



## FIRST AID POLICY

**Last reviewed:** October 2017  
**Next review date:** October 2018  
**SMT Responsible:** Charles Irish (Assistant Head) & School Nurse

### 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.

As per DfEE @Guidance on First Aid

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

Some pupils are given the opportunity to take first aid certificates themselves through the Duke of Edinburgh Award Scheme, Sports Baccalaureate or CCF.

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

### Training

Staff who regularly go offsite with pupils, work in boarding full time or coach sports are required to have a first aid certificate, which must be updated every three years to a minimum standard of the **6-hour course in first aid (Emergency First Aid)**. This is run in house by an external agency.

A record is kept of staff member's first aid qualifications by the School Nurse and is regularly updated.

- Some staff involved in outward-bound activities have First Aid at Work (FAW) certificates.
- The trained nurse at the Senior School has a FAW certificate.
- All boarding staff have Emergency first aid certificates.

### First Aid Provision

The School Nurse is responsible for the first aid provision in the school.

The school ensures that there are qualified first aiders on all of the school sites, at all times, whenever pupils are present. While on offsite visits and activities, at least one member of staff will be a qualified first aider with any group of pupils.

The Health Centre at the senior school is open from 8.15am to 5.15pm, Monday to Friday and is the main treatment centre for medical and first aid emergencies.

The boarding staff are responsible out of school hours, for the boarders, referring to the school doctor's on call system, NHS 111 or calling an ambulance depending on the severity of the situation.

## **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 dispose of and take care when dealing with blood or other bodily fluids and dressings or equipment in the yellow bags provided in the medical centre and boarding houses. There is a sharps box for needles in the health centre. No sponge must be used for injuries on the rugby field.

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

- The School Nurse should be called.
- The situation will be assessed. If required, an ambulance will be called by the nurse or staff member at the scene.
- The school office should also be made aware of the problem and will co-ordinate the porters to meet the ambulance.
- The casualty will be accompanied to hospital by the parent/guardian, school Nurse or staff member.
- In all cases parents/guardians should be contacted as soon as possible and be expected to relieve the School Nurse or staff member.
- In the case of a boarder, the matron or member of staff on day duty will accompany the pupil.
- Teaching staff should be alerted through SIMS as to why the child is absent from lessons.

### **In the case of a less serious accident or incident at the school**

- The School Nurse should be called.
- The situation will be assessed and the casualty will be treated in the medical centre.
- If the medical staff deem it necessary, they will contact parents or boarding staff to alert them to the situation.
- The casualty will be returned to lessons if the medical team feel they are fit to do so or may be allowed to go home with parents if deemed necessary. In this case, the casualty will remain in the medical centre until parents or boarding staff collect them.
- The school office and teaching staff should also be made aware of the situation if the pupil is not attending lessons

There are policies on handling asthma, epilepsy, diabetes and anaphylaxis on the intranet. All staff should be aware of these. Pupils with these and other conditions are also listed, with specific care instructions and have their own individual health care plans.

Staff should follow the protocol of covering up any cuts or grazes they may have.

## Record Keeping

The School Nurse keeps daily records of visits to the Health Centre.

An accident book is kept in the Health centre, boarding houses, sports hall and with the Domestic Services Manager.

The first member of staff at the incident is expected to complete the accident book entry.

Parents are informed if there is an injury that will require a visit to either A&E or a minor injuries unit.

The Domestic Services Manager / Operations Manager reports significant accidents to the HSE under RIDDOR regulations.

## Useful Numbers

School Nurse            01752 505145 / 505192 (Health Centre)  
                                 145/192 internal  
                                 07973 872678 (School Nurses Mobile)

Assistant Head        01752 505110

School Doctor         01752 205555

Eye Infirmary         01752 315125

Derriford Hospital Ask for A&E    0845 1558155

Cumberland Centre Minor injuries unit    01752 567999

NHS 24 hour professional medical advice service 111

## First Aid Boxes

These are situated around the school site in strategic positions such as science prep rooms, technology areas, sports hall and school office. See *Appendix 1* for details of these sites. There are also first aid kits in each school minibus.

The first aid kits 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 will be checked and restocked on a yearly basis by the school nurse.
- Interim restocking should be carried out by the individual departments

Eye wash facilities are available in the health centre, science labs, DT and Art departments.

Duke of Edinburgh and Ten Tors staff are issued with a bespoke, personal first aid kit to be carried with them at all times when training pupils offsite.

Main sports staff have their own first aid kits issued by the medical centre when offsite. Other coaches can book out first aid kits from the medical centre as required. Heads of Sport take

responsibility for ensuring their coaches and team managers are equipped with first aid kits on all away matches and offsite training sessions.

Staff must request and book out bespoke medical kits as required for specialist trips such as residential, overseas expeditions and sports tours etc.

## **Appendix 1**

### **Departments who have first aid boxes**

Biology x 5

Chemistry x 4

Physics x 6

Mini buses and school car x 16

Porters lodge x 1

Sports dept x 3

Maintenance x 1

D.T. x 2

Domestics x 2

College house x 1 (grab bag)

Captains house x 1

Whiteworks (outward bound house) x 1

Delgany (sports field) x 1

School office x 1

*Thompsons x 1 (not currently open)*

*The Haven x 1 (not currently open)*