



FIRST AID POLICY

Policy Custodian: Bursar

Approving Body: Health & Safety Committee

Approved: November 2025

(This policy is shared with Merchant Taylors' Prep)

Context

This policy describes how the School will deliver effective and appropriate First Aid to pupils, staff, and visitors to the School. It describes how the School will meet its legal and moral obligations as in the Occupational Health, Safety and Welfare Management System. This Policy is accessible at MTS via the SharePoint site and the School's website. It is available via the Staff SharePoint page and on the Staff Portal under Operational at MTP.

Aim

To manage the provision of First Aid to all pupils, staff and visitors across the School site and to pupils and staff during educational visits.

Method

This will be achieved by:

- Nominating sufficient First Aid trained staff to cover the needs of the School.
- Providing First Aid training to nominated staff.
- Providing sufficient First Aid resources and equipment across the School.
- Enabling this First Aid policy to be available to staff, parents and pupils.
- Maintaining accident records and reporting serious incidents to the Health and Safety Executive (HSE), as required under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Responsibilities

Bursar/Head

At MTS, the Bursar is responsible to the Head Master and Chair of Governors for the health, safety and welfare of pupils, employees and visitors on the School premises. At MTP, the Head of Prep is the Responsible Person. They will seek to ensure that risk assessments are completed by all staff organising and leading activities and that First Aid training, equipment and resources are provided and maintained. They will seek to ensure that the School maintains adequate insurance cover for all core activities, including professional liability for staff providing First Aid. They will seek to ensure that the School's First Aid policy is made available to staff, pupils and parents via the School website.

All Staff

All Staff are responsible for providing an immediate response to any First Aid incident and informing a trained First Aider as soon as possible.

First Aid Response & Appointed Persons

At MTS, the Medical Centre Staff (School Nurse and Emergency Medical Technician/EMT) are

nominated as the School's Appointed Persons. At MTP this is the School Nurse. They will take charge of any injury or illness, hold the stock for First Aid kits and ensure that the emergency services or professional medical support is called when deemed necessary. In addition:

- At MTS, the Medical Centre will provide duty medical cover from 0815 until 1730 Monday to Friday (1600 on Tuesdays) and cover Sports fixtures and training on Saturdays.
- At MTS, the School Nurse and EMT will operate the Medical Centre and respond to the School medical emergency mobile on 07730 064633, the School radio network or via Reception on 01923 820644. At MTP the Nurse can be contacted on mobile 07510 076 128, direct dial 3131 or via reception on 01923 825648.
- Conduct medical liaison with parents, guardians or next of kin.
- Inform the Head Master (MTS), Head (MTP), Bursar, SLTs, Tutors and other staff of any relevant information as required.
- Complete Accident/Incident Report Forms and inform the Bursar (MTS) / SBM (MTP) of RIDDOR accidents, or near misses.
- At MTS & MTP, meetings are arranged as required with parents subject to any issues raised on completing and returning the new pupil medical questionnaire.
- Request written updates of any health needs during the academic year.
- Securitise the individual care plans submitted by parents as required, e.g. diabetes, severe allergies, asthma, and epilepsy.
- Maintain pupil medical information in confidence, give written and verbal information and disseminate as appropriate.
- Hold pupils' own medication e.g. Insulin, if required subject to parental discussion.

Out of Hours / After Timetabled Day/Co-Curricular activities

First Aiders may need to provide support:

- Before/After School/Weekend Activities, the activity leader will provide a suitably qualified first aider for the activity; they will carry First Aid Kits and basic instructions on First Aid. They will carry a mobile phone; emergency contact details and accurate medical information for the pupils involved in the activity (see Educational Visits).
- At MTS, the On Call Duty Mobile holders can be contacted out of hours. (07710 426780) and used to support a call to Emergency Services.
- At MTP the School's wraparound care is run via an external provider who have appointed first aiders to deal with issues outside of core hours. The external provider understands the need to inform parents and the School Nurse of any incidents while under their care.

School First Aiders

The School will maintain a pool of trained First Aiders with current, regulated qualifications. The current list of MTS First Aid trained personnel is available on the School's SharePoint site. At MTP the School Nurse and Head's PA hold this list. First Aiders will:

- Take charge of any medical incident they encounter and give emergency first aid.
- Summon emergency services or professional medical help as required.
- Inform the Medical Centre immediately or, in their absence, Reception or the Bursar (MTS)/ SBM (MTP) or SLTs if emergency services are required.
- Complete and submit an Accident/Incident Report Form.
- Inform the Medical Centre of all first aid items used in order to allow replenishment.

