp Bella Winkley (E) Rosie Unwin	24/04/28 24/04/28 24/03/28 02/09/29 24/08/28
R1 R2	Ridgemount	L	Kitchen Outside Matron's flat	Edward Philips	Camilla Mackenzie	TBT
RR1	Rifle Range	H		Jason Till	Jason Till (E)	18/10/28
RH1 RH2 RH3	Rigg's Hall	L	Matron's office HsM office Entrance Hall	Matthew Barrett	Matthew Barrett Rachel Lister-Jones Jason Knowles (E) Peter Clark (E)	22/01/27 13/10/28 26/08/27 02/09/29
ScH1 ScH2	School House	L	Matron's office Ground floor central stair well	David Wray	Nadine Jones David Wray Seb Cooley (E) Alex Brogan Nick Zafar (E)	22/01/27 26/09/27 20/04/28 15/04/29 11/04/29
SS1	School Shop	L	Entrance lobby	Michelle Hignett		
SH1 SH2	Severn Hill	L	Matron's office Entrance Lobby	Adam Duncan	Adam Duncan (E) Laura Martin Finlay Ralley (E)	02/01/28 13/10/28 02/09/29
SWO1	Site Wardens Office	L	Kitchen Area	Ashley Burrage	Ashley Burrage	24/09/27
SF1 SF2 SF3 SF4	Sports Facility	H	Entrance lobby/Reception Plant room Shallow end (swimming pool) Deep end (swimming pool)	Ed Moore	Duty Lifeguard Ed Moore Kelly Duffy Penny Harrison	 22/01/27 10/03/27 26/09/27
SC1	Squash Courts	H	Kitchen area	Myles Harding	Sport Staff	
SP1	Stott Pavilion	L	Changing room	Kelly Duffy	Sports Staff	
TOS1	Top of Shop	L	Kitchen area	Michelle Hignett	Sports Staff	

Annex A updated Sept 2026

1) (T) - Temporary appointment whilst awaiting staff training
2) (TBT) – To be trained
3) (E) – Emergency First Aid at work trained
4) L - Low risk area
5) H - Higher risk area

The above schedule provides details of appointed persons and first aiders by building or facility. There are other members of staff, not listed above, who have first aid training.

Site Epi pens, diabetic and asthma kits

General Location/Name	Exact Location	Responsible person
Churchill's - Epi-Pen	Outside Matrons office	Sarah Foynes
EDH - Epi-Pen	Outside HsM office	Nicole Griffiths
Ingram's - Epi-Pen	Outside Matrons office	John Wilkes
MSH - Epi-Pen and asthma kit	Outside Matrons office	Katherine Little
Moser's - Epi-Pen	Next to Matrons office	Marta Toms
Oldham's - Epi-Pen	Outside Matrons office	Ellie Phillips
Queen's - Epi-Pen	Outside Matrons office	Jo Crisp
Ridgemount Epi-Pen		Camilla Mackenzie
Riggs - Epi-Pen	Outside Matrons office	Rachel Lister Jones
School House - Epi-Pen		Pat Downes
Severn Hill - Epi-Pen, asthma and diabetic kits	Outside Matrons office	Laura Martin
The Grove - Epi-Pen	Outside HsM office	Jacinta Holmes
Health Centre - Epi Pen and asthma kit - Diabetes kit	Main foyer Fridge in kitchen	Duty Nurse
Kingsland Hall - Epi Pen	Kitchen	Matthew James Warburton

(Annex A updated Sep 2026)

ANNEX B: CONTENTS OF FIRST AID BOXES ON SITE

The minimum requirement for a first aid box, according to the HSE, is as follows:

- General first aid guidance leaflet
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings.
- medium sterile individually wrapped unmedicated wound dressings.
- disposable gloves (see HSE's leaflet *Latex and you*)

Depending on the area (e.g. science block, kitchen) and size of box, additional stock items might be added to provide specific first aid to that area where a certain type of injury is more common. Please note that, for instance, eyewash will be necessary in identified areas such as labs or workshops.

Please do not include known allergenic materials, i.e. Elastoplast, any creams or otherwise. Prescription medication such as inhalers must not be kept in first aid boxes.

ANNEX C: AUTOMATIC ELECTRONIC DEFIBRILLATORS (AED)

To enhance its first aid provision, the School has five AEDs, situated strategically around the School site, in viable and accessible locations, with appropriate signage.

Training is provided to an adequate number of staff covering the School's operations (including knowledge of the chain of survival). All staff are encouraged to use an AED in the event of a cardiacarrest. User guidelines are located by each AED. Each AED is fully automatic, utilising voice commands to minimize user error.

AEDs are checked on a weekly basis ensuring they display the rescue ready symbol. The following people are responsible for checking the AED and making sure that it is maintained and working:

Squash courts:	Sports Facilities Manager
Cricket school:	Sports Facilities Manager
Swimming pool:	Sports Facilities Manager
Kingsland Hall:	Site Safety and Security Officer
Boathouse:	Director of Rowing
Health Centre (roaming):	Health Centre Manager

Paediatric pads (under age 8 or 25kg) are available in the AED located at the sports center/swimming pool due to the age range using the facility.

Each AED bag contains gloves, safety razor, pocket mask, paper towels and are stored alongside a first aid kit.

Following use, the AED will be collected by the Emergency Services and the Health and Safety Committee should be informed.