

# Chafyn Grove School First Aid Policy



## First Aid Policy

Content	Page
1. Rationale	2
2. Purpose	2
3. Protocols	2
4. Staffing	2
5. First Aid Training	2
6. Consents	3
7. Known Medical Conditions	3
8. Absence from School	4
9. Accidents in School	4
10. Reportable Incidents under RIDDOR	4
11. What to do in a Medical Emergency	4
12. Care of Boarders	5
13. Informing Parents	5
14. Hygienic Procedure for the Disposal of Bodily Fluids	5
15. Administering Medicine	5
16. Sun Protection	5
17. Water Bottles	5
18. Staff Medication	5
Appendix A: First Aiders	7

# Chafyn Grove School First Aid Policy

## 1. Rationale

This policy takes into full account the Department for Education (DFE) Guidelines and applies to all pupils in the school including the Early Years Foundation Stage (EYFS). It provides clear guidelines on the school's responsibilities and ensures that First Aid is organised in accordance with the Health and Safety Regulations, for the whole school, during term time and off-site visits.

There will be a qualified First Aider on the school site whenever children are present, and a Paediatric First Aider to cover Early Years. A Paediatric First Aider will accompany EYFS when they are off the premises. Medical Matrons run the health centre during school hours. The Medical Matrons are not qualified nurses but have received, or are undergoing, training for their specific role, including Paediatric First Aid Training and Mental Health First Aid Training. The health team have responsibility for the pupil medical records, and all issues regarding medication, care of the pupils within the school day and for Boarders.

## 2. Purpose

To provide the best possible care for pupils, staff and visitors when they are ill or involved in an accident.

## 3. Protocols

There are protocols that offer guidelines and standards of care expected to be carried out at Chafyn Grove School. The purpose of the protocols is to clarify the responsibilities and procedures and to give guidance on care given. These protocols are reviewed annually by the Medical Matron.

## 4. Staffing

To provide First Aid provision to the best of our ability the school provides the following:

Doctor: Three Chequers Medical Practice, 72 Endless Street, Salisbury SP1 3UH. Boarders are eligible to be registered at the Practice and can use the service as per NHS guidelines.

Medical Matrons: The school has two Medical Matrons who are available to see children during school hours. They oversee the medical care given to the pupils, staff and visitors at the school.

Boarding House Parents: The Boarding House parents and deputies take over the First Aid care of the boarders at the end of the school day, and at weekends, guided by our protocols.

### Local Medical Facilities:

Walk-in Centre – Tel. 01722 331191.

Out of Hours provision via 111.

Salisbury District Hospital – Tel. 01722 336262.

## 5. First Aid Training

First Aid training is organised regularly as part of the INSET programme. All teaching staff members hold a valid First Aid Certificate and receive training every 3 years, in line with the ISI guidelines, to

## Chafyn Grove School First Aid Policy

keep them current. During the First Aid Course they are instructed in the use of an Autoinjector device (e.g. EpiPen) and are given asthma management instructions, which is also guided by personalised care plans. Those who act as poolside attendants also update their First Aid qualification biannually. There is a register First Aid Trained and Paediatric First Aid Trained staff held in the school. There is always a member of staff in the Early Years Department who is Paediatric First Aid trained and who will accompany children on out of school trips.

Immediate provision of First Aid in the school is the responsibility of the member of staff in charge of the child at the time. The health team will take over any continuing care required.

First Aid boxes can be found in the following places:

- All minibuses
- Science lab - Eye wash station only
- Sports Hall Balcony
- Pavilion x 6
- Astro
- Front Office
- Pre-Prep
- Early Years
- Health Centre

First Aid bags are available from The Health Centre for outings.

There is a list of where First Aid boxes are, in the Staff Room, Health Centre and on Teams.

### 6. Consents

Prior to entry to Chafyn Grove, a Parent/Guardian must sign the Consent Forms and fill in the Medical Questionnaire as per Admission Protocol. Information necessary for the care and safety of the child is given to all relevant members of staff.

### 7. Known Medical Conditions

There is a list in the Kitchen and on iSams of children who have dietary requirements or suffer from food related allergies. An Individual Care Plan for these children can be found on Teams and in the medical records where appropriate. Protocols are also drawn up to ensure that children receive appropriate care in line with the NICE guidelines. Staff will be informed as and when there are children in the school with other medical conditions which affect their day-to-day life.

All pupils with medical conditions going on school trips are identified by the trip leader, in conjunction with the Health Centre team, before the trip leaves, so that accompanying staff are aware of both the issue, and any possible intervention or action that might be required.

## Chafyn Grove School First Aid Policy

**Chafyn Grove School is a nut free School to ensure the safety of those pupils with nut allergies. However, our Policy is that we may use ingredients that say 'may contain nuts' on the packaging.** Any food containing these ingredients will be clearly labelled. Under no circumstances should any nuts or food containing nuts be bought into school or taken on school trips. This includes outside of the school day and social events.

### 8. Absence from School

In line with the Government Health Protection Guidelines <https://www.gov.uk/topic/health-protection/infectious-diseases>, we ask that any child suffering from diarrhoea or vomiting remains away from school for 48 hours following the last episode.

### 9. Accidents in School

Accidents/injuries to pupils, staff and visitors are recorded by the Medical Team and entered onto iSams. The Estates Manager is responsible for reviewing ARMS, and reporting to the Health and Safety committee as necessary.

### 10. Reportable Incidents under RIDDOR

All incidents are recorded on ARMS and reviewed for further action.

