



Subject: School Nurse Availability and First Aid / Emergency Protocol

This document outlines the availability of the School Nurse(s) and clarifies the procedures to follow if a student or staff member becomes unwell or injured.

Please note the list of pupils with medical conditions is in the staff room so please make yourself aware of these individuals.

Availability

- Nurse Deb is in school each day from 8.30am - 4.30pm, apart from Mondays when she is available 9.00am – 3.00pm.
- Lucy Singer is in on a Monday 8.30am - 4.30 pm and Tuesday 8.30am -12.30pm.
- Nurse Deb will be carrying out more 1:1 sessions with students so her timetable will be available to staff. Staff can see when she may not be immediately available.

First Aid & Emergencies – Key Guidance

- In an emergency, your role is to keep the individual safe and comfortable until help arrives.
- Please do not feel you have to do anything beyond your training.
- Basic first aid issues like cuts and sprains can be dealt with as per your first aid training.
- **Do not** move the individual if they are in severe pain, have a suspected broken bone, or possible spinal injury.
- Contact Nurse Deb
- **If Nurse Deb is not present, and if in any doubt about the severity of the injuries, call the ambulance service/NHS 111 in the first instance for advice**
- **Contact reception and request parents be called immediately**
- **If the ambulance is recommended but with a delayed arrival time, parents are to be called and it will be agreed how the child should be taken to hospital (parents collect and take, or the School take and parents meet there)**

NB : Please note if you do take a student to hospital there must be two members of staff as per our Safeguarding Policy. School transport can be used in emergencies or your own vehicle depending on your insurance cover.

Call 999 immediately if any of the following occur:

- The individual is unconscious, unresponsive, or having a seizure
- They are not breathing normally → start CPR and use the defibrillator (available in prep staff room, sports hall, McAlister field building) until help arrives
- Severe asthma attack (inhaler not helping or child unable to talk in full sentences)
- Suspected severe allergic reaction (anaphylaxis) → With permission from parents give adrenaline auto-injector if available (spare adrenaline available in the medical centre, dining hall and Bushell Hall).
- Severe injury (e.g. suspected broken bone with deformity, head injury with confusion/vomiting, heavy bleeding that won't stop)

Additional points:

Sports staff have sports first aid training and can be called for assistance.



Other staff members hold advanced first aid training and are available if needed (Charlene Cowley, Claire Baker, Katie Evans, Jeanette Loftus).

If in doubt, call an ambulance – paramedics can advise over the phone and override decisions.

Communicating with Parents/Carers

Give clear, factual information about the incident and the actions taken.

Do not offer speculation.

Location of where you are

Ambulance staff can also provide reassurance to families.

Summary for Staff:

1. Keep the child/adult safe and comfortable.
2. Call Nurse Deb, a trained first aider, or emergency services depending on the situation.
3. Do not move someone in significant pain or with a suspected serious injury.
4. Call 999 immediately for life-threatening emergencies (unconscious, not breathing, severe asthma, anaphylaxis, serious injury).
5. Use prescribed medication (inhaler, adrenaline auto-injector) if available.
6. Record the incident and ensure parents/carers are informed.

Thank you all for your continued support in ensuring the safety and wellbeing of our students and staff. Please contact Nurse Deb directly if you have any questions about these procedures.

Deb Cox September 2025

Reviewed by Graham Murdoch 20th September 2025

To be reviewed September 2026

Emergency First Aid – Quick Guide for Staff

School Nurse Availability

- Mon: 9:00 am – 3:00 pm
- Tue - Fri: 8:30 am – 4:30 pm

Your Role

- Keep individual safe & comfortable.
- Do NOT move if severe pain, suspected spinal/broken bone.
- Stay calm & reassure
- Contact Nurse Deb
- If Nurse Deb is not present, and if in any doubt about the severity of the injuries, call the ambulance service/NHS 111 in the first instance for advice
- Contact reception and request parents be called immediately
- If the ambulance is recommended but with a delayed arrival time, that the parents are called and it is agreed how the child should be taken to hospital (parents collect and take, or the School take and parents meet there)

Call 999 IMMEDIATELY if:

- Unconscious, unresponsive, or fitting
- Not breathing normally → start CPR + use defibrillator
- Severe asthma attack not relieved by inhaler
- Suspected severe allergic reaction (anaphylaxis) → give EpiPen
- Serious injury: broken bone with deformity, head injury with vomiting/confusion,
- uncontrolled bleeding

Additional Support

- PE staff & Claire Ault = advanced first aid.
- If in doubt → call 999 (paramedics can advise).

Communicating with Parents/Carers

- Share clear, factual details.
- Avoid speculation.
- Paramedics provide reassurance when involved.

Quick Summary

- Situation Action
- Life threatening / unresponsive Call 999 → CPR/AED
- Severe pain / suspected fracture Keep still, call nurse/first aider
- Severe asthma / allergy Use inhaler/EpiPen → call 999
- Unsure what to do Call nurse/first aider → if unclear, 999
- Aftercare Inform parents, complete record