



# King's College

## TAUNTON

### **First Aid Policy**

(This policy is applicable to all pupils, including those in the EYFS)

***This policy applies to  
King's College Prep School and King's College Taunton***

**Policy Date:** September 2025

### **Responsibility**

**Individual:** Operations Director

**Council Committee:** Finance and Estates

### **Review Cycle: (Annual)**

**Next scheduled review:** September 2026

**Last interim review:** September 2025



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### **Introduction**

The health and safety of the children in the care of King's College Prep (KCP) and King's College Taunton (KCT) is one of our prime concerns. There are, accordingly, clear procedures laid down by the schools to organise the provision of First Aid for pupils and staff both on and off each school premises.

This policy is written as an extension to the King's Schools Health and Safety Policy and should be read in conjunction with 'Medical Protocols' in each school as detailed in **Appendix 1 - Content of Medical Protocols**.

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, both King's Schools will ensure that there is adequate and appropriate provision of first aid equipment and facilities for providing first aid in the workplace and that there are adequate arrangements for training and re-training first aiders. First Aid provision is always available while pupils are on the school premises and off the school premises during school visits.

It is assumed that all children attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The School Health Centres are there for accidents, emergencies and illnesses that occur during the school day and in the case of King's College during the silent hours also.

General guidance of first aid actions to be taken are detailed in **Appendix 2 – First Aid Protocol**.

### **Practical arrangements at the point of need**

If a child in the King's College Pre-Prep falls or is physically hurt in any way in school and has to be given first aid, the member of staff who treated the child must fill in the accident book which is kept in the Pre-Prep Staff Common room. If the injury appears to be serious the child must be referred to the School Health Centre or other qualified First Aider to assess the situation so that the correct action can be taken.

In King's College Prep, such children are taken by a member of staff or go themselves with a fellow pupil (whichever is appropriate for the injury) straight to the Health Centre to see the School Nurse.

In King's College Prep, if a child is unwell, he/she must be sent to the Health Centre. Depending on the age of the child and the nature of the complaint, the member of staff will judge whether the pupil needs to be accompanied to see the Nurse. If the Nurse is not in the Health Centre, the child must be instructed to go to the School Office. The Nurse or First Aider will decide on the course of action and whether parents need to be contacted. The school reserves the right to send a child home if he/she is a risk to the health and safety of others.

If Pre-Prep children are taken unwell, they are cared for in the classroom or in a nearby quiet area while their parents are contacted to come and collect them. Analgesia (e.g. Calpol) may be administered by the School Nurse according to parents' preference, indicated on the drug administration form.

In King's College, if a pupil feels unwell, they are to make their way to the Health Centre for assessment, if sent from a lesson they are to be accompanied.



### **Both Schools**

We request parents/guardians of day pupils who have sickness or diarrhoea to remain at home for at least 48 hours after their last bout of sickness to prevent the spread of infection. All staff should take precautions to avoid infection and must follow basic hygiene procedures and take appropriate precautions when encountering bodily fluids.

### **First Aid Support Procedure**

Both King's Schools have well equipped Health Centres run by qualified Nurses. In King's College Prep School, the Nurse is on duty during the standard school day from Monday to Friday and in King's College the Health Centre is manned by a Nurse 24 hours a day, 7 days a week – **both during term time only**.

It is the policy of King's Schools that the Health Centre Nurses are to be the main contact point for any significant medical or first aid incident.

### **King's College Prep School (KCP)**

In KCP where there is just one Nurse, there could be occasions when the Health Centre is not manned because the Nurse has been called away on an emergency. If that is the case, the staff member at the scene will phone the Nurse on the **Health Centre mobile 07817 597550**.

If this mobile number is not answered immediately, the member of staff will contact the School Office for assistance. The School Office will contact a Qualified First Aider. A notice is posted on the Health Centre door, indicating where to go for first aid if the Nurse is not available.

### **King's College**

The Health Centre in King's College is staffed by the duty Nurse and the Assistant between the hours of 08:30 – 16:30, so usually advice and assistance is readily available. After 16:30 and at weekends there is the duty Nurse present. If the duty Nurse has been called out, they can still be contacted via the **Health Centre mobile 07966 926118**.

