



GODOLPHIN

# First Aid Policy

(Regulatory)



Reviewed: August 2023  
Next Review: August 2024

Reviewed by: Deputy Head Pastoral; School Nurse, Head of Prep and EYFS/Pre-Prep teacher

Refer also to:  
Medical  
Anaphylaxis  
Asthma  
Diabetes  
Epilepsy  
Health and Safety  
Medical guidelines

### **First Aid Policy (including EYFS)**

All staff have a responsibility to be aware of specific hazards in teaching their subject.

First aid is the emergency care given to an injured or sick person before professional help arrives. The aim is to prevent deterioration and promote recovery.

Members of staff are not required to be first aid trained, it is a voluntary role, although the School encourages members of staff to be first aid trained, especially where their teaching duties or extracurricular activities involve a higher level of risk or are frequently off site. In addition, Emma Findley, Rachel McBride and Claire Longbottom have undertaken specialist Paediatric First Aid courses, as part of the statutory requirements for the Early Years Foundation Stage (EYFS).

A qualified first aid person or appointed first aider will be in school at all times when there are students and staff present. In term time there are qualified nurses based in the Health and Wellness Centre from 08:00 to 18:00 and on call at all other times.

A list of staff who have completed a training course approved by the Health and Safety Executive (HSE), and appointed persons, is kept in each boarding house, main reception, staff rooms, HR office, Health and Wellness Centre, Rose Villa, Brome, north kitchen, south kitchen, sports hall, library, PAC, ASH, science building, the swimming pool complex and Prep office. Training updates are required every three years. Details of current First Aid trained staff are shown below.

An ambulance will be called on the recommendation of the first First Aid trained person to arrive at the scene. If in any doubt, call an ambulance.

If a student, Governor, member of staff or visitor has an accident, one person should remain with the injured person and contact made with the Health and Wellness Centre or with the nurse on call. The Health and Wellness Centre can be contactable via Teams or by calling the nurses mobile (See Appendix 1). A roster of nurses on call can be found in the lower staff room, all boarding houses, the HR office and the Deputy Head's Office. (Appendix 1)

If you are at all uncertain of the extent of the injuries, request the presence of a trained first aid member of staff. In addition to the Health and Wellness Centre Staff, the list of those with full First Aid training is available from HR and the Deputy Heads' PA.

If the injured person is unconscious an ambulance must be called.

The first aid staff will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school or on trips and activities, doing their best to ensure that first aid is delivered in a competent and timely manner
- when necessary, ensure that the Health and Wellness Centre nurse on duty is called/student sent to the Health and Wellness Centre/ambulance called as appropriate
- complete and circulate as stipulated an accident report form where the injury has been caused by an accident

In the absence of the nursing sister, if the first aider present feels it is necessary to call an ambulance they must do so. Immediately after calling the ambulance, they must ensure someone informs the Senior Deputy Head and sends someone to wait at the entrance to show the ambulance crew where the casualty is. The Deputy Head can be contacted via Teams.

First aid kits are wall mounted and marked with a white cross on a green background with 'first aid' written on them. It is the responsibility of the appointed person of the area the first aid kits are located in to check at the beginning of each term that they are restocked. Health and Wellness Centre staff will audit this annually. Supplies should be collected from the Health and Wellness Centre.

A list of the location of all first aid equipment will be displayed in each boarding house, main reception, staff room, HR office, Health and Wellness Centre, Rose Villa, Brome, north kitchen, south kitchen, sports hall, library, PAC, ASH, science building and swimming pool complex. First aid equipment is wall mounted and contained in a clearly marked green box with a white cross with 'First Aid' written on it.

Defibrillators are located near Reception in the main building, in the PAC and outside the PE Department office. Staff are given training through the first aid course.

Gloves must be used when dealing with body fluids. Body fluid spillage kits are kept with the first aid boxes. Boarding houses have extra body fluid spillage kits. Supplies are kept in the Health and Wellness Centre.

In the event of an accident the member of staff who deals with the injured person must complete and distribute an accident report form as soon after the event as practicably possible; blank forms are available on Sharepoint. The HR Office holds the accident book and is responsible for informing the HSE where appropriate. Parents are, where practicable, immediately informed of all accidents.

### **Guidelines for dealing with head injuries**

- All head injuries are assessed by the member of staff present at the time and details entered in the in the Prep Office for Prep pupils. The Health and Wellness Centre is also notified as a precautionary measure. If the member of staff has any concerns, the student should be escorted to the Health and Wellness Centre.

- A sticker is given to any pupil in the Prep who has suffered a head injury and her name is also written on a board in the staffroom so that all staff are made aware of it.
- Students are encouraged to sit quietly, are observed by staff and take no further part in any PE lessons or other physical activity for the next 24 hours from the time of the injury.
- Parents are also notified by a telephone call or email and if possible staff speak to parents at the end of the day.
- For serious head injuries, the Health and Wellness Centre is notified straightaway and if there has been any loss of consciousness, however brief, an ambulance will be called for immediately. The NICE guidelines on head injuries assessment will be followed.

### **Guidelines for dealing with serious injuries**

- In case of accidents which may have resulted in possible broken bones, concussion or serious injury, do not move the casualty; contact the Health and Wellness Centre for assistance; the nurse on duty will come to the scene of the accident.
- Parents are contacted immediately by telephone following an injury which has more serious implications, such as a head injury, and are given the option to collect their child early from school.
- If the nurse considers the injury requires hospital treatment, she will telephone for an ambulance. She will then notify the Head and the parents of the child. If the parents are unable to arrive at the school to accompany their child to hospital in the ambulance, then a member of staff – usually from the Health and Wellness Centre or the Senior Management Team – will accompany the child.

