

# The Croft Preparatory School

## First Aid Policy

Whole School Policy, including Early Years Foundation Stage

Policy Reviewed (DO/TR)	20 February 2024
Peer Review Completed	05 March 2024
Ratified by SLT	12 March 2024
Next Review Date	January 2025

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Facilities Manager and Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

The Croft Preparatory School is committed to the provision of suitable first aid for all pupils, staff and visitors. Our aim is to provide professional and appropriate first aid, and to secure secondary aid when necessary, as quickly as possible.

In the event of an accident, all members of the School community should be aware of the support available and the procedures to be undertaken.

This policy should be read in conjunction with the School's Pupil Health & Medical Care Policy.

The Croft will ensure that:

1. The School Nurses, who have lead responsibility, are clearly identified to all staff.
2. Following the first aid risk assessment, a sufficient number of staff possess a full first aid certificate and/or paediatric first aid Certificate, to ensure that there is always adequate cover on site for the duration of each school day and any school events. Please see Appendix A for the current list of first aiders. All first aiders are easily identifiable as they wear a green, first aider lanyard.
3. The school nursing team are on site between the hours of 8.15 to 16.15. Additionally, there is always a qualified first aider on site during core school hours when children are present, and always a paediatric first aider on site when this includes EYFS children.
4. There is at least one member of staff with paediatric training on site and accompanying on all EYFS outings. All newly qualified Early Years staff who have completed a level 2 or 3 qualification on or after 30 June 2016, must have

completed a paediatric first aid qualification within 3 months of starting work to be included in the staff:child ratios.

5. First aiders regularly review their first aid skills and undertake refresher training courses to comply with statutory requirements.
6. First aid information is readily available, and all users of the School know how to call for help. All new staff are made aware of first aid procedures through their health and safety induction training.
7. First aid kits for minor injuries are available for use around the School by all staff, and are regularly maintained. First aid kits can be found in the following locations in School:
  - Pre-Prep Staffroom
  - DT Room
  - Swimming Pool
- **All staff have a responsibility to monitor usage of first aid supplies and inform the School Nurse who will replenish stock.** The School Nurse will assume overall responsibility for monitoring first aid equipment which will be checked each academic year. Responsibility for ensuring adequate numbers of staff are appropriately trained in first aid falls under the remit of the HR Department.
8. The school has 2(two) Automated External Defibrillators (AED) machines one of which is located outside the main office and the second is outside the Theatre door on the wall. Any member of staff can use the defibrillator. Responsibility for maintenance of the AED falls under the remit of the School Nurse.
9. Up to date records of children with ongoing medical conditions (e.g., diabetes etc.) are maintained on ENGAGE and an Individual Healthcare Plan agreed between the School Nurse and the family. For further information, please refer to the Pupil's Health & Medical Care Policy.
10. Staff are aware of any particular hazards in subject teaching through the appropriate generic risk assessments.
11. All risk assessments for external trips take into account any participating pupils with specific medical needs and staff are able to access information via ENGAGE.
12. The School Nurse should be consulted prior to all school trips for advice and guidance on specific children with medical conditions.
13. Whilst first aiders are trained to use EpiPens, any adult may administer one in an emergency situation. EpiPens are stored in an agreed location within the school, locations include the Pre-Prep staffroom or the stationery room next to

the Headmaster's Executive Assistant, with additional pens for all pupils kept in the Dining Room. All children who have an EpiPen held in school must have an action plan in place that has been agreed with the child's family.

14. Parents are aware that it is their responsibility to ensure that EpiPens are within date and clearly named. It is also the parents' responsibility to ensure that any peripatetic teachers and leaders of externally run clubs are fully aware of their child's relevant health needs.
15. Should a pupil be referred for emergency medical assessment a senior member of staff will telephone during school hours to ascertain the well-being of the pupil. Where, due to the circumstances involved, the call needs to be made out of normal school hours, the Headmaster will make this call.
16. First aiders are aware that, when accompanying a trip out of school, they are responsible for bringing the first aid kit and checking it in advance to make sure it contains all necessary items. First aiders accompanying educational visits will also need to complete any accident forms on their return, where necessary.

