



# **Chetham's First Aid Policy**

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# Chetham's

## First Aid Policy

### Contents

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <b>POLICY STATEMENT .....</b>                                        | <b>4</b>  |
| <b>LEGAL COMPLIANCE .....</b>                                        | <b>4</b>  |
| <b>DEFINITIONS .....</b>                                             | <b>4</b>  |
| <b>AIMS .....</b>                                                    | <b>4</b>  |
| <b>ROLES AND RESPONSIBILITIES .....</b>                              | <b>4</b>  |
| <b>TRAINING .....</b>                                                | <b>6</b>  |
| <b>FIRST AID FACILITIES AND EQUIPMENT.....</b>                       | <b>6</b>  |
| <b>EDUCATIONAL VISITS, EXCURSIONS AND SPORTS ACTIVITIES.....</b>     | <b>7</b>  |
| <b>STUDENT MEDICAL INFORMATION AND KNOWN MEDICAL CONDITIONS.....</b> | <b>7</b>  |
| <b>ILLNESS, ACCIDENTS AND INJURIES .....</b>                         | <b>7</b>  |
| <b>ACCIDENT REPORTING AND RECORD KEEPING .....</b>                   | <b>8</b>  |
| <b>MONITORING AND REVIEW.....</b>                                    | <b>8</b>  |
| <b>ASSOCIATED POLICIES .....</b>                                     | <b>8</b>  |
| APPENDIX A.....                                                      | 9         |
| <b>DUTIES.....</b>                                                   | <b>9</b>  |
| <b>DUTIES OF FIRST AIDERS .....</b>                                  | <b>9</b>  |
| <b>DUTIES OF ALL STAFF .....</b>                                     | <b>9</b>  |
| APPENDIX B.....                                                      | 10        |
| <b>LOCATIONS OF FIRST AID BOXES AND EQUIPMENT .....</b>              | <b>10</b> |
| <b>AED (DEFIBRILLATOR X4).....</b>                                   | <b>10</b> |
| <b>AAI STATIONS.....</b>                                             | <b>10</b> |
| <b>LARGE FIRST AID BOXES OR BAGS.....</b>                            | <b>10</b> |
| <b>TRAVEL FIRST AID BAGS FOR EDUCATIONAL VISITS AND TRIPS.....</b>   | <b>11</b> |
| <b>STUDENTS' PERSONAL MEDICAL KITS.....</b>                          | <b>11</b> |
| <b>FIRST AID BOXES.....</b>                                          | <b>11</b> |

|                                                        |           |
|--------------------------------------------------------|-----------|
| APPENDIX C.....                                        | 13        |
| <b>INFECTION PREVENTION AND CONTROL.....</b>           | <b>13</b> |
| <b>HANDWASHING.....</b>                                | <b>13</b> |
| <b>COUGHING AND SNEEZING .....</b>                     | <b>13</b> |
| <b>PERSONAL PROTECTIVE EQUIPMENT .....</b>             | <b>13</b> |
| <b>CLEANING OF THE ENVIRONMENT.....</b>                | <b>13</b> |
| <b>CLEANING OF BLOOD AND BODY FLUID SPILLAGES.....</b> | <b>13</b> |
| <b>LAUNDRY .....</b>                                   | <b>13</b> |
| <b>CLINICAL WASTE .....</b>                            | <b>14</b> |
| <b>ANIMALS .....</b>                                   | <b>14</b> |
| <b>INFECTIOUS DISEASE MANAGEMENT .....</b>             | <b>14</b> |
| <b>PUPILS VULNERABLE TO INFECTION.....</b>             | <b>14</b> |
| <b>EXCLUSION PERIODS FOR INFECTIOUS DISEASES.....</b>  | <b>14</b> |
| <b>NEW AND EXPECTANT MOTHERS .....</b>                 | <b>15</b> |
| APPENDIX D .....                                       | 16        |
| <b>RISK-BASED FIRST AIDER MINIMUM NUMBERS.....</b>     | <b>16</b> |
| APPENDIX E .....                                       | 19        |
| <b>RED PROCEDURE .....</b>                             | <b>19</b> |
| <b>PRIMARY SURVEY .....</b>                            | <b>19</b> |
| <b>STEPPING DOWN EMERGENCY RESPONSE.....</b>           | <b>21</b> |
| APPENDIX F.....                                        | 22        |
| <b>EFFECTIVE MANAGEMENT OF CONCUSSION .....</b>        | <b>22</b> |

## Policy Statement

Chetham's takes appropriate steps to safeguard the health, safety and wellbeing of students, staff and others on the premises or engaged in Chetham's activities. This First Aid policy sets out the Chetham's arrangements to ensure that suitable First Aid provision is in place and implemented effectively across all sites, including boarding accommodation, educational visits and off-site activities.