### **Administering Medicines**

Parents are required to sign permission forms for Paracetamol. Any course of medicine which needs to be taken during the school day will be taken to the Health and Wellness Centre and administered by a trained member of staff. Parents must complete a form stating name and dosage of medication. All medication must be in its original packaging and in date. A record of dosage is kept by the Health and Wellness Centre and a copy is also sent to the Prep.

### **Medical Conditions and allergies**

A list of all students' medical conditions and allergies is kept on Schoolbase, Prep office and each boarding house and in main staff room. All members of teaching and house staff are briefed at the beginning of the academic year on students' medical conditions and where to access the information. Catering staff are informed of all food allergies and diabetics. All teaching and house staff are instructed in the identification of and correct actions to be take in the case of anaphylactic shock, asthma and diabetic emergencies and any other current medical

conditions that a student may have. A poster with pictures of students with diabetes and life-threatening allergies is in both kitchens, Staff Room, Prep Staff Room, Health and Wellness Centre and at Reception.

### **Trips off site**

Details of those students going on a trip, the destination and activities involved is provided via a tag to the Health and Wellness Centre at least two weeks before the trip. Overseas trips may involve vaccinations; therefore, the list is needed two months prior to the trip. A nominated member of staff with responsibility for first aid should collect a first aid bag from the Health and Wellness Centre prior to the trip. The bag will include a list of the students going, medical conditions and allergies with contact details of the family/guardian. The Health and Wellness Centre sister will discuss all the medical conditions and allergies. Where relevant specific training will be given on: the recognition and treatment of anaphylactic shock, asthma, diabetic emergencies and any other medical conditions that a student may have.

**Trips off site (EYFS):** Pupils from the EYFS will be accompanied on all trips by at least one member of staff who has current paediatric first aid training. If some pupils from the EYFS remain in school, there will always be a member of staff with this training on site.

### **Additional Information for Prep Staff**

#### **Guidelines for dealing with minor injuries and minor playground accidents**


- Staff who supervise the Prep playground sessions are equipped with a first aid bag which they carry on their person during the sessions
- Minor injuries should be entered into the First Aid file in the Prep office.
- Tutors or House Staff inform parents of minor injuries, such as cuts and bruises, at collection time - either in person/ by telephone/ by email, or in the Prep via the Homework Diary.
- In EYFS minor injuries are recorded in the EYFS First Aid File which is kept in the Pre-Prep classroom. Parents are told about the injury when they collect their child and are asked to sign the accident form where details of the accident have been recorded.
- A member of staff with a paediatric first aid qualification is always present when EYFS children are on the premises

**FIRST AID TRAINED PERSONNEL**

The list of staff trained in Emergency First Aid at Work, Paediatric First Aid or First Aid – Outdoor Training as well as those who hold a National Pool Lifeguard Qualification can be found here:

 [Current First Aid Trained Staff 2023-2024 - Policy document.pdf](#)

Those with training in Mental Health First Aid for Youth can be found here:

 [Current MHFA Staff 2023-2024 - Policy document.pdf](#)

**Godolphin School: Location of First Aid Boxes****All boxes are green with white cross on**Main School

- Swimming pool office (staff here take responsibility for first aid box restocking and checks)
- PE Department x 5
- Sports Hall – in the first room on the left
- Main reception – in the kitchen next to reception
- Rose Villa – ground floor
- North Kitchen – in office
- South Kitchen – in office
- Lower Staff Room
- Performing Arts Centre – behind bar
- Ash Building Art Department – A1 downstairs and A4 upstairs
- Library
- Science Block – Food Technology 1
- Science Block – Food Technology 2
- Science Block – Rm 3 Science Block – Rm 4
- Science Block – Product Design Rm 9
- Science Block – Rm 12
- Science Block - Rm 20
- CCF area
- Maintenance Hut
- Gardeners Hut
- Minibuses x 3
- School House x 2 – in office and on the ground floor by the lift



- Jered – in office
- Walters – in office
- Cooper x 3 – mobile kit, bag 1 and box. All in office
- Brome – kitchen

Prep School

- Main reception

Mobile Kit in office by main reception

- Room 5
- Room 7

**40 kits in total – all checked August 2023**

**Appendix 1**
**Godolphin School Health and Wellness Centre Duties for commencing September 2023**

	<b>8 am – 4.00 pm In Health centre</b>	<b>4.00 pm – 6.00 pm In Health centre</b>	<b>6.00 pm – 8 pm On call</b>	<b>8 pm – 8 am the following day On call</b>
<b>Monday</b>	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320
<b>Tuesday</b>	Dandy Brining 07900224320	Students to go to houses.	Dandy Brining 07900224320	Dandy Brining 07900224320
<b>Wednesday</b>	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320	Dandy Brining 07900224320
<b>Thursday</b>	Jemma Rae 01425838206 07938821589	Jemma Rae 01425838206 07938821589	Jemma Rae 01425838206 07938821589	Jemma Rae 01425838206 07938821589
<b>Friday</b>	8am-1pm Dandy Brining 07900224320	1pm-6pm Bonnie Randall 07780548827	On call will be-mailed every Friday	

	<b>8 am – 8 pm On call (in for matches)</b>	<b>8 pm – 8 am the following day On call</b>
<b>Saturday</b>	On call will be-mailed every Friday	On call will be-mailed every Friday
<b>Sunday</b>	On call will be-mailed every Friday	On call will be-mailed every Friday