Informing Parents

Parents will be informed by the Medical Centre (MTS) or School Nurse (MTP) or appointed first aider of all accidents / injuries that require ongoing care or management (at MTP by phone call). Students are encouraged to inform parents if they have required first aid during the day if their injuries are minor and they have been able to continue with the school day. Head Injury Instructions or a note of the incident are sent home with the pupil. Parents are called at the Nurse/EMT/First Aider's discretion. At MTP, parents are always informed if their child has a bump to the head, even if minor. If a student is given

any medication, they will be issued with a medicine card (MTS) with student name, date, medication, and dose taken, to take home. A copy of the card is sent to the Medical Centre for recording in student file. At MTP consent for administering medication is provided in advance, parents will be informed of any emergency treatment (by phone call, email or face-to-face).

Taking a Pupil to Hospital

There may be occasions when a pupil's condition requires them to attend Hospital, but is not severe enough to qualify for a priority ambulance service. Should this occur at MTS, the pupil's parents will be advised and asked to collect their child from the School as soon as possible before taking them to their nearest Hospital. Should the parents be unable to get to the site within a short time, a school member of staff (MTS), or appropriate pastoral figure or member of SLT (MTP) will accompany the child to the local Hospital, supported by a colleague if so required. Once the parent is able to relieve the member of staff at the relevant Hospital, they will return to site.

School Holiday and Out of Hours Provision

At MTS, during the School holidays or other periods when the School is closed, the role of Appointed Person is delegated to the School Duty Mobile holder (07710 426780). All on-site security staff will be able to coordinate a response to medical incidents. At MTP, the School Office holds a record of who is on site out of term time and there is an Appointed Person to cover each Breakfast and After School care provision on site.

Off Site School Visits

At MTS, the Visit Leader is nominated as the 'Appointed Person' for the duration of the visit. They will liaise with the School Nurse/EMT to identify the individual medical requirements of those travelling and provide the relevant staff with an information pack before departure.

At MTP an 'Appointed Person' is nominated for each visit, please refer to the Educational Visits Policy.

First Aid Information

In addition to the publication of this First Aid Policy on the School website, the Senior Master or Second Master at MTS and SLT at MTP will ensure that all teaching staff are informed of the School's First Aid procedures. The Medical Centre will:

- Update medical information provided on School notice boards including first aid and the treatment of allergies, asthma, diabetes, epilepsy and other relevant medical conditions.
- Provide designated staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic and epileptic or have other serious medical conditions.
- At MTS, A list of current First Aid qualified staff is displayed on the Staff SharePoint site.

First Aid Provision

The School will carry out a risk assessment to establish the level of first aid provision required. This will exceed 1 First Aider to 50 people by providing the following level of medical cover:

Core Activities

A qualified Nurse/EMT is available on call by mobile, radio (MTS) or via Reception throughout the School timetabled day. First Aid trained staff provide cover to all departments and buildings. In EYFS, there is always at least one person with paediatric training with the children at all times.

School Sports Fixtures

At MTS, at least one qualified First Aider will be located on the sports pitches during all rugby, hockey, football or other contact sports. At MTS, where risk assessments identify additional first aid requirements, this will be resourced externally. At MTP, the School Nurse is on call for emergencies. Sports staff, coaches and other staff present will be prepared to assist with coordination of First Aid, liaison with parents and onward movement as required.

Off-site Sports Fixtures

Sports staff and team coaches will act as ‘Appointed Persons’ and carry First Aid bags, a mobile phone and basic instructions on First Aid. (Replenishment materials are available from the School Nurse (MTP) or Medical Centre (MTS) upon request).

Educational Visits

Group leaders will act as ‘Appointed Persons’ and identify their first aiders. They will carry First Aid kits and basic instructions on First Aid. They will carry a mobile phone, emergency contact details and accurate medical information for pupils on the visit. For adventurous activities, overseas visits or residential visits, at least one member of staff will be a trained First Aider (including at least one with paediatric training for EYFS children) and all staff will be briefed on how to contact the emergency services.

Departments

At MTS, all Teaching and Support Staff departments will aim to maintain at least one qualified First Aider, who will ensure that a first aid kit is available and replenished. At MTP, the School Nurse maintains the first aid kit contents. Department Heads (MTS), SLT (MTP) will make all staff and pupils aware of the provision in their departments. At MTP, refer to Annex J.

CCF (MTS)

First Aid provision for all CCF activities will be provided by CCF Staff in accordance with MOD policy and as directed by the CCF Commanding Officer. The School Staff Instructor (SSI) is nominated as the ‘Appointed Person’ and will ensure that adequate provision is in place.

