

Including Sandford, our Early Years Foundation Stage provision

## First Aid Policy

<b>Authorised by</b>	resolution of the Board of Governors
<b>Date</b>	Autumn 2010
<b>Reviewed</b>	Autumn 2016 (1-0-1) Spring 2017 (1-0-2) June 2017 (1-0-3) October 2017 (1-0-4) November 2017 (1-0-5) January 2018 (1-0-6) May 2018 (1-0-7) May 2019 (1-0-8)
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This policy is written as an extension to, and should be read in conjunction with the St Gabriel's Health and Safety Policy and Illness and Medication Policy.

### Policy Statement

St Gabriel's will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety at Work Act 1974 and subsequent regulations and the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and taking into account guidance including the DfEE document Guidance On First Aid For Schools (as updated in February 2014). This policy complies with Part 3, Paragraph 13 of the schedule to the Education (Independent School Standards) (England) Regulations 2014. Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the School.

### Aims/Objectives

- To comply with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with first aid incidents
- To provide competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables

### Responsibilities

- The Principal is responsible for making sure that the appropriate policies, procedures and audit protocols are in place and regularly reviewed.
- The Executive, Leadership Teams and Heads of Departments will communicate these policies and procedures and make sure that they are implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- The Matron\* will carry out suitable and sufficient assessments to ascertain first aid needs.
- The Matron will arrange for suitable equipment, facilities and consumables for first aid treatment.

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- The Matron will display notices which detail names of first aiders. All first aiders' training is updated every three years. (See Appendix A)
- In Sandlesford, the Early Years Foundation Stage (EYFS) setting, at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. On outings which include children from the EYFS, there must be at least one person who has a current paediatric first aid certificate.
- Relevant staff to receive adrenaline auto-injector training.
- Teaching staff will receive guidance on dealing with emergencies until a first aider arrives.
- Some staff will be trained in the use of the defibrillator.
- All first aid treatments will be suitably recorded by First Aiders. (See section below on Reporting/Recording)
- The Bursary will arrange for a suitable budget for training and re-training of first aiders.
- The Executive will arrange for audits to be carried out periodically to review the effectiveness of first aid arrangements.

## Arrangements

- Staff will be selected for training in conjunction with the Bursar, Principal or Vice-Principal.
- The location of First Aid boxes is shown in Appendix B and is displayed in the Junior and Senior staff rooms. The Matron keeps a log of where all First Aid boxes are located.
- Signage is put in place, where appropriate, to indicate the location of First Aid boxes.
- First Aid boxes are checked each term, or more frequently as necessary, and any deficiencies made good without delay. The Matron keeps a log of the date on which they were checked.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First Aid boxes used for day and residential trips are available from Matron and are checked on return and re-stocked appropriately for any subsequent trip.
- Emergency use adrenaline auto-injector pens are situated in the Junior and Senior Staffrooms and in the Food Technology office. An Automated External Defibrillator (AED) is situated outside the Medical Room. The Matron will make a visual check of the AED on arrival each day and will check and log the battery life/electrode pads termly (the Site Manager will make regular checks during the school holidays)
- Guidance from the DfE document Automated external defibrillators (AEDs) - A guide for schools. April 2016 is followed.

## Procedure for administering First Aid in Sandlesford (in accordance with 3.50 of the Statutory Framework for the EYFS 2017)

- First Aid will generally be administered in the child's room in the nursery, by a qualified First Aider (a list of staff with a Paediatric First Aid qualification is supplied in Appendix A)
- A First Aid Box is situated in the Sandlesford Office and the Pre-School Room and is used for treating minor ailments and illness. If necessary, children can be brought to the Medical Room for further treatment.
- Any treatment is to be witnessed by another member of staff.
- Any treatment is to be recorded in accordance with the Reporting/Recording Procedures outlined below.
- Parents are informed on the same day of any first aid treatment given, or as soon as reasonably practicable.
- Parents are telephoned immediately in the case of serious or significant accident, illness or injury.
- Medication, such as liquid Paracetamol suspension (Calpol), is **not** generally given as part of a first aid intervention for children in Sandlesford. It should only be administered if it would be detrimental to the child's wellbeing **not** to do so. If given, the School's Illness and Medication Policy must be followed.
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.

