



# Health & First Aid Policy

# HEALTH AND FIRST AID POLICY

## Introduction

This policy is written in consultation with the DfE Guidance on First Aid and the Taunton School Health and Safety Policy to ensure that there is an adequate provision of first aid at all times and that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment. We have a well-appointed Health Centre at the heart of the School Campus with a Sister in Charge of the Health Centre. Dr Tim Howes and Dr Hilda Gormley are the School Doctors. This policy is written by the TS Deputy Head with specific advice from the following staff members:

- Chief Operating Officer (COO)
- Health and Safety Co-ordinator
- Sister in Charge of the Health Centre
- Head of Prep School
- Head of Pre-Prep School

## Pupil Illness

If a day pupil becomes ill during the day, the school will contact parents so that their child can be collected. Boarders will be looked after in the Health Centre which is open 24 hours during term-time. The school will notify parents if a pupil suffers anything more than a minor injury or accident and parents are encouraged to contact their son or daughter's House staff or the Health Centre if they have any concerns relating to their child's health.

All new pupils and staff are told where to go for medical assistance part of their induction into the School. There are first aid notices around the School and first aid boxes. Health Centre staff are responsible for following up the treatment of any casualty, if it is required.

The Health Centre is managed by the Sister in Charge and there is a qualified nurse on duty during term time from 08.00 am to 7.00 pm Monday to Saturday. On Sundays a first aid trained matron is on duty in the Health Centre from 7.00 am until 08.00 pm. Medical staff carry mobile phones when they are not in the Health Centre so are contactable at all times.

During the school holidays the Health Centre is closed and Support Staff departments have their own First Aid arrangements. There is a separate document which explains how the health centre is operated for summer school and other similar holiday camps. Please refer to Emily Kane ([Emily.kane@tauntonschool.co.uk](mailto:Emily.kane@tauntonschool.co.uk)) for details.

## Specific Medical Provision

Sufficient first aiders to cover day to day and other activities are provided. A wheelchair is kept in the Health Centre; stretchers are available in the Health Centre and with outside Medical Support for the Autumn Term games programme.

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Minor injuries: Pupils are to be escorted to the Health Centre by a responsible individual. Pupils must not be carried to the Health Centre; they should walk. They may use a wheelchair or stretcher if supervised by an appropriate adult.

Major injuries: Teacher in charge to obtain assistance from other members of staff. A member of staff to liaise with the Health Centre. Health Centre staff will attend uppers if the staff member feels this is appropriate.

Specialist Paramedic cover is in place during the Autumn Term for senior rugby matches. The School nurses and first aiders/medics cover all other matches including prep.

In the event of an injury occurs, the member of staff in charge of the game should:

- Check with the Health Centre after the match/practice
- Fill in an Accident Form on Firefly

When an injury requires hospital treatment, the Health Centre will make the transport arrangements unless the injury is serious enough to need an ambulance. The member of staff present at the game must make the 999 call, if they think an ambulance is required, to avoid delay. Members of staff should accompany pupils to Musgrove Park Hospital and stay with the pupil until parents/House Staff arrive.

The following procedure applies for Injuries received at Away Matches or on School Trips:

- A First Aid kit should be taken by the member of staff in charge, available from the Health Centre
- The member of staff in charge should make themselves aware of medical facilities available
- Injuries not requiring hospitalisation, but where there is some incapacity, should be reported to the Health Centre on return to school

### First Aid Provision

The School Nurses are First Aid qualified and both the Sister in Charge and H&S Co-Ordinator are registered training providers. School Staff will be first aid qualified as shown below:

- **Teaching Staff (including TS, TPS, TSI)** All teaching staff will undertake the emergency first aid at work course (one day). They will also attend a First Aid Awareness course which runs every September INSET for ALL staff.
- **The Grange** Due to not being on the same site as the HC, both house parents, SMT and matron at the Grange will hold the three day First Aid at Work qualification
- **Pre-Prep and Nursery** The nursery and Pre-Prep staff involved in EYFS, after school care and holiday club will be qualified in paediatric first aid.
- **Support Staff** Those members of staff as determined by their own departmental risk assessment, will undertake the three day first aid at work course to ensure sufficient cover is provided during the school holidays.

