

The Croft Preparatory School

First Aid Policy

Whole School Policy, including Early Years Foundation Stage

Policy Reviewed (DO)	16 January 2025
Peer Review Completed	13 February 2026
Ratified by SLT	23 February 2026
Next Review Date	January 2027

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.

Introduction

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 Nurse, who has lead responsibility, is 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. 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 at level 2 and level 3
4. Whilst EYFS children are eating, there is always a member of staff in the room with a valid paediatric first aid certificate. As far as possible, the adult faces the children as they eat.
5. First aiders regularly review their first aid skills and undertake refresher training courses to comply with statutory requirements. In addition, two members of staff have completed the Youth Mental First Aid Course.

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
 - Engineering Room
 - Swimming Pool
 - Large FA bags for the Pre-Prep playgrounds (x2)
 - LC PE Bag
 - LC Butterflies Bag
 - LC Kitchen
 - Main/Theatre Kitchen
 - Sports Hall
 - Prep Staff room
 - Swimming Pool
 - Maintenance Shed
 - Pavilion
 - Croft Cabin
 - Wraparound Kitchen
 - First Aid Bags x5 for fixtures
 - **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 once each academic year. Responsibility for ensuring adequate numbers of staff are appropriately trained in first aid falls under the remit of the Facilities Manager.
8. The school has 1(one) Automated External Defibrillators (AED) machines which is located 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. This is completed once monthly.
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 is kept in the Nurse's office. For further information, please refer to the Pupil's Health & Medical Care Policy. All parents are required to complete a Medical Information form on admission to the school.
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 adrenaline pens, any adult may administer one in an emergency situation. adrenaline pens 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 prep pupils kept in the Dining Room. All children who have an adrenaline pen held in school must have an action plan in place that has been agreed with the child's family. Regular adrenaline pen training is provided to for all staff. A list of adrenaline pen locations is included in Appendix C.
14. Parents are aware that it is their responsibility to ensure that adrenaline pens 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 Nurse 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 made 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, e.g., 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 – e.g., ring finger, left hand/bumped the right side of head
- Where in the school the incident occurred – e.g., in the Theatre foyer
- Brief details of the activity at the time – e.g., playing with a ball during break time
- What treatment was provided – e.g., 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.
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, an emergency spare inhaler for all children prescribed reliever inhalers is stored in the stationery room next to the Headmaster's PA and in the Pre-Prep staff room. Regular training in the use of an inhaler is provided for staff. 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.

A list of asthma inhaler locations is located at Appendix D.

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/or member of staff.
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.

Appendices

Appendix A – List of First Aiders

Appendix B – Emergency procedures

Appendix C – Adrenaline pen Locations

Appendix D – Asthma Inhaler Locations

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
Denise	O'Shea	SCHOOL NURSE	RGN P	Aug 2023	Aug 2026
Charlotte	Garne	Pre-Prep	P	Feb 2023	Feb 2026
Oliver	Harrison	Early Years	P	Feb 2023	Feb 2026
Daniella	Malik	Early Years	P	Jul 2023	Jul 2026
Serena	Mitchinson	Kitchen	P	Jan 2024	Jan 2027
Nita	Rouse	Prep / Learning Support	P	Jan 2024	Jan 2027
Caroline	Beale	Early Years/Forest School	P	Jan 2024	Jan 2027
Angela	Mills	Prep/Forest School	P	Jan 2024	Jan 2027
Laura	Holland	Early Years	P	Jan 2024	Jan 2027
Holly	Simmonds	Prep	P	Jan 2024	Jan 2027
Philippa	Francis	Wraparound & Admin	W	Jun 2024	Jun 2027
Emily	Dawber	PE	P	Jul 2024	Jul 2027
Emma	Haslam	Prep	P	Jan 2025	Jan 2028
Vanessa	Harris	Prep	P	Jan 2025	Jan 2028
Nick	Harper	PE	P	Jan 2025	Jan 2028
Jacob	Burrows	PE	P	Jan 2025	Jan 2028
Elijah	Butler-Lines	PE/Pre-Prep	P	Jan 2025	Jan 2028
Liam	Mills	Prep/Forest School	P	Jan 2025	Jan 2028
Caroline	Stirling	Early Years (Mat Leave)	P	Jan 2025	Jan 2028
Alexandra	Kerby	Early Years	P	Jan 2025	Jan 2028
Virginia	Bell	Early Years	P	Jan 2025	Jan 2028
Jo	Grant	All Areas	P	Jun 2025	Jun 2028
Rebecca	Harris	Pre-Prep	P	Jun 2025	Jun 2028
Lynne	Hinson	Catering & Wraparound	P	Nov 2025	Nov 2028
Emma	Miles	Learning Support	P	Nov 2025	Nov 2028
Gemma	Cook	PE	P	Nov 2025	Nov 2028
Leesa	Brennan	PE	P	Nov 2025	Nov 2028
Tom	Genders	Prep	P	Nov 2025	Nov 2028
Philippa	Francis	Wraparound & Admin	P	Nov 2025	Nov 2028
Nadine	Kazzaz	Prep	P	Nov 2025	Nov 2028
Gemma	Marchington	Early Years	P	Nov 2025	Nov 2028
Denise	Austin	Early Years	P	Nov 2025	Nov 2028
Lyn	Walter	Early Years	P	Nov 2025	Nov 2028
Alison	Webber	Early Years	P	Nov 2025	Nov 2028
Julie	Marquet	Early Years	P	Nov 2025	Nov 2028
Angela	Thompson	Early Years	P	Nov 2025	Nov 2028
Shirley-Anne	Lilley	Pre-Prep	P	Nov 2025	Nov 2028
Jo	Prince-Wish	Pre-Prep	P	Nov 2025	Nov 2028
Daisy	Bird	Early Years Volunteer	P	Nov 2025	Nov 2028