### **Trained Staff**

It is policy to have staff trained in basic First Aid who can supplement the professional medical care provided in the Health Centres. Training funds are made available to train staff in first aid, once staff are trained, they are responsible for keeping in-date with refresher training and updates.

There will always be at least one qualified First Aider on site at times when children are present. There will always be a Paediatric First Aider on site at times when Early Years children are present (including before and after school) and there will always be at least one Paediatric First Aider on each Early Years trip or outing, and a nominated First Aider should be on all trips. There should also be a member of staff with a good working knowledge of First Aid on all trips. On trips that are residential there must be a qualified first aid member of staff included.



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## **King's College Prep School**

### **Paediatric First Aid** (Valid August 2024 – August 2027)

#### **Nursery Staff:**

Leanne Darlow  
Clare Masters  
Elizabeth Welstead  
Clare Wrelton

#### **Pre-Prep Teaching Assistants:**

Jeanette Coles  
Christina Parke  
Maddie Young  
Georgia Simpson  
Claire Stanley

### **Basic Life Skills First Aid** (Valid January 2024 – January 2027)

Hannah Coulson	Jake Evers
Pixie Foad	Warren Guedes
Ali Halls	Steve Watson
Anna Hardy	Alana O'Dell
Sal McDermott	Sarah Parsons
Andrea Murray	Charlie Thomas
Jamie Rudkin	Alistair Wilkinson

Siobhan Keeling – School Nurse - Expiry 04/07/2027

#### [First Aid update](#)

There is a list of teachers and sport staff who have attended a basic life support and AED course with the British Heart Foundation (Heart-Start). This list is held by the H&S Officer.

## **King's College**

### **Nursing Staff**

Caburn, Karen	Lead Nurse	Ext 8130/07966 926118
Jones, Hannah	Nurse	As above
Jenkinson, Robert	Nurse	As above
Bellamy, A	Nurse	As above

### **First Aid Qualified**

Musgrove, Phil	H&S/Security	07813 153116 - Expiry 21/10/2027
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### **Heart Start** – Expiry 09/06/2025

Gillingham, Julie	Matron	07808 773404
Berry, Jane	Matron	8247/07808 773409
Slade, Dawn	Matron	8161/07808 773410
Perry, Hannah	Matron	8193/07808 773412
Morton, Lorraine	Matron	8246/07808 773407

There is a list of teachers, sport staff and Support Staff who have attended a basic course with the Red Cross or who have completed a heart-start course. This list is held by the H&S Officer.



### **Defibrillator Trained**

A number of staff at both schools have received basic awareness training in the use of the Schools' Automated External Defibrillators (AED's). There are certain Staff who have had advanced training in the use of the AED's which is certificated. The public access defibrillators at both Schools can be used by members of the public and staff who have not been trained in their use. The defibrillator will give them Instruction on how to use.

### **Equipment and Facilities**

The Health Centre Nurses are responsible for ensuring that adequate first aid facilities are available in the Health Centres and other parts of the schools, for carrying out periodic checks and updating of those facilities including medical bags. Use of any first aid equipment should be reported without delay to the Health Centre so that it can be replenished and sufficient equipment made available for the next emergency.

### **First Aid Kits**

First Aid kits are provided and kept stocked by the Health Centres. They are available for sports staff to take to the game's fields for "home" matches. A first aid kit will be taken on all off-site visits or outings, and this is the responsibility of the trip leader or designated First Aider. Each kit is checked and replenished on a regular basis by the School Nurses. Staff may request extra items when they need them. Replacement items can also be obtained from each Health Centre.

### **Defibrillators**

In King's College Prep School, the AED is in the Staff Common Room and in King's College one AED is in a cabinet near Reception and the other in the Health Centre. Due to the Increased use and bookings of our sporting facilities both schools have purchased a public access defibrillator located on the outside wall of the swimming pool at King's College and on the wall of the Pelican Nursery at King's College Prep School. The defibrillators are stored in a cabinet and to release the defibrillator the person wanting to use it must dial **999** first. If the defibrillator is deployed the user must contact Phil Musgrove who is the guardian, and he will ensure the defibrillator is ready for operational use. Contact details for Phil Musgrove are [pjmusgrove@kings-taunton.co.uk](mailto:pjmusgrove@kings-taunton.co.uk) or 07813 153116.