## Procedure for administering First Aid in Reception (observing 3.50 of the Statutory Framework

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## for the EYFS 2017)

- For minor ailments and accidents (eg a playground fall resulting in a small graze, a blister or a minor nosebleed) first aid may be given by a qualified Paediatric First Aider in the Reception classroom using the First Aid box situated there.
- It may also be given 'in situ' from one of the First Aid Boxes situated in the locations listed in Appendix B.
- First Aiders should then follow the recording and reporting procedure outlined below.
- For incidents which are more serious, or not practicably manageable in the classroom, the pupil will be sent to Matron, accompanied by a member of staff, or Matron will be called to the location.
- Matron will administer first aid treatment as appropriate and where necessary will consult the child's medical notes. Matron may, where necessary, use the information supplied by parents on the child's medical form, and stored in the electronic Management Information System (MIS), to help assess their condition and ascertain the correct course of action.
- Only medication for which parental permission has been received, including that which has been prescribed by a doctor, may be given. Parental permission to give some medication such as mild pain relief and antihistamines, is logged on the MIS, which must be referred to before administering medication. It must only be given in accordance with the School's Illness and Medication Policy.
- Recording and reporting procedures must then be followed in the manner outlined below in the relevant section of this policy.
- Parents are informed on the same day of any first aid treatment given, or as soon as reasonably practicable.
- Parents are telephoned immediately in the case of serious or significant accident, illness or injury.
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.

## Procedure for administering First Aid in Junior School

- First Aid may be given 'in situ' from one of the First Aid Boxes situated in the locations listed in Appendix B for minor ailments and accidents (eg a playground fall resulting in a small graze, a blister or a minor nosebleed).
- First Aiders should then follow the reporting procedure outlined below.
- For ailments or incidents which are not practicably manageable 'in situ' pupils will be sent to Matron in the medical room. Younger, or slightly distressed pupils, should be accompanied by another child. In the case of more serious injury or illness, the child should be accompanied by a member of staff or Matron should be called to attend at the location.
- Matron will administer first aid treatment as appropriate and where necessary will consult the child's medical notes. Matron may, where necessary, use the information supplied by parents on the child's medical form, and stored in the electronic Management Information System (MIS), to help assess their condition and ascertain the correct course of action.
- Only medication for which parental permission has been received, including that which has been prescribed by a doctor, may be given. Parental permission to give some medication such as mild pain relief and antihistamines, is logged on the MIS, which must be referred to before administering medication. It must only be given in accordance with the School's Illness and Medication Policy.
- Recording and reporting procedures are then followed in the manner outlined below in the relevant section of this policy.
- In the event of a child receiving first aid, medical assistance or medication, parents are informed via a green slip which goes home that day in the child's book bag.
- Parents will be informed of any serious medical concerns or incidents, by telephone, as soon as possible
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.

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## **Procedure for administering First Aid in Senior School**

- First Aid may be given 'in situ' from one of the First Aid Boxes situated in the locations listed in Appendix B for minor ailments and accidents (eg a playground fall resulting in a small graze, a blister or a minor nosebleed).
- First Aiders should then follow the reporting procedure outlined below.
- For ailments or incidents which are not practicably manageable 'in situ' pupils will be sent to Matron in the medical room. Those in mild distress or a little unsteady should be accompanied by another girl. In the case of more serious injury or illness, the pupil should be accompanied by a member of staff or Matron should be called to attend at the location.
- Matron will administer first aid treatment as appropriate and where necessary will consult the pupil's medical notes. Matron may, where necessary, use the information supplied by parents on the girl's medical form, and stored on the electronic Management Information System (MIS), to help assess their condition and ascertain the correct course of action.
- Only medication for which parental permission has been received, including that which has been prescribed by a doctor, may be given. Parental permission to give some medication such as mild pain relief and antihistamines, is logged on the MIS, which must be referred to before administering medication. It must only be given in accordance with the School's Illness and Medication Policy.
- Recording and reporting procedures are then followed in the manner outlined below in the relevant section of this policy.
- In the event of a pupil receiving medication, parents are informed that day via an emailed portal notice.
- Parents will be informed of any serious medical concerns or incidents, by telephone, as soon as possible
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.

