

First Aid Policy  
incorporating  
Accident and Injury  
Full School including EYFS

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2024 / 2025



Ibstock Place

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CO-EDUCATIONAL DAY SCHOOL

# **IBSTOCK PLACE SCHOOL**

## **First Aid Policy incorporating Accident and Injury**

### **Full School including EYFS**

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#### **Scope**

This policy applies to all pupils (age 4 (EYFS) – 18) and staff Ibstock Place School (hereinafter 'Ibstock' or 'the School').

#### **Roles and Responsibilities**

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Deputy Head (Pastoral) is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

#### **Introduction**

The purpose of the Policy is:

- To provide effective, safe First Aid cover for pupils, staff and visitors
- To ensure that all staff and pupils are aware of the system in place
- To provide awareness of Health & Safety issues within School and on school trips, to identify, prevent or minimise, where possible, potential dangers or risk of accidents
- To ensure the safety and wellbeing of injured pupils at School.

Ibstock Place School has specific Policies for Supporting Pupils with Medical Conditions incorporating *Medical Policy, Allergy and Anaphylaxis, Asthma, Diabetes, Epilepsy, Flu Pandemic and HIV and Aids*.

## Policy

The First Aid Policy and Procedures at Ibstock Place School are in operation to ensure that every pupil, member of staff and visitor will be well cared for in the event of an accident or illness, no matter how minor or major.

On-site primary care is provided by a Registered Nurse and is based in the School's Medical Centre in the Wellbeing Centre.

All teaching staff undertake essential first aid training which is updated every three years. The Deputy Head (Pastoral) ensures that all staff maintain their training by keeping registers of attendance up to date and alerting staff to the need to update when required. Approximately 30 staff, across all departments are certified as First Aid at Work trained. Consequently, all areas of the School have access to a person deemed competent in the delivery of first aid when pupils are on site. Staff with additional certificated First Aid training, including those in the EYFS setting who have Paediatric First Aid training, are listed in Appendix A.

There will be a qualified paediatric first-aider with a certificate dated within three years on site at all times when EYFS children are present and accompanying EYFS children on trips and visits.

### Locations of First Aid kits and emergency medication

- First Aid kits are maintained by the School Nurse. They are located in easy to access locations around School (see Appendix B). There is at least one First Aid kit in each building on the campus and we have approximately one First Aid kit per 20 pupils
- Accompanying staff take a First Aid kit on School visits; these are collected from the Medical Centre and signed out by the Nurse
- Adrenaline Auto Injectors (AAIs) are supplied by Kitt Medical and stationed in five areas around the School site.
  - Reception
  - PE Office
  - Macleod House Staff Room
  - Theatre Foyer
  - Refectory
- These Anaphylaxis kits are wall-mounted, maintained by Kitt Medical and their serviceability is checked by the School Nurse. The At Risk Register contains the names of those pupils at risk of anaphylaxis and is available to staff on SharePoint. Further details can be found in the Allergy and Anaphylaxis Policy.

- The Medical Centre has spare salbutamol inhalers that can be used for those pupils in receipt of a salbutamol prescription, if their own is not available.
- In addition, emergency medication for EYFS and Prep School pupils, is kept in the nearest Staff Rooms in named plastic envelopes with the pupil's Care Plan.
- Pupils are required to carry two AAI devices at all times. This guidance does not supersede advice from the MHRA, and any spare AAI(s) held by a school should be in addition to those already prescribed to a pupil.

### The Role of the Nurse

The Nurse will always attend a casualty when requested to do so (the Nurse carries a radio when away from the Medical Centre); this includes:

- Helping fellow staff at an incident and providing support.
- Taking charge at any incident requiring first aid attention.
- Insisting that any casualty who has sustained a significant injury is seen by professionals at the hospital, either by sending them directly to hospital in an ambulance, by asking parents to pick up a pupil to take him or her to hospital, or School staff might transport the casualty (see Sections 12 and 13 below).
- Contacting the parents of any pupil that experiences a significant injury or illness, for example, head injuries. Contact home is advised for any reported blow or knock to the head. Contact home is always made for EYFS pupils, however minor the injury or illness.
- Ensuring that a pupil who is sent to hospital by ambulance is:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act *in loco parentis* if a relative cannot be contacted.
  - Met at hospital by a relative.