### **Hygiene Procedure for Spillage of Body Fluids**

*Detailed Advice is contained in **Appendix 3 – Hygiene Procedure for Spillage of Body Fluids.***

In the school Health Centres, there is a supply of gloves, disposable wipes, antiseptic hand wash, absorbent granules, yellow bags for the disposal of infected waste, and a foot pedal bin.

Spills of body fluid including blood, urine, faeces, vomit, saliva, nasal and eye discharge must be cleared up immediately, this would be done by the first aider or with assistance from the Domestic Services Department. Disposable gloves should be worn and discarded into a specialist yellow bag when used. Mops should be washed in the cleaning equipment sink (not kitchen sink), rinsed in disinfecting solution and dried.



### **Records**

In both schools a record must be kept of all treatment given and of every accident reported to have taken place on School premises or in connection with School activities which require medical attention. Accidents treated by Health Centre staff must be reported on the appropriate form by staff to Health and Safety Officer (HSO) within one day of the occurrence. The date, time and place of event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded - Report Form in **Appendix 5**.

The HSO will investigate each such report to determine whether its cause was avoidable or accidental – if avoidable a rectification plan of action will be drawn up. Accident and Illness statistics are reported by the Health and Safety Officer and then forwarded to the Operations Director, so a report can be formulated on a termly basis to the School Council.

Records are to be stored for at least three years or, if the person injured is a minor (under 18), until they are 21.

In the event of accident or injury, parents must be informed as soon as practicable. King's College Prep School will inform parents of **any** first aid treatment that is given to pupils in the EYFS setting.

### **Reporting**

There are more formal requirements set out in the RIDDOR regulations (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) for the external reporting of more serious injuries. These are summarised in Appendix A to the Schools' Joint Health and Safety Policy Document and must be rigorously observed where appropriate. The HSO, in consultation with D/Ops, is responsible for generating RIDDOR reports as necessary.

Any employee or visitor who sustains an injury or accident on either site must report it to their line manager or to a member of staff (visitors). An entry must be made in the Accident Book which is located in the Finance Office (KCT), unless treatment is obtained in the Health Centre (which is the case in KCP), when the report will be made automatically.

### **Medication**

The schools accept the need for some children to have access to personal medication. Parents must give written authorisation and guidance for the administration of that medication. Medication is normally stored in an appropriate manner (in accordance with the product instructions) in each Health Centre or in a specific classroom in King's College Pre-Prep. Medication is stored so that it is out of reach of children and in a refrigerator, locked cabinet or high shelf.

Medical forms completed at the point of entry to each school give parents' consent to their child being given emergency first aid and non-prescription drugs. If the child is in the King's College Prep Early Years Foundation Stage, the Health Centre will contact parents before medication is administered.



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## **Arrangements for Pupils with Particular Medical Conditions**

### **King's College Prep School**

In King's College Prep School, a Pupil Medical List (including photographs) is held in the Staff Common Rooms (Prep and Pre-Prep) giving details of any significant medical ailment of any pupil, a list is also held on the Health Centre database (ISAMS).

In King's College Prep School locked medical cabinets in Pre-Prep classrooms and the Prep Staff Common Room contain specific medication for specific ailments for specific people (staff and pupils). Epi-pens are stored in the white cupboard in the Staff Common Room which are readily available. Inhalers are stored in the Health Centre, and a Universal Inhaler is stored in the white cupboard in the Staff Common Room, but this inhaler has prescribed users and whose parents have given consent for it to be used.

### **King's College**

Information about any pupil with a particular medical condition is on ISAMS which can be accessed by Health Centre staff, Houseparents, House Staff and Teaching Staff.

In King's College the pupil retains and carries with them their personal epi-pen or inhaler. There will be a named emergency epi-pen or Inhaler in the Health Centre for the Pupil.

Emergency Inhalers are also kept in each Boarding House, Science Block, Sports Hall and Swimming Pool. In each area there will be a list of pupil's names who can be administered the emergency Inhaler.

An emergency epi-pen is kept in the Catering Office. Staff have been trained in its use. There will be a list of pupil's names who can be administered the emergency epi-pen.

The use of the emergency epi-pen and emergency Inhaler permission has been given in writing by parents whose children are on the list.

Details of how to deal with these conditions are detailed in 'Medical Protocols'. It is the responsibility of all staff members to keep familiar with the epi-pen administration technique.

