

First Aid Policy 2026-2027



Author:	Rebecca Bhageerutty
School Role:	Head Teacher
Date:	1 st August 2026
Next review date:	1 st August 2027

Mortimer House have a transferable First Aid Kit stored in the First Aid room and Kitchen. Our 'Trip Bag' also contains a compact emergency First Aid kit for trips and activities along with all emergency contacts.

First Aid Box and Contents:

Health and Safety (First Aid) Regulations 1981 (SI No. 917) made of suitable material and clearly identified by; a white cross on a green background.

The box should contain only items which a first aider has been trained to use. The box should be located in an accessible position, access to the box should not be dependent on using a key or other restricted access.

All staff should be made aware of how and where to get first aid treatment. This can be achieved through signage and verbal reminders.

Sufficient quantities of each item should always be available in every first aid box/container. (Contents check list routine for maintaining contents, numbers of items and date item expires items.)

Plasters for Kitchen First Aid box are of a different colour (blue).

First aid boxes/first aid kits must not contain any tablets or medication.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in at least three sealed disposal containers should be provided. Each container should hold at least 300 cc and should not be reused once the sterile seal is broken.

(Above list to be enclosed within each of the first aid boxes for check list of contents and re-order form process.)

First Aid Policy 2026-2027



The boxes should be replenished as soon as possible after use and checked from time to time for deterioration.

First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials AND NOTHING ELSE.

Where a First Aider has received training and special first aid techniques and these include the administration of the antidotes, those antidotes should be kept in the first aid box.

Number of boxes and locations within each site; inside locked staff rooms/offices. Areas where potentially dangerous tools or machinery are used should have small first aid kits at that location.

Staff should have easy access to a box while they are at work.

First Aid Policy 2026-2027

First Aid Box Suggested ContentsItem
Guidance card/leaflet
Individually wrapped sterile dressings
Sterile eye pads, with attachment: an example of a suitable eye pad currently available would be the Standard Dressing No.16 BPC
Triangular bandages (if possible, sterile)
Sterile coverings for serious wounds (if triangular bandages not sterile)
Medium sized sterile un-medicated dressings approx. 12cm x 12cm: example of suitable dressings currently available are the Standard Dressings No.8 and No.13 BPC
Large sterile un-medicated dressing approx. 18cm x 18 cm: examples of suitable dressings currently available are the Standard Dressings No.9 and No.14 BPC and the Ambulance dressing No.1
Extra-large sterile un-medicated dressings approx. 28cm x 17.5cm: an example of a suitable dressing currently available would be the Ambulance Dressing No.3
If tap water is not available, sterile water or sterile normal saline in disposable containers, each holding at least 300 ml, needs to be kept near the First Aid box. At least these numbers of containers should be kept:

First Aiders or appointed persons should be nominated by SLT to see that the first aid facilities (room/boxes/kits etc.), are kept stocked to the required standard and that they are at all times clean and ready for immediate use.

Any wilful damage or vexatious interference with any first aid items may render the offender to disciplinary action being taken against them.

First Aid Policy 2026-2027



Training requirements:

Mortimer House has six fully trained full time First Aiders- Becca Gibbin, , Pete Winwood, Nikki Budden, Fiona Allen, Nayma Garcia Puyol and Becky O’Leary.

Other staff members complete a basic first aid course online.

Records:

Records must be kept of all cases treated - however minor.

Mortimer House School is fully compliant with Independent School Standards with regard to First Aid and Medical provision for Schools.

The HSE runs a special Employment Medical Advisory Service.

When in doubt, seek medical advice or dial 999.