## **Procedure for when a pupil in Sandlesford falls ill at nursery**

- If a child in Sandlesford appears unwell (or is injured), the Manager or Deputy Manager (in consultation with the School Matron, where necessary) will assess whether the child is well enough to remain at nursery or if the parents or guardian should be called to collect them. This assessment is based on whether, in the opinion of the Sandlesford Management and/or the Matron, medical advice should be sought and/or the child would be better cared for at home
- The child will be provided with an appropriate place to rest, if this is required, usually within the nursery, with familiar surroundings and staff but is able to be brought to the medical room if this is thought to be beneficial.
- As part of the assessment of their condition they may have their temperature taken.
- In accordance with the school's Illness and Medication Policy, the child **may** be given one dose of Calpol, under certain conditions, when deemed detrimental to the child's well-being **not** to do so but no further doses will be given that day. (See Illness and Medication Policy for further details).
- For minor illness or ailments, first aid will be administered, in the nursery, by a qualified first aider.
- Where it is deemed necessary for parents to collect their child it is normally expected that a parent (or named emergency contact) will be able to collect the child within an hour.

## **Procedure for when a pupil in Junior School (including Reception) or Senior School falls ill at school**

- Pupils who are ill or injured report to/or are sent to Matron, if deemed necessary, (i.e. in the event that they appear unable to participate fully in the lesson or activity) who assesses their condition.
- Matron decides whether parents need to be called and administers first aid as appropriate.
- Pupils are able to remain in the medical room supervised by Matron until they are well enough to return to class or are collected by a parent/guardian. It is expected that a parent or

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emergency contact should be generally be available to collect a pupil who is unwell within an hour.

## **Procedures for pupils with medical conditions (including asthma, epilepsy, diabetes, allergies etc.)**

Guidance from the DfE document 'Supporting Pupils at School with Medical Conditions' December 2015 is followed.

### **Sandleford - Emergency/Regular medication for Medical Conditions**

- If a child requires regular or emergency medication for a medical condition, such as an asthma inhaler, or an adrenaline auto-injector, this should be declared and recorded at the time of registration, or when the drug is prescribed.
- Signed and written parental permission is gained for these types of medicine to be administered as and when necessary, either at the time of registration/entry or when the medication is prescribed.
- Where clarity is necessary regarding circumstances when the medication should be given, or how it should be given, an individual healthcare plan should be obtained/prepared. This may be either provided by the GP or prepared at nursery, by the Manager or Deputy Manager working in collaboration with parents, or by The Matron, if appropriate.
- The medicine must be stored in accordance with manufacturer's recommendations and in a place readily accessible to members of staff but out of the reach of all children.
- It must be clearly labelled with the child's name and where relevant, with any instructions for administration. It must be administered by staff who are suitably trained to do so.
- If emergency medication is administered then the date, time and dosage should be recorded on a medication form, observing reporting and recording procedures, and parents informed as soon as possible.
- **If an adrenaline auto-injector is used then 999 must be called.**