**Note:** The member of staff accompanying the casualty to hospital need not be the Nurse; however, an appropriate person should be sent. Liaison must occur with the Director of Co-Curriculum and People in order to ensure that lessons are covered in the event of an absent teacher.

- Ensuring that all contaminated or used items are cleared away, using gloves, and every dressing etc. is disposed of. Any bloodstains on the ground must be washed away thoroughly with an appropriate agent (i.e. bleach).

- Ensuring that a record of each pupil attended to, the nature of the injury and any treatment given is recorded by the Nurse for inclusion in the pupil's medical records on *iSAMS*. This includes any sports-related injuries that occur at weekends or during out-of-hours activities.
- Receiving reports of any accidents that may have occurred so they can be logged and recorded.
- Ensuring that accidents and near misses are recorded on an Accident and Incident Form; this and all other treatment undertaken should be given in writing to the School Nurse by the member of staff present either via email or as hard copy; it must include the date, time and place of the incident and the name of the ill or injured person. Also what happened to the person immediately afterwards must be entered and whether the parents were contacted straight away or at a later time.
- Ensuring that records of accidents and near misses are maintained for the Health and Safety Meeting in an effort to reduce the re-occurrence of accidents.
- Ensuring that reference is made to the history of a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensuring that teaching Staff are provided with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Maintaining a file of up-to-date medical details for every pupil by regularly contacting parents or processing medical forms supplied by parents regarding recent Educational Trips and Visits
- Ensuring that all portable first aid kits, including first aid kits in vehicles and Departmental Areas are adequately stocked
- Ensuring, in consultation with the Bursar, that first aid signs are displayed around the campus.
- Liaising with the Deputy Head (Pastoral) and Bursar on strategies to reduce the incidence of accidents.
- Calibration.

Reception staff will:

- Undertake on-site first aid training at least every three years and familiarise themselves with the First Aid procedures in operation at the School.
- Call for the Nurse in the first instance to treat any injured pupil who presents at Reception. This should be done by telephone in the case of minor injuries or by radio message in the case of serious injuries, giving the specific location of the casualty.
- Support the Nurse in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to the Medical Centre and notify the Nurse.
- In exceptional circumstances which coincide with an unplanned absence of the Nurse, Reception staff are permitted to administer paracetamol, but other over-the-counter medicines can only be administered under the supervision of the Nurse, member of SMT or a nominated senior colleague.
- Discretion on such matters is provided in the case of a serious injury, for example, in sport where additional pain killers (Ibuprofen) may be administered, having checked medical consent or on School trips (see the School Trips and Visits Policy).

Teachers will:

- Undertake on-site first aid training at least every three years and familiarise themselves with the First Aid procedures in operation at the School.
- Be aware of specific medical details of individual pupils when publicised by the Nurse.
- Ensure that their pupils/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by the Nurse unless the casualty is in immediate danger.
- Send for help at Reception or the Prep / Pre-Prep School Staff Rooms as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure the pupil and, where appropriate, begin preliminary first aid measures: placing the pupil in the recovery position, clearing airways, elevating bleeding arms or legs etc.
- Send a pupil who has minor injuries or who feels generally 'unwell' to the Medical Centre if they can walk; judgment should be exercised as to whether to pupil should be accompanied by another child or an adult. EYFS children will always be accompanied by an adult.

- Ensure that they have current medical information for every pupil that they take on a School trip which indicates: Any specific conditions they should be aware of, medications they will need to take with them (e.g. asthma inhalers or Adrenaline Auto-Injectors), which medications parents have or haven't consented to their administration of, any known allergies a pupil may have.