Health & Safety Policy – method and procedure reporting of accidents and near misses. Incidents that need to be reported to RIDDOR include work related:

Death;

Specified Injuries to workers;

Over 7-day incapacitation of a worker;

Occupational diseases;

Dangerous occurrences (near misses);

Reportable gas incidents;

Non-fatal accidents to the public at the workplace resulting in hospital treatment (definition of 'public' includes pupils).

### 11. What to do in a medical emergency

In medical emergencies First Aid must be given immediately. Staff must use their judgement about the seriousness of the situation. An ambulance should be called as soon as felt necessary. The Medical Matrons must be contacted immediately, and the Front Office should then be notified.

If a child has been involved in a minor accident which needs medical attention, they should be sent to the Health Centre.

### 12. Care of Boarders

The provision of medical care for the Boarders is the same as that for day pupils during the school day. The Boarding Team take responsibility outside these hours.

### 13. Informing Parents

In the case of an emergency, once an assessment has been made, parents are informed of any injury or illness and the treatment that has been given. The health team does this either by telephone or via email through the iSAMS system.

If the Health Team is busy with the casualty, the Front Office will inform parents. If the child needs to go to hospital, a member of staff will accompany the child until the parents take over responsibility.

### 14. Hygienic Procedure for the Disposal of Bodily Fluids

Staff must ensure that if they have cuts or abrasions that they are covered with waterproof or other suitable dressings before administering First Aid. Staff should wear disposable gloves and aprons when dealing with bodily fluids, these are provided in all spill kits. All spillages must be cleared up as soon as possible. Bodily Fluid Clean-Up Kits are available in the health centre and the staff work room. Disposal of contaminated waste is via the specific yellow bin, located in the pupil toilet next to the health centre.

Contaminated bedding and clothing is to be placed in a red alginate bag and sent to the Laundry. The Housekeeper is to be informed of any spillages of bodily fluids and the area closed off until cleaning has taken place.

### 15. Administering Medicine

Medicines are administered as set out in the Medical Management Policy and a list of those who are trained and authorised to administer medicines is available in the health centre.

### 16. Sun Protection

It is the responsibility of parents to provide sun protection, and it is the responsibility of all staff to ensure that the pupils in their care use adequate sun protection. This is especially important when taking groups out for the day on trips or to sporting events.

### 17. Water Bottles

Children are encouraged to bring in named water bottles into school.

### 18. Staff Medication

No member of the school staff should be under the influence of alcohol or any substance which may affect their ability to care for children or carry out their role within the school.

Staff are requested to seek medical advice from their own GP/Consultant.

Staff medication on the school premises must be always out of reach of children.

## **Chafyn Grove School First Aid Policy**

Anyone found in breach of this policy will be required to leave the premises and may be subject to disciplinary action (which may include suspension or termination of employment) or criminal proceedings. Please refer to the Staff Handbook for further information.

This will be reviewed annually or in the event of any significant incident.

## Chafyn Grove School First Aid Policy

### Appendix A: First Aiders

#### School Matrons:

Alison Wells/Daisy Paterson

Surname	Initial	Department	Course	Completed	Frequency (Years)	Due
Clark	J	Main School	ITC Level 3 Award in Outdoor First Aid	16/04/2023	3	Apr 2026
Paterson	D	Medical Matron	Paediatric First Aid	22/05/2023	3	May 2026
Reeve	M	Main School	NRASTC Course	31/08/2024	2	Aug 2026
Rogers	H	Main School	NRASTC Course	31/08/2024	2	Aug 2026
Wells	A	Matron	NRASTC Course, Minor Illnesses, Asthma	16/06/2025	3	Jun 2028
Bosworth	Alice	Ballet Teacher	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Martin	F	Early Years	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
McFarlane	L	Main School	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Morgan	H	Early Years	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Napier	P	Learning Support	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Penny	L	Pre-Prep	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Wagner	F	Main School	Full Paediatric First Aid Course	05/09/2023	3	Sep 2026
Adams	S	Catering	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Arch	R	Main School	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Banner	J	Maintenance	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Bell	S	Main School	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Bell	Sabina	Pre-Prep	Full Paediatric First Aid Course	07/01/2025	3	Jan 2028
Burt	A	Pre-Prep	Full Paediatric First Aid Course	07/01/2025	3	Jan 2028

## Chafyn Grove School First Aid Policy

Surname	Initial	Department	Course	Completed	Frequency (Years)	Due
Gibbs	L	Catering	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Green	H	Main School	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Lawrence	D	Estates	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Richardson	C	Main School	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Tomalin	N	Library	Emergency Paediatric Fist Aid	07/01/2025	3	Jan 2028
Edwards	C	Main School/ Boarding House	RLSS Level 3 Emergency First Aid at Work	07/05/2025	3	May 2028
Bond	J	Main School/ Boarding House	RLSS Level 3 Emergency First Aid at Work	07/05/2025	3	May 2028
Head	S	Headmaster	Level 3 in Emergency First Aid at Work, Concussion Headcase Review 02/09/24	16/06/2025	3	Jun 2028
Hearsey	L	Main School	Emergency First Aid at Work, Concussion Headcase review (03/09/24)	16/06/2025	3	Jun 2028
Vuckovic	L	Main School	Emergency First Aid at Work	16/06/2025	3	Jun 2028
Wells	A	Boarding Matron	Lifesaving and Emergency First Aid at Work	16/06/2025	3	Jun 2028