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Beechwood Park School

## FIRST AID POLICY

Website: [www.beechwoodpark.com](http://www.beechwoodpark.com)

Policy Number:	BWPS - 030
Policy Applicable To:	<b>Whole School – including EYFS</b>
Policy Revised By:	CJA
Last Review Date:	<b>May 2025</b>
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Next Review Date:	<b>May 2026</b>

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### **Staff Qualifications: School Nurses**

At Beechwood Park School, the School Nurses (historically referred to as Matron) are registered Nurses (Nursing and Midwifery Council – NMC renewed every 3 years); at least one is present onsite during Surgery opening times (7:30am – 5pm) during term time, via a duty rota.

### **Staff Qualifications: Teaching and Non-Teaching Staff**

There will be at least one First Aider in each area of the school when children are present. The Human Resources (HR) Team maintains an up-to-date list of First Aiders, including those who hold Paediatric First Aid certificates. They are responsible for arranging for staff to attend courses as required, provided by an external first aid trainer. Notices are on display around the School building (by first aid kits) informing staff of who the first aiders are in each department.

EYFS requirements: the School provides at least one paediatric first aider for each School site and one for outings where children in EYFS are concerned. In accordance with DfE guidelines, all newly qualified EYFS staff must undertake training in Paediatric First Aid.

There will be at least one Paediatric First Aid qualified member of staff in each of the two EYFS buildings (Woodlands and Junior Department) when pupils are present during term time, and on EYFS trips outside School. In addition, the school transport team hold the Paediatric First Aid qualification, to ensure cover is provided on the journey to and from school.

### **First aid during Boarding**

During the hours of Boarding, when Surgery is closed, first aid will be provided by the Boarding Designated First Aiders. They can access the medical room for first aid supplies. Additional 'homely remedies' are available in the Housekeepers Room (wheat bags, Kool packs etc.). A list displaying which staff are on duty is displayed in Surgery and in the Boarders' Common Room (BCR).

### **Practical arrangements at point of need**

School Nurses are responsible for record-keeping of First Aid and for providing a fully stocked First Aid box at designated areas. School Nurses check the boxes each term and restock them when necessary. This is recorded on the termly check sheet kept in Surgery, and a sticker is placed on each first aid kit once the check is complete.

On the main School site, a medical room (Surgery) is available for medical treatment, with bathroom facilities provided across the hall, and an isolation room ('Chat Room') is available.

## **Emergency Equipment**

- **Automated External Defibrillators (AED's)**

Due to its rural location, Beechwood Park has two defibrillators (AEDs). One is inside the main building, centrally located by the Annexe Dining Room, and the other is outside the Sports Hall in a coded box. The code is registered on The Circuit database held by the ambulance service. School Nurses perform termly checks on this equipment and record this on the checklist which is stored within the AED storage case.

Those members of staff who are trained to respond to a cardiac emergency are named on a display beside the AED, although it is accessible to all.

- **EpiPens**

There are two generic junior adrenaline autoinjectors (AAI) and two generic adrenaline autoinjectors (i.e. EpiPens) for use in an emergency, stored in Surgery (in the Emergency Medication Box). There are also additional Anaphylaxis kits across the school site (Appendix 2 – Location of Emergency Equipment.). A spare AAI may be administered in an emergency, if available, to a pupil at risk of anaphylaxis, where both medical authorisation and parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay (DOH, 2017 - Guidance on the use of adrenaline auto-injectors in schools) (Appendix 4 – Anaphylaxis Flow Chart). The AAI devices are also available for use when a person experiences a first anaphylactic reaction. If anaphylaxis is suspected but the person does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator

Ideally, the School Nurses on duty will be available to administer the adrenaline autoinjector in the event of an anaphylactic reaction, on recognition of the signs, symptoms and history. However, in the absence of the School Nurses (or when offsite), any member of staff can follow the instructions on the side of the injector and administer the drug. A further set of generic and junior adrenaline autoinjectors are taken to the forest school area when children are at Forest School sessions, due to the distance from Surgery.

- **Inhalers**

Generic inhalers are kept in Surgery (in the Emergency Medication Box) and in asthma first aid kits (around the sports pitches, sports hall and one at the pool) in case of a severe asthma attack. There are additional Asthma Stations in the Woodlands Nursery, Junior Department, Middle Department and Senior Department. School Nurses provide updates for staff to administer a blue reliever inhaler (e.g. salbutamol), asthma care is also covered in first aid training updates. An inhaler, spacer and liquid antihistamine is provided on each of the school vehicles in case of an emergency on the way to or from school (N.B: AAls are not supplied as pupils are not permitted to eat on school transport).

There are additional Asthma kits across the school site (Appendix 2 – Location of Emergency Equipment.). These kits are available for any pupil with a prescribed inhaler (Appendix 3 – Asthma Flow Chart).

Training updates are provided as part of the First Aid Training programmes. Additional information videos and written updates for all staff are regularly provided by the School Nurses, to remind staff what to do in the event of an asthma attack or anaphylaxis.

