



First Aid Policy Including Early Years Foundation Stage

Statement

Plymouth College believes that first aid facilities and knowledge are very important to the welfare of the pupils, staff and visitors to the college. We aim to ensure that the majority of staff are qualified with a current first aid certificate and that the pupils are given basic first aid instruction throughout their time at the college through the PSHE curriculum. The majority of staff in the EYFS setting, as well as the two key Admin staff who deal with First Aid, have the required Paediatric First Aid qualification, and this is reviewed on an annual basis. All prep staff undertake regular First Aid Training with the School Nurse and with outside providers. This training must be renewed every three years. PE staff and those involved with outdoor activities are given additional specialist training. There will always be a qualified First Aider on site when children are present, and a Paediatric First Aider if EYFS. All trips will be accompanied by a qualified First Aider and a Paediatric First Aider where EYFS children are involved. All staff have an annual anaphylaxis update from the school nurse.

All staff should be aware of the first aid arrangements in the college. Everyone should read and follow the procedures outlined.

First Aid Provision

The School Nurse is responsible for the overall first aid provision in the school. However, the receptionists run first aid on a daily basis and are responsible for the updating of the first aid boxes. A record is kept of staff members' first aid qualifications. See Appendix for up to date list of staff qualifications.

The reception area is the centre for first aid. The First Aiders at the Prep can consult the school nurse if unsure in a situation. There is an AED kept in reception and a small number of staff are trained annually by the school nurse in its use. (See the College AED policy).

The school makes reference to the 'Guidance on infection control in schools and other settings', May 2016.

First Aid Boxes

These are situated around the school site: Science Lab, Outside the Theatre, Maintenance Room, Conference Room, Infant Library, Outside the Staff Room, Medical Room, Sports Hall Office, Pre-School, beneath the blue stairs at East end of building, DT Room, Junior Library, Domestic Services Office and in the 3 minibuses.

They must be:

- Maintained in good condition.
- Suitable for the purpose of keeping the contents in good condition.
- Readily available for use.
- Prominently marked as a first aid container with a white cross on a green background.
- Containers should be returned to the school nurse for checking/restocking on a regular basis.

Eye wash facilities are available in the Medical Room, Science Lab, DT and Art departments.

What to do in a first aid situation

- All staff should take precautions to avoid infection spreading and follow basic hygiene procedures.
- Staff should have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood or other body fluids and dressings or equipment.
- A bin with yellow bags is available for waste materials.
- No 'sponge' must be used for injuries on the rugby field
- Disposable gloves are available in each classroom.
- Please refer to our Intimate Care, Physical Intervention, Positive Handling and Contenance policy.

Procedures for Pupils or Staff who are injured or unwell

- Pupils who are injured or unwell will, if possible, be taken to Reception/Medical Room. If a child has a fever greater than 37.4°C, they should be sent home.
- Incidents will be assessed and parents contacted. If appropriate, medical/ambulance assistance will be called.
- All incidents will be recorded in an Incident Book
- Any serious incident is reported to the Governors and actions reviewed.
- Pupils who receive a head injury should be sent home with a Head Injury form.

In cases of infectious illness the Devon Spotty Book and referral to the School Nurse are used as guidance to school exclusion. If a child has been vomiting or suffering from diarrhoea, we expect Parents to keep the child at home for 48 hours after the last bout.

What to do in an Emergency

All staff should take precautions to avoid infection and follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities, and should take care when dealing with blood or other bodily fluids and dressings or equipment. No sponge must be used for injuries on the rugby field.

In the case of a severe accident or incident at the school

- The First Aider should be called.
- The situation will be assessed.
- The school office should also be made aware of the problem and, if required, an ambulance should be called. All 999 calls are made from reception. If reception goes to answerphone a responsible child should be sent to reception.
- The casualty will be accompanied to hospital by the parent/guardian, or a member of staff.
- In all cases parents/guardians should be contacted as soon as possible and be expected to relieve the staff member.

There are policies on handling asthma, epilepsy, diabetes and anaphylaxis attached to the notice board in the Staff Room. These are also available on the intranet and in the Policies File in the Staff room. All staff should be aware of these. Pupils with these and other conditions are also listed, with specific care instructions.

Actions to take if heat stress, heat exhaustion or heatstroke is suspected.

Practitioners should look out for signs of heat stress, heat exhaustion and heatstroke. Children suffering with heat stress will show general signs of discomfort (including those listed below). These signs will worsen with physical activity or if left untreated and can lead to heat exhaustion or heat stroke. If this is suspected, phone the school nurse and parents immediately.

Signs include:

- irritability
- fatigue
- dizziness
- headache
- nausea
- hot, red and dry skin.

Sweating is an essential means of cooling and once this stops a child is at serious risk of developing heatstroke. Heatstroke can develop if heat exhaustion or heat stress is left untreated, but it can also occur suddenly and without warning.

The following steps to reduce body temperature should be taken at once:

- move the child to as cool a room as possible
- sponge the child with cool (not cold) water and, if available, place cold packs around the neck and in the armpits
- place the child near a fan.

If the child shows signs of confusion follow the steps above.

