

PLYMOUTH COLLEGE
FIRST AID POLICY
Including Early Years Foundation Stage

Last reviewed:	August 2025
Next review date:	August 2026 <i>or sooner if necessary</i>
Responsibility:	Assistant Head (Pupil Welfare) School Nurse

Plymouth College recognises the importance of first aid provision in safeguarding the health, safety and welfare of pupils, staff and visitors. We aim to ensure that first aid is administered promptly and competently by qualified personnel. That there are adequate first aid facilities and trained staff are available at all times and that the school policy complies with the Early Years Foundation Stage (EYFS) Framework, Health and Safety at Work Act 1974, and HSE and DfE guidance including: [First Aid in Schools – DfE](#) and Health and Safety (First-Aid) Regulations 1981 – HSE.

All staff are expected to familiarise themselves with first aid arrangements and comply with this policy, some students are given the opportunity to gain a first aid certificate through the Duke of Edinburgh Award Scheme, Btec Sports, CCF or taught it in RSE.

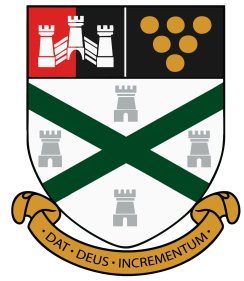
Training

Qualified Staff

All full-time boarding staff, sports coaches, and those who regularly lead off-site trips are required to hold a valid Emergency First Aid certificate or . Training is externally accredited and updated every 3 years, with staff completing a **6-hour course in first aid (Emergency First Aid)**. Annual refresher sessions can be provided in-house by the school nurse/external professionals if needed or online to maintain confidence and competence.

EYFS Provision

At least one person with a full Paediatric First Aid qualification (PFA) is present on site at all times while EYFS children are in attendance and accompanies them on all off-site trips. Most EYFS staff members and relevant support staff hold valid PFA certificates, reviewed annually.



Outward-Bound and Specialist Staff

Staff leading Duke of Edinburgh, CCF and outdoor education activities hold appropriate advanced outdoor first aid qualifications.

Training Records

All staff first aid training is logged and maintained by the School Nurse and HR which is updated regularly.

Appointed Person

The School Nurse acts as the appointed person responsible for:

- Overseeing the implementation of this policy
- Coordinating first aid provision and training
- Maintaining equipment and stock
- Supporting staff with medical guidance

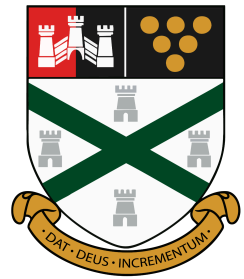
First Aid Provision and Equipment

The School Nurse acts as the appointed person responsible for overseeing the implementation of this policy, coordinating first aid provision and training, maintaining equipment and stock and supporting staff with medical guidance.

The Health Centre is open from 8.15am to 5.15pm, Monday to Friday, and is the main treatment area for medical and first aid emergencies. The Health Centre consists of the nurses office and a dedicated sick bay where students can rest. These 2 rooms are close to handwashing facilities, toilets and are not used for teaching. Staff are able to access the Health Centre and be seen and advised by the School Nurse.

First Aid Boxes

Clearly marked first aid boxes (green with white cross) are located in strategic areas: science, DT, art, PE, vehicles, and offices. See Appendix I for a full list. There are also first aid kits on each school minibus. Contents are compliant to the British standard first aid kit contents and restocked on an interim basis by the departments and checked annually by the School Nurse. Maintained in good condition. First aid kits should always be suitable for the purpose of keeping the contents in good condition and readily available to use.



Off-site kits are available and tailored for specific trips (e.g. sports, DofE, residential) which should be carried by the members of staff at all times when off site. Main sports staff have their own first aid kits issued by the Health Centre when offsite. Other coaches can book out first aid kits from the Health 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 members are responsible for contacting the School Nurse via this [Request Form](#) to request bespoke medical kits as required for specialist trips such as residential, overseas expeditions and sports tours etc.