### **Reporting an Accident/Summoning Help**

Pupils report accidents to a teacher or a member of staff on duty who will then refer to School Nurses in Surgery (unless it is a very minor issue that can be easily treated by a first aider). School Nurses will assess the situation, administer First Aid and seek professional help as necessary, including contacting emergency services, parents and the School Medical Officer. School Nurses or the First Aider administering the first aid will often decide whether or not to call an ambulance. However, any member of staff can call for an ambulance without a School Nurse being present.

If a pupil or member of staff has an accident at School or work, School Nurses will complete the accident form and inform the Head and the Bursar. Where necessary, the Bursar will submit a RIDDOR report to the Health & Safety Executive ([www.hse.gov.uk/riddor/reporting/index](http://www.hse.gov.uk/riddor/reporting/index)), as stipulated in the HSE regulatory requirements.

### **Accidents/Injuries**

In any medical emergency, the injured pupil is either taken to Surgery or, if the first person on scene deems that it is inadvisable to move them, School Nurses will go to the scene of the accident and assess the situation. In either case, the member of staff on duty will contact Surgery

via radio or send a messenger.

If the accident is serious, or the pupil's condition deteriorates, any member of staff can call immediately for an ambulance and a member of staff will accompany the pupil to hospital (this will not usually be a School Nurse as they need to remain onsite to run Surgery). At the same time, School Nurses will endeavour to contact the parents and inform them which hospital their child has been taken to.

If a hospital visit/review is required but there is no immediate emergency, School Nurses will contact the parents and ask them to take their child to hospital (minor injuries/A&E), as this is likely to be less distressing for the child.

If a child requires emergency dental or optical treatment, the School Nurses will contact the parents ask them to take their child to either their own dentist or hospital (as applicable), as this is likely to be less distressing for the child. Should parents not be available and the child needs to be seen urgently, a senior member of staff will take the child to Luton & Dunstable Hospital. A second member of staff will drive them to hospital.

The School's Medical Officers (SMO) are available to give advice on medical conditions, symptoms or injuries and if required would visit the pupil for a consultation. Eddlesborough Surgery – 01525 221630 (Dr Mitchell & Dr White).

### **Recording Accidents**

In addition to the usual methods of recording minor accidents and injuries (on iSAMS and in the Surgery daybook), School Nurses record all accidents of staff and pupils which require hospitalisation or external medical treatment in the Accident Book which is kept in Surgery; a copy is given to the Health and Safety Officer (Bursar) who decides if necessary to report it to the Health & Safety Executive (HSE) following the RIDDOR guidelines (<http://www.hse.gov.uk/riddor>). School Nurses gives a second copy to the Head for their information. School Nurses file a copy in the pupil's paper file and the original is kept in the Accident File in Surgery.

If a visiting child from another school requires treatment, for example during a sporting fixture, School Nurses will record this on a visiting pupil treatment form (found at the front of the filing cabinet). If it is a major injury which requires hospitalisation or external medical treatment, School Nurses will complete an accident form as per the above procedure.

School Nurses will endeavour to contact the medical department of the visiting pupil's School at the earliest opportunity and give a verbal handover. A handover will be given to the accompanying member of staff, and they will inform parents.

**Recording accidents in Woodlands Nursery**

Woodlands staff will record all accidents in a separate accident book which is held within Woodlands. Once the book is complete the book is transferred to Surgery for storage. School Nurses will order and supply new record books as required.

### **Minor scrapes and grazes**

If a child falls or has an injury, he/she may come to Surgery for treatment. School Nurses will record the child's name and injury and treatment given in the daybook, as well as on iSAMS. Most minor cuts, scrapes and grazes can be treated by a trained first aider.

Woodlands Nursery Staff will attend to minor scrapes and grazes for Woodlands pupils.

It is likely that the Reception staff members will treat the Reception pupils who have minor scrapes or grazes within the Pre-Prep Department (including After School Activities, some of which take place in Woodlands). If this is the case, the first aider writes the same details in an accident book kept in the Pre-Prep Department, and the School Nurses will collect books when full (supplying new ones as needed). The teacher on duty will send a copy of the note home via the book bag. If the child has injured his or herself more seriously, or has a bump to the head, he/she will come to Surgery with a member of staff. The School Nurses will then make a record of it and inform the parents (via *bump enote* on iSams Pupil Manager). Parents will receive a telephone call from the School Nurses for significant injuries.

### **Bumps to the head**

If a child bumps his/her head, he/she should come to Surgery accompanied by another child, or in the case of a Reception child, by a member of staff. School Nurses will apply a cool pack for a minimum of 10 minutes and observe for signs of concussion.