### First Aid Training and Record Keeping

A register of first aid training is held by the Health and Safety Co-Ordinator who organizes training. A list of paediatric trained first aiders is held in the nursery. Taunton School is an accredited training partner of Highfield ABC and as such first aid training is provided by school staff. A full list of qualified staff is available by following this [link](#):

**Defibrillator** There are five defibrillators which can be found in the following locations:

- (1) Main Porch of the Senior School Building

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- (2) Health Centre by the Physio room
- (3) TPS Sports Foyer by the fire panel
- (4) Main Foyer of TS Sports Hall
- (5) The Foxcombe pavilion on Lower.

Training is not required for use of the defibrillator and all staff are encouraged in their use.

### **First Aid Kits**

First aid kits are available across the school, the exact locations are listed in Appendix 5. These kits are numbered and will be checked termly by Health Centre Staff with appropriate records of this kept in the Health Centre. A minor injuries log book is kept with each first aid kit. First aiders are to document in these books when they use the first aid kits for treating minor injuries that do not need to be seen in the Health Centre. If the kit contents are running low then staff are reminded to contact the Health Centre who will re-stock. All school vehicles will carry a First Aid Kit. The First Aid kit will be checked by school bus drivers on a weekly basis and faults should be reported to the AFM.

### **First Aid Notices**

The H&S Co-ordinator will ensure that lists of members of staff who are qualified as First Aiders or Paediatric First Aiders are displayed on noticeboards around the school.

### **Accident Reporting**

- Accident Forms must be completed on Firefly for all injuries that attend the Health Centre (or another medical practitioner) by the member of staff who witnesses the accident. The Sister in Charge will review the report and initiate an investigation into the cause of the accident in liaison with the Health and Safety advisor, where appropriate. The weekly 'Safety Cluster' will review all accidents and make recommendations accordingly.
- A termly summary of accidents is submitted to the Health and Safety Committee so that they can identify any patterns or trends.
- The HSE will be informed by the Health and Safety co-ordinator of notifiable accidents via RIDDOR where appropriate.
- If an accident happens on an away match, the accident should be reported to a member of Taunton School Health Centre staff.

**Disposal of blood/body fluid/contaminated cleaning materials, needles/sharps** The Health Centre disposes of all contaminated materials using yellow bags as required by TDBC. Elsewhere in School, for smaller amounts of contaminated materials, staff should double bag any items and dispose of in the general rubbish. The nursery and TPPS use clinical waste facilities as well. Cleaning materials are available from Site Services or from the HC to deal with any spillages of body fluids. Needles and sharps used by Health Centre staff and pupils with medical conditions should be returned to the Health Centre in the appropriate yellow boxes for disposal as required by TDBC. The health centre has specific guidance and policies in the following areas:

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- Asthma, Diabetes, Anaphylaxis, Epilepsy
- Information on these areas can be obtained by directly contacting the Health Centre

### **Off –Site Trips/Away Sports Fixtures**

First Aid and medical requirements for school trips are determined on a case by case basis and are determined as part of the trip risk assessment. Pupils with specific medical needs will be noted during the risk assessment for a trip and the member of staff in charge will obtain any extra medication as required and advised by the Health Centre. Any extra training for staff taking a pupil on a trip, can be organised through the HC. First Aid kits are the responsibility of the members of staff in charge of games and should be taken to pitches.