Public Events and Productions

Event organisers will conduct a risk assessment to determine the level of First Aid provision required. This will depend upon the event or activities and number of staff, pupils and members of the public attending.

First Aid Materials, Equipment and Facilities

Medical Centre

A well-equipped Medical Centre will be operated by the School Nurse/EMT during School hours. This will provide a waiting area, treatment room and secure storage for medication and records.

First Aid Kits

First Aid kits are available throughout the School in the locations listed at Annex A for MTS and Annex J for MTP. They will be regularly inspected and replenished by the responsible person. Replenishments are available from the Medical Centre (MTS) and School Nurse (MTP). Department Heads are responsible for inspecting the provision in their departments and informing the School Nurses of any deficiencies. All School vehicles will be equipped with a First Aid kit. Sports Staff will carry specific Sports First Aid kits to all home and away fixtures. The contents of School First Aid kits (MTS) will be based on the following (please also see Annex J for the MTP contents list):

Suggested First Aid Kit contents:

- First Aid guidance leaflet and emergency contact numbers.
- 20 sterile adhesive dressings of assorted sizes.
- 2 triangular bandages.
- 6 medium-sized sterile non-medicated wound dressings.
- 2 large sterile non-medicated wound dressings.
- 2 pairs of nitrile gloves.
- 10 Sterile wipes
- Resuscitate face shield

Replacement kit at MTS can be requested via the link within the First Aid section of the Health and Safety tab on the Staff SharePoint site.

Defibrillators

The list of defibrillators located in the School is at Annex B alongside a map of locations. Clear instructions are provided on the equipment, which is available to all staff in emergencies. At MTP, the Defibrillators are located in the Staff Work Room and outside the Sports Office. At the Nursery and Reception facility, the Manor of the Rose, the defib is mounted externally.

MTS Eye Wash Stations

The locations of eyewash stations are shown at Annex C. These include either cold mains tap water or at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers.

MTS Burns Kits

The locations of burns kits are shown at Annex D. These are sited at locations where a higher burns risk has been identified.

MTP

The School Nurse carries a burns kit, eyewash kits and facilities are present in the Science Block, Pre-Prep medical room and in the School kitchen.

Emergency Salbutamol/Asthma Kits

The locations of Emergency Salbutamol kits are shown at Annex E (MTS) and Annex H (MTP). These are sited at locations where staff can assist pupils (or others) whose prescribed inhaler is not available in an emergency.

Emergency Adrenaline Auto Injectors (AAI's)/Anaphylaxis Kits

The locations of Emergency Adrenaline Auto Injector kits are also shown at Annex E (MTS) and Annex H (MTP). These are sited at locations where trained staff can assist pupils / staff in an emergency.

Hygiene / Infection Control

All staff are required to follow “Universal Precautions” to minimise the risk of cross infection during first aid procedures, these are basic hygiene procedures, including hand washing, or use of a gel rub before administering treatment and between treating each individual. Disposable gloves and hand washing facilities are available in most departments. Personal Protective Equipment (PPE) must be worn when dealing with blood or body fluids.

PPE includes protective glasses or goggles, gloves and aprons. Blood or body fluids on the ground or other hard surfaces must be removed and the area cleaned. The Head Porter’s team at MTS and the Site team at MTP have access to body fluid disposal equipment and can be contacted via the School Reception, or out of hours, an emergency biohazard kit is located in the Reception Kitchenette at MTS. All contaminated items and used first aid equipment must be cleared. Dressings and single use items must be disposed of in a clinical waste bag or sharps container as appropriate and sealed securely before disposal.

Clinical Waste

Clinical waste is collected as required by an approved contractor. Within MTS, bagged waste is transferred from clinical waste bins weekly or earlier if required, to the main clinical waste bin in the Medical Centre. Locations of clinical waste containers are shown at Annex F (MTS) / Annex I (MTP).

MTP staff are to refer to the Sharps Policy regarding the safe disposal of Sharps (hypodermic needles, diabetic blood testing lancets etc.)

At MTP Items contaminated with blood or other body fluids should be treated in the following ways: -

- Disposable items, should be placed in the yellow bin, which is situated in the medical room.
- Clothing can be cleaned in an ordinary washing machine on the hot cycle;
- Other equipment and surfaces can be cleaned using a hypochlorite solution e.g. bleach (one-part bleach to ten parts water) or Milton 2.