In Woodlands, the child is treated and monitored either by his/her key person, or by the After School Activity leader. The same procedure is followed, i.e.:

- the member of staff monitors and treats the child
- the member of staff completes an accident note
- the member of staff writes a wrist band (Reception to Y3 only)
- the member of staff makes a phone call to parents (EYFS only, unless the injury is significant)
- the member of staff informs parents of the injury at collection

### **Concussion**

The symptoms of concussion are:

- Headache



- Dizziness
- Nausea
- Loss of balance
- Confusion, such as being unaware of your surroundings
- Feeling stunned or dazed
- Disturbances with vision, such as double vision or seeing "stars" or flashing lights
- Difficulties with memory of events surrounding original injury.

Should a pupil complain of these symptoms, School Nurses will contact their parents and ask for them to go for a medical review (often A&E). Should the parents be unavailable, School Nurses will make the decision to either call an ambulance or arrange for another member of staff (not usually a School Nurse as they need to remain onsite) to take the child to hospital, if clinically indicated. If the child is driven to hospital, a second member of staff should accompany the child in case the child's condition deteriorates. School Nurses, or any member of staff will call an ambulance immediately if:

- The headache becomes more severe
- Balance deteriorates
- The child becomes increasingly tired or drowsy
- The nausea worsens, or the child vomits.

(Appendix 5 – Post Concussion Advice: Passport to Play)

## **Prescribed and Over the Counter Medication/Homely Remedies**

*See also BPS Parents Medical Handbook*

All medication must be signed in directly with Surgery (the only exception is Woodlands pupils and those who have travelled in on the School Bus Service).

All medication brought from home must be labelled with the child's name and form.

Parents should bring in the medication in its original packaging (including the box) with the name of the medication and dosage information clearly legible. All prescribed medication from home must be:

- in its original packaging – including the box (loose tablets or cut strips will not be accepted)
- written in English (prescribed and dispensed within the UK)
- with the name of the child it was prescribed to
- the pharmacists' details
- the name and required dose of the medication
- the date it was prescribed

The child's parent/guardian will bring medication into school to explain the reason for the administration of the medication with the School Nurses. The School Nurses will record these details in the medication file on an Administering Medication Record 'MAR' Chart (or Controlled Drug MAR Chart). The parent signs their consent for the administration of the medication at the beginning of the course. (In Woodlands Nursery, the parents complete and sign an Administering Medication Record 'MAR' Chart.) If the child is brought to School by someone other than their parent, or arrives on the bus, the parent or guardian will send the medication with a covering letter detailing:

- the reason for the medication
- child's name and class/form
- the dose

The parent/guardian must sign and date the letter. The parent/guardian should also contact Surgery to inform the School Nurses that the medication is coming into School with the child so that the School Nurses can intercept it.

### **Sending medication home**

If medication needs to go home at the end of the day, the pupil may come to Surgery and collect it at the end of their school day. For Reception pupils, a member of staff or the child's parent should come to collect it for them. Woodlands parents can collect medication directly from Woodlands Nursery.

## Informing parents

Reporting the injury and/or treatment to parents will happen as follows:

<b>Woodlands Nursery (EYFS)</b>			
<b>Action</b>	<b>Bump to the Head</b>	<b>Minor scrape or graze</b>	<b>Administer liquid paracetamol (e.g. Calpol Etc.)</b>
<b>Send note to inform parents?</b>	Yes (First Aid book copy)	Yes (First Aid book copy)	
<b>Wristband?</b>	No (staff will hand over directly to parent at collection).	No (staff will hand over directly to parent at collection).	
<b>Phone call?</b>	Yes, always	Only if injury is Significant	Yes, always. Phone first to request permission.

<b>Reception (EYFS)</b>			
<b>Action</b>	<b>Bump to the Head</b>	<b>Minor scrape or graze</b>	<b>Administer liquid paracetamol (e.g. Calpol Etc.)</b>
<b>Send (e-note)* to inform parents?</b>	Yes	Only if injury is Significant	Yes
<b>Wristband?</b>	Yes	No	Yes
<b>Phone call?</b>	Yes	Only if injury is Significant	Yes, always. Phone first to request permission.

<b>Years 1 - 2</b>			
<b>Action</b>	<b>Bump to the Head</b>	<b>Minor scrape or graze</b>	<b>Administer liquid paracetamol (e.g. Calpol Etc.)</b>
<b>Send (e-note)* to inform parents?</b>	Yes	If injury is significant (or face, eyes, teeth, genital area)	Yes
<b>Wristband?</b>	Yes	No	Yes
<b>Phone call?</b>	Only if injury is significant	Only if injury is significant	Yes, but written permission is adequate if parents are uncontactable.