### **In case of serious injury:**

- Accompany individual to hospital. If there is only one member of staff for the TS team, liaise with other teams' staff and request a member of their staff either looks after your pupils, or accompanies the pupil to hospital
- Inform TS Health Centre as soon as possible so that parents/House Staff can be informed. (In the case of serious injury, sports staff may need to inform parents from hospital)
- Give a contact phone number to TS Health Centre and colleagues
- If a pupil requires emergency treatment while out on a trip, and there is more than one member of staff, the pupil should be accompanied to hospital in an ambulance. Inform school of problem (should this be injury or incident rather than 'problem' . Other member of staff to accompany remaining pupils back to school
- If you are on your own when the incident occurs, call an ambulance, inform School and then continue to hospital with the pupil and wait to be met by member of staff from School
- Refer to Critical Incident Guidelines if appropriate

### **Guidance on Injuries, Concussion and Infection**

The health centre has extensive notes and protocols around the following areas:

1. Head, Neck and Dental Injuries
2. Concussion
3. Infection

Teachers are trained to support the health centre in these areas and there are specific protocols which the health centre follows to ensure that pupil welfare is maximised. Parents can ask about these protocols by contacting the Health Centre.

## HEALTH AND FIRST AID POLICY

### **Administration of Medicines Policy** (Further detail is provided in the notes, Appendix 8)

#### **Aim**

1. to ensure safe storage and administration of medication to pupils and staff.
2. No self-medication

#### **Storage of medication**

- All medications are kept in a locked cupboard in the treatment room of the Health Centre or in the boarding houses. In the Health Centre the treatment room is also locked when the nurse is not in attendance. The rooms are also locked in the boarding houses.
- All medications that require refrigeration are kept in a locked medicine fridge, the temperature of which is regularly recorded in a log book.

#### **Controlled drugs**

- Controlled drugs (CD's) are stored in the Health Centre in a CD cabinet. If required they are stored in the boarding houses in a double locked medicines cabinet that only a limited number of staff have access to.
- The drugs will be brought in by parents for day pupils and supplied through the Health Centre (prescribed by the school GP) for boarders. There should always be medication information from the doctor who prescribed the drug, including why the drug is being prescribed, dose to be given and when the medication is to be taken.
- Whilst it is not always practical for two staff members to be present when the CD is administered this should always be attempted. The person administering the drug should always watch the medication being taken.
- A record of the amount given, and the balance remaining is kept in the CD log book. This has numbered pages and is specific to each house or area. There is a separate page for each pupil.
- CD's are disposed of by returning them to the Health Centre, who will return them to the pharmacy. This will all be recorded in the CD log book.

#### **Non-prescription medication**

- Pupils cannot self-medicate
- Medications include homeopathic remedies, vitamins and any other dietary supplements (for example, protein shakes).

#### **Day Pupils**

- There are non-prescription medications available to day pupils in the Health Centre.

#### **Boarding Pupils**

- There are non-prescription medications available to boarding pupils in the Health Centre and in the boarding houses. The boarding staff have access to and are trained to give these medications. Training is undertaken by the sister in charge of the Health Centre and records are kept by HR.

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- Before administering any medications, the boarding staff must check to ensure that the pupil is able to take the medication, that they do not have any allergies or underlying medical conditions, and that the pupil has not had any medication from the school Health Centre. (Appendix 1)
- Once medication has been given by boarding staff, it must be recorded electronically (on the idrive) and saved. This ensures that the Health Centre can also see a record of medication being taken.
- There is information in the Boarding Health Handbook, and boarding staff are trained by the school nurses as required. The nurses administer over the counter medications under consent from the parents given on admission to the school, and under the advice of the schools Medical Officers. If parents do not give consent this is recorded in the pupil's medical notes and shared with house staff. Likewise, the Health Centre staff must check to make sure that no medication has been given by boarding staff. It is also recorded electronically.

### **Prescribed medication**

- Pupils cannot self-medicate
- Medication that has been prescribed by a doctor should be administered according to the instructions on the packet and only given to the pupil for whom it has been prescribed. The medication must be kept in its original packaging, and the label must be legible. The protocol is as for the non-prescription medication.

