



# FIRST AID POLICY

## 1 Introduction

This policy identifies how first aid is administered to children, including those in Early Years, and adults at St David's Prep.

## 2 First Aiders

The qualified First Aiders are:

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|---------------------|----------------------|--------------------------|
| • Sarah Handy       | First Aid at Work    | (expires November 2026)  |
| • Simon Hunter      | Paediatric First Aid | (expires October 2026)   |
| • Becky Sowter      | Paediatric First Aid | (expires June 2024)      |
| • Amber O'Sullivan  | Paediatric First Aid | (expires June 2024)      |
| • Helen Younger     | Paediatric First Aid | (expires June 2024)      |
| • Karen Jackson     | Paediatric First Aid | (expires October 2026)   |
| • Lauren Weaver     | Paediatric First Aid | (expires November 2026)  |
| • Gemma Hughes      | Paediatric First Aid | (expires October 2026)   |
| • William Mayes     | Paediatric First Aid | (expires November 2026)  |
| • Brooke O'Sullivan | Paediatric First Aid | (expires October 2026)   |
| • Susan Hills       | Paediatric First Aid | (expires May 2025)       |
| • Abbie Smith       | Paediatric First Aid | (expires May 2025)       |
| • Andi Gati         | Paediatric First Aid | (expires 5 January 2025) |
| • Keziah Bones      | Paediatric First Aid | (expires September 2026) |
| • Elaine Carey      | Paediatric First Aid | (expires May 2025)       |
| • Dannielle Merritt | Paediatric First Aid | (expires May 2025)       |
| • Laura Saunders    | Paediatric First Aid | (expires May 2025)       |
| • Lauren Weaver     | Paediatric First Aid | (expires November 2026)  |

When pupils are still present at school there should always be an adult around who has received first aid training. For Early Years pupils the training should be Paediatric training.

Similarly, on an outing involving Early Years pupils at least one of the accompanying members of staff should have the appropriate Paediatric First Aid training.

Paediatric First Aid training covers the course content included in the St John Ambulance or Red Cross paediatric first aid training courses and is renewed every three years.

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### 3 First Aid Boxes

First aid boxes are kept in the following locations: •  
The Pre-Prep staff room

- Main School Office, Justin Hall
- Cloakroom (to be taken on field duty)
- Pre-Reception
- Pre-Prep Office
- Reception
- Year 2 Cabin
- There are first aid kits available to be taken on matches and on school trips
- Year 5 and Year 6 Portacabin (on field)
- Music Cabin
- Hub

### 4 Epipens (for children with severe allergies)

Epipens should be named and kept in an unlocked cupboard in either the Pre-Prep staff room, Prep school office or Year 5 and Year 6 Porta-Cabin. Each pupil should have two Epipens in school. They should be used in accordance with the Anaphylaxis Policy and should always be taken on school trips. All Epipens to be checked termly that they are still in date. If not, a replacement should be requested from the relevant parent.

### 5 Inhalers (for pupil with conditions such as asthma)

Inhalers should be named and kept in the Pre-Prep office or Prep School Office. Spares should be named and kept at school. Inhalers should always be taken on school trips. All Inhalers to be checked termly that they are still in date. If not, a replacement should be requested from the relevant parent.

### 6 Medication

Medication can be administered to a pupil by a member of staff providing signed permission has been received from a parent/carer on a daily basis, this includes EYFS. There is downloadable pro-forma for use by a parent/carer.

All medicines which need to be refrigerated must be handed to the School Office and will be stored in a locked box in the designated refrigerator in the Prep Staff Room.

### 7 Guidance to Staff on Administering First Aid

#### General reminders

- If in doubt, always call an ambulance first. If the signal on the mobile phone is weak dial 112 instead of 999 for the emergency services.
- Never put yourself in danger.
- Always endeavour to wear gloves, especially when there has been a spillage of bodily fluids.
- Spillage of bodily fluids should be mopped up with a paper towel and cleaned in an appropriate manner.
- Remember always to record a head injury and to report it as soon as possible to a parent/carer. See the Head Injury Policy.