<b>Years 3 - 8</b>			
<b>Action</b>	<b>Bump to the Head</b>	<b>Minor Scrape or graze</b>	<b>Administer liquid paracetamol (e.g. Calpol Etc.)</b>

<b>Send (e-note)* to inform parents?</b>	Yes	If injury is significant (or face, eyes, teeth, genital area)	Yes
<b>Wristband?</b>	Yes, Year 3 only	No	Yes, Year 3 only
<b>Phone call?</b>	Only if injury is significant	Only if injury is significant	No

\*Enote – Electronic note via the iSams system

### **Vomiting/Soiling - Procedure for Staff:**

If a child should vomit in the classroom, dining room, Woodlands Nursery or public area, the member of staff should do the following:

- See that the child is looked after first. Disposable gloves are in all First Aid boxes and Spills Kits.
- Arrange for the child to be escorted to Surgery if possible. Woodland's pupils will remain in the nursery area.
- Locate the nearest body fluids disposal/spills kit (Appendix 2.). Granules are to be sprinkled over the vomit and left for 60 seconds to harden. Note; catering staff are not able to help clean up vomit / body fluids. The member of school staff present must take control of the situation
- Throw everything away in a yellow waste bag – tray, cutlery, plates, cups, nothing is salvageable.
- Contact the onsite cleaning team (external contractors via Alban Cleaning) via the school radio to help with cleaning up the area, they will assist with washing down the area and disposing of any waste bags in the outside bins
- Advise all pupils and staff who were in proximity / or at the table to wash hands well.
- School Nurses will contact the parents (Reception-Top Form) and ask for the child to be collected and inform the Form Teacher. Woodlands staff will contact Woodlands parents.
- School Nurses will restock the spills kit, replacing any used items.
- Parents will be advised to keep the pupil away from school for a full 48hours after the last bout of sickness (as per Department for Education website guidance).

Woodlands Staff have access to a yellow clinical waste bin for soiled nappies and can put contaminated items in here. There is also an external clinical waste bin (kept locked) outside the Woodlands Nursery.

All clinical waste bins (and sanitary bins) are emptied on a regular basis by an external contractor (Citron – Clinical Waste Services).

### **Soiling**

In the case of a child soiling themselves, a member of staff can bring the child to Surgery (except for Nursery children who can remain in Woodlands) and should stay to assist/chaperone whilst the child is washed or bathed if necessary. The School Nurses can arrange for lightly soiled clothes to be washed (in Housekeeping), or the child can take them home. School Nurses will contact parents and arrange for the child to go home if necessary.

Parents will be advised to keep the pupil away from school for a full 48 hours after the last bout of diarrhoea. Diarrhoea is defined as 3 or more liquid or semi-liquid stools (type 6 or 7) within a 24-hour period in adults and older children or any change in bowel pattern in young children (UK HPSA website).

It is likely that most pupils will be capable of washing and changing themselves. However, if not, School Nurses will check the child's Medical Questionnaire for consent to help their child. If permission has been withheld, parents should be contacted; if unsuccessful, School Nurses will act as necessary to ensure the comfort and hygiene of the child. School Nurses will keep notes of action taken in the child's electronic treatment notes (eNotes) and inform parent afterwards, either via a treatment eNote or phone call.

### **Intimate Care**

Should the School Nurses need to examine a child, in relation to soiling or First Aid, all staff will consider two factors when dealing with this situation:

- Respect the privacy of the child
- Be aware of the vulnerability of the member of staff assisting the child

In the Woodlands Nursery, when the practitioner assists a child who is wet or requires a nappy change, a member of staff will take the pupil to the changing area in the pupils' toilets, and a second member of staff will be informed.

In the Junior Department, if the child is wet, two members of staff assist the child. However, in the case of soiling, a member of staff may take the child to Surgery. The adult stays to assist the child supported by School Nurses as the second adult present.

In the Middle and Senior Departments, a member of staff accompanies a pupil to Surgery and School Nurses provides clothes, flannels and towels so that they can clean and change themselves.

When dealing with the incident, the practitioner must:

- be accompanied by another member of staff (e.g. the pupil's Teacher or Teaching Assistant)
- leave doors slightly ajar, but closed enough to give the child as much privacy as possible
- arrange for other pupils to use an alternative cloakroom if possible
- wear disposable gloves
- ask the child to remove their soiled garments if they are old enough,
- use wipes, or a flannel to wash the child, avoiding any intimate contact – as far as possible, try to get the child to do that itself
- use a towel to dry the child, again avoiding any intimate contact
- place clothes, towel and flannel in a plastic bag and take them to the Housekeeping Department for washing or send home. Woodlands staff will use the washing machine at Woodlands wherever possible, assisted by Housekeeping.
- make notes of action taken, record the incident on the whiteboard in the Woodlands toilet or the School Nurses will add to the electronic treatment notes if the incident occurs in the Junior

Department. Parents will be informed in person where possible or by a telephone call (usually from School Nurses).

If the situation happens frequently with a particular child, the School Nurses may suggest a GP referral to look for other causes.

School Nurses / Early Years Practitioner may need to examine a child if they have an injury or pain. School Nurses does so with discretion and with the following considerations:

- School Nurses must explain what they are going to do, and why (for example, have a look at their back, or their chest, and ask if they are happy to lift up their shirt, etc)
- School Nurses will ask the child if that's ok with them
- School Nurses will ask the child to remove their clothing if necessary
- School Nurses will use the screen or close the door if appropriate or put a 'please knock' sign on the door
- School Nurses will be as quick as possible, but thorough
- School Nurses will ask the child to re-dress as soon as possible
- School Nurses will record treatment and examination, and where necessary relay that to parents or carers.