The policy is approved by the Governors and is available to parents, students and staff via the Chetham's [website](#). It is implemented consistently and is supported by appropriate procedures, training and monitoring. The policy is reviewed annually to ensure it remains effective and compliant.

The school ensures, so far as is reasonably practicable, that First Aid provision reflects the nature of its activities, the size and layout of its premises, and the medical and welfare needs of its students, Staff, and visitors.

## Legal Compliance

This policy is designed to ensure compliance with all relevant legislation and statutory guidance, including but not limited to:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [Education \(Independent School Standards\) Regulations 2014](#)
- [The Independent Schools Regulations Guidance 2026](#)

## Definitions

**First Aid** refers to the treatment of minor injuries or illnesses that do not require the attention of a medical practitioner, as well as the initial management of more serious conditions prior to professional medical assistance being obtained.

**Staff** refers to all employees of Chetham's, including volunteers, supply staff and part-time staff.

## Aims

Chetham's First Aid arrangements are intended to:

- Ensure that appropriate and effective First Aid provision is available at all times
- Ensure that students, staff and visitors receive timely assistance in the event of illness, accident or injury
- Provide clear guidance to staff and students on what to do in an emergency
- Identify the most urgent injuries (RED Procedure Appendix E)
- Maintain full compliance with legal and regulatory requirements.

In order to achieve these aims, Chetham's will carry out regular First Aid risk assessments, appoint and train competent First Aiders, maintain suitable equipment and facilities, and ensure that records are kept accurately and securely.

## Roles and Responsibilities

**The Governors** have overall responsibility for ensuring that effective arrangements are in place to safeguard health and safety, including appropriate First Aid provision. They

ensure that relevant policies are implemented, supported by risk assessment and reviewed regularly.

**The Joint Principals** are responsible for the effective day-to-day management of First Aid arrangements and for ensuring that staff understand and fulfil their responsibilities. This includes promoting a culture of vigilance and care, ensuring cooperation between staff, and taking prompt action where concerns arise.

**The Vice Principal, and Facilities and Site Manager,** oversee the practical implementation of this policy. This includes ensuring that enough trained First Aiders are available, that training is kept up to date, that First Aid needs are reviewed annually, and that appropriate equipment and facilities are maintained. They also maintain accident and incident records and ensure that statutory reporting requirements, including RIDDOR where applicable, are met.

They must be trained to carry out and understand any preventative Risk Assessments

**First Aid Coordinator, The Lead Nurse:**

- Completes any necessary Risk Assessments and policy documents relating to First Aid and Medical needs
- Liaises with the Facilities and Site Manager to ensure that all signage is adequate, correctly located and updated as necessary
- Liaises with the Facilities and Site Manager regarding accidents or near misses, to review current practices and to look for improvement
- Ensures that First Aid boxes and medical stocks are maintained
- Ensures First Aid boxes are appropriately placed, adequately stocked, frequently checked and replenished as necessary
- Organises training for staff and maintenance of a register of those who hold First Aid certificates.

**The Nursing Team:**

- provides professional advice and support in relation to medical and First Aid matters
- contributes to staff training
- supports the management of student medical needs
- ensures that medical information is handled appropriately
- must be trained to carry out and understand any preventative Risk Assessments
- display the qualified first Aider signs in strategic locations through the whole site

During the daytime a member of the nursing team is available to provide First Aid to anyone on the School premises. If called to an emergency the Nurse will bring a medical bag which contains extra items that may be needed for a variety of emergency situations.

The Medical Centre is located on the top floor of the Millgate Building, and the nurse can be contacted on:

- |                |                           |
|----------------|---------------------------|
| • 530          | Medical Centre (Internal) |
| • 07917 142760 | Medical Emergency Mobile  |

Monday to Friday 7.30am till 3.30pm and 8am till 8pm on weekends. All other times are Daytime Care / Overnight Care

**Designated First Aiders** ensure they accept any training that would deem them competent to carry out their role. They respond promptly to Chetham's incidents, provide appropriate treatment in line with their training, and ensure that incidents are recorded accurately.

First Aiders should never put themselves in danger and are not expected to do anything with which they do not feel confident.

All members of staff, regardless of level of First Aid training, have a duty of care towards the Chetham's community and must act in a reasonable manner to ensure that First Aid is accessed appropriately and as necessary. See Appendix **A** for First Aider duties.

## Training

The number of trained First Aiders is subject to the number of staff, students or visitors on site as well as the factors of site layout, activities, boarding, holiday periods, member of the public and lone working. Please see Appendix **D**.

Staff in lead roles will complete the First Aid at Work 3-day training. Educational Visit leaders, or at least one other colleague or volunteer on a trip will have completed at least the one day, 6 hour, First Aid training course.

