

FIRST AID POLICY

Including Early Years Foundation Stage

Last reviewed:	September 2024
Next review date:	September 2025
Responsibility:	Assistant Head (Pupil Welfare) School Nurse
Governance:	Education Committee

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

Some pupils are given the opportunity to take first aid certificates themselves through the Duke of Edinburgh Award Scheme, Btec Sports, CCF or taught it in RSE

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 by an external agency.

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

- All boarding staff have Emergency First Aid certificates.
- Some staff involved in outward-bound activities have an appropriate outdoor qualification.
- The majority of staff in the EYFS setting, as well as the support staff who deal with First Aid, hold the required Paediatric First Aid Qualification, which is reviewed annually.

First Aid Provision

The School Nurse has overall responsibility for the first aid provision at both the Prep and Senior School. The Prep Receptionist provides the daily first aid and is responsible for updating the first aid boxes for the Prep; however, the Nurse is also available. An AED is available in the outside of MK Hall and offsite, at Delgany and Whiteworks.

The School Nurse is accessible to all staff for health advice.

The school ensures that there are qualified First Aiders on site at all times whenever pupils are present, with a Paediatric First Aider for EYFS. While on offsite visits and activities, at least one member of staff will be a qualified first aider with any group of pupils and again a qualified Paediatric First Aider if EYFS are on a trip.

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. Boarding staff are responsible for the boarders out of school hours, 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 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.

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 coordinate 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 duty will accompany the pupil.
- Teaching staff should be alerted through iSAMS 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 Health Centre.
- If the School Nurse deems it necessary, she will contact parents or boarding staff to alert them to the situation.

- 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.
- The School Office and teaching staff should also be made aware of the situation if the pupil is not attending lessons.

There are individual policies on handling Asthma, Epilepsy, Diabetes and Anaphylaxis in the School Policies folder on Google Drive. 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 to prevent cross contamination.

Record Keeping

The School Nurse and the Prep Receptionist keep personal records of medication and first aid administered.

Accidents are recorded online using a Google Form.

The first member of staff at the incident is expected to complete the accident log entry. For Early Years, there is a different accident form which parents sign upon collecting their child. 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.

Pupils at the Prep who receive a head injury should be sent home with a head injury form. Any injuries or illnesses are documented on iSAMS for Prep students.

The Estate Manager/Health and Safety Officer reports significant accidents to the HSE under RIDDOR regulations.

Useful Numbers

School Nurse	01752 505 145 (Health Centre) 145 internal 07711290939 (School Nurse's Mobile)	
Assistant Head	01752 505139	
School Doctor	01752 205555	
Eye Infirmary	01752 431648	
Derriford Hospital	Ask for A&E	01752 202082
Cumberland Centre	minor injuries unit	01752 434400

Prep Reception 01752 505101

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

Heat stress, heat exhaustion or heatstroke

Staff should be aware of the signs. 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 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)

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

- If the head injury happened 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.
- Sometimes hospital treatment is required (under Red Flags section of the guidelines below)

The school follows the most recent Government Guidance on concussion from April 2023

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

Departments who have first aid boxes:

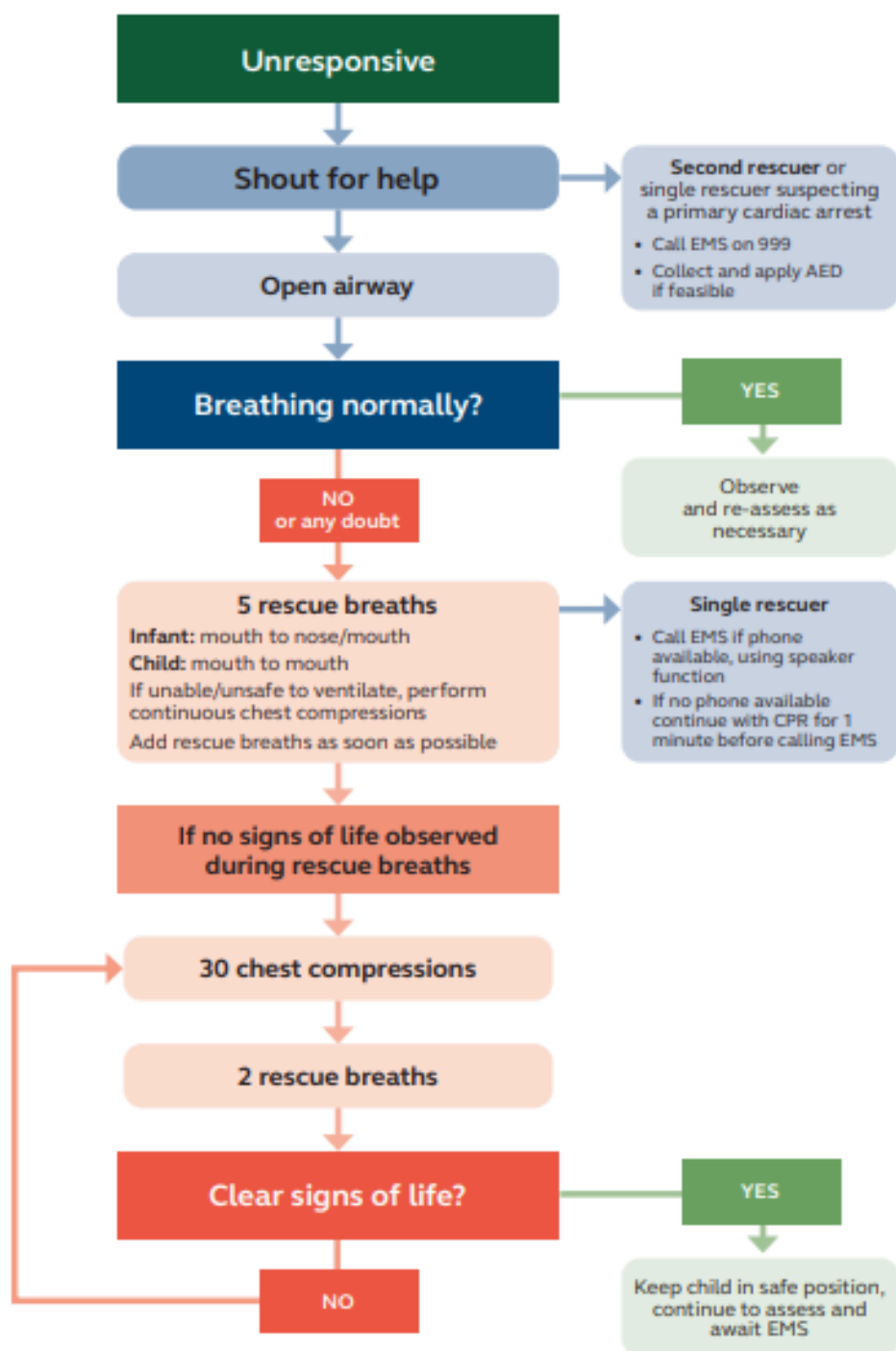
At Senior School:

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

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.