### **Day Pupil**

- Day pupils should bring the medication to the health centre in the morning. The parent will be asked to sign a consent form for administration of the medication (Appendix 2).
- The staff will ensure that parents of TPS and TPPS day children are informed in writing about what has been administered to their child during the day (Appendix 3). This can also be used at the discretion of Health Centre staff for children at TS.

### **Boarding Pupil**

- Medications are prescribed through the school GP. The medications are delivered to the health centre and health centre staff assess the pupil's competency to self-medication. (see self-administration of medicines policy).
- Records are kept in the Health Centre.

### **Medications for use in urgent situations**

- These medications, antibiotics or emergency oral contraception, for example, must be prescribed individually for each pupil as and when required.
- Generally stacks of prescription medications will not be held.
- However, some prescription only medications may be held as stock for use in an emergency situation when the local primary care organisation (PCO) has agreed to the school using a patient group directive (PGD) for that particular medication. The PGD is drawn up by the PCO and allows named, registered nurses in the school to apply the directive.

**Adverse reactions**

- Drugs can cause adverse reactions in some people. If a pupil experiences an adverse reaction, do not give them any more until they have been seen by Health Centre staff, who will refer on to the schools Medical Officers.
- A medical incident form should be completed (Appendix 4).
- A near miss may need to be completed also.

**If a serious reaction occurs, medical attention needs to be sought immediately.**

**Medications given in error**

- If an error is made with any medication, advice must be sought immediately. During the day contact the Health Centre (01823 703161), the schools Medical Officer (01823 331381) based at French Weir Health Centre, or Boots Pharmacy (01823 284009). At night, contact NHS Direct (111) and inform the nurse on duty.
- A medical incident form (Appendix 4) will need to be completed as well as a near miss or accident form.

**Medications needing to be restocked in boarding houses**

- A record is kept in the Health Centre of medications supplied to the boarding houses and it is recorded in the House medication log book by House Staff who have been trained. The detail will include the amount issued, issue date and expiry date.
- It is the responsibility of the house boarding staff to inform the Health Centre when they need to restock medication.

**Medication brought into school by pupils**

- It is the schools policy that pupils do not have their own medication in school unless it has been authorised by the schools Medical Officer. Non-prescription medications are readily available to all pupils from the school's Health Centre.
- Non-prescription medication should never be given to a pupil who has taken their own medication, unless checked by medical or nursing staff.

**Self-Administration of medications**

- Pupils cannot self-medicate.
- If a pupil has medicine (both prescribed and non-prescribed) and wishes to self-medicate they can only do so if they have been assessed as competent to do so by a nurse in the school health centre. Whilst pupils will, periodically, be reminded (and checks will take place, especially after weekends, half terms etc) it is their responsibility to declare any prescribed / non-prescribed medication in the health centre. Furthermore, the sister in charge goes round to all boarding houses at the beginning of each term in the senior school and TSI to remind all students.
- In Thone and TSIMS this is done by the matrons.

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### Boarders

If they are deemed to be competent they are allowed to keep their own prescription medications in a locked area (in their personal safe) in the boarding house.

The assessment is as follows;

What medication are you expecting the Doctor to have prescribed for you?

Please tell me what the medication is for.

How do you take the medication?

How long do you need to take the medication for?

How many times a day do you take the medication?

Do you understand what the side effects of the medication could be?

What would you do if you experienced any of the side effects?

What would you do if you took too much of the medication, or if you accidentally missed a dose?

If nursing staff are happy that the pupil has satisfactorily answered the questions above (they have been assessed as competent), then the pupil and the nurse should sign the medications record book in the Health Centre.

**Disposal of medications** Any unused prescribed medications and any out of date medications should be returned to the Health Centre. A record will be kept of the date of return, the name of the pupil and the name, strength and quantity of the medication. The name and signature of the member of staff returning the medication will also be recorded. This will be checked at the end of every term.

**Recording of medical information** Medications are recorded to provide a complete audit trail for all medications. Staff must always sign (in hard copy or electronically) when they have administered medications. The records are regularly checked by the school nurses. All records of medication must be added and saved onto the spreadsheet on the system (the idrive), that allows all staff to ensure that it is safe to administer the medication.