It is the responsibility of staff leading trips to ensure that specific medication is taken away on trips, such as sports matches.

### **Mental Health**

Mental Health is an increasing concern and worry for pupils, parents and staff. Staff have several sources of support for themselves or if worried about another member of staff – see Annex A.

Mental health issues can be extremely complex and require specialist support. If pupils are worried about their own mental health, they can speak to their GP, our health centre staff, our safeguarding teams, their Houseparents, or other recognised sources of support such as Mind. A few KST staff are qualified Mental Health First Aiders, and teaching staff regularly undertake mental health training. If a member of staff is worried about a pupil's mental health, they should always speak to the school's safeguarding team.

Kings has an important role to play in supporting the mental health and wellbeing of our pupils. We are under a statutory duty to promote the welfare of our pupils, which includes preventing impairment of children's health or development, and taking action to enable all children to have the best outcomes. Full details are set out in Keeping Children Safe in Education (KCSIE) statutory guidance.



Early intervention to identify issues and provide effective support is crucial. Our role in supporting and promoting mental health and wellbeing can be summarised as:

- Prevention: creating a safe and calm environment where mental health problems are less likely, improving the mental health and wellbeing of the whole school population, and equipping pupils to be resilient so that they can manage the normal stress of life effectively. This will include teaching pupils about mental wellbeing through the curriculum and reinforcing this teaching through school activities and our ethos
- Identification: recognising emerging issues as early and accurately as possible
- Early support: helping pupils to access evidence based early support and interventions; and
- Access to specialist support: working effectively with external agencies to provide swift access or referrals to specialist support and treatment.

Further details can be found at [Mental health and behaviour in schools](#), which staff should read.

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the safeguarding policy and speaking to the designated safeguarding lead or a deputy.

Staff should also be aware of the following resources:

<https://campaignresources.phe.gov.uk/schools/topics/rise-above/overview>

<https://www.annafreud.org/schools-and-colleges/resources/supporting-mental-health-and-wellbeing-in-secondary-schools/>



## **APPENDIX 1 - CONTENT OF MEDICAL PROTOCOLS**

Each school Medical Protocols are separate documents and are individual to the school but generally contain details of the following:

- Confidentiality policy
- Dealing with suspicions and allegations
- EYFS Organisational Plan - Accidents, illness and emergency
- Protocol for the administration of medicines and treatments for children at school by houseparents and deputies
- Protocol for administration of medication
  - staff administering medication procedure
  - ibuprofen
  - paracetamol
  - antihistamines
- Head injuries protocol
- Head injury
- Asthma attack protocol
- Anaphylaxis protocol
- Patient group directive for a sore throat in children aged 6-13 years
- Malaria protocol
- Administration of adrenaline
- Protocol for admission to Health Centre
- Medical record and form of authority
- Emergency first aid treatment and non-prescription drug form
- Self-administration of medicines
- Medical arrangements
- Health and safety



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## **APPENDIX 2 - FIRST AID PROTOCOL**

This Protocol is a general guide to immediate actions in case of a medical emergency or situation:

### **Assess the situation and make the area safe**

When a child or adult is found to be in need of first aid care/treatment, the person who is first in attendance must assess the situation and decide on the appropriate course of action quickly and calmly. They should do what they can to protect the casualty or anyone else from any further danger.

### **Assess the casualty**

1. If the child is mobile and the injury sustained is considered to be minor, they can then be safely escorted to the Health Centre by an adult or child.
2. If the injury appears to be more serious, or the member of staff is unsure about movement of the child, they should remain in situ with the casualty and contact the Health Centre.
3. If any member of staff believes that someone is suffering from a serious or life-threatening event, accident or immediate illness, an ambulance is to be called by dialling **999**, once this call has been made, call the Health Centre nurse for assistance.

The list below provides guidance on when an ambulance must be called for but is not exclusive and, if in doubt, an ambulance or paramedic should be requested.

- Cardiac Arrest (Each school has access to automated external defibrillators (AED's) and key staff have been trained in their use)
- Anaphylaxis
- Unresponsive hypoglycaemia (diabetic)
- Unresponsive asthma attack
- Someone choking
- Serious breathing distress
- Suspected heart attack
- Suspected stroke
- Suspected spinal injury
- Suspected broken limb, causing immobility
- Catastrophic bleed
- Unconsciousness

If it is a life-threatening situation, then remember the priorities of first aid:

- Dangers
- Response
- Shout for Help!
- Airway
- Breathing, if breathing place in recovery position, if not breathing call for help **999**.
- CPR
- Defibrillation

If not life-threatening, reassure the casualty and make them as comfortable as possible (recovery position) until the Nurse or qualified first aider arrives on scene.



