

# 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:** September 2020  
**Date for Review:** September 2021

## **APPENDIX 1 – FIRST AIDERS**

**An up-to-date list of adults in school who have a first aid qualification can be found in the First Aid Room.**