### Administration of Medicines Policy – EYFS and Pre-Prep (please note red text relates to EYFS policy)

- Taunton School recognizes that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and we will do all that is reasonably practicable to safeguard and promote children's welfare.
- All staff in the school have a duty to act as any prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. At Taunton School we have a qualified nurse and medical centre on the premises.
- **Responsibilities:**
- In Pre-Prep the School Nurse takes responsibility for the administration of medicines during school hours having taken due consideration of Government and Local Education Authority policies and guidelines.

## HEALTH AND FIRST AID POLICY

- Where necessary the Nurse will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.
- Throughout Taunton School there are named First Aiders who hold a current First Aid certificate and appropriately Paediatric trained First Aiders in the Early Years. All staff undergo Paediatric First Aid training every three years.
- However, all Staff will receive or have available to them:
  - Advice and information on common childhood illnesses and conditions - a poster is displayed in the Nursery office/bathroom
  - Basic First Aid advice to ensure that they feel confident to deal with minor everyday injuries
  - Specific training relevant to certain pupils e.g. Anaphylaxis training
  - Specific information and details regarding particular conditions that may apply to a member of the class for which they have charge
  - Some specified staff (e.g. Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given further training to administer first aid and/or medication to pupils in the absence of the school Nurse.
- **If any EYFS staff are taking medication which may affect their ability to care for children those practitioners should mention it in a supervision session, seek medical advice and alternatively have an opportunity to discuss with HR.**

### **EYFS Medical Records**

- On admission to the school, all parents of EYFS pupils will be required to provide information giving full details of:
  - medical conditions
  - allergies
  - regular medication
  - emergency contact numbers
  - name of family doctor/consultants
  - special requirements (e.g. dietary)
  - Legal Guardian
  - Main carer
- At the beginning of each academic year all parents will be required to update the medical form. This process is administered from the Prep School Office and involves 3 Sys and Childcare Connect (System Information).
- A list of special diets and medical conditions is available to all staff via 3 Sys and the Nurse provides all class teachers with hard copies of information needed.

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### At Taunton School we will:

- Administer prescribed medicines during the school day if necessary (as long as we have written parental permission to do so).
- Require parents to inform the Nurse of dose and times and ensure medicines are supplied in the original container they were dispensed in.
- In conjunction with Nurse and parents, devise individual Medical Care Plans for managing long-term medical needs.
- Train all key staff for the administration of medication that requires specialist training (e.g. Epipen). Asthma training updated on 10.1.16.
- When administering medicines ensure staff have clean hands, drink is available if appropriate and check the medication label for name of child, dose, route of administration and expiry date
- Class support staff and teachers are able to administer Piriton syrup and inhalers during times when the Health Centre is closed and with written permissions from the parents.
- Ensure that asthma inhalers are always accessible to children by keeping a spare inhaler/junior Epipen with the Nurse in the Health Centre in Nurses room and where applicable by allowing pupils to carry their own inhalers
- Store prescribed medication safely and in the appropriate conditions, for example, in a fridge if medication is to be kept cool. This will usually be in the Health Centre.
- Document administration of any medication and inform parents by diary or note or telephone call. This may be done by the nurse or practitioners and teachers.
- Dispose of dropped tablets or unused tablets/medication by returning them to the parent or the pharmacist for disposal.
- Ensure that any drug errors or adverse drug reactions are reported to the Parents and also documented in the pupils medical records
- Provide workshops for staff and parents
- Provide a comprehensive training and support package
- Liaise with our designated partnership specialists
- Staff medication must be securely stored, and out of the reach of children, at all times.

### Recording Accidents, near misses and minor bumps

#### Accidents and near misses

These are recorded on a template on Firefly the intranet site and filled in by the Headteacher of Nursery and TPPS with input from the team member that witnessed the accident. It is not the role of the Health Centre to do this. The Health Centre keeps a visit log with actions and will ring parents immediately if a visit to A&E is required.