Updated: November 25 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 999/111

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.

Appendix C

ADRENALINE PEN LOCATIONS

LOCATION OF EMERGENCY ADRENALINE PENS

Pre-Prep pupils

Pre-Prep staff room: a junior emergency adrenaline pen is kept on a high shelf in the staff room.

There is a file containing all the pupils' names that are allowed to use the emergency adrenaline pen. Parents' permission has been granted for this use.

Prep pupils

An emergency adrenaline pen is kept in the back office by Liz's desk on top shelf of the pigeon-holes in the stationary area.

There is a file containing all the pupils' names that are allowed to use the emergency adrenaline pen. Parents' permission has been granted for this use.

LOCATION OF PUPILS' INDIVIDUAL ADRENALINE PENS

Little Crofters

Adrenaline pens are kept in the kitchen, which is locked, on a high shelf. They are clearly labelled with pupils' names. Staff take them everywhere, Forest School, dining hall etc.

Pre-Prep

Individual adrenaline pens are kept on a high shelf in their classroom and are clearly labelled with pupils' names. Staff ensure that the adrenaline pens accompany pupils when they are out of the classroom.

Prep

Years 3 and 4

The adrenaline pens are kept either on a high shelf or in the individual pupils' pegs in special bags.

Years 5 and 6

We are starting to encourage pupils' independence by carrying their own adrenaline pens in their own rucksacks around the school. We liaise with parents to ensure they are happy with this. This prepares them for the transition to Secondary School.

Prep Individual Spare Adrenaline Pens

Pupils in Prep have a spare adrenaline pen in the pupil's dining hall on a high shelf in the washing-up area as one enters the kitchen.

Appendix D

ASTHMA INHALER LOCATIONS

LOCATION OF EMERGENCY ASTHMA INHALERS

Pre-Prep pupils

Pre-Prep staff room: an Emergency asthma inhaler is kept on a high shelf in the staff room. There is a file containing all the pupils' names that are allowed to use the Emergency Inhaler. Parents' permission has been granted for this use.

Prep pupils

An Emergency asthma inhaler is kept in the back office by Liz's desk in the pigeon-holes /stationary area.

There is a file containing all the pupils' names that are allowed to use the Emergency Inhaler. Parents' permission has been granted for this use.

LOCATION OF INDIVIDUAL ASTHMA INHALERS

Little Crofters

Asthma inhalers are kept in the kitchen, which is locked, on a high shelf. They are clearly labelled with pupils' names. Staff take them everywhere, Forest School, dining hall etc.

Pre-Prep

Individual asthma inhalers are kept on a high shelf in their classroom and are clearly labelled with pupils' names.

Prep

Years 3 and 4

If specifically requested by parents, the asthma inhalers are kept on a high shelf. Otherwise, the pupils carry their own in clearly labelled bags.

Years 5 and 6

Pupils carry their own asthma inhalers in their own school bags around the school.