



Pitsford School

School Policy Document

Name of Policy: First Aid Policy

Audience: Public

Date for Next Review: Autumn 2025

The School Governors (Health & Safety Committee) are Responsible for Reviewing the First Aid Policy

SLT Member(s) Responsible for Updating the Policy: SS

INTRODUCTION

This guidance is applicable to all those involved in the provision of first aid related to school activities.

Pitsford School recognises its legal and moral obligations to provide suitable and adequate first aid facilities and personnel to ensure that all Pitsford School staff and pupils are given prompt and proper attention when required.

The Health and Safety at Work Act (1974) states that employers have a legal duty to *provide adequate and appropriate first aid equipment and facilities for the benefit of their employees who are injured or become ill at work and to appoint suitable persons to administer first aid treatment is laid down in the Health and Safety (First Aid) Regulations 1981*. The duty extends to all Pitsford School organised events and trips.

The First Aid Regulations apply only to employees, and as such Pitsford School is not duty bound to provide first aid facilities for the benefit of all of Pitsford School users. However, as a responsible employer, Pitsford School shall ensure all Pitsford School users are included when assessing the level of first aid provision required.

The HSE advises that it is good practice for first aiders to record incidents which require their attendance. However, information a first aider may be told during the course of their duties could be personal and/or sensitive data as defined under the Data Protection Act (and the General Data Protection Regulation (GDPR)). With this in mind all first aiders should ensure they adhere to the principals of the Data Protection Act and GDPR.

In order to comply with the Data Protection Act and GDPR and HSE guidance all Pitsford School accident forms and first aid forms will be treated as confidential. The Bursar is the repository for all accident forms once they have been completed.



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RESPONSIBILITIES

The Governors, Headmaster and Senior Leadership Team are responsible for:

- Allocating adequate resources for the provision of suitably trained first aiders during School teaching hours and for the provision and replenishment of equipment and first aid materials.
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

The Pitsford School Health & Safety policy requires that all members of staff promote good Health & Safety practices within the school.

PUPIL ILLNESS AND INJURY

Any injury or illness of a pupil in the Senior School should be sent to the Main School Office in Pitsford Hall, possibly accompanied by a friend, depending upon the professional judgement of the teacher. Here, they will be assessed by a first aider and the parents will be notified as appropriate. The pupil will then return to class, or will be looked after until collected by his or her parents.

Any injury or illness of a pupil in the Junior School will be dealt with by a first aider in the Junior School. The first aider and Head of Junior School will determine if a pupil in the Junior School will either be collected by their parents from the Junior School or from Pitsford Hall.

If a pupil becomes ill during the day a member of staff in the office at Pitsford School will contact the parents so that the pupil can be collected. All parents should come to Pitsford Hall in the first instance, then they will be accompanied to the Junior School as necessary. Pitsford School will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day, together with details of what the parent should do if the injury is a minor head injury.

FIRST AIDERS

A list of staff who are first aid trained is set out in Appendix 1 to this policy and is published on noticeboards around Pitsford School. A list of names can also be found in the Main School Office in Pitsford Hall and the Junior School. The list is kept up to date by the Assistant Bursar, who ensures that staff are retrained at appropriate times.

First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance is called.

FIRST AID BOXES

First Aid Boxes are provided at suitable locations around Pitsford School, details of which are set out below and indicated by signage:

- 1 x Main Office, plus 6 x Travel Packs for trips
- 1 x Sports Centre, plus 4 Travel Packs for Fixtures
- 2 x Junior School, plus 4 Travel Packs for trips



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- 1 x Main Kitchen
- 1 x Main School – English
- 1 x Main School - History
- 1 x Sunley Building – Physics
- 1 x Sunley Building – Chemistry
- 1 x Wake Building – Biology
- 1 x Wake Building - Geography
- 1 x Library
- Estates – 1 x Kit in Workshop, 1 x Kit in Barn, 1 x Travel Bag on Buggy & 1 x Travel Bag on Tractor
- 1 x bag on each Minibus

A first aid box/bag will be taken when pupils leave Pitsford School on organised trips or participate in sports events. First aid boxes will be replenished as necessary and checked annually by the appropriate first aiders and overseen by an office administrator. The contents of a first aid box will be in accordance with the guidance given in HSE document “What to put in your first aid kit”

MEDICAL INFORMATION

All new parents of pupils attending Pitsford School are required to complete a medical form giving details of their child’s medical history, allergies and immunisations. This information is entered in Pitsford School’s data base system, which is subject to restricted access. The Catering staff are informed and keep a record of all pupils with specific food allergies.

A list of pupils with medical conditions will be supplied to the School Nursing Team on annual basis.