In-date, legacy, 2 hour trained First Aiders are compliant for educational visits but will be renewed via the 6 hour training course. Visit ratios are based on risk assessment, which in turn is based on the ISSRs, HSE, DfE and OEAP guidance. Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of First Aid support should always be available. This will require that one or more of the staff leading the activity:

- has a working knowledge of simple First Aid and is competent to use the First Aid materials carried with the group
- knows how to access, and is able to access, qualified First Aid support.

**All Chetham's staff** will have suitable allergy and Anaphylaxis training and well stocked, clearly visible EpiPen AAI stations set up in strategic locations. See Appendix **B**.

**Heads of House and Deputy Heads of House** are trained in First Aid at Work 3-day qualification, and in the safe administration and storage of medicines, in line with the *Medicine Policy*. Students are permitted to self-medicate only where a risk assessment has been completed by the School Nurse and shared with the boarding team.

They must be trained to carry out and understand any preventative Risk Assessments

Boarding staff work closely with the School Nurses, to ensure the safe and effective medical care of students. This includes arranging appointments with GPs and other health professionals as required. During evenings and weekends, boarding staff may also seek medical advice from the NHS out of hours service via NHS 111.

**All staff** have a duty of care towards students and others and are expected to act reasonably and proportionately in the event of illness or injury, seeking assistance from a qualified First Aider when required.

**Students** are encouraged to seek assistance promptly if they are unwell or injured.

## First Aid Facilities And Equipment

First Aid boxes are clearly marked with a white cross on a green background and are located throughout the Chetham's site, including boarding areas, in positions that are readily accessible. Where practicable.

The contents of First Aid boxes comply with recognised guidance and is intended to provide immediate protection and support until further treatment is available (see Appendix B). Boxes are checked at least termly and replenished as required. Used or missing items should be reported promptly to the Medical Team to ensure timely restocking using the barcode on the reverse of the boxes.

First aid provision is also maintained within Chetham's vehicles and may be supplemented for specific activities following a risk assessment.

Chetham's Automated External Defibrillators (AEDs), All manager level First Aiders are also trained in the use of AEDs and know how to locate the nearest device, which may be on or off site depending on the location of the situation

## **Educational Visits, Excursions And Sports Activities**

Appropriate First Aid provision must be in place for all educational visits, excursions and off-site activities. Visit leaders are responsible for ensuring that a suitable First Aid kit is taken, that it is fully stocked prior to departure, and that First Aid arrangements, such as the number of First Aiders, the type of activity, and the level of training are considered within the visit risk assessment.

Educational Visit First Aid Resources are available here:

[OEAP First Aid](#)

[Health and Safety on Educational Visits](#)

[HSE School Trips](#)

Visit leaders must ensure that students who suffer from anaphylaxis take two AAIs with them and their Educational Health Care Plan. An Emergency Anaphylaxis Kit for Lower School students is available from the Medical Centre and should be part of the risk assessment. Visit Leaders are also asked to include the postcode of the school closest to the venue visited in case further emergency AAIs are required.

Where activities take place at third-party venues, staff must satisfy themselves that adequate First Aid arrangements are in place. If suitable arrangements cannot be confirmed, the activity should not proceed.

For sports activities, at least one suitably qualified person must be present at fixtures. Sports staff are expected to carry First Aid kits for both home and away matches and should hold, as a minimum, basic First Aid training in the ratios of Appendix **D**.

## **Student Medical Information And Known Medical Conditions**

Chetham's recognises the importance of confidentiality and data protection in relation to medical information. Student medical details are handled sensitively and shared with staff strictly on a need-to-know basis.

Parents are required to provide medical information and written consent for emergency First Aid treatment prior to a student's admission. Medical information is held securely on the Chetham's management information systems and made available to relevant staff to support student welfare, including during boarding and educational visits.

The Nursing Team maintains a register of students with known medical conditions, allergies or ongoing health needs. Where appropriate, individual Health Care Plans are prepared and shared with staff on a need-to-know basis. Training and guidance are provided to staff supporting students with specific medical needs.

## **Illness, Accidents And Injuries**

Students who feel unwell should go straight to medical if they can and it's open or speak to a member of staff, who will assess the situation and refer the student to a qualified First Aider, as appropriate. Medical rooms are available on each site for assessment and treatment.

In the event of an accident or injury, the member of staff in charge will take immediate action to secure the area, assess the situation and summon First Aid or emergency services, as required. Spillages of blood or bodily fluids must be managed in accordance with the school's hygiene procedures, see Appendix **C**.

Parents or guardians will be informed as soon as practicable in the event of serious illness, injury or emergency.