### **Reception - Emergency/Regular medication for Medical Conditions**

- If a child requires regular or emergency medication for a medical condition, such as an asthma inhaler, or an adrenaline auto-injector, this should be declared and recorded at the time of registration, or when the drug is prescribed.
- Signed and written parental permission is gained for these types of medicine to be administered as and when necessary, either at the time of registration/entry or when the medication is prescribed.
- Where clarity is necessary regarding circumstances when the medication should be given, or how it should be given, an individual healthcare plan should be obtained/prepared. This may be either provided by the GP or prepared at school, by the Reception teacher working in collaboration with parents, or by The Matron, if appropriate.
- The medicine must be stored in accordance with manufacturer's recommendations and in a place readily accessible to members of staff but out of reach of all children.
- It must be clearly labelled with the child's name and where relevant, with any instructions for administration.
- It must be administered by staff who are suitably trained to do so.
- Relevant information of any illness or condition is provided for off-site activities and any necessary medical equipment/medication will be given to the party leader.
- If emergency medication is administered then the date, time and dosage is recorded on the MIS, to which the Curriculum Manager/Reception teacher has access, observing reporting and recording procedures, and parents informed.
- For more routine administering of medication, such as use of inhaler for shortness of breath, parents will be informed by green slip, as detailed elsewhere in this policy. For more serious incidents or in a medical emergency, parents will be contacted, preferably by telephone, as soon as possible
- **If an adrenaline auto-injector is used then 999 must be called.**

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## **Year 1 to Year 13 - Emergency/Regular medication for Medical Conditions**

- If a pupil has a medical condition or requires regular or emergency medication for a medical condition, such as an asthma inhaler, or an adrenaline auto injector, this should be declared and recorded on the medical form at the time of registration, or when the drug is prescribed.
- Information regarding pupils' medical conditions is recorded on the School Management Information System (MIS) and teaching staff should make themselves aware of any condition which a pupil in their care may have. If any staff member has a query about how the medical condition should be supported, they should seek further advice from the Matron.
- If requested by parents, Matron will hold any asthma inhalers, adrenaline auto-injectors, regular medication etc., in a locked cupboard in the Medical Room. The medicine must be stored in accordance with manufacturer's recommendations,
- The medicine must be clearly labelled with the person's name and where relevant, with any instructions for administration.
- Relevant information of any illness or condition is provided for off-site activities and any necessary medical equipment/medication will be given to the party leader.
- For residential and overnight trips, parents will be asked to complete a residential medical information form.
- Where necessary, Matron will liaise with parents and/or other health care professionals in order to gather relevant information about the medical condition and obtain or prepare an individual healthcare plan. as appropriate, and in agreement with parents, individual pupils will be given responsibility for keeping such equipment/medication with them, both in school and on off-site visits, and this will be recorded on the MIS and reviewed on a regular basis. Otherwise, the equipment/medication will be kept, suitably labelled, in the medical room.
- The administration of emergency medication is recorded in the manner outlined in the 'Reporting/Recording' section of this policy.
- For more routine administering of medication, such as use of inhaler for shortness of breath, parents will be informed by green slip (Junior School) or emailed portal notice (Senior School), as detailed elsewhere in this policy. For more serious incidents or in a medical emergency, parents will be contacted, preferably by telephone, as soon as possible
- If an adrenaline auto-injector is used then **999** must be called.

**For guidance regarding Aspirin, Controlled Drugs and Administering Medication to Students over 16 Years of Age please refer to the School's Illness and Medication Policy**

## **Procedure in the event of contact with blood or other bodily fluids**

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Matron and take medical advice if appropriate.

## **Reporting/Recording Procedures**

### **Reporting/Recording Procedure for Sandleford**

- The accident form is completed by the member of staff who administered first aid.
- If emergency medication has been required then a medication form must be completed in accordance with the School's Illness and Medication Policy.-

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- Bumps to the head are recorded on an accident form and subsequent observations of the child are recorded on the 'head observation' section of the form.
- The form is to be signed and dated by another member of staff who witnessed the first aid treatment and also by the Sandleford Manager or Deputy Manager.
- Parents are telephoned in the case of any serious or significant injury and always in the case of a head injury.
- Parents are asked to sign the accident/medication form on arrival to collect their child.

