Policy owner:	School Nurses
Approving body:	Board of Governors
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FIRST AID POLICY (Including EYFS)

St Aubyn's School

Policy Statement

First aid is the emergency care of the injured or ill. St Aubyn's School, including EYFS, will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.

First aid provision should cover all staff, pupils and visitors. Management of first aid arrangements should include adequate training and re-training of First Aiders, provision of first aid equipment and facilities and recording of first aid treatment.

The School's Infection Control Policy details the control of infection with regard to first aid procedures, and the Medical Conditions Policy lays out the procedures for managing pupils with long-term conditions at School. Both policies should be read in conjunction with the First Aid policy.

First Aid Arrangements

A Medical Room is available from 8.15am until 5pm each weekday during term time. The School employs a Registered Nurse. The School Office can contact the School Nurse in an emergency when the Medical Room is unattended. Staff have access to the Medical Room in the absence of the School Nurse.

First Aiders

A number of staff hold a First Aid at Work, Paediatric First Aid or Basic First Aid Certificate. The list of first aiders will be found in the Staff Room, the Reception Office, the Head's P.A.'s Office, the Dining Hall, ICT Suite, Library, ASC, Cadets, Prep Workshop, Pre-Prep, Nursery, PAC, and Medical Room and also on the network

Notices are displayed, which detail names and department of First Aiders. Members of staff are encouraged to attend a Basic First Aid Course every three years. P.E. staff are strongly encouraged to hold a First Aid Certificate.

For EYFS, training in paediatric first aid continues to be a requirement, with at least one person with a current certificate on the premises at all times when children are present and accompanying children on outings. It must be clear on the certificate that the course followed has covered first aid for children.

First Aid Boxes and Other Medical Equipment

These are situated in different parts of the School (See Appendix 1) and are checked and replenished by the School Nurse during the first term of each school year. The boxes are clearly marked,should be easily accessible and contents comply with the standards set out by the H.S.E. (List available in each box). Some additional items may be added, depending on the needs of individual departments. Medicines are not first aid materials and should not be kept in first aid boxes.

Staff using first aid items should inform the School Nurse if the contents need re-stocking during the term.

A Defibrillator, transit chair, and stretcher are located in the Sports Hall. A wheelchair is kept in the Medical Room. The School also has a "Bleed Kit" which is stored on the Gatekeepers Hut. This contains equipment and instructions for the immediate management of catastrophic haemorrhage.

School Outings

A travel first aid bag will be taken on a school trip along with any emergency medication that may be required.

Parents are responsible for advising staff if their child will require any medication on a school trip. No medication is to be carried by a pupil unless discussed with the teacher in charge.

The teacher in charge of a school trip is responsible for informing the School Nurse of the trip and requesting a first aid bag. First aid bags are to be returned as soon as possible to the Medical Room on completion of the trip.

Any injury/illness sustained by a pupil should be reported to the School Nurse on return from the trip – an accident form should be completed by a member of staff and given to the School Nurse. If the trip is out of school hours or returns after the School Nurse has left, the Pupil Accident Record Book should be completed. These are kept with the first aid bag.

Reporting

Every attendance to the Medical Room is recorded on SchoolBase with name, date, time, and description of incident, treatment and outcome.

All treatment, with the exception of Nursery, given by First Aiders should be reported to the School Nurse for recording on SchoolBase and in case of required follow up. If the School Nurse is not available, the First Aider must inform her by note or email detailing all the appropriate information.

Minor bumps and grazes sustained by EYFS children can be treated by Paediatric First Aiders. EYFS Staff will keep a record of these injuries. For children in the EYFS, it is the School's duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

Certain illnesses and injuries (to staff, pupils and visitors) are reportable to the Health and Safety Executive (HSE) under the RIDDOR regulations (see https://www.hse.gov.uk/riddor/). The School Nurse will give advice and report to the HSE as necessary

Yellow Pupil Accident/Incident forms are available should an accident or incident need further explanation. These forms should also be used if a visitor or visiting pupil has an accident whilst present on the School site. This form will be kept by the School Nurse and a copy given to the visiting pupil's teacher and/or parent.

Severity of Injury

Most injuries and illness will be dealt with by the School Nurse in the Medical Room.

A note will be sent home with the pupil if they have sustained a head, eye or nose injury in case of a delayed reaction. First Aiders should also send one of these pro-forma letters home in the absence of the

School Nurse (available in the Medical Room).

Notes (or e-mail/telephone call where appropriate) should also be sent home if medication has been administered.

The parents are contacted by telephone if the injury/illness requires further medical treatment, or if the pupil would benefit from resting at home.

Parents are contacted if a pupil needs to go to A & E and are asked to transport them.

An ambulance is always called for a pupil in a serious condition and the parents contacted.

Staff and Visitors

From time to time staff or visitors may also sustain an injury or become unwell. Should this occur, the procedure is the same and they should report to the School Nurse in the first instance where appropriate treatment will be given.

The Accident Book is completed for staff injuries and incidents. The location and advice on how to complete the Accident Book can be obtained from the Nurse (Appendix 2)

An ambulance is always called for a member of staff in a serious condition.

Appendix 1

LOCATION OF FIRST AID BOXES

Art Room
Food Tech kitchen (including a burns kit)
Head of Prep Office
Science Lab
Kitchen (including a burns kit)
Dining Hall lobby
Staff Room
Prep workroom
Lunchtime Supervisors cupboard
Library
ICT room
Music Room
PAC foyer
PE Dept. large green bag
PE Dept. small green bag (A)
PE Dept. small green bag (B)
Sports Hall foyer
Workshop
Gate Hut
Small minibus
Large minibus
After School Care
Grab Bag (kept in Medical Room)

Appendix 2

LOCATION OF ACCIDENT BOOKS

BOOK:

1. WORKSHOP
2. MEDICAL ROOM
3. STAFF ROOM
4. KITCHEN
5. SCHOOL OFFICE

NB

The books are numbered and the sheets are numbered. Completed sheets must be given to the School Nurse who is responsible for storing them. You may take a photocopy if you wish. Instructions on how to complete the form are inside the Accident Book.