## **Accident Reporting And Record Keeping**

All accidents, injuries and significant illnesses, however minor, must be recorded using the Accident Form stored on SharePoint / Useful Documents / First Aid / First Aid Supporting Documents / Accident Report Form.

Records are retained in accordance with statutory requirements. Where incidents meet the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Facilities and Site Manager will ensure that appropriate notifications are made to the relevant authorities.

If the incident is deemed severe and could possibly meet the RIDDOR reporting threshold, then the Facilities and Site Manager should be contacted immediately to make that judgement.

If the incident is not deemed serious and doesn't meet the RIDDOR threshold then accident forms are to be placed in an envelope and left in the Facilities and Site Manager's pigeonhole in the Post Room located in the Admin areas of College House. The Facilities and Site Manager will collect them at the first opportunity.

## **Monitoring And Review**

The effectiveness of First Aid arrangements is monitored through Accident and Near Miss reporting system and made an agenda item on the quarterly Health and Safety Committee Meeting and Information for Joint Principals and Governors.

There are monthly checks of equipment, review of incident records and an annual assessment of First Aid needs. Senior leaders use this information to evaluate whether arrangements remain suitable and to identify any areas for improvement.

This policy is reviewed annually by the School to ensure that it remains effective, reflects current practice and continues to meet statutory and regulatory requirements.

Risk Assessments are updated annually, following a significant incident, or following a significant change of staff.

## **Associated Policies**

This policy should be read in conjunction with the following Policies; -

- *Health and Safety Policy*
- *Major Incidents Procedures*
- *Medicines Policy*
- *Allergens and Anaphylaxis Policy*
- *Educational Visits Policy and Code of Conduct*
- *Medical Protocols When Closed*
- *Risk Assessment Policy*
- *School Lettings, Hires, & External Partnerships Policy*

## **Appendix A**

### **Duties**

#### **Duties of First Aiders**

The main duty of First Aiders is to give immediate First Aid to students, staff or visitors when needed, and to ensure that an ambulance or other professional medical help is called when necessary.

The First Aider must ensure that the incident is reported to medical or senior leaders and begin the accident form. As first response you would need to record details or collect physical evidence as we need to notify parents and guardians on the same day for general First Aid, or immediately for head bumps, facial injuries, and suspected concussions.

Every effort is made to ensure that there is always the correct ratio of qualified First Aiders on the School site.

First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Vice Principal. They will update training within the appropriate training levels. All new staff are made aware of the First Aid procedures including:

- the location of equipment
- facilities and First Aid personnel
- procedures for monitoring and reviewing the Chetham's First Aid needs
- know whom to contact in the event of any illness, accident or injury.

#### **Duties of All Staff**

All staff will use their best endeavours, at all times (particularly in an emergency), to secure the welfare of students and staff.

All staff have a responsibility to familiarise themselves with this policy, the Chetham's First Aid procedures and ensure that they know who the First Aiders are and how they can be contacted.

The opportunity to take part in First Aid training is offered to all new staff. Staff are expected to participate in any role specific training this is offered.

All staff should take precaution to avoid infection and must follow basic hygiene procedures.

Anyone on the Chetham's premises is expected to take reasonable care for their own and others' safety.

## Appendix B

### Locations Of First Aid Boxes And Equipment

#### AED (Defibrillator x4)

- Stoller Hall
- Medical Centre
- Music Office
- Security

#### AAI Stations

- Long Millgate Security Lodge
- Medical
- Canteen
- New School Building 1st Floor
- Off-Site Visit Emergency Anaphylactic Kit, for Lower School, from Medical Centre

#### Large First Aid Boxes or Bags

- Medical Centre (plus eye wash station)
- Security Lodge (plus student's personal emergency kits in red bag)
- Kitchen Office
- Maintenance Workshop (plus eye wash station)
- Domestic Services
- New School Building
  - Basement 1 Practice Office Rm B1.25 (+ice packs)
  - Ground Floor Security Desk Rm G14
  - Floor 1 Concerts & Timetabling Office Rm 1.05
  - Floor 2 Assistant Head of Strings Office Rm 2.22
  - Floor 3 Junior Classroom Rm 3.19
  - Floor 4 Biology Rm 4.02 (+ eye wash)
  - Floor 4 Science Rm 4.03 (+ eye wash)
  - Floor 4 Science Prep Room (+ eye wash)
  - Floor 5 Plant Room (+ eye wash)
- Boarding Houses
  - Victoria House Main Office
  - New College House Main Office
  - Millgate House Main Office
- College House (old buildings)
  - General Office
  - Boiler Room Next to Estates Office (+ eye wash)
  - School Library
  - Chetham's Library
- Millgate Building
  - PE Office
  - Gym (+ eye wash)
  - Art Room (+ eye wash)
- School Vehicles
  - Minibus ML59 HNK
  - Luton Van ML60 JDO

## **Travel First Aid Bags for Educational Visits and Trips**

- 3no. Concerts and Timetabling Office (1.05)
- 5no. Medical Centre
- 1no. Victoria House

Each kit contains items as recommended by the Health and Safety Executive. A large top up bag is situated in Security should extra items be required. Chetham's School of Music has a fully stocked Medical Centre which is open during School term time.