Sandleford will notify OFSTED and child protection agencies of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. It is an offence not to do so, without reasonable excuse. Providers must also notify local child protection agencies in the event of any serious accident, or injury to, or death of, a child while in their care and act on advice from those agencies. (See the Statutory Framework for EYFS 2017 3.51). Notification of a serious accident, illness or death can be made to Ofsted by email at [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk) or [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## **Recording/Reporting Procedure for Junior and Senior School Pupils, Member of Staff and Visitors**

- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity.
- If the pupil, staff member or visitor is **not** treated by Matron, the first aider should complete a record of first aid administered and pass this to the Matron, who will then record the details on the MIS. Forms are available for this purpose in the Junior and Senior staff rooms or the medical room.
- In Reception, a record can be made on the MIS by the Reception teacher/Curriculum Manager.
- The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the incident or illness. Unless the person is returning immediately to their timetabled location, what happened to the injured, or ill, person immediately afterwards should also be recorded.
- All injuries, accidents and illnesses unless extremely trivial, e.g. plaster for a small blister, must be reported to the Matron who is responsible for ensuring that they are recorded in the MIS on the individual's records, or on a green accident form when required (see below) and that parents are kept informed as necessary.
- The Matron is responsible for passing details of more serious accidents to the Bursar, who will report to the HSE where required (see RIDDOR below).
- All records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.
- Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- In Reception, the Reception teacher/Curriculum manager will be responsible for ensuring that OFSTED and child protection agencies are notified of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. It is an offence not to do so, without reasonable excuse. (See the Statutory Framework for EYFS 2017 3.51). Notification of a serious accident, illness or death can be made to Ofsted by email at [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk) or [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- Parents are informed without delay (preferably by phone where possible) of any head injury that occurs, however minor it may appear.
- The Matron will ensure a report sheet from the green accident form book is completed for every serious or significant accident that occurs, on or off the School site, if it arises in connection with a school-related activity. A green form will also be completed for any incident involving a visitor. This will be passed to, and kept by, the Bursar.

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A pupil's accident and illness record can be provided to their parents subject to data protection laws.

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work** to the Health and Safety Executive (HSE).

- Accidents involving employees which result in death or a specified injury must be reported without delay (specified reportable injuries include: fracture, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of, or reduction in, sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns which cover more than 10% of the body, cause significant damage to the eyes, respiratory system or other vital organs; scalping requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia and any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours).
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident. Injuries where a employee is away from work, or incapacitated, for more than three days, should be recorded (from April 2012) but no longer need to be reported to the HSE.
- Injuries to pupils and visitors, who are involved in an accident at school, or on an activity organised by school, are only reportable under RIDDOR if the accident results in death, that arose out of, or in connection with, a work activity; an injury that arose out of or in connection with a work activity, where the person is taken directly to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- Certain occupational diseases, if linked to occupational exposure, must also be reported to the HSE, on receipt of a written diagnosis from a doctor.
- Certain dangerous occurrences and specified near-miss events are also reportable under RIDDOR.

For more full details of what and how to report to the HSE, please see

<http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

The telephone number for reporting fatal and specified injuries **only** is 0345 300 9923

### **Emergency First Aid**

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident or illness, an ambulance is to be called at once by dialling 999. In the event of the casualty being unresponsive and not breathing normally, a bystander should be sent for the AED.

The list below provides guidance on when an ambulance must be called but is not exhaustive, and if in doubt, an ambulance or paramedic should be requested.

- Suspected Stroke
- Unresponsive Hypoglycemia
- Suspected Heart Attack
- Unresponsive Asthma attack
- Anaphylactic Shock
- Suspected spinal injury
- Suspected broken limb causing Immobility
- Serious breathing distress
- Unconsciousness
- Severe bleeding

If a pupil requires hospital treatment a member of school staff will accompany the pupil if their parents do not arrive in time to do so. The member of staff should then normally wait at the hospital until the pupil's parent or guardian arrives.