Phone the school nurse and parents immediately.

Record Keeping

The Receptionist keeps daily records of visits to the Medical Room. The accident book is kept in the School Office. Staff present at the accident are expected to complete the Accident Book entry. The Bursar reports significant accidents to the HSE under RIDDOR regulations.

For Early Years pupils a different accident form is completed which is signed by the parent when the child is collected and a copy is then given to parents to retain. These forms are reviewed by the Head of Early Years on a termly basis.

Useful Numbers

School Reception	01752 201352
School Nurse	01752 505145 (Health Centre Ford Park) 07973 872678 (School Nurses Mobile)
Eye Infirmary	01752 202082 or 0845 1558 155
Derriford Hospital Ask for ED	0845 1558155
Cumberland Centre Minor injuries unit	0845 1558002

Review

The school's first aid needs should be reviewed on a regular basis and particularly after any incident, to ensure that the provision is adequate

Holiday Club

Any First Aid requirements during the Holiday Club would follow many of the procedures listed above. However, a separate Incident Book is maintained and any completed Accident Forms are passed to the Prep School office for inclusion in the school Accident Book. The Holiday Club Leader has a Paediatric First Aid qualification.

Mrs N Lane
School Nurse

Reviewed: October 2017
Review Date: October 2018

First Aid Record

Name	Qualification	Renewal Date	Use of Adrenaline Pen Update due
Chris Gatherer	Emergency First Aid at Work	8 March 2020	March 2018
Sally Raymond-Jones	Emergency First Aid at Work	8 February 2019	March 2018
Jo Newnham	Emergency First Aid at Work	8 March 2020	March 2018
Kaye Wills	Paediatric First Aid	8 September 2018	March 2018
Emma Bales	Emergency First Aid at Work	8 February 2019	March 2018
Frances Baylis			March 2018
Charlotte Brodie	Emergency First Aid at Work	8 February 2019	April 2017
Peter Brooke-Houghton	Emergency First Aid	20 April 2018	March 2018
Pippa de Jager	Emergency First Aid at Work	12 April 2019	March 2018
Ghislaine de Lavernère			March 2018
Stacey Dutta	Paediatric First Aid	8 September 2018	March 2018
Nicky Freeman	Emergency First Aid	20 April 2018	March 2018
Chrissie Haffenden	Emergency First Aid at Work	8 March 2020	March 2018
Fiona McWilliam	Paediatric First Aid	23 January 2020	March 2018
Joanne Manuel	Emergency First Aid	20 April 2018	March 2018
Lindsay Murphy	Emergency First Aid	20 April 2018	March 2018
Jo Newnham	Emergency First Aid at Work	8 March 2020	March 2018
Chris Paull			March 2018
Ann Pigott	Emergency First Aid at Work	8 March 2020	March 2018
Abi Potter (Hemming)	Emergency First Aid at Work	8 March 2020	March 2018
Peter Raymond-Jones	Emergency First Aid at Work	8 March 2020	March 2018
Jacqueline Smith			
Elizabeth Soper	Emergency First Aid at Work	12 April 2019	March 2018
Christine Spence	Emergency First Aid at Work	8 March 2020	March 2018
Robin Stubbs	Emergency First Aid	20 April 2018	March 2018
Paul Underwood	Emergency First Aid at Work Paediatric First Aid	Dec 2019 8 September 2018	March 2018

NAME	Qualification	Renewal Date	Use of Adrenaline Pen Update due
Janet Learmouth	First Aid at Work	17 January 2020	March 2018
Natasha Warne	Emergency First Aid	8 March 2020	March 2018
Patricia Wilton	Emergency First Aid at Work	8 March 2020	March 2018
Teresa Percival	First Aid at Work Paediatric First Aid	1 December 2019 8 September 2018	March 2018
Caroline Cox	Emergency First Aid Paediatric First Aid First Aid at Work	20 April 2018 8 September 2018 8 December 2018	March 2018
Pat Yeomans	Emergency First Aid at Work	8 March 2020	March 2018
Lynda Braund	Emergency First Aid Paediatric First Aid	20 April 2018 8 September 2018	March 2018
Kim Greenway	Emergency First Aid Paediatric First Aid	20 April 2018 8 September 2018	March 2018
Mila Kos da Rocha	Emergency First Aid at Work	12 April 2019	April 2017
Pauline Mullaney	Emergency First Aid at Work Paediatric	8 February 2019 23 January 2020	March 2018
Kerry Stott	Emergency First Aid at Work	11 January 2019	March 2018
Teresa Stubbs	Emergency First Aid	20 April 2018	March 2018
Helen Willoughby	Paediatric First Aid	13 July 2018	March 2018
Byuk Hee Bouverie	Emergency First Aid at Work	12 April 2019	March 2018
Angsana Brodie			March 2018
Danielle Magill	Emergency First Aid at Work	8 March 2020	March 2018
Tracey O'Flynn	Emergency First Aid	20 April 2018	March 2018
Sharon Ward	Emergency First Aid at Work Paediatric First Aid	12 April 2019 8 September 2018	March 2018
Lily Whittaker			March 2018