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- Do not leave a child with a 'major' injury.

#### Calling an ambulance

Occasions when staff may decide to call an ambulance, if deemed necessary, include but are not limited to:

- In the event of a serious injury
- In the event of any significant head injury  
In the event of a period of unconsciousness  
If there is the possibility of a fracture or where this is suspected
- If the first aider is unsure of the severity of the injuries
- If the first aider is unsure of the correct treatment

#### Important Policies

All staff must be aware of the St. David's Prep Head Injury Policy and the Anaphylaxis Policy.

## **8 First Aid Procedures**

In the event of a minor injury (eg small graze of superficial cut)

- All pupils should be taken care of by the supervising member of staff responsible for the year group at the time of the incident. ALL members of Games staff must have a current First Aid certificate. First aid kits are to be taken to all sports training sessions and fixtures.

In the event of a major injury (head injury/concussion, broken bones)

- First aid to be administered immediately and then call an ambulance. Advise the School Office of events as soon as possible so that the parent can be advised. If not on the school premises, on returning to school complete the Accident Report form.

#### Lesson Time

Teaching staff are to administer minor first aid to their pupils, e.g. cuts, abrasions. If there is a more serious problem or a head injury the pupil should be seen by a qualified first aider.

#### Lunch Time

The Lunch Supervisor sends injured child (if able to walk) and companion to the Pre-prep or Prep Staff Room for assistance by a qualified First Aider. If there is a major incident the Lunch Supervisor should call for an ambulance if necessary and seek immediate help from a qualified First Aider.

#### Playtime

The injured or unwell child (if able to walk) and companion should be sent to the Pre-Prep or Prep Staff Room by the teacher on duty. If the injury or illness is serious seek assistance (using the mobile phone if possible) from a qualified First Aider. A mobile phone should be taken into the field by at least one of the members of staff. Should it be necessary to call an ambulance do so immediately.

#### PE Lesson

If an accident occurs the teacher should stop the game and ask the children to sit quietly. (If necessary two children may be asked to fetch another adult). A mobile phone should be taken into the field by at least one member of staff.

#### Off Site Activities

At least one first aid kit must be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc.

A teacher who is first aid trained will accompany all off site visits.

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### Sports Activities

All injuries and accidents are to be reported to the School Office by the Sports Teacher supervising and the Accident Report form completed immediately or as soon as possible so that a full record of the incident can be recorded in detail and acknowledged by the parent.

The form must contain the following:

- Date of accident/incident
  - Place that the accident/incident occurred
  - Details of treatment given
- Any additional information that is forwarded to the parent  
Outcome of the incident

### Accident Report Forms and Book

Accident report forms are kept in the Prep School Office and are completed for any non-minor accidents and parents are informed either by telephone or at the end of the day. The Pre-Prep staff complete a form which is sent home to parents after any injury or accident. In both Prep and Pre-Prep, a head or neck injury, however minor, is always reported to a parent/carer by telephone as soon as possible after the injury has occurred and recorded in the Accident Book.

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Incidents, such as deaths and major injuries, and dangerous occurrences must be reported to the Health and Safety Executive.

### Medicines in school

Parents need to give written authorisation and instructions for any medical treatment or medicines given (not including first aid). Medicines should be brought to school in a sealed bag. They should be brought into the Prep Office or the Pre-Prep Staff Room.

### Unwell children in school

These pupils should be seen by the Head Teacher or a qualified First Aider. Pupils who have a rash, temperature or vomiting symptoms should be sent home as soon as possible. Children must be kept at home for forty-eight hours from their last episode of vomiting or diarrhoea.

## **9 Approval & Review**

This policy was approved by the Proprietor. It will be reviewed every two years or as necessary following a change in regulation.



Signed: Sam Antrobus  
Chairman