Automated External Defibrillators (AEDs)

- AEDs are located outside MK Hall, and offsite at Delgany and Whiteworks
- Staff receive training as appropriate.

Eye Wash Facilities

Provided in Science labs, DT rooms, Art rooms, and the Health Centre.

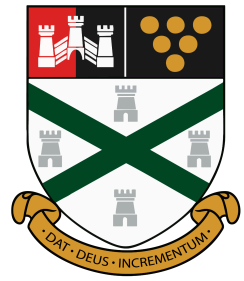
What to Do in a First Aid Situation

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 Health Centre, boarding houses or Prep Reception.

All Prep classrooms have disposable gloves. Sponges should not be used for injuries on the rugby field. There is a sharps box for needles in the Health Centre.

Serious Accidents or Medical Emergencies

1. The School Nurse should be called
2. The situation will be assessed. If required, an ambulance will be called by the Nurse or staff member at the scene
3. The School Office should also be made aware of the problem and will coordinate the porters to meet the ambulance
4. The casualty will be accompanied to hospital by the parent/guardian, School Nurse or staff member



5. In all cases, parents/guardians should be contacted as soon as possible and be expected to relieve the School Nurse or staff member
6. In the case of a boarder, the matron or member of staff on duty will accompany the pupil
7. Teaching staff should be alerted through iSAMS as to why the child is absent from lessons.

Minor Accidents

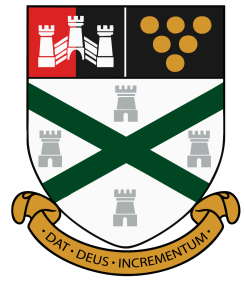
1. The School Nurse should be called
2. The situation will be assessed and the casualty will be treated in the Health Centre
3. If the School Nurse deems it necessary, she will contact parents or boarding staff to alert them to the situation
4. The casualty will be returned to lessons if the School Nurse feels 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 Health Centre until parents or boarding staff collect them
5. The School Office and teaching staff should also be made aware of the situation if the pupil is not attending lessons.

Special Conditions

There are separate policies for managing:

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy

These are available in the School Policies folder on Google Drive. HealthCare plans are created for students with medical needs and shared with relevant staff via iSAMS, these students will have a medical alert flag.



Staff should follow the protocol of covering up any cuts or grazes they may have to prevent cross contamination and any possible spread of infection.

Record Keeping and Reporting

All first aid and medication administered is recorded by the School Nurse and Prep Receptionist on iSAMS and parents/guardians are informed.

Staff must complete an online Google Form for accidents and incidents they witness or help with. Early Years incidents use a paper form signed by parents/guardians on collection. The Head of Early Years reviews these on a termly basis. Parents are informed if there is an injury that will require a visit to either A&E or a minor injuries unit.

Prep students with head injuries will be sent home with a Head Injury Form. Senior school students who sustain head injuries will be assessed by the School Nurse and their parents/guardians will receive a phone call and an email containing their current condition, how the head injury occurred and the [NHS Guidance for Head Injuries](#).

All medical assessments carried out by the School Nurse and the Prep Receptionist are documented on iSAMS. Serious injuries are reported to the HSE by the Estates Manager/Health and Safety Officer under RIDDOR regulations.

Specialist Guidance

Heat stress, heat exhaustion or heatstroke

Staff should be aware of the signs of these. Children suffering from heat stress will show signs of discomfort (including those listed below). These symptoms will worsen with physical activity and if left untreated can lead to heat exhaustion or heat stroke. If suspected, the parents/guardians and the School Nurse should be contacted immediately.

Signs include:

Irritability

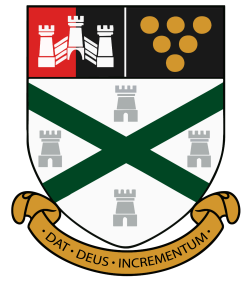
Fatigue

Dizziness

Headache

Nausea

Hot, red and dry skin.