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### **Get help During Term Time.**

The School Health Centres can be contacted directly on their mobile phones:

<b>King's College Prep School</b>	<b>07817 597550 (Day time only)</b>
	<b>01823 285936 (After this time – Head of Boarding)</b>
<b>King's College</b>	<b>07966 926118 (24 hours)</b>

These phones are always carried during school hours and during matches when on the game's fields.

Nurses or a qualified first aider will then assess the situation and decide on the appropriate course of action (in accordance with their training); they should delegate assistance according to need.

This might mean:

- Taking the casualty to the Health Centre for further assessment or treatment.
- Taking the casualty to be checked at Warwick House Surgery by the School Doctor.
- Treating the casualty in situ and then taking to Accident & Emergency by car.
- Treating the casualty in situ and then calling 999 for an ambulance or air ambulance if a serious head, neck, spinal injury, or if the casualty has collapsed and is unconscious.
- Notify parents or guardians as soon as possible and, if necessary, arrange for them to be met at A&E.

### **Get Help Outside of Term Time.**

<b>King's College Prep School</b>	<b>Reception 01823 285920 or Head of Boarding 01823 285936</b>
<b>King's College</b>	<b>Security 01823 328141</b>

Out of hours at **King's College** the automatic gates at Holway Avenue and the main gates on South Road will be locked, so the code for the locks will need to be passed to the ambulance call operator. Key staff have the number for these locks, or a member of staff will be sent to unlock.

### **Aftermath**

All first-aid treatment in the Health Centre for pupils will be reported on ISAMS and an accident form sent to the H&S Officer if appropriate. Staff Injuries will be recorded in the accident book located in the Finance office.

1. Parents should be notified of any significant injuries and further treatment or advice given.
2. Clear up the scene and make it safe, where necessary.
3. Take care of uninjured persons, where appropriate
4. Replenish the first aid kit or take to the School Nurse

### **IN AN EMERGENCY CALL 999**

**King's College Prep School** – Postcode to site **TA2 8AA**, entrance via Taunton Road or Cheddon Road.

**King's College** – Postcodes to site **TA1 3AR**, Holway Avenue, **TA1 3LA** South Road, **TA1 2EY** Holway Road entrance gate and **TA1 3EB** Greenlands, grounds department gates.



### **APPENDIX 3 - HYGIENE PROCEDURE FOR SPILLAGE OF BODY FLUIDS**

The First Aider should take the following precautions to avoid the risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure

If the First Aider suspects that they or any other person may have become contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow water
- Record the details of the contamination
- Report the incident to the Health Centre and take medical advice, if appropriate.

### **APPENDIX 4 – NEEDLESTICK OR CONTAMINATED SHARP INJURY PROCEDURE**

Emergency action and standard precautions - in event of needlestick or contaminated sharp injury

- IMMEDIATELY STOP WHAT YOU ARE DOING AND ATTEND THE INJURY
- Encourage bleeding of the wound by applying gentle pressure – do not suck.
- Wash well under running water.
- Dry and apply a waterproof dressing as necessary.
- If blood and body fluids splash into eyes, irrigate (flush) with cold water.
- If blood and body fluids splash into your mouth, do not swallow. Rinse out several times with cold water.
- Report to the School Nurse / Health Centre for treatment.
- Health Centre Staff may refer you to the nearest Accident & Emergency department or your GP.
- (You must also inform your line manager).
- Complete accident/incident form and pass to your manager/supervisor for their completion of relevant sections.
- Support and assist in the investigation process which will seek to find the cause of the incident and if appropriate review relevant risk assessments.

Further advice or in absence of medical staff, dial NHS **111** or, if ambulance obviously required, dial **999** Immediately.



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## **APPENDIX 5 – GUIDANCE: COVID-19 AND SIMILAR ILLNESSES**

### **Update to Resuscitation Council UK (RCUK) guidance for practice.**

As of September 2025, COVID-19 symptoms in the UK include traditional respiratory signs as well as new indicators associated with recent variants like "Stratus". CPR protocols have returned to the standard 2021 guidelines, though hands-only CPR is still advised if there is a risk of infection.