Response to Incidents

Practical guidance to assist MTS staff during an incident is included within the MTS Incident Management Plan. Guidance on what to do when an Ambulance or similar emergency service is required is shown at Annex L - MTS Ambulance & Emergency Services Procedures

Head Injuries

Specific policy relating to Head Injuries is provided in the MTS Head Injury Policy document (MTS) and the Head Injury Action Plan (MTP).

Accident Reporting

All accidents and treatment to Students will be recorded on Accident / Incident Report Forms by the First Aider and sent to the Medical Centre (MTS) or School Nurse (MTP). All staff and adult visitor accidents should be reported using an HSE B1510 Accident Book and submitted to the Medical Centre (MTS) or School Nurse (MTP), with a copy sent to the Bursar's Office at MTS and the SBM at MTP. At MTS, BL510 and Student Accident/Incident Forms are located on the staff SharePoint site.

Completed forms will be collated and sent to the Head of Operations at MTS or the SMB at MTP for inclusion in the School's Incident Log, or the information transcribed onto the SharePoint Incident Reporting Form at MTS, which will in turn be uploaded to the School's Incident Log held on the S Drive.

The Head of Operations (MTS) will inform the Health and Safety Executive of all reportable injuries, diseases and dangerous occurrences within 10 days of the accident or occurrence, in accordance with RIDDOR 2013. At MTP, the Nurse will submit this report after receiving approval from SLT. Records will be maintained and held in the Medical Centre (MTS) and Medical Area (MTP)

These records will include:

- Date and method of reporting.
- Time and place of the event.
- Personal details of those involved.
- Brief description of the nature of the event or disease.

In cases of a reportable death, specified injury, or dangerous occurrence, the enforcing authority must be notified without delay within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

Medical Data Protection

All patient information received during assessment, diagnosis and treatment will remain confidential. All patient records will be provided to the Medical Centre and uploaded onto iSAMS, or at MTP, onto iSAMS or Medical Tracker and stored securely in line with GDPR.

First Aid Training

The number of contact hours for First Aid Training (time set aside for direct teaching and assessing excluding breaks) for each qualification is as follows:

For First Aid at Work (FAW) / Emergency First Aid at Work (EFAW) the total contact hours should be for a minimum of:

- First Aid at Work – Minimum 18 hours over three days
- First Aid at Work Re-qualifying – Minimum 12 hours over two days
- Emergency First Aid at Work – Minimum 6 hours over one day. At MTP this is delivered over 2/3 days.

Extra contact time will be required for add on training modules e.g., tourniquets etc

For Paediatric First Aid (PFA) / Emergency Paediatric First Aid (EPFA) the total contact hours should be for a minimum of:

- Paediatric First Aid – 12 hours over two days
- Emergency Paediatric First Aid – 6 hours over one day

For Combined FAW/PFA total contact hours should be a minimum of 25

In all cases, the qualification is valid for three years and a requalification course must be taken before the expiry date of their certificate.

The School offers EFAW & Combined FAW/PFA first aid training courses. These are organised by the EMT (MTS) / School Nurse (MTP) and can be requested when needed. All requests for ongoing training and updates should be directed to the EMT with dates that candidates are available. This should be cleared first with Department Head as appropriate and any teaching cover requirement approved by the Second Master.

Academic staff carry out an EduCare® online First Aid Essentials course, comprising three tested modules with a certificate awarded on successful completion. At MTP staff in conjunction need to pass a practical session with the School Nurse. At MTP, Paediatric, training and Emergency Aid training are refreshed every three years. We provide site specific information at staff induction and an annual reminder.

Additional training will be given to first aid trained personnel who agree to administer prescription only medications that may be administered to individual pupils to whom they have been prescribed. This must be recorded and updated annually. Guidance and training will be provided on the use of Emergency Salbutamol Inhalers and Emergency Adrenaline Auto Injectors in schools, its administration, recording, reporting use and dose, plus the cleaning and or transfer of delivery devices.

Medications (Students)

At MTS, Parental consent is sought for administration of OTCs (over the counter medications) when completing the new pupil medical questionnaire; POMs (prescription only medications) are held by the Medical Centre on request and dispensed as required.

At MTS, emergency POMs issued to specific staff members that are taking students on trips must be signed for when issued and returned immediately at the end of the trip. During school holiday periods if the Nurse is not available to sign issued POMs back in, they should be returned to Reception or the Bursar's Office for signature and safe keeping until the Medical Centre can take control of them.

At MTP, parents provide consent to the School Nurse for administration of OTCs. POMs are held by the Nurse and dispensed as required. Medical forms are completed by parents for each child before School visits.

Medications (Staff)

First aid at work does not include giving tablets or medicines to treat illness. Other than Asthma and Anaphylaxis, the only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid box.