Cardiac arrest

The Resuscitation Council 2021 have the following Adult Basic Life support guidelines:

High-quality chest compressions

- Start chest compressions as soon as possible
- Deliver compressions on the lower half of the sternum ('in the centre of the chest')
- Compress to a depth of at least 5 cm but not more than 6 cm
- Compress the chest at a rate of 100-120 min⁻¹ with as few interruptions as possible
- Allow the chest to recoil completely after each compression; do not lean on the chest
- Perform chest compressions on a firm surface whenever feasible.

Rescue breaths

- If you are trained to do so, after 30 compressions, provide 2 rescue breaths
- Alternate between providing 30 compressions and 2 rescue breaths
- If you are unable or unwilling to provide ventilations, give continuous chest compressions.

Paediatric Basic Life Support (appendix 2)

Further information can be found [here](#) for choking incidents.

Concussion

Concussion is a minor traumatic brain injury caused by a blow or injury to the head, most symptoms are short lived.

Symptoms

The most common symptoms of concussion are:

- confusion, such as being unaware of your surroundings, a delay in answering questions, or having a blank expression
- headache
- dizziness
- nausea



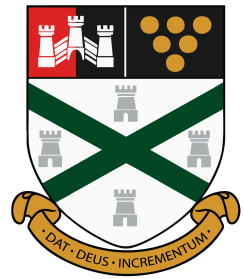
- loss of balance
- feeling stunned or dazed
- disturbances with vision, such as double vision, blurred vision or "seeing stars" or flashing lights
- difficulties with memory

Treatment: [UK Concussion Guidelines for Non-Elite \(Grassroots\) Sport](#)

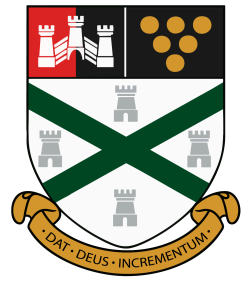
- If the head injury happens whilst playing sport, they should stop playing immediately and apply a cold compress
- Ensure the person gets plenty of rest, they should not be left alone for the first 24 hours
- Gradually return to sport and normal activities

Useful Numbers

School Nurse	01752 505 145 (Health Centre) 145 internal 07973 872678 (School Nurse's Mobile)	
Assistant Head	01752 505139	
Prep Reception	01752 505101	
School Doctor	01752 205555	
Eye Infirmary	01752 431648	
Derriford Hospital	Ask for A&E	01752 202082
Cumberland Centre	minor injuries unit	01752 434400
NHS 24 hour professional medical advice service		111



Plymouth College is part of the Galaxy Global Education Group. The College is managed by the Schools' Management Board of the Galaxy Global Education Group (which is responsible for Group Governance and Local Advisory Board Liaison, Co-ordinating Learning Initiatives & Setting Group KPIs, Regulatory Compliance, Safeguarding Oversight & Student Voice). The Local Advisory Board (LAB) is an advisory sub-committee of the Galaxy Global Education Group Schools' Management Board, providing local insight, support, and challenge to the school's leadership in regards to educational standards and school improvement, safeguarding and welfare, community and stakeholder engagement, compliance and reporting. The Chair of the LAB is appointed by the Chair of the Schools' Management Board and the LAB is composed of 3-4 local members appointed by the Chair of the Schools' Management Board (with whom formal governance authority rests) and approved by the Board of Directors of the Galaxy Global Education Group.



Appendix I

Departments who have first aid boxes:

At Senior School:

Biology x 5

Chemistry x 4

Physics x 6

Mini buses and school car x 16

Porters lodge x 1

Sports Hall x 1

PE Department x 1

Maintenance x 1

Art x 1

D.T. x 2

Domestics x 1

Laundry x 1

College House x 1

Mannamead House x 1

6th Form Centre x 1

Outdoor Ed x 8

Whiteworks (outward bound house) x 1

Delgany (sports field) x 1

School office x 1

At Prep School:

Minibus

Pre School

Trip bag (held in reception)