The Head and SMT will:

- Ensure that first aid cover is available throughout the working hours of the School week.
- Ensure all new staff are made aware of First Aid procedures in School.
- Ensure that sufficient resources are provided to fulfill adequate First Aid cover as determined by a risk assessment completed in accordance with Appendix 3 of the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the Health and Safety of all persons on School premises.
- Notify local protection agencies and/or the Health and Safety Executive (see Point 15) of any serious accident, injury to, or death of, a child while in School's care and will act on any advice from those agencies.

The Board of Governors will:

- Be briefed by the Bursar through a termly Health and Safety report and attend the termly Health and Safety meeting. The Governor for Health and Safety is Mr Stefan Martin.

### **When to call for an ambulance**

- In the first instance the School Nurse, if available, assesses the situation and determines if an ambulance is required.
- If the Nurse is not immediately available, and the member of staff feels the situation is serious, he or she is to call 999 either via Reception or on a mobile phone. On their arrival and following a thorough medical assessment, the Nurse will decide if this remains a necessary measure.
- The member of staff is to remain with the casualty until help arrives.
- Reception will inform members of SMT and/or PMT.
- Reception will contact parents or carers and arrange for them to meet the child at hospital, or if time allows to come to School to accompany their child to hospital.
- The Nurse or a named adult will accompany the child to hospital if the parents cannot, leaving a mobile contact number with Reception.

## Transporting a casualty to hospital not by ambulance

- Permission should be sought from the child's parents or carers, or if they cannot be contacted, from the Head, Deputy Head (pastoral) or Head of Prep Schools.
- A mobile contact number for the adult(s) taking the child to hospital will be left with Reception.
- The child is to be seated in the rear seat if the injury permits, be strapped in, and be accompanied in the back if comfort in distress is needed. In extremis and if insurance permits, a staff car or School minibus may be used to transport a pupil to hospital. A second staff member should always be present, in addition to the driver.

## Automated External Defibrillators (AEDs)

We have five AEDs in School. Their locations are:

- Theatre Foyer
- Outside PE Office
- Reception
- Refectory
- Prep School Staff Room

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life. Where CPR alone is used, 'Overall survival rates vary across the country, but range between 2% and 12%. However, survival rates of over 50% have been reported where CPR and defibrillation are delivered within 3-5 minutes. This is why the statutory guidance on supporting pupils at school with medical conditions encourages all schools to have an AED as part of their first-aid equipment.

The aim of an AED is to increase the rate of survival of people who have sudden cardiac arrests. AEDs make it possible for both trained and non-trained people to administer defibrillation prior to the arrival of Emergency Medical Services.



## Responding to a Sudden Cardiac Arrest

The LIFEPAK CR2 defibrillator is indicated for use on patients 1 year of age or older in cardiopulmonary arrest. The patient must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement).

It is the School's Policy to always attempt basic life support and adheres to current guidance provided by the Resus Council (See appendix B).

## Record Keeping and Communication

- The Nurse, or in their absence, SMT, keeps a written record of accidents or injuries and first aid treatment. In the EYFS setting, teachers record all incidents, however minor.
- The Nurse or, in his/her absence, SMT informs parents or carers of any significant accident or injury sustained or noteworthy first aid given on the same day or as soon as is reasonably practicable. In the EYFS setting, all accidents, injuries or first aid given are reported to parents on the same day or as soon as is reasonably practicable.
- The first person to attend an accident or injury initiates the completion of an Accident Form. The form is signed off by the School Nurse and circulated to the Head, Bursar, Deputy Head (pastoral) and/or Head of Prep Schools.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2012, should there be a major event of this sort the Bursar reports to the Health and Safety Executive (HSE) following their online procedures. Should there be a fatality or a serious injury specified under RIDDOR, 2012, he will contact the HSE by telephone 0845 300 99 23. It is noted that 'specified injuries' apply to employees, not pupils. The School Nurse maintains documents which define events which come under these classifications.