Some workers carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate. Any medications brought onto the school site by staff must be kept in a safe and secure place that is not accessible to pupils.

Medication Storage

OTCs and pupils own POMs are stored in a locked cupboard in the Medical Centre office (MTS) and the Medical Centre (MTP). The exceptions to this are Anaphylaxis Emergency kits (AAIs, Antihistamine and care plans) and Asthma Inhalers.

Insulin is stored in a fridge in the Medical Centre (MTS) or Medical Centre (MTP); the temperature is regularly checked and recorded.

A limited supply of OTC medication is held in a locked medicine cabinet in the reception office (MTS) along with the appropriate control documentation for its supply, the Medical Centre controls this. The reception office is locked when not staffed.

References:

DfEE Guidance on First Aid for Schools updated 2/2014

Health and Safety (First Aid) Regulations 1981 (L74) Third Edition reissued with amendments 3/2015

Approved Code of Practice and Guidance: Health and safety of Pupils on educational visits (DfES)

Department of Health: Guidance on the use of Emergency Salbutamol inhalers in schools March 2015

Department of Health: Guidance on the use of Emergency Adrenaline Auto Injectors (AAI's) in schools September 2017

MHRA Clarification of AAI Guidance re. reg 238 Human medicines Regulations 2012

Department of Education: Supporting Pupils at school with medical conditions December 2015

MTS Head Injury Policy

Reporting accidents and incidents at work, a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Accident Book BL510, Health and Safety Executive (HSE)

JRCALC UK Ambulance Services Clinical Practice Guidelines 2025

JRCALC iCPG for live updates

European Resuscitation Council Guidelines for Resuscitation 2025 Section 9. First Aid

MTS Incident Management Plan

Associated Documents

The following documents are associated with this document:

- Health and Safety Policy
- MTP Medical Policies

Bursar
November 2025

Annexes:

- A. MTS Location and content of First Aid Kits
- B. MTS/MTP location of defibrillators.
- C. MTS Location of eyewash stations.
- D. MTS location of burns kits.
- E. MTS location of Salbutamol inhalers and Adrenaline auto injectors.(Allergy Emergency Kits)
- F. MTS location of clinical waste containers.
- G. MTP ambulance liaison, designated first aiders
- H. MTP Location of Salbutamol inhalers and Adrenaline Auto injectors
- I. MTP Location of Clinical Waste (if relevant).
- J. MTP Location and Contents of First Aid Boxes
- K. MTS Ambulance & Emergency Services Procedures

ANNEX A

LOCATION OF FIRST AID KITS (MTS)

DEPARTMENT	LOCATION	RESPONSIBLE PERSON FOR THE FIRST AID KIT – WALL MOUNTED MEDIUM	TEL/EXT
Accounts	Kitchenette	Accounts Manager	4052
Art Block	Art Office	Head of Art	4240
Biology	Prep. Room	Biology Technician	4262
Catering	By Office	Catering Manager	4141
CCF	By Armoury Door	SSI	4252
Chemistry	Prep Room	Chemistry Technician	4264
Design Centre	Staff Room	Head of DE&T	4300
Grounds	Grounds Sheds & Staff Room	Grounds Manager	01923 826667
IT	In IT Office	IT Manager	4404
Library	Reserve Collection Room	Senior Librarian	4201
Maintenance	Metalwork Shop Plumbers Shop Carpenters Shop	Buildings Manager	4110
Medical Centre	Office	School Nurse/EMT	4210
Mini Buses	One on each Bus	Maintenance Supervisor	4111
Main Reception and Reception kitchen	Reception Reception kitchen	Receptionist	4001 or Radio
Music	Office	Director of Music	4380
Physics	Prep Room Office	Physics Technician	4268
Portering/Cleaning	Delivery Store	Head Porter	4161 or Radio
Print Room	Print Office	Print Room Supervisor	4191
Rifle Range	Wall above Phone	SSI	4252
Sports Hall/Enterprises	Cupboard in Hall	Lettings Manager	4100
Swimming Pool	Side Room Plant Room	Lettings Manager	4100
Sport and PE	Astro Turf - Sand	Director of Sport	4390
	Astro Turf - Water	Director of Sport	4390
	Tennis Locker	Director of Sport	4390
Water sports	Sailing Centre	Head of Outdoor Education	4250
	Cricket Pavilion	Director of Cricket	4391

