

# Yarlet School

## Policy on First Aid (including Boarding and EYFS)

### 1. School responsibility:

*All academic teaching staff, members of the Senior Leadership team and School Secretaries have attended a First Aid at Work Course, General First Aid Course or a Paediatric First Aid Course in accordance with the statutory framework. The names of those qualified in First Aid and the requirement of updated training are held by the School Secretary.*

### 2. School procedures – Main School

- When a pupil becomes injured or unwell they report to the School Secretary who will contact a member of staff or administer first aid themselves.
- When a pupil becomes very seriously unwell, or is injured, an ambulance should be called for immediately and parents or relatives notified.
- If there is known to be a case of any infectious disease e.g. chicken pox, it is the responsibility of the school to inform parents by either telephone or by letter.
- All injuries sustained whilst at school are treated by the School Secretaries or other qualified First Aider at the point of need.
- In Main School all injuries are recorded in the dispensary. A full description of the injury, the circumstances and events leading up to the incident are recorded.
- Parents are either informed by phone, on collection of their child or the incident is noted in the pupil's home-school diary.
- In the event of a pupil receiving a bump to the head, a "bump on the head" note is sent home.
- Appropriate barrier methods are used when dealing with the spillage of bodily fluids.
- Where teachers have a serious concern about a child's well-being, an ambulance will be called and a member of staff or the child's parent will accompany them to the hospital.

### 3. School procedures - Pre-Prep, EYFS and After School Care

- When a pupil becomes injured or unwell their class teacher administers first aid themselves or calls for additional staff support if required.
- When a pupil becomes very seriously unwell, or is injured, an ambulance should be called for immediately and parents or relatives notified.
- If there is known to be a case of any infectious disease e.g. chicken pox, it is the responsibility of the School to inform Parents by either telephone or by letter.
- All injuries sustained whilst at school are treated by the a First Aider at the point of need who can call for support if necessary.
- Accident records are kept within each first aid box. A full description of the injury, the circumstances and events leading up to the incident are recorded.
- EYFS pupils are treated by Paediatric First Aiders.
- Parents are informed by phone if necessary and the incident is noted in the pupil's home-school diary.

- In the event of a pupil receiving a bump to the head, a “bump to the head” note is sent home with the pupil.
- Appropriate barrier methods are used when dealing with the spillage of bodily fluids.
- Where teachers have a serious concern about a child’s well-being an ambulance will be called and a member of staff or the child’s parent will accompany them to the hospital.

**4. First Aid Kits**

First Aid kits are placed in the School Dispensary, the Secretary’s Office, Centenary Hall and the Early Years Building. These are maintained by a General Assistant qualified in First Aid and under the supervision of the Bursar. In the event of any off-site visits or away fixtures, first aid kits and any other required medicines are taken along.

**5. Sports injuries**

The focus on sport at Yarlet increases the likelihood of a sports related injury. Sports teachers and coaches are therefore trained in first aid. Sometimes pupils attend off-site sports fixtures when accidents may occur. The accompanying staff should therefore be trained in first aid and carry first aid kits.

**6 Renewal of training**

Most adults at Yarlet are trained in first aid. The school monitors such training as it is conscious of the need to renew such training ever three years.

**7. Procedures for Pupils with particular medical conditions**

Yarlet admits children with a range of medical conditions as long as any additional risks are known, assessed and considered manageable. This includes those with chronic conditions and/or disabilities. For example, children with anaphylaxis, asthma, diabetes and/or epilepsy are welcome assuming such conditions are being well-managed and the school is clear about any adaptations which may need to be put in place and/or any medication which needs to be available/administered. It is sometimes necessary to provide the school with additional information and/or training and it is the parents’ responsibility to draw the school’s attention to this necessity.

**8. Minimum First Aid coverage**

The school is committed to having a minimum of at least one qualified paediatric first aider on site at all times when children are present. Typically the provision far exceeds this.

**9. RIDDOR**

In compliance with RIDDOR the school will report to the Health and Safety Executive Tel: 0845 300 99 23 any occurrences of Injuries, Diseases and Dangerous Occurrences.

Signed:



**Date:** January 2019

**Date for Review:** January 2021

## APPENDIX 1 – LIST OF QUALIFIED FIRST AIDERS

### Appointed persons for Emergency Aid in the Workplace

#### NURSERY AND PRE PREP

#### Certificate Expiry Date

Megan Counsell	Paediatric First Aid	30 <sup>th</sup> January 2019
Sam Davies	Paediatric First Aid	September 2021
Stephanie Dewey	Paediatric First Aid	September 2021
Michelle Fowlie	Paediatric First Aid	26 <sup>th</sup> September 2020
Stephanie Hall	Paediatric First Aid	September 2021
Kellie McGraw	Paediatric First Aid	September 2021
Nicci Morgan	Paediatric First Aid	January 2022
Laura Whiting	Paediatric First Aid	September 2021
Kay Skelton	Paediatric First Aid	September 2021

#### MAIN SCHOOL

Patsy Barron	Paediatric First Aid	8 <sup>th</sup> September 2020
Amanda Broomhall	Paediatric First Aid	8 <sup>th</sup> September 2020
Catie Brownsword	First Aid	14 <sup>th</sup> February 2020
Nicky Burrows-Berry	First Aid	February 2019
Emma Davis	First Aid	14 <sup>th</sup> February 2020
Karla Lucas	Paediatric First Aid	8 <sup>th</sup> September 2020
Heidi Hamplett	Paediatric First Aid	8 <sup>th</sup> September 2020
Henry Pass	First Aid	February 2019
Ian Raybould	Paediatric First Aid	8 <sup>th</sup> September 2020
Thierry Roussaire	First Aid	14 <sup>th</sup> February 2020
Graham Shaw	First Aid	February 2019
Adam Haggard	First Aid	14 <sup>th</sup> February 2020