### **Disposal of body fluids**

Disposable gloves are always used when cleaning up spills of body fluids, and members of staff must wash their hands afterwards. Any spills of blood, urine or vomit are wiped up and disposed of using a Body Fluids Disposal/spills kit and then disposed of in the clinical waste bin in Surgery (or in Woodlands for Woodlands pupils). Cleaners (external via Alban Cleaners) will clean the floors and other affected surfaces. Fabrics contaminated with body fluids are thoroughly washed by the housekeeper or sent home if appropriate. All surfaces are cleaned with an appropriate cleaner. In Woodlands, staff will clean the floors and other affected surfaces.

### **Monitoring**

This policy will be reviewed by the Lead Nurse annually.

At each review period, the policy will be approved by the Senior Leadership Team and the Governors Health, Safety and Medical Committee.

## **APPENDIX 1 – BEECHWOOD PARK SCHOOL – TRAINED FIRST AIDERS (as of June 2025)**

### **Three Day – First Aid at Work – Valid for 3 years**

Alexis Hamilton	Expires 04/01/2026
James Jones	Expires 04/01/2026
Joel Wood	Expires 24/01/2028
Laurence Darcy	Expires 31/01/2026
Lucy Briscoe	Expires 04/01/2026
Paul Hudson	Expires 31/01/2026
Rebecca Norton	Expires 04/01/2026
Roger Swindell	Expires 04/01/2026
Simon Harvey	Expires 31/01/2026

### **Two Day – Paediatric First Aid Course – Valid for 3 years**

Becky Le Bas	Expires 06/03/2027
Catherine Claridge	Expires 29/08/2027
Charlotte Dicastiglione	Expires 06/03/2027
Charlotte Wheeler	Expires 29/08/2027
Chris Stockwell	Expires 22/04/2028
Claire Swain	Expires 12/12/2026
Daniella Duggan	Expires 29/08/2027
Denise Johnston	Expires 29/08/2027
Donna Pickard	Expires 12/12/2026
Duncan Culver	Expires 21/05/2028
Emma Matthews	Expires 12/12/2026
Emma Stredwick	Expires 12/12/2026
Janet Topham	Expires 22/04/2028
Lisa Daniels	Expires 22/04/2028
Liz Bartholdi	Expires 10/01/2027
Lucy Briscoe	Expires 10/01/2027
Mia Bloomfield	Expires 06/03/2027
Michelle Lynch	Expires 22/04/2028
Natalie Kneller	Expires 06/3/2027
Nina West	Expires 22/04/2028
Phillippa Roxan	Expires 06/03/2027
Rachel Harris	Expires 20/11/2026
Rachel Storey	Expires 29/08/2027
Rebecca Faulkner	Expires 22/04/2028
Ruth Baker	Expires 06/03/2027
Sharon Brown	Expires 06/03/2027
Sheila Vickery	Expires 29/08/2027
Simon Andrews	Expires 21/05/2028
Simon Gregory	Expires 22/04/2028
Simon Harvey	Expires 22/04/2028
Sophie Swain	Expires 12/12/2026
Susan Grant	Expires 12/12/2026
Tracy Jenkins	Expires 06/03/2027

Victoria Barker	Expires 12/12/2026
Zara Phillips	Expires 06/03/2027
Zoe Pritchard	Expires 03/01/2026

**One Day – Level 3 Emergency First Aid at Work – Valid for 3 years**

Andrew Dixon	Expires 05/03/2027
Bobby Graham	Expires 30/08/2027
Cabrina Wallis	Expires 05/03/2027
Ceili Groeneveld	Expires 05/03/2027
Christopher Kneller	Expires 05/03/2027
Daniella Duggan	Expires 24/09/2026
David Murphy	Expires 24/09/2026
Emma Stredwick	Expires 21/05/2026
Gemma Hurrell	Expires 21/05/2026
Jaime Packer	Expires 21/05/2026
Joanne Begley	Expires 21/05/2026
Judith Waiting	Expires 23/04/2026
June Gbedemah	Expires 05/03/2027
Kylie-Paul Le Bas	Expires 21/05/2026
Laura Wright	Expires 05/03/2027
Leonard Cooper	Expires 05/03/2027
Lucy Briscoe	Expires 30/01/2026
Marc Gambrell	Expires 21/05/2026
Michelle Anderson	Expires 21/05/2025
Nalini Naik	Expires 21/05/2026
Nina West	Expires 30/08/2027
Rebecca Faulknew	Expires 30/08/2027
Sabina Doyle	Expires 30/08/2027
Simon Andrews	Expires 30/08/2027



## **APPENDIX 2 - LOCATION OF FIRST AID KITS AND EQUIPMENT:**

### AEDs

- 1 – Annex Dining Room (internal) - unlocked but alarmed
- 2 – Sports Hall Wall (external) - locked access via key code **C159X**  
(they both have a CPR mask, Tuffcut scissors, a safety razor and wipes/tissues as part of the pack)