MTS Personal Kits

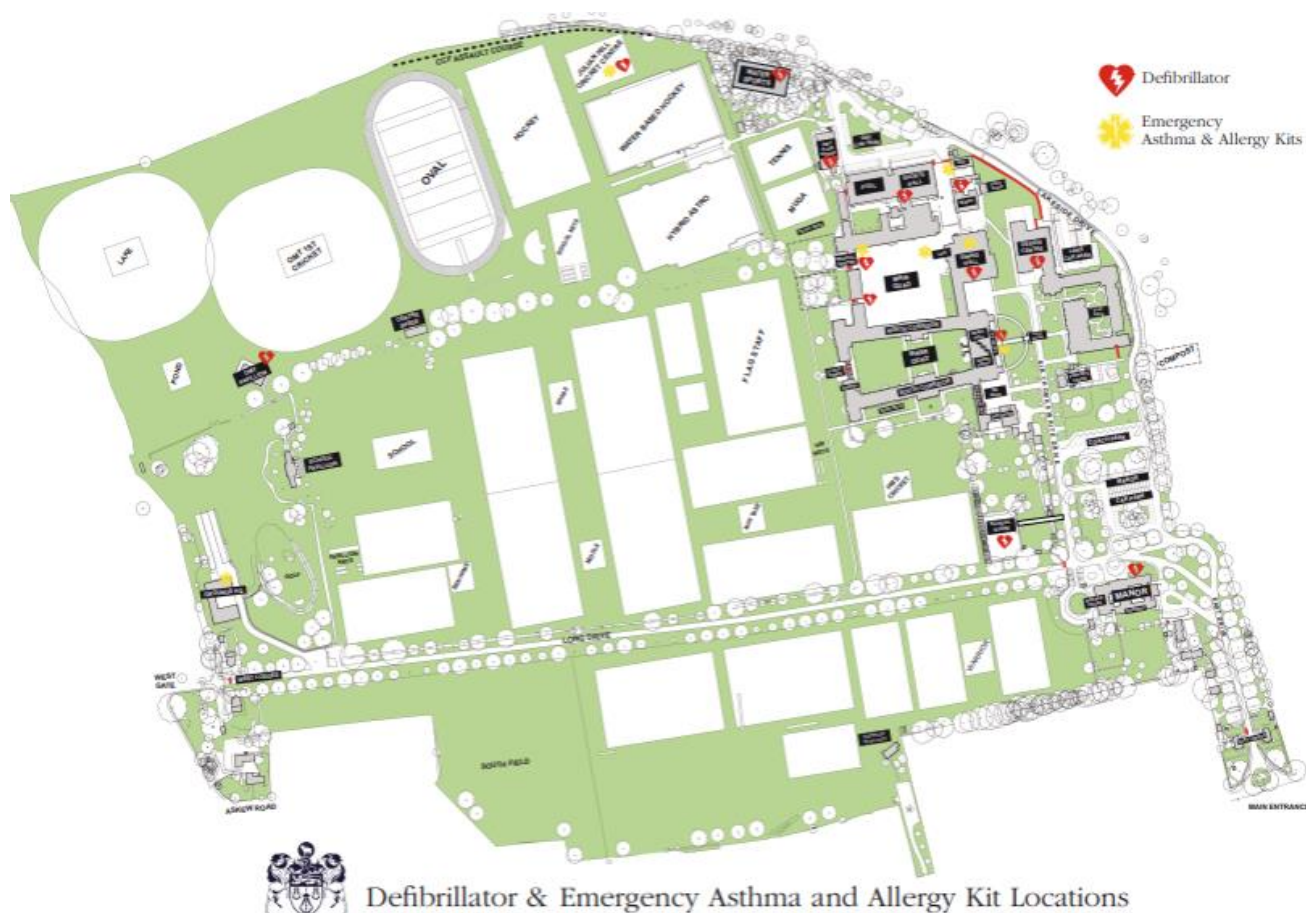
Location	Type	User
Bursar's Office	Large	Bursar

CCF Block	Large	CCF/DoE – SSI or Head of Outdoor Education
D&T	Medium	Head of DE&T
Delivery Depot	Large	Head Porter
IT Office	Large	IT Trained Staff
Reception	Large	Debra Shearman
PE Department	Large	Director of Sport
PE Department	Pitch side	PE Department Staff Rugby
PE Department	Pitch side	PE Department Staff Hockey Cricket
PE Department	Pitch side	PE Department Staff Rugby