### **First Aid Procedures**

1. Once informed of an incident the School Nurses or, in their absence, another first aider, will assess the injury without delay and provide emergency care.
2. Secondary aid (calling 999 and requesting ambulance service) will then be sought if necessary. If secondary aid is sought, a parent/guardian (or other appropriate adult) will be informed as soon as is reasonably practicable (see Appendix B).
3. The Main Office will be notified immediately of any request for secondary aid, in order for provision to be made for quick access of the emergency services.
4. If the child's parent/carer is not able to accompany their child to hospital, 2 members of staff will accompany the pupil.
5. Any spillage of bodily fluids should be dealt with in line with the spillage procedure outlined in the Pupil Health & Medical Care Policy.
6. The First aider who deals with an incident in Prep will record what has occurred on Engage or the Blue FA Notebook found in the Nurses room. The School Nurse records all incidents on Engage.

The Pre-Prep Red Folder first aid log is kept on the first aid station in CA2 next to the First Aid bag. It is taken out each break time by Pre-Prep staff and any accidents, and subsequent First Aid treatment given, is recorded in it.

Early Years (Reception, Pre-School and Butterflies) record accidents and first aid given on 'Family'. This generates an immediate notification to parents via the Family App as well as email, and parents are prompted to confirm that they have been aware of the accident.

7. Staff record accidents individually including details of the date, time and location of the injury and nature of the accident. They also include details of the circumstances, any witnesses, what subsequent action was taken and by whom.
8. Additionally, all members of the school community should report serious accidents on an Accident Form or directly onto Smartlog, as soon as possible after the incident has occurred. Accident Forms can be found in the Front Admin Office/Nurses' office.

Accident Forms should be completed for all incidents resulting in accident or injury to members of staff, parents or visitors. They should also be completed for incidents which result in accident or injury to a pupil **except** for normal, non-serious day to day bumps, collisions, slips and trips, eg in the playground, which should be recorded in the first aid log, as outlined above.

When recording any injury, the following details should be specified:

- Wound site – eg ring finger, left hand/bumped the right side of head
- Where in the school the incident occurred – eg in the Theatre foyer
- Brief details of the activity at the time – eg playing with a ball during break time
- What treatment was provided – eg an ice pack was applied to reduce swelling
- The name of anyone else involved in the incident or any witnesses

Where the injured person is a pupil or is unable to complete their own details of the accident, then the first aider and/or witness should do so on their behalf. These forms should be forwarded to the Facilities Manager who will keep them on file and ensure that RIDDOR reporting requirements are complied with.

9. The School Nurse will raise a risk assessment for any pupil who requires mobility support, before they return to the School. Additionally, risk assessments will be provided for pupils with serious medical conditions.
10. Prep pupils with asthma, requiring the use of inhalers, should carry them on their person at all times. It is essential that parental consent is obtained for pupils to carry their own inhalers. In addition, a spare inhaler (clearly named) for all children prescribed reliever inhalers is stored in the stationery room next to the Headmaster's PA.

Early Years and Pre-Prep children will have their inhalers stored safely for them in their classrooms, out of reach of pupils, but accessible to staff for use when required. Early Years and Pre-Prep staff must record inhaler usage on the Inhaler Record Card.

All children with asthma require a school asthma card to be completed by parents. Please see the Pupil Health and Medical Care Policy for further information.

11. Prep pupils arriving at School clearly unwell or feeling unwell during lessons, should be sent to the Nurses Room if deemed appropriate, following an initial assessment by the class teacher. If non-urgent, the child should be sent to see the School Nurse outside of class times. The School Nurse, or a qualified first aider, will follow up and take appropriate action.
12. Children who are awaiting collection due to injury or illness are to wait in the Nurses Room, and are to be signed out in the Main Office by the collecting adult.
13. Any staff or pupil who has experienced sickness and/or diarrhoea must not return to School until 48 hours after the last episode. Any pupil or member of staff testing positive for COVID-19 must not return to school until having completed the appropriate period of self-isolation.
14. All rooms display a 'Help' sticker. In the case of an emergency, a pupil can take this to the first available member of staff. That member of staff will go directly to the room in question to offer assistance, and the pupil will be redirected to the Main Office, who will send a first aider.