## **Students' Personal Medical Kits**

Students with specific medical needs such as anaphylaxis or diabetes have their own personal emergency kits in Security and other selected locations throughout the School. These kits contain items specifically for the individual's personal use only and are not intended for others. Each box is clearly labelled with the student's name and photo for ease of identification. It is the student's responsibility to ensure when they leave the School premises, they take their personal emergency box with them and replace it on their return. Students should inform the nurse if items need replacing.

## **First Aid Boxes**

First Aid boxes are easily identifiable. They are green, marked with a white cross and located in many different departments throughout the School site as detailed below.

Signs that display the names of the nearest First Aiders are located within prominent areas of the School. This varies during term time and the holidays, the staff who may be in School at any time of the year are therefore identified on each sign.

### **First Aid Box Contents**

The contents provided in First Aid Boxes are in accordance with BS8599-1:

- First Aid guidance leaflet
- Resuscitation face shield
- Single use nitrile gloves
- Clothing cutters
- Sterile moist wipes
- Assorted wash-proof plasters
- Triangular bandage
- Sterile large dressings
- Sterile medium dressings
- Sterile small (finger) dressings
- Sterile eye dressings
- Conforming bandages
- Microporous tape
- Safety pins
- Foil blanket

Additional items specific to individual departments are provided in First Aid boxes after discussion with the Head of Department or authorised member of staff, this is to include Burn dressing and / or gel

### **School Vehicle First Aid Box Contents**

- Microporous tape

- Ambulance dressing
- Biohazard waste bag printed with s/a strip
- Heat spray
- Ice cold skin coolant spray
- Instant cold pack
- Polyester aluminium foil blanket
- Revive aid personal resuscitator
- Fabric dressing strip (7.5cm x 1m)
- Elastic adhesive bandage
- Crepe bandages
- Washproof plasters assorted 3 sizes
- Hypo allergenic adhesive dressing
- Eye pad with bandage
- First aid dressing large
- First aid dressing medium
- Non- Alcohol Wipes

## **Appendix C**

### **Infection Prevention And Control**

Chetham's follows national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

#### **Coughing And Sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

#### **Personal Protective Equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood / body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and / or a risk assessment

#### **Cleaning Of The Environment**

- Clean the area frequently and thoroughly

#### **Cleaning Of Blood And Body Fluid Spillages**

- Clean up all spillages of blood, Faeces, saliva, vomiting, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages; use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills.

#### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand.

## Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

## Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet.

## Infectious Disease Management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- **Following Good Hygiene Practices**  
We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- **Implementing An Appropriate Cleaning Regime**  
We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned.
- **Keeping Rooms Well Ventilated**  
We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Copies of the latest local and national guidance are to be found on SharePoint and in the Medical Department

## Pupils Vulnerable To Infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent / carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## Exclusion Periods For Infectious Diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic / pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

In addition to general cleaning guidance

## **New And Expectant Mothers**

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## APPENDIX D

### Risk-Based First Aider Minimum Numbers

| First Aider numbers (minimum numbers for a risk-based assessment)                           |                                                                                                                                                                      |                                                                |                                                                                                                                                                                                                                                                                                                       |                                |                                                                                        |                                    |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------|------------------------------------|
| Deemed Risk Level                                                                           | Risk Reasoning                                                                                                                                                       | First Aider to People Ratio<br><br>Based On Benchmark Guidance | Specialist Considerations                                                                                                                                                                                                                                                                                             | Estimated Numbers Involved     | • 3-day first aid at work<br>• Attending or remote oversight<br>• Not in total numbers | 6 Hour Emergency First Aid At Work |
| <b>1: Daytime School Hours</b>                                                              |                                                                                                                                                                      |                                                                |                                                                                                                                                                                                                                                                                                                       |                                |                                                                                        |                                    |
| Low Risk                                                                                    | <ul style="list-style-type: none"> <li>Lesson activities taking place</li> <li>high staff to student ratio</li> <li>Medical Centre open</li> </ul>                   | 1 to 100                                                       | <ul style="list-style-type: none"> <li>School Nurses on site</li> <li>Security Officer is 3-day First Aid Trained</li> <li>Both taken out of count as they could be busy duties</li> </ul>                                                                                                                            | Up to 350 students & 150 staff | 1                                                                                      | 6                                  |
| <b>2: Boarding Hours (nurses on site until 07:30 to 15:30 M-F; 08:00 to 20:00 weekends)</b> |                                                                                                                                                                      |                                                                |                                                                                                                                                                                                                                                                                                                       |                                |                                                                                        |                                    |
| Higher Risk                                                                                 | <ul style="list-style-type: none"> <li>Lower staff / student ratio</li> <li>permitted independence</li> <li>cooking facilities</li> <li>outdoor play etc.</li> </ul> | 1 to 50                                                        | <ul style="list-style-type: none"> <li>Medical Centre with qualified nurse as above.</li> <li>Other times House staff and overnight carers able to assist, support and manage First Aid.</li> <li>At least 1 fully trained First Aider in Security.</li> <li>House staff to have X 6 hr minimum first aid.</li> </ul> | Up to 220 students<br>50 Staff | 1                                                                                      | 6                                  |