ANNEX B

DEFIBRILLATORS

Area	Located	Service/Maintenance
Merchant Taylors' School		
Main Reception & School Office	Outside Reception Office on Wall	EMT
Maintenance	Carpenters Shop by FA Kit	EMT
Sport and PE Dept.	PE Dept. Lobby	EMT
24 hour Public Access (PAD)	Main Quad South Gate to fields	EMT
Design Centre	Entrance Foyer	EMT
Dining Room	North Wall	EMT
OMT War Memorial Club House	Main Foyer, Ground Floor by Lift	EMT
OMT Cricket Pavilion (PAD)	Front Wall Facing the Cricket Pitch	EMT
Goods In Depot (PAD)	External Mounted by entrance door	EMT
Water Sports Centre (PAD)	External Mounted by entrance gates	EMT
Medical Centre (PAD)	Between Main Entrance & Office Door	EMT
Cricket Centre	Julian Hill Cricket Centre Foyer	EMT
Merchant Taylors' Prep		EMT
Nursery (PAD adult and Paediatric)	External Mounted, Corner of Manor of the Rose Building near Zebra crossing	EMT
Staff Work Room	Main Prep Building	Nurse
Sport Department	Outside Sports Office	Nurse



Defibrillators can be used by anyone without specific training. Instructions on how to use them will begin when the lid of the defibrillator is raised.

ANNEX C

MTS EYEWASH STATIONS

Eyewash Station Number	Location
MTS EY01	School Reception Kitchenette
MTS EY02	Pump Room
MTS EY03	Maintenance Workshop
MTS EY04	Print Room
MTS EY05	CCF Block by Armoury
MTS EY06	Chemistry Prep Room
MTS EY07 & 7.1 .2 .3 .4 .5 .6	Physics Office & all PH Classrooms PH 11-16
MTS EY08	Main School Kitchen
MTS EY09	Art Department 1
MTS EY10	Medical Centre
MTS EY11	Design Centre
MTS EY12	Art Department 2
MTS EY13	Art Department 3
MTS EY14	Design Centre
MTS EY15	Design Centre
MTS EY16	Design Centre

ANNEX D

MTS BURNS KIT

Burns Kit Number	Location
MTS BK01	Main School Kitchen
MTS BK02	Art Department
MTS BK03	Art Department
MTS BK04	Art Department
MTS BK05	Design Centre GE01
MTS BK06	Design Centre GE02
MTS BK07	Design Centre GE03
MTS BK08	Design Centre GE04
MTS BK09	Design Centre Hot work
MTS BK10	Design Centre Pillar Lift
MTS BK11	Design Centre Technicians Workshop

ANNEX E

Emergency Allergy & Asthma Kits

SALBUTAMOL INHALERS FOR EMERGENCY USE (MTS)

(Re. guidance on the use of emergency salbutamol inhalers in schools, March 2015)



Area	Designated Person & Contact Details
Medical Centre	EMT 07730 064633
Reception	Debra Shearman x 4000 or school radio
EMT	Paul Roberts 07771 922 700
Dining room	EMT
The Lun	EMT
CCF Block	EMT
PE Dir. Sport's Office	Director of Sport
Julian Hill Indoor Cricket Centre	EMT
Grounds Department	Grounds Manager

Kit Contents

A salbutamol metered dose inhaler;
A plastic spacer for use with the Salbutamol inhaler;
Manufacturer's information;

ADRENALINE AUTO INJECTORS (AAI's) FOR EMERGENCY USE (MTS)

(Re. guidance on the use of emergency AAI's in schools, September 2017)

Area	Designated Person & Contact Details
Medical Centre	EMT 07730 064633
Reception	EMT
Dining room	EMT
The Lun	EMT
EMT	EMT (PJR) 07771 922 700
Julian Hill Indoor Cricket Centre	Medical Centre
Grounds Department	Grounds Manager

Kit Contents

2 AAI(s).
Instructions on how to use the device(s).
Instructions on storage of the AAI device(s).
Manufacturer's information.

ANNEX F

CLINICAL WASTE CONTAINERS (MTS)

	Location
Clinical Waste Bin	Medical Centre
Sharps Box	Medical Centre
	Biology

ANNEX G

AMBULANCE LIAISON FOR MTP

Name	Location responsibility	Telephone Extension
Tessa Douch	School Office	3102
Emma Sadler	School Office	3101

ANNEX H

EMERGENCY ASTHMA INHALER KIT (MTP)

School Department	Area	Designated Person & Contact Details
Prep School Emergency Asthma Inhaler Kit	Medical Suite	School Nurse 07510 076 128
Pre-Prep's Emergency	Pre-Prep Medical room medicine cupboard.	School Nurse 07510 076 128
The Nursery's (Manor)	Staff room medical cupboard.	School Nurse 07510 076 128