### Catastrophic Bleed Kits

- 1 – Surgery
- 2 – Maintenance Yard
- 3 – Maintenance Vehicle ('Mule')
- 4- Maintenance Vehicle (Tractor)

### Emergency Medication

#### Adrenaline Auto Injectors (AAIs)

- 1- Emergency Medication Box in Surgery (x2 junior & x2 standard dose)
- 2- Forest School Emergency Box
- 3- Woodlands Kitchen
- 4- Junior Department Staffroom
- 5- Main Dining Room

### Emergency Inhalers (with an age appropriate spacer)

- 1- Emergency Medication Box in Surgery
- 2- Forest School Emergency Box
- 3- Swimming Pool
- 4- Sports Dept Garage in Sports Hall
- 5- Sports Dept Back Field Pavillion
- 6- Sports Dept Front Field (*Paddock*) Pavillion
- 7- X6 packs for use on the school minibuses (with antihistamines)
- 8- Woodlands Kitchen
- 9- Junior Department Staff Room
- 10- Middle Department (Annex Corridor by AED)
- 11- Senior Department (English Corridor)
- 12- Music Department

### First Aid Boxes (around the school site)

- 1 – Catering (containing blue food safe plasters)
- 2 – Bursary (No.11) Office
- 3 – Art Room
- 4 – Pottery Cellar
- 5 - Music Dept
- 6 - DT Department
- 7 – Maintenance Rest Room
- 8– Maintenance Boiler Room
- 9 – Junior Department
- 10 – Sports Hall (Garage)
- 11 – Woodlands Nursery (Main kit & x2 mini 'carry out' first aid kits by each exit door)
- 12 – Forest School
- 13 – Middle School (Year 4 Corridor)
- 14 – Middle School (Year 3 Corridor - upstairs)
- 15 – Middle School Main Corridor

- 16 – Science Lab (1)
- 17- Science Lab (2)
- 18 – Swimming Pool
- 19 – Cricket Shed
- 20 - Sports Dept Back Field Pavillion
- 21 - Sports Dept Front Field (*Paddock*) Pavillion
- 22 – Main Staff Room (Cupboard under Pigeonholes)

#### Mobile First Aid Kits

- Mobile First Aid Kits held by playground assistants (x2 kits)
- x3 Large First Aid Kits in Surgery for the School Nurses to use around school, home fixtures
- x5 Large Red First Aid Bags for away sports fixtures
- x8 Mini First Aid Kits for away trips
- x5 First Aid Kits for Maintenance Vehicles
- x6 First Aid Kits for Minibuses (see note above regarding inhalers and antihistamines)
- x2 Mobile Kits for Woodlands to take on group walks around the school site

#### Eye Wash Stations

- 1 – DT Room
- 2 – Science Lab (1)
- 3 – Science Lab (2)
- 4 – Pottery Cellar
- 5 – Kitchen