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## Procedure for cleaning blood and body fluid spillages

- All spillages of blood, faeces, saliva, nasal and eye discharges should be cleaned up immediately.
- Maintenance or cleaning staff to be contacted so that appropriate cleaning of the area can be arranged.
- The initial clean up should be carried out by the person(s) at the scene.
- Personal Protective Equipment should always be worn (use disposable gloves from a First Aid Kit or from the Medical Room).
- The area should be cleared and a 'Wet Floor Hazard' sign placed appropriately, if necessary.
- Use Emergency Spillage Compound (available from Medical Room) to cover the spillage.
- Follow instructions on spillage compound.
- Place any materials used to scoop/scrape up the spill and all spillage debris into a yellow biohazard bag (located in First Aid Kits and in the Medical Room) and dispose of bag in the yellow bin in the Medical Room.
- If unable to access Spillage Compound, in the first instance, the area can be covered with paper towels, which should be left in place to absorb the spill and then placed in yellow biohazard bags. The area should then be cleaned with disinfectant.
- In all cases the area should be well ventilated and left to dry.
- Soiled clothing should be 'doubled-bagged' in plastic bags and tied up for parents to take home.

## Before and After School Activities and Clubs

Sports coaches and supervisors of after-school study or clubs should hold a suitable First Aid Qualification. They will receive an induction during which they are made aware of the First Aid Policy, the fire safety and emergency evacuation procedures, the Child Protection (Safeguarding) Policy & Safeguarding Guidance and any other policies which may be relevant to their activity. They will be provided with a list of contact numbers for Duty Supervisors (members of the senior leadership team) and accident report forms. They should ensure that they have immediate access to a First Aid kit and carry a mobile phone. Sports coaches and sports activity leaders should provide a suitable risk assessment, which is reviewed by the PE department.

## Procedure for Accident or Illness during a Before or After School Activity

- First Aid is given in accordance with the level of training of the First Aider
- Where deemed necessary, for serious or life threatening conditions, and as outlined elsewhere in the First Aid Policy, an ambulance is to be called without delay by calling 999.
- Should the accident/illness be serious or significant, the Duty Supervisor should be contacted, who will then telephone the child's parents and allow the First Aider to focus on delivering appropriate care.
- Details of the accident/illness should be recorded, in accordance with the school's First Aid Policy. These should then be passed to the Matron, who will enter them into the MIS and, in the case of more serious or significant illness or accident, pass them to the Bursar, on a green accident form.
- Parents should always be informed of any head injury, however minor, either by speaking directly to the parent when they collect their child, or if this is not possible, by contacting the Duty Supervisor.

\*Please note that all references to Matron also apply to the Deputy Matron or a suitably trained and qualified person covering the role.

Date	Changes Made
June 2017	First Aiders Name and Qualifications updated.

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	References to EYFS Framework 2017 updated.
October 2017	First Aiders Name and Qualifications updated.
November 2017	Additional location of First Aid Kits
January 2018	Appendix B updated to include refresher training 3/1/18
May 2018	Appendices updated to include training April 2018
May2019	Appendix A updated Appendix B deleted

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**FIRST AID POLICY  
APPENDIX A  
LIST OF FIRST AIDERS  
(3/5/2019)**

(Those marked \* have also received defibrillator training)

NAME	DATE QUALIFICATION EXPIRES	TYPE OF QUALIFICATION
<b>SANDLEFORD</b>		
Katherine Lee*	October 2021	PFA
David Taylor*(Bank Staff)	October 2021	PFA
Tasha Upham*	October 2021	PFA
Katie Grineau	October 2021	PFA
Lisa Greetham	July 2019	PFA
Naomi Kelly	July 2019	PFA
Sophie Milligan	July 2019	PFA
Miriam Hamm	March 2020	PFA
Michelle Bullock	January 2021	PFA
Katie Noonan	January 2021	PFA
Jemma Gilpin	January 2021	PFA
Francis Hughes	June 2019	PFA
<b>JUNIOR SCHOOL</b>		
Alison Pasternakiewicz	May 2021	NRASTC
Eva Bloomfield	April 2022	EFA
Rachel Dye	April 2020	EFA
Josette Pearmine*	April 2022	EFA
Sarah Webb*	April 2022	EFA
Clare Lawrence*	April 2022	EFA
Pete Dove*	April 2022	EFA
Sarah Morris	October 2021	PFA
Sarah Bloxom	July 2019	PFA
Sara Ducker*	July 2019	EFAW
Rob Havercroft*	September 2019	EFAW
Helen Moth*	September 2019	EFAW
Amelia Smith*	September 2019	EFAW
Maria Davidson*	April 2020	EFAW
Catherine Cockar	May 2021	NRAST
Gemma Livingstone	June 2020	EPFA
Lizzie Hayes*	September 2020	EFAW
Helen Martin*	September 2020	EFAW
Chrissy Adams	January 2021	PFA
<b>SENIOR SCHOOL</b>		
Gareth May	May 2021	NRASTC
Diana Evans*	April 2020	EFA
Anna Chicken	April 2020	EFA
Katie Hastings*	April 2020	EFA
Sarra Tucker	April 2020	EFA
Marc Ives*	April 2020	EFA
Pip Joseph	May 2021	NRASTC
Becky Wright	May 2021	NRASTC
John Mannion *	September 2019	EFAW
Helen Porter*	September 2019	EFAW
Helen Rayner*	September 2019	EFAW
Philip Tebbs*	September 2019	EFAW