Kit Contents

A salbutamol metered dose inhaler;
At least two plastic spacers compatible with the inhaler;
Instructions on using the inhaler and spacer;
Instructions on cleaning and storing the inhaler;
Manufacturer's information;
A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
A note of the arrangements for replacing the inhaler and spacers;
healthcare plans;
A record of administration (i.e. when the inhaler has been used)

ADRENALINE AUTO INJECTORS (AAI's) FOR EMERGENCY USE

(Re. guidance on the use of emergency AAI's in schools, September 2017)

Area	Designated Person & Contact Details
Medical Treatment Suite	School Nurse 07510 076 128 / Nurse 3131
Pre-Prep Medical Cupboard	Pre-Prep Office 3122 / School Nurse 07510 076 128
Medical bag	School Nurse 07510 076 128
School Kitchen/Dining Hall	School Nurse 07510 076 128
Manor staff room	Assistant Head (EYFS) 3152

*We have six spare Adrenaline Auto Injectors: 3 Adrenaline Auto Injectors Junior under 30kg, and 3 Adrenaline Auto Injectors Adult over 30kg

Kit Contents

1 or more AAI(s).

Instructions on how to use the device(s).

Instructions on storage of the AAI device(s).

Manufacturer's information.

A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.

A note of the arrangements for replacing the injectors.

An administration record.

ANNEX I

CLINICAL WASTE CONTAINERS (MTP)

	Location
Clinical Waste Bin	Nurses Office
	Disabled Toilets (Theatre Foyer, KS3 area)
Sharps Box	Nurses Office

ANNEX J

FIRST AID BOXES (MTP)

At Merchant Taylors' Prep. First aid boxes are situated in:

The Sports Hall
Science Laboratories
The New Barn Theatre
Art & Design Technology/Kiln Room
The School Kitchen
The Off-site Nursery/Reception (Manor of the Rose – Senior School site)
The Pre-Prep Medical Room
The Key Stage 2 Foyer of Prep department
Medical Treatment suite
Dovecott Centre
The School Office (kitchen)
The four school minibuses (1x in each)

First Aid Kit- stock of items:

- HSE Leaflet: Basic Advice on First Aid at Work;
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - NB. Blue detectable dressings should be available in food preparation areas
 - 2 sterile eye pads;
 - 4 individually wrapped triangular bandages (preferably sterile);
 - 6 medium sized individually wrapped, sterile un-medicated wound dressings (approximately 12 cm x 12 cm);
 - For Nursery and Pre-Prep department – 4 small sized individually wrapped, sterile un-medicated wound dressings;
 - 2 large sterile individually wrapped, un-medicated wound dressings (approximately 18 cm x 18 cm);
 - One pair of disposable gloves;
- NB Where no mains water is readily available, a small supply of sterile water should be available for eye irrigation
- Resus face shield x1

**First aid boxes must be restocked as soon as possible after use and checked at least once a term. The School Nurse is responsible for restocking as soon as possible after use and checking at least once a term.*

MTS - AMBULANCE & EMERGENCY SERVICES PROCEDURES

MTS PROCEDURE FOR CALLING EMERGENCY SERVICES

**Merchant Taylors' School,
Sandy Lodge Lane, Northwood. HA6 2HT**

<p>During School Day (Mon-Fri 0800-1800)</p>	<p>Outside School Hours (Weekends, evenings after 6pm etc...)</p>
<p>Emergency Services Required Location HA6 2HT</p> <ol style="list-style-type: none"> 1. Call - 112/999 2. Inform School Reception via <ul style="list-style-type: none"> • Radio • X4000 • 01923 820 644 3. Relay relevant information <p><i>"112/999 Called for XXXX due to an incident at XXXX. I need:</i></p> <ul style="list-style-type: none"> • Assistance; • A Buggy; • Equipment; • Open Gates etc." <ol style="list-style-type: none"> 4. Someone must be nominated to meet and direct Emergency Services to required Location. 	<p>Emergency Services Required Location HA6 2HT</p> <ol style="list-style-type: none"> 1. Call - 112/999 2. Call Duty Phone 07710 426 780 to advise of incident and ask for assistance in meeting Emergency Services. 3. Relay information <p><i>"112/999 Called for XXXX due to an incident at XXXX"</i></p> <ol style="list-style-type: none"> 4. Duty Phone holder to Support by: <ul style="list-style-type: none"> • Facilitating access - Open Gates etc. • Meet* and direct Emergency Services to required Location. • Standby to offer further support as required. <p><i>*Normal place to meet Emergency Services would be 1&2 East Lodge, at the School's Main entrance.</i></p>

Note: The Emergency Control Centre sees your mobile phone location, which as we have discovered is not always the same as the School Post Code so be aware of this.