## Specific EYFS and Prep School Procedures

- All Prep Staff complete first aid refresher courses every three years. Additionally, there is pediatric training for specific members of the Pre-Prep School team. (See Appendix A).
- If a Pre-Prep or Prep pupil has minor injuries, the pupil is cared for in Macleod House or the Pre-Prep by a member of Staff or Lunchtime Supervisor. All injuries will be noted in the 'First Aid' folder located in MH Staffroom or Pre-Prep.

- Any significant head injury or additional concern about an injury should be referred immediately to the Nurse.
- An assessment from the Nurse may lead to the following conclusions:
  - The pupil is deemed to be fine and can return to class. A note will be sent home via the Homework Diary, email or phone call. The 'First Aid' folder must be filled in.
  - The parents should be called as their child may need additional medical intervention with the doctor or in hospital. An 'accident form' should be filled in and disseminated to the Head of Prep and Deputies, the Headteacher, Bursar, Prep Secretary and Nurse.
  - If the injury requires an ambulance, Prep Staff may make this decision before the arrival of the Nurse. The Nurse should be called to administer on-site first aid whilst waiting and the parents should be called. If the parents are unavailable, a staff member may accompany the child in the ambulance. An 'accident form' should be filled in and disseminated. A call later in the day in order to check on the wellbeing of the child may be appropriate.

## **Queries**

Queries on this policy should be directed to the School Nurse or Deputy Head (Pastoral).

## **Review and Verification**

This policy is reviewed annually by the School Nurse.

The EYFS and Prep School section is updated by the Prep Co-Head (Pastoral).

## **Appendices**

Please see overleaf for Appendices A – C.

- A Certified First Aid Staff
- B Step-by-step guide to doing CPR
- C Location of First Aid kits

## Appendix A

To be reviewed by the Deputy Head (Pastoral) twice-yearly at end of September and end of January

### NRASTC Trained

Adene Bennett	Teacher of Games + PE / Head of House: Montefiore (Prep School)(Senior School)	NRASTC 26
Aidan Lopeman	Sports Coach	NRASTC 26
Alasdair Shaw	Teacher of Games and PE (Prep School) (Senior School)	NRASTC 26
Amy Rawlings	Teacher of PE	NRASTC 26
Ben Lawson	Games + PE / Head of Prep Games + PE (Prep School) (Senior school)	NRASTC 26
Danielle Bills	Games and PE Teacher (Prep School) (Senior School)	NRASTC 26
James De Brunner	Head of Aquatics- Teacher of PE (Prep School) (Senior School)	NRASTC 26
Josie Middleton-Smith	Teacher of Games + PE / Geography / Head of House: Paget (Senior School)	NRASTC 26
Keren Wheeler	Head of PE (Prep) (Prep School)	NRASTC 26
Nicky Porter	Teacher of Games + PE / Head of Girls' Game (Senior School)	NRASTC 26
Richard Brown	Teacher of Games + PE / Associate SMT (Prep School) (Senior School)	NRASTC 26

Sam Tiffin	Head of Rugby	NRASTC 26
Tamara Graham	Director of Sport (Senior School)	NRASTC 26
Joshua McCormick	Hockey Coach	NRASTC 26

### Paediatric First Aid Trained

Alice Deslongrais (formerly Turner)	Teacher (Prep School)	BP 26
Julie Papworth	Teaching Assistant (Prep School)	BP 26
Kelly Quick	Teacher of Drama	BP 2025 (March)
Sarah Humphreys	Teaching Assistant (Prep School)	BP 26
Sheila Francis	Teaching Assistant (Prep School)	BP 26
Victoria Price	Teaching Assistant (Prep School)	BP 26
Yvette Villet	Teaching Assistant (Prep School)	BP 26
Zubeida Lambat	Teaching Assistant (Prep School)	BP 26
Tanya Dowgierd	Academic Mentor	BP FEB 25
Joanne Davies	Classroom Assistant	BP 26