**Minor Bumps and Grazes** are recorded in a log and actions book situated at the First Aid station in the Pre-Prep hall.

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**All accidents are recorded and the Accident book has a tear off slip that is placed in book bags or on the signing out sheets and parents sign to say they have taken them.**

**Head Bump stickers are used to alert all staff and parents requesting the child is observed regularly and asked the Head bump questions.**

### **Reporting to Ofsted**

**Any serious accident or injury to, or death of, any child whilst in our care, plus the action taken will be notified to Ofsted as soon as reasonably practicable. In any event this will be reported within 14 days of the incident occurring. We acknowledge that if we fail without reasonable excuse to comply with this requirement, we commit an offence.**

**Registered providers must notify Ofsted of any food poisoning effecting two or more children cared for on the premises. Again, notification must be made as soon as reasonably practicable but in any event within 14 days of the incident. A registered provider without reasonable excuse fails to comply with this requirement commits and offence.**

### **Emergency Contact Numbers**

Medical Centre: 01823 703161

School Duty Nurse mobile 01823 703166

Head of Pre-Prep and Nursery Office: 01823 703339/3300

Head of Pre-Prep and Nursery mobile: 07527 661361

**If in any doubt seek advice or look at the training materials and charts in the Nursery Office or visit the Health Centre**

**We will only:**

- Administer non-prescription medication if signed consent has been given by a parent e.g. Calpol, Piriton etc. following the home remedy protocol (this allows the supply and use of over the counter medication (OTC) within the independent sector, where health care professionals are required to facilitate this process).
- We will not administer Calpol before a condition has diagnosed as this could disguise more serious symptoms.
- Administer emergency medication in a life threatening emergency. These medications may be administered under article 7 of the Prescription Only Medication Order for administration by anyone for the purpose of saving life. (as above)
- 48 Hours absence is require for infectious illness and sickness.
- Nursery room carpets are steamed cleaned and deep cleaned regularly.
- Toys are sterilized daily and anti-bacterial wiped on large equipment.

### **Medication and Off-site Activities**

- A named member of staff has responsibility for the management of medication. This person will be given all the relevant information from the Nurse

## HEALTH AND FIRST AID POLICY

- Parents wishing their children to take full responsibility for their own inhalers must agree this with written consent to Nurse.
- For residential visits, parents will be asked to give written consent for the use of certain OTC medication via a consent form
- Any medication that a pupil is required to take must be handed in to the named member of staff with clear written instructions when and how much is to be given. It must also be named and in its original container

### Storing of Medication

#### 1. OTC medications

- They will be kept securely in a locked cupboard, in a locked room in the medical centre
- A list is kept of medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice must be sought. They will be issued to pupils under a “homely remedy protocol” in the medical centre.

#### 2. Prescribed medications.

- Will only be issued to the pupil for whom they have been prescribed
- Must stay in their original container that should be childproof
- The original dispensing label must not be altered
- They will be kept securely in a locked cupboard or fridge, in the medical centre

## Appendix 1

### Procedure for issuing a medication in the boarding house

The following procedure should be followed when issuing a medication:

- Establish the reason for giving the medication
- The contraindications of giving the medication should be known or checked (can be checked in this pack)
- Whether the pupil has taken any medication recently, if so what? (can be checked on the system)
- Whether the student has taken the medication before, if not, are they allergic to any medication? (can be checked in Boarding Health Handbook)
- The medication must be in date
- The pupil must be seen to take the medication
- The student's name, the reason for the medication, the medication given, the dosage and the date and time should be recorded in the medication book in the house. It must also be recorded onto the system so that Health Centre staff can see what medication has been given.

**Appendix 2**

**Pre-Prep and Prep school- Permission to give medicines**

Name of Child..... Date .....

Medicine/Dosage/Instructions.....  
.....

Reason for giving medication.....

Parent/Guardian Signature.....