#### Spills Kits

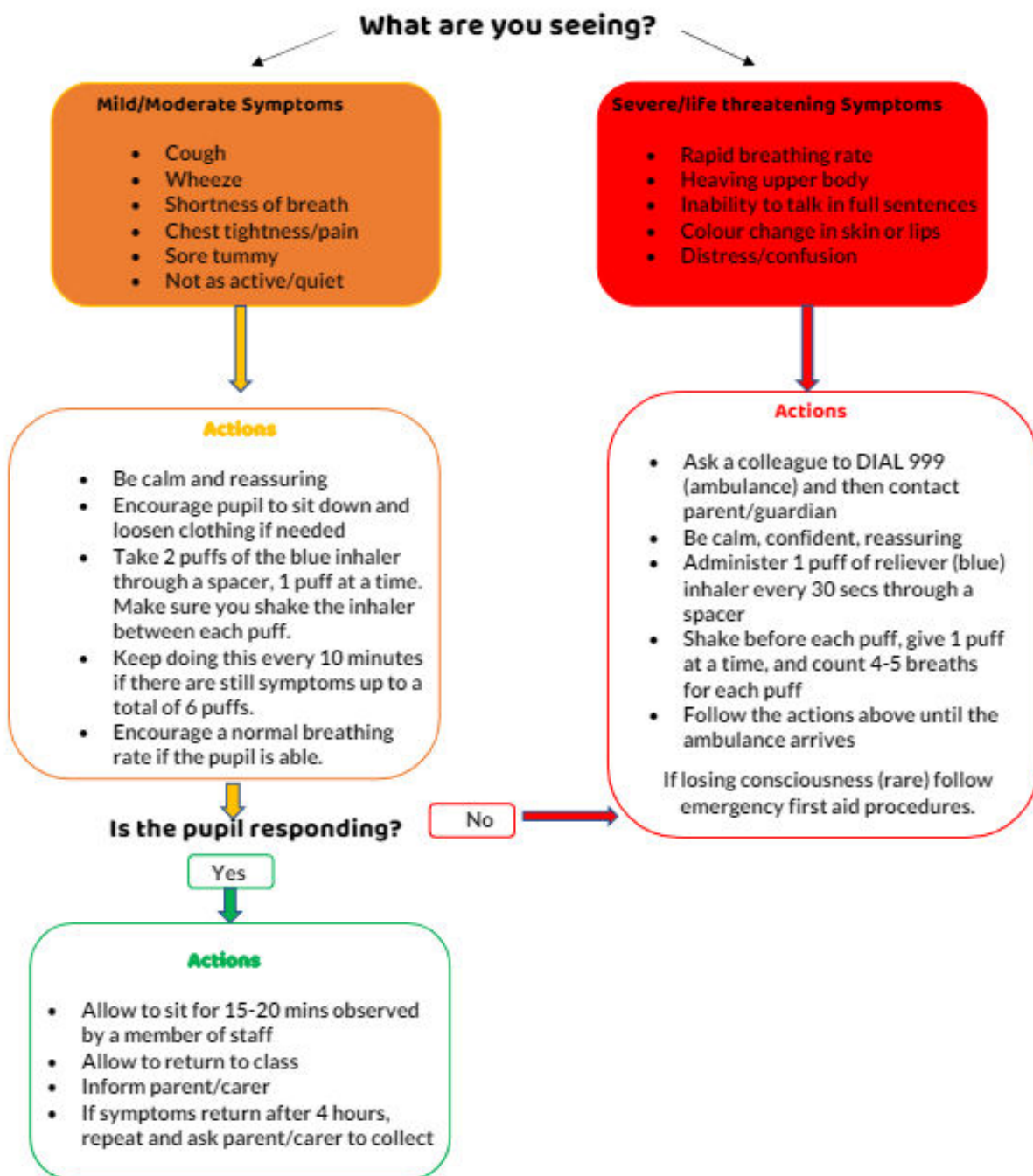
- 1 – Annex Dining Room
- 2- Main Dining Room
- 3- Middle Department (Year 3 Area - upstairs)
- 4 - Music Department
- 5- Junior Department
- 6 – Woodlands Nursery
- 7 – Surgery Cupboard (for use in Boarding)
- 8 – Surgery Store Cupboard (supplies for away trips)

#### Emergency Medication Box/Anaphylaxis Kit

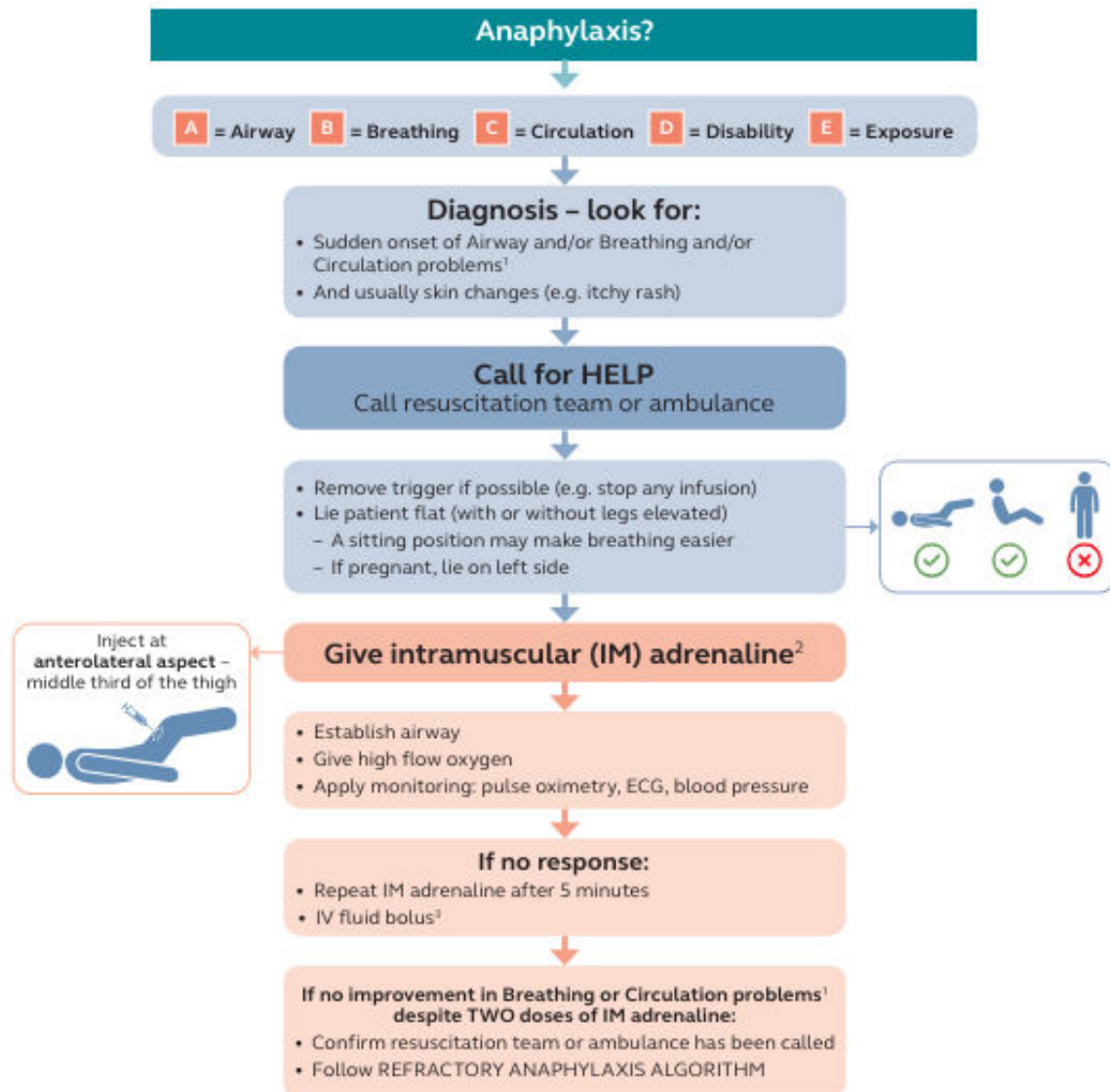
Kept on the wall in Surgery for quick access. This box contains:

- Adrenaline Auto Injectors (AAIs) (x2 junior & x2 standard dose)
- Antihistamine Liquid
- Inhaler and Spacer
- CPR Face Shield

## How Do I Manage a Pupil Having an Asthma Attack?



## Anaphylaxis



### 1. Life-threatening problems

**Airway**  
Hoarse voice, stridor

**Breathing**  
↑work of breathing, wheeze, fatigue, cyanosis, SpO<sub>2</sub> <94%

**Circulation**  
Low blood pressure, signs of shock, confusion, reduced consciousness

### 2. Intramuscular (IM) adrenaline

Use adrenaline at 1 mg/mL (1:1000) concentration

**Adult and child >12 years:** 500 micrograms IM (0.5 mL)

**Child 6–12 years:** 300 micrograms IM (0.3 mL)

**Child 6 months to 6 years:** 150 micrograms IM (0.15 mL)

**Child <6 months:** 100–150 micrograms IM (0.1–0.15 mL)

The above doses are for IM injection **only**.  
Intravenous adrenaline for anaphylaxis to be given **only by experienced specialists** in an appropriate setting.

### 3. IV fluid challenge

Use crystalloid

**Adults:** 500–1000 mL

**Children:** 10 mL/kg



## APPENDIX 5 – CONCUSSION GUIDANCE



### Passport To Play

#### Concussion: Graded Return to Play (GRT) Protocol – Beechwood Park School

Date Head Injury Occurred: (Day 0).....

Concussion Episode:.....

Date Symptom Free:.....

After the initial 24-48-hour *complete rest* phase, the pupil may return to school, if they have no further symptoms (Stage 1). If symptoms return after this point, the pupil should return to the *complete rest phase* for 24 hours.

Stage of Rehabilitation	Focus	Description	Days after injury	Notes
<b>Complete Rest</b>	Rest from all physical and brain activities	No lessons, exercise, reading, television, computer, video games or smartphones	0-1	<b>Rest at home</b>
<b>Stage 1</b>	Relative rest	Rest, minimise screen time, short walks (10-15 minutes slots)	1-2	<b>Rest at home</b>
<b>Stage 2</b>	Light physical activity	Gradual increase in mental activities, increase daily activities, short walks	2-6	Return to school, consider half days
<b>Stage 3</b>	Low risk solo physical activity	Continue to increase in mental activities, walking, swimming, stationary cycling (10-15 minutes)	7-13	In School
<b>Stage 4</b>	Non-contact training	Return to PE/Games sessions (avoid any activities which involve risk of head injury) Gradual increase in intensity, complexity and duration	14-20	In School
<b>Medical Clearance By Doctor</b>				
<b>Stage 5</b>	Unrestricted training activities	Non-contact sports: pupils can return to competition/matches from Day 21 Contact sports: pupils can return to <i>training</i> from Day 21	21-22	In School
<b>Stage 6</b>	Return to competition	Contact sports: pupils can return to competition from Day 23 - If no exacerbation of symptoms	<b>23*</b>	

\*Full return to matches should be guided more by symptoms and progression than absolute timescales.

Pupils should take a MINIMUM of 23 days in those aged under 19 for full return to play.

If symptoms persist for more than 28 days, the pupil will need to be assessed by an appropriate Healthcare Professional – typically their GP.

(Beechwood Park School Passport To Play follows the Nationwide Policy, March 2023, “If in doubt, sit out” Return to Education and Sport Pathway)

BeechwoodParkSchool/Surgery/CJA/2023

[Last amendment – May 2025 (CJA)]

[Incorporating comments from the Medical Governor/PC&W Committee/SLT]