| 3: Large Scale Events – School – Additional First Aiders                                                   |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                              |                           |   |   |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---|---|
| <ul style="list-style-type: none"> <li>• Medium Risk</li> <li>• During Events</li> <li>• public</li> </ul> | <ul style="list-style-type: none"> <li>• High level staff / student ratio</li> <li>• Medical Centre open</li> <li>• public (mainly family and friends of Chetham's students)</li> </ul> | 1 to 200                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Organisers and department leads able to assist support and management of First Aid</li> <li>• &gt; 1 fully trained First Aider in Security</li> </ul>                               | 600                       | 1 | 3 |
| 4: Large Scale Events – Public – Additional First Aiders                                                   |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                              |                           |   |   |
| <ul style="list-style-type: none"> <li>• Medium Risk</li> <li>• During Events</li> <li>• public</li> </ul> | <ul style="list-style-type: none"> <li>• Fetes and Fayres etc</li> <li>• Enactments</li> <li>• Washrooms</li> <li>• Stairs</li> <li>• public etc</li> </ul>                             | 2 to 1000                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Organisers able to assist support and management of First Aid during the event</li> <li>• At least 1 fully trained First Aider in Security</li> </ul>                               | 50 staff<br>2000 visitors | 1 | 5 |
| 5: Educational Visits                                                                                      |                                                                                                                                                                                         |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                              |                           |   |   |
| Higher Risk                                                                                                | <ul style="list-style-type: none"> <li>• Unfamiliar surroundings and hazards</li> <li>• unexpected events and happenings</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Min. 1 per visit.</li> <li>• Most educational visits = controlled, low-risk activities. Organisers check venue's First Aid provision to supplement.</li> <li>• High Risk activities should consider 1 to 15</li> </ul> | <ul style="list-style-type: none"> <li>• Trip organisers assess First Aid risk based on numbers and activities.</li> <li>• A 3-Day qualified staff member could be available to offer remote guidance and support</li> </ul> | Per 60 people             | 1 | 3 |

| 6: Holiday Period Where Staff Only |                                                                                                                                                                            |                     |                                                                                                                                                                                                                                      |                       |   |   |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---|---|
| Higher Risk                        | <ul style="list-style-type: none"> <li>Lone working, contractor activities</li> <li>staff occupancy</li> <li>public on site</li> <li>specialised machinery etc.</li> </ul> | 1 First Aider to 50 | <ul style="list-style-type: none"> <li>Department lead able to assist support and management of First Aid in department; doesn't necessarily need to be on site</li> <li>At least 1 fully trained First Aider in Security</li> </ul> | Estimated - 60 people | 1 | 2 |
| 6: School lettings - Contracted    |                                                                                                                                                                            |                     |                                                                                                                                                                                                                                      |                       |   |   |
| Higher Risk                        | <ul style="list-style-type: none"> <li>Unfamiliar surroundings and hazards</li> <li>unexpected events and happenings</li> <li>contractors on site</li> </ul>               | 1 First Aider to 50 | <ul style="list-style-type: none"> <li>Lettings contractors able to provide adequate risk-based first aid assessments</li> <li>At least 1 fully trained First Aider in Security to assist</li> </ul>                                 | 350 people            | 1 | 6 |

## APPENDIX E

### RED PROCEDURE

**Red Procedure** is for serious life-threatening illness or accidents which:

- require immediate medical attention and / or hospitalisation
- or where the casualty's condition deteriorates
- or if there is any doubt about the casualty's condition
- 

It is likely that this scenario may include one or more of the following:

|                          |                         |                                  |
|--------------------------|-------------------------|----------------------------------|
| Cardiac arrest           | Collapse                | Significant head injury          |
| Seizure                  | Unconsciousness         | Concussion                       |
| Severe asthma attack     | Difficulty in breathing | Chest pain                       |
| Severe allergic reaction | Severe blood loss       | Crush injury                     |
| Severe burn or scald     | Neck or back injury     | Stroke                           |
| Severe pain of any sort  | Serious fracture        | Complicated or multiple injuries |

### Primary Survey

A simple primary survey will help you to give the emergency services the right information to respond appropriately to the situation. Therefore, it may be useful to establish some of the following before ringing for an ambulance:

The primary survey can be remembered as:

#### DR S ABC

##### **D Danger**

Are you or the casualty in any danger? If so make the situation safe first before assessing the casualty.