Appendix A – list of First Aiders  
Appendix B – Emergency procedures

## Appendix A

### FIRST AID QUALIFICATIONS

**RGN – Registered General Nurse**

P – Paediatric

W – First Aid at Work

Name	Team/Area of work	Qualification	Date	Expiry Date
Tina Rose	SCHOOL NURSE	RGN P	June 2022	June 2025
Denise O'Shea	SCHOOL NURSE	RGN P	Aug 2023	Aug 2026

Name		Team/Area of work	Qualification	Date	Expiry Date
Caroline	Beale	Early Years/Forest School	P	Jan 2024	Jan 2027
Angela	Mills	Prep/Forest School	P	Jan 2024	Jan 2027
Emily	Allen	Early Years	P	Sept 2021	Sept 2024
Stella	Blue	Pre-Prep	P	Sept 2021	Sept 2024
Olivia	Davies	Early Years	P	Dec 2022	Dec 2025
Emily	Dawber	Games	P	Mar 2022	Mar 2025
Charlotte	Garne	Early Years	P	Feb 2023	Feb 2026
Tom	Genders	Prep	P	Dec 2022	Dec 2025
Jo	Grant	All areas	P	May 2022	May 2025
Oliver	Harrison	Early Years	P	Feb 2023	Feb 2026
Lynne	Hinson	Catering & Wraparound	P	July 2022	July 2025
Katie	Lake	Early Years	P	Jan 2024	Jan 2027
Liam	Mills	Prep/Forest School	P	Dec 2021	Dec 2024
Caroline	Stirling	Early Years	P	Sept 2021	Sept 2024
Angela	Thompson	Early Years	P	Dec 2022	Dec 2025
Alison	Webber	Early Years	P	Dec 2022	Dec 2025
Leesa	Brennan	PE	W	Oct 2022	Oct 2025
Jacob	Burrows	PE	W	Oct 2021	Oct 2024
Gemma	Cook	PE	W	Oct 2022	Oct 2025
Rebecca	Harris	Prep & Wraparound	W	June 2022	June 2025
Nick	Harper	Games	W	Nov 2021	Nov 2024
Serena	Mitchinson	Kitchen	P	Jan 2024	Jan 2027
Nita	Rouse	Prep / Learning Support	P	Jan 2024	Jan 2027
Paula	Lawrence	Prep	P	Jan 2024	Jan 2027
Emma	Miles	Learning Support	P	Sept 2022	Sept 2025
Daniella	Malik	Early Years	P	July 2023	July 2026
Ruby	Clarke	Early Years	P	Oct 2023	Oct 2026
Laura	Holland	Learning Support	P	Jan 2024	Jan 2027
Holly	Simmonds	Pre-Prep	P	Jan 2024	Jan 2027
Philippa	Paddock	Prep	P	Jan 2024	Jan 2027

Updated: Jan 24 SM

## Appendix B

### Procedures for dealing with an accident

**The nearest First Aider or School Nurse to attend and assess casualty and decide course of action –  
Go with your instinct!**

If in doubt call 999/112

Calling external assistance: -

- 1.** The School Nurse is to be called to assess any serious incident unless they are unavailable or the situation is so critical the staff member attending decides that an ambulance needs to be called immediately.
- 2.** The School Nurse will assess the patient and request another member of staff to call 999 / 112, while they remain with the casualty.

The following address information should be given to the emergency services:

The Croft School, Alveston Hill, Loxley Road, CV37 7RL  
Stating which entrance is nearest: Main entrance /or Pimlico Lane

The ambulance service will keep the staff member on the line to request relevant information and updates on the state of the casualty.

- 3.** The office will phone the parent (if the casualty is a pupil), relaying the information indicated by the School Nurse or First Aider. The next of kin will be contacted, where possible, if the casualty is a member of staff, a parent or visitor. The office will also inform a member of the School's Senior Management team.
- 4.** An accident form is to be completed.
- 5.** Any witnesses to the accident are to write a statement detailing the events for the purposes of any subsequent investigation.