## First Aid at Work Trained

Andy Ward	Trainee Teacher of DT and Climbing Wall Manager	FAW DEC 24
Antonia Arora	Teacher (Senior School)	FAW (with Dance) Jan 26
Charles Tatchell	Teacher of DT (Senior School)	FAW DEC 24
Esen Moursy	Head of Dance (Senior School)	FAW (with Dance) Jan 26
John-Daniel Price	SMT Member, Head of Department Games + PE (Senior School)	FAW DEC 24
Katherine Threlfall	Teacher of Drama FTC (Senior School)	FAW (with Dance) Jan 26
Ross Greenwood	Teacher of Maths (Senior School)	FAW DEC 24
Katherine Fennell	Performing Arts Assistant	FAW DEC 24
Stephen Ballard	Lab Technician	FAW MARCH 26
Donna Goodson	Catering Staff (General Assistant)	FAW MARCH 26
Giovana Temponi	Catering Staff (Chef De Partie)	FAW MARCH 26
Joshua Stevens	Catering Staff (Executive Chef)	FAW MARCH 26
Rachel Murphy	Catering Staff (General Assistant)	FAW MARCH 26
Amanda Goodson	Sales Ledger Officer	FAW MARCH 26
John Hutchison	Bursar, Clerk to Governors	FAW MARCH 26
Kathleen Khan	Bursars Assistant	FAW MARCH 26
Joseph Lopes-O'Brien	Maintenance	FAW MARCH 26
Karl Maddock	Maintenance	FAW MARCH 26

Lutfi Shebana	Maintenance	FAW MARCH 26
Robert Harrison	Maintenance	FAW MARCH 26
Adrian Young	Caretaker	FAW MARCH 26
Arthur Rudd	Gardener	FAW MARCH 26
Perry Denn	School Keeper	FAW MARCH 26
Vladimir Montoya Calderon	Cleaning Staff	FAW MARCH 26
Lauren Griffin	Visiting Dance Teacher	FAW (with Dance) Jan 26
Lisa Millard	VDT	FAW (with Dance) Jan 26

## Appendix B: A step-by-step guide to doing CPR

By developing the skills and confidence to follow these simple steps, you could be a lifesaver in an emergency.

Before you approach the person who has collapsed, check your surroundings for danger.

1. Shout for help.

- Shout for help and gently shake the person who has collapsed.

2. Look and listen for signs of normal breathing.

- Look for the rise and fall of their chest.

3. Call 999.

- Put the phone on loudspeaker and tell them you are with someone who is not breathing.

4. Start chest compressions .

- Interlock your fingers;
- Place your hands in the centre of the chest;
- Push down hard and then release twice per second, and don't stop.

The ambulance call handler will help you.

5. The ambulance call handler will tell you where the nearest automated external defibrillator (AED) is. If someone is with you, ask them to fetch it and bring it back.

- Do not leave the person if you are on your own.

6. If you have a defibrillator, switch it on and follow the instructions

- The defibrillator will tell you exactly what to do. Visit our [defibrillator page](#) for more information about defibrillators.

7. Continue CPR.

Continue giving CPR until:

- the AED asks you to pause while it reanalyses and gives another shock if needed;
- a paramedic arrives and tells you what to do;
- the person shows signs of life.

Resuscitation Council UK: [How to do CPR | Resuscitation Council UK](#)

## Appendix C

### First Aid Kits: locations in School

Medical Centre Main House
Main House Reception
Staff Kitchen Main House
Art Department (Lawrence House) and DT Workshops
Games Office (Lawrence House)
Roberts House Kitchen
Priestman House 1R
Priestman House Kitchen
Priestman House Staff Room
Priestman House KG Willow
Drama Studio
Theatre Workshop
Macleod House
Macleod House Science Lab
Macleod House P4B
Macleod House Art Room
P4P Macleod House
P5M Macleod House
Modern Languages C12A
Science Offices C2A and C6A
Chemistry Prep Room C8A
Senior School Library
ICT Office (P4A)
Swimming pool
Dance Studio
The Lodge
Main House Cookery suite
Main House Second Floor (Sixth Form area)
Music Office (O3A)