Including Sandford, our Early Years Foundation Stage provision

Jessica Hammett	February 2020	EFAW
Melanie Hunter*	April 2020	EFAW
Sarah Ferretti*	September 2020	EFAW
Eleanor Halstead*	September 2020	EFAW
Rebecca Harvey*	September 2020	EFAW
Annie Keenleyside*	September 2020	EFAW
Wendy Rumbol*	September 2020	EFAW
Deirdre McLaughlin*	April 2021	EFAW
Paul Spurrett*	April 2021	EFAW
<b>JUNIOR/SENIOR</b>		
Margaret Goodhead*	July 2019	EFAW
Carla Oxley*	July 2019	EFAW
Tsveta Stoyanova*	September 2021	EFAW
Ruth Chaplin*	April 2021	EFAW
Teresa Zogaj*	April 2021	EFAW
<b>SUPPORT STAFF</b>		PFA 2
Jane Benney	December 2021	EFAW
Angela Morris	December 2021	EFAW
Jen Reehal	March 2020	BA (Hons) RN/ PFA
Philip Courtnage*	July 2019	EFAW
Phil Nutley*	July 2019	EFAW
Ashley Yeoman*	April 2020	EFAW
Ann Borzoni*	September 2020	EFAW
Ami Kail*	September 2020	EFAW
Terry Garnish*	September 2020	EFAW
Ali Grimstone-Jones*	April 2021	EFAW

**PFA** - Paediatric First Aid (2 day course)

**EPFA** - Emergency Paediatric First Aid (1 day course)

**EFAW** - Emergency First Aid at Work (1 day course)

**FAW** - First Aid at Work (3 day course)

**NRASTC** - National Rescue Award for Swimming Teachers and Coaches (covers Emergency First Aid)

Including Sandlesford, our Early Years Foundation Stage provision

## FIRST AID POLICY APPENDIX B

### LOCATION OF FIRST AID KITS (20/11/2017)

#### **SANDLEFORD**

Sandlesford Office  
Pre-School Room  
Reception Classroom  
Reception Outdoor Education Bag

#### **JUNIOR SCHOOL**

Junior Staffroom  
Year 2 Outdoor Education Bag  
Junior Playground Toilets  
Transport Manager's Office  
4-6 Club (in drawer in classroom)

#### **NORTH BLOCK**

Design Technology/Textiles  
Food Technology  
4-6 Club (in drawer in ICT 1)  
Catering Manager's Office

#### **SCIENCE BLOCK**

Science Block Preparation Room (Eye Wash located here)

#### **SENIOR SCHOOL**

Senior School Main Office  
Senior Staffroom  
Art Department x 2 (Eye Wash located here)

#### **OTHER LOCATIONS**

Sixth Form Centre (in kitchen in marked locker)  
Medical Room (Eye Wash located here)  
PE Department Staff Bags  
Site Office and Workshops x 4 (Eye Wash located here)  
Pool House (when Swimming Pool in use)  
Mini Buses

Kits for trips and off site activities are kept in the Medical Room