##### **R Response**

If the casualty appears unconscious check this by shouting "Can you hear me?" or "Open your eyes". Gently shake the casualty by their shoulders.

##### **S Shout for a colleague for help**

Getting a colleague to help you early on is vitally important whilst you continue with the primary survey.

If no help comes go and get help as soon as you can.

If no one is contactable then call **Security** to send help:

205 / 0161 838 7205 / 07712 887 173

A colleague will be able to:

- Get help from the Nurse or First Aider
- Bring a first aid kit or collect the Automated External Defibrillator (AED)
- Call an ambulance
- Inform Security of the exact location of the casualty
- Meet the Paramedics and bring them to the casualty
- Assist you in giving primary care to the casualty

If there is a **response from** the casualty and there is no further danger:

- leave the casualty in the position found
- phone for the emergency services.
- treat any conditions found such as bleeding or shock.
- monitor vital signs – such as breathing and level of response.

- continue monitoring the casualty either until help arrives or the casualty recovers.

If there is **no response** from the casualty check the following:

**A Airway**

- If possible, leave the casualty in the position found and open the airway. If this is not possible, turn the casualty onto their back and open the airway.
- Open the airway by placing one hand on the casualty's forehead and gently tilting the head back and then lift the chin using 2 fingers only. This will move the casualty's tongue away from the back of the mouth.

**B Breathing**

- Look, listen and feel for no more than 10 seconds to see if the casualty is breathing normally. Look to see if the chest is rising and falling. Listen for breath sounds. Feel for breath against your cheek.
- Not Breathing: If the casualty is not breathing normally or if you have any doubt whether breathing is normal, begin chest compressions and rescue breaths. Together this is called cardio-pulmonary resuscitation (CPR). This should be started without hesitation.
- Phone for an ambulance, clearly stating that the casualty is not breathing.
- Send a colleague for the Automated External Defibrillator (AED) as early defibrillation may be needed. Refer to the Automated External Defibrillator (AED) Procedure and Risk Assessment for guidance on its use.

**Unusual Breathing / Agonal breathing**

- This is common in the first few minutes after a sudden cardiac arrest. It usually takes the form of sudden irregular gasps for breath. It should not be mistaken for normal breathing. Treat the casualty as if they are not breathing as above.

**Breathing**

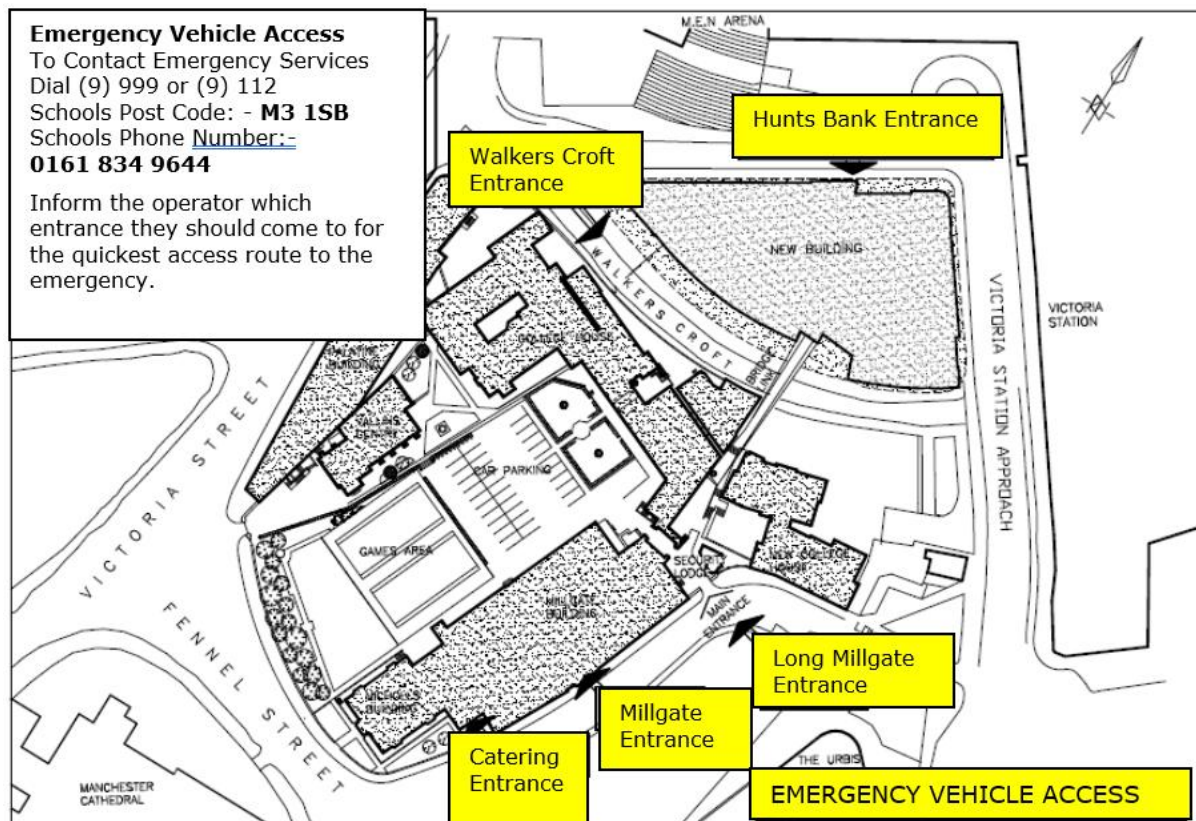
- If the casualty is unconscious but breathing normally, treat any life-threatening injuries such as bleeding and place them in the recovery position. Phone for an ambulance stating the **casualty is unconscious but breathing**.