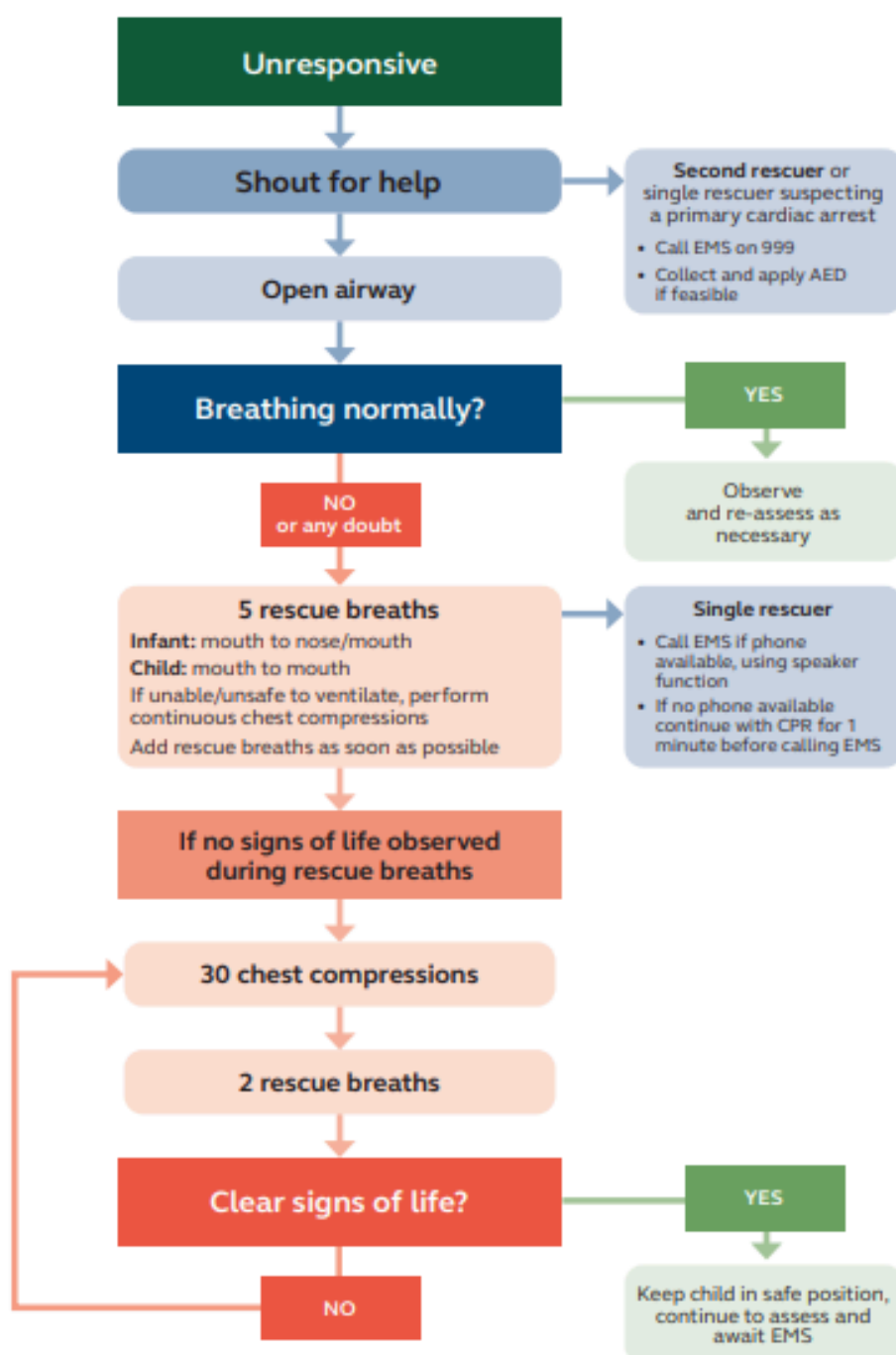
Art room

Preschool classroom



Appendix 2

Paediatric out-of-hospital basic life support



Those trained only in 'adult' BLS (may include healthcare providers and lay rescuers) who have no specific knowledge of paediatric resuscitation, should use the adult sequence they are familiar with, including paediatric modifications.