**Pre-Prep and Prep school- Permission to give medicines**

Name of Child..... Date .....

Medicine/Dosage/Instructions.....  
.....

Reason for giving medication.....

Parent/Guardian Signature.....

**Pre-Prep and Prep school- Permission to give medicines**

Name of Child..... Date .....

Medicine/Dosage/Instructions.....  
.....

Reason for giving medication.....

Parent/Guardian Signature.....

**Appendix 3**



**Taunton School Health Centre - 01823 703161**

To parent/guardian

.....was

administered.....@.....

For.....

Signed..... Duty Nurse.



**Taunton School Health Centre – 01823 703161**

To parent/guardian

.....was

administered.....@.....

For.....

Signed..... Duty Nurse.

**Appendix 4**

**Medical Incident Form**

This form is to be used when a medication has been given in error or when a pupil has an adverse reaction to a medication.

**Pupils name:**

**Date:**

**Time:**

**Medication given:**

**Explain the incident:**

**Action taken:**

**Outcome:**

**Follow up (including was a near miss form or an accident form completed?)**

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**Appendix 5**

**Taunton School - First Aid Kit Locations**

TS Main School				
First Aid Kit Number	Location	Kit	Marked	Minor Injury Book
FA 1	Kitchen	X	X	X
FA 2	Pot Wash	X	X	X
FA 3	Main Corridor	X	X	X
FA 4	Reception	X	X	X
FA 5	Bar Foyer	X	X	X
FA 6	Fish Tank Area	X	X	X
FA 7	Evac Chair Loc upstairs	X	X	X
FA 8	Outside Finance Office	X	X	X
FA 9	Opp Marketing Suite	X	X	X
FA 10	Upstairs Kitchen	X	X	X
FA 11	Opp MIS Office	X	X	X
FA 12	Bevan	X	X	X
FA 13	Evans	X	X	X
FA 14	Goodland	X	X	X
FA15	Marshall	X	X	X
FA 16	Besley	X	X	X
FA 17	Jenkins	X	X	X
FA 18	CCF	X	X	X
FA 19	Shooting Range	X		X
FA 20	Music Dept	X	X	X
FA 21	Red Cottage	X	X	X
FA 22	TS Sports	X	X	X
FA 23	Loveday downstairs	X	X	X
FA 24	The Cube	X	X	X
FA 25	Laundry	New Kit		X
FA 26	Cricket Pavilion	New kit	X	X
FA 27	Science downstairs	X	X	X
FA 28	Science upstairs	X	X	X

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TPS				
First Aid Kit Number	Location	Kit	Marked	Minor Injury Book
FA 29	Centenary Hall	New Kit		
FA 30	WFT Ground floor	X	X	
FA 31	TPS DT	X		
FA 32	TPS Kitchen	X	X	
FA 33	SAT teaching	X		
FA 34	TPS Sports Foyer	New Kit		
TPPS				
FA 35	Nursery 1 & 2	X		
FA 36	Nursery 3	X		
FA 37	Nursery 4	X		
FA 38	Pre-Prep Hall	X		
TSI				
FA 39	Foxcombe Hall	X		
FA 40	Main Foyer(staff room)	X		
FA 41	Rec room	New Kit		
FA 42	TSI Girls House	X		
FA 43	TSI Boys House	X		
The Grange				
FA 44	Medical Centre	X		
FA 45	Staffroom for trips	X		
FA 46	Staffroom for trips	X		
FA 47	Staffroom	X		
FA 48	Girls Common Room	X		
FA 49	Boys Common Room	X		
FA 50	Minibus	X		
FA 51	People Carrier	X		
FA 52	Kitchen	X		
Taunton School Marketing Trailer				
FA 53	Marketing Trailer	X		

## **Appendix 6**

### **List of staff who are trained in First Aid**

List of first aid trained staff, the list of School Nurses who have completed the 4 day first aid at work qualification and the list of Paediatric trained first aiders (see [here](#)).