**C Circulation – Check for signs of bleeding**

- Injuries or conditions that result in severe bleeding can be life threatening because of the risk of shock. However, only check for severe bleeding once you are sure that the casualty is breathing.
- To stem any bleeding, apply pressure, elevate the limb if possible and cover with a bandage. Dressing pads with bandages can be found in the first aid kits.
- Phoning for an Ambulance
- If phoning for an ambulance (999 or 112) from an internal phone, please remember to dial 9 for an outside line first. The School Address is:

Chetham's School of Music  
Long Millgate  
Manchester  
M3 1SB  
Phone: 0161 834 9644

You will need to inform the Emergency Services of the building in which the emergency has occurred and the location of the entrance to that building to enable them to gain access by the quickest and fastest route. Please see the diagram below for the 5 main emergency access points. A card with the details below can be found in the First Aid kits.



You may want also to provide the Emergency Services with the extension number for the room you are in, including the room number if applicable or the general area in which the emergency has occurred.

In all cases providing the most complete and correct information will save time for the emergency vehicles and could save someone's life. Sending a colleague to meet them is also necessary. Please ensure that you let Security know so that they can direct the ambulance to your location.

The five entrances are:

- Walkers Croft
- Hunts Bank
- Long Millgate
- Millgate
- Catering.

### Chaperone to Hospital

Arrangements should be made, where possible, for the casualty to be accompanied in the ambulance, or followed to hospital by a member of staff. The casualty's parent / guardian / next of kin should be notified as soon as is practically possible and should be advised to make their way to the hospital to relieve the member of staff as soon as they can.

### Stepping Down Emergency Response

Keep in contact with the emergency services, if the casualty shows signs of improvement then relay this to the emergency services, they will make the decision to continue with the attendance to site or not, they may well offer follow up information that needs to be followed and recorded.

## APPENDIX F

### Effective Management of Concussion

#### Immediate Response "If in Doubt, Sit Them Out"

- **Remove from play:** Any pupil who sustains a head injury or shows signs of concussion must be taken off the field, playground, or PE lesson immediately.
- **No same-day return:** A concussed or suspected concussed student must not return to physical activity, training, or games on the same day.
- **Medical assessment:** Seek guidance via NHS 111 or an onsite healthcare professional within 24 hours. Call 999 immediately for red-flag symptoms (such as unconsciousness, seizures, or repeated vomiting).
- **Parent and Guardian contact:** Parents and Guardians must be kept informed at all stages, Day Students must have a plan to travel home safely.

#### Rest and Return-to-Learn (Prioritising Education)

- **Initial rest:** Require 24 to 48 hours of relative physical and cognitive rest at home, minimizing screen time (phones, TV, computers).
- **Learning first:** Returning to school and learning takes strict priority over returning to sport. Schools use graded adjustments, part-time attendance, or rest breaks as symptoms improve.

#### Graduated Return to Play (GRTP) Pathway

- **No head-impact training:** Students must remain completely free of head-impact for at least 14 symptom-free days at rest.
  - **Competition restriction:** No return to competitive contact sport or matches before **Day 21**.
  - **GP consultation:** A formal doctor or GP review is required if concussion symptoms persist past 28 days.
-