Cardiopulmonary resuscitation (including chest compressions and ventilations) is a critical intervention to save lives – without which many thousands of lives will be lost each year.

The risk associated with COVID-19 has decreased because much of the population have been immunised, and more effective treatments and less virulent strains of COVID-19 now predominate. Widespread community testing programmes have stopped, making it less likely that members of the public will know if someone has COVID-19.

### **CPR protocols in the UK (2025)**

The Resuscitation Council UK has updated its guidance, reverting to the standard 2021 protocols for basic life support while acknowledging hands-only CPR as an option to reduce infection risk.

#### **Adult basic life support:**

1. **Safety check:** Ensure it is safe to approach the person.
2. **Response check:** Shake their shoulders gently and ask loudly, "Are you alright?"
3. **Breathing check:** If there is no response, check for normal breathing for no more than 10 seconds.
4. **Call for help:** If they are not breathing normally, call 999. Activate speakerphone and follow the dispatcher's instructions. If someone is with you, ask them to find an Automated External Defibrillator (AED).
5. **Give chest compressions:**
  - a. Kneel next to the person and place the heel of one hand in the centre of their chest. Place your other hand on top and interlock your fingers.
  - b. Press down firmly and smoothly, about 5–6 cm deep.
  - c. Aim for a rate of 100 to 120 compressions per minute.
6. **Rescue breaths:**
  - a. If you are trained and feel confident, alternate 30 compressions with 2 rescue breaths.
  - b. If you are untrained or concerned about infection, perform hands-only CPR (continuous chest compressions).
7. **Use an AED:** If an AED is available, switch it on and follow its voice commands.



### Important considerations regarding COVID-19 or Similar Illnesses:

- **Safety barrier:** Place a cloth or mask loosely over the patient's mouth and nose before starting compressions to reduce the risk of infection.
- **Avoid mouth-to-mouth:** During a suspected or confirmed COVID-19 incident, hands-only CPR is recommended to minimise airborne viral transmission.
- **Do not delay:** Immediate action with chest compressions is crucial for survival. Do not delay CPR out of fear of infection.

### Paediatric CPR:

For children, rescue breaths are a critical component of CPR because their cardiac arrest is more likely to be a respiratory issue.

- The protocol starts with **5 initial rescue breaths** before beginning cycles of 30 chest compressions and 2 rescue breaths.
- For untrained bystanders, following the adult guidelines (including hands-only CPR if there's a perceived risk of infection) is still better than doing nothing at all.

**APPENDIX 6 – INCIDENT/ACCIDENT REPORT FORM**

Incident/Accident Report			
Name of Person Involved		Date	
Nature of Incident/Accident & Location			
Details of any first aid given			
Sent to Health Centre/A&E – Delete as applicable		YES / NO	
Treatment by Health Centre or sent to A&E			
Action to be taken to avoid similar incident			
Name		Date Copy sent to H&S Officer:	
Signature			
Date		Date Filed:	

**Procedure**

1. Complete the form as required
2. Person filling out form sign & date
3. Copy to H&S Officer
4. Copy to Health Centre



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**ANNEX A**



**King's College**  
TAUNTON

### **Sources of support available to staff**

As a responsible employer, King's College is pleased to be able to offer staff a range of options should they feel they need emotional support. These are as follows:

- School Counselling telephone helpline (School's insurance company)–24/7 service 0117 933 0687 quote policy number 202604
- Chris Hirst – Staff Liaison Governor – [CHHirst@kings-taunton.co.uk](mailto:CHHirst@kings-taunton.co.uk)
- Emma Gregory, Assistant Head Common Room – 01823 328187
- Father Mark Smith, School Chaplain – 01823 328211/07976 943788
- HR Dept – HR Manager, Lisa Thompson 01823 328103/328105
- Mindline Somerset – Emotional support helpline 01823 276892 – 24/7 service.

Staff should visit their GP should they require more professional support.

Although the King's College Counsellor is for pupils, staff may discuss a pupil issue directly with the Counsellor. This must be cleared through the Heads, Deputy Head (Pastoral) or Bursar.

September 2025