ACCIDENT RECORDS

Details of any incident which requires treatment will be recorded in Pitsford School accident books, which are located in The Main School Office, Pitsford Hall, the Junior School and the Main Kitchen. Copies of the accident forms are sent to the Bursar, who along with the first aider decides whether the accident should be reported under RIDDOR regulations. These records are also reviewed termly by the Health & Safety Committee.

Staff are aware to report to the Bursar any near misses or dangerous occurrences in order that suitable action can be taken to avoid similar accidents in the future.

FIRST AID ROOM

A dedicated first aid room is located in Pitsford Hall.

CALLING AN AMBULANCE (SERIOUS INJURY)

The first aider in attendance will normally be responsible for calling an ambulance but this should not preclude anyone from calling an ambulance, should the need arise.



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In the event of a serious injury, the Headmaster/Head of Junior School (or in their absence, the Deputy Head) should be notified immediately. Until the Headmaster/Head of Junior School or the Deputy Head arrives, responsibility rests with the first aider to take all appropriate action. The Main School Office in Pitsford Hall is to be notified if the pupil leaves Pitsford School by ambulance, in the absence of the parent or carer. A member of staff delegated by the Headmaster/Head of Junior School should accompany the pupil to hospital and remain with the pupil where appropriate.

MEDICATION

Should any pupil require the school to administer medicine to them during the course of the school day, or during school activities, then his or her parent should complete the 'Request for School Staff to administer medicines' form (Appendix 2). This form must also be completed in cases where the pupil self-medicates e.g. Insulin for Diabetes, EpiPen epinephrine auto injector, etc.

This form will include details of the medicine concerned, its dosage, any expected side-effects and any other relevant information. The original copy of this form must be retained in the pupil file, and a copy kept with the medication itself.

If the possible side-effects of the medication are likely to be of concern, all staff should be circulated with the relevant information so that they can monitor the pupil when he or she returns to lessons/activities following the medicine being administered. This information should also include a protocol giving details of any procedure(s) that should be followed should any of the side-effects occur.

In the case of any medicines requiring to be kept cool during the day, they will be kept in a designated area in the fridge in the kitchen located in Pitsford Hall / Junior School.

Medicines should be labelled with the recipient pupil's name.

EYFS FIRST AID

At the time of a pupil's admission to Pitsford School, parents' written permission for emergency medical advice of treatment is sought. Parents sign and date their written approval. Parents also sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way.

EYFS staff are able to take action to apply first aid in the event of an accident involving a pupil or adult and minor accidents will be dealt with by the member of staff on duty. There must be at least one member of staff with current paediatric first aid certificate on site at all times and on all EYFS outings.

Where possible, external visits not previously visited, a member of staff will attend the premises and carry out a risk assessment. An emergency first aid bag is taken on trips. A staff member will be responsible for this bag and will keep it on them at all times.



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Risk assessments of the setting and the surrounding area and equipment are carried out periodically throughout the term to minimise the risk of injury.

A record of accidents and injuries or the administration of first aid within EYFS is kept at all times within the records of the Junior School. Parents will be notified of any accident or injury sustained by the child whilst at school. Parents must always notify a member of EYFS staff of any injury or accident that has occurred to their child whilst they have been away from school.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

A list of all pupils with allergies or other notifiable problems is entered in Pitsford School's data base system, which is subject to restricted access. The Catering staff are informed and keep a record of all pupils with specific food allergies.

LEGAL INDEMNITY

All first aid personnel, trained and appointed by Pitsford School, are covered by the Pitsford School's liability insurance for their actions whilst providing first aid provision on Pitsford School premises or at an event organised by Pitsford School to a pupil or member of staff. Pitsford School will support all first aid personnel who are working within their competency with good faith.



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APPENDIX 1

EMERGENCY FIRST AID AT WORK (One Day Course)

Owen Auckland – Junior School
Lucy-Ann Chacksfield – Sports Centre
Bhavini Jethwa – Sunley Building
James Mitchell – Wake Building
Zarina Shah – Junior School
Julie Jacques - Library
Leza Webster – Main Kitchen

FIRST AID AT WORK (Three Day Course)

Lois Clark – Main School Office, Pitsford Hall
Douglas Leach – ICT/Sunley Building
Jaclyn Robson – Main School Office, Pitsford Hall
Robin Yates – Estates Team

PAEDIATRIC

Ainslie Bridges – Junior School
Peter Edwins – Junior School

AED

Located in Sports Centre Lobby.



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APPENDIX 2 – REQUEST FOR STAFF TO ADMINISTER MEDICATION FORM



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REQUEST FOR SCHOOL STAFF TO ADMINISTER MEDICATION

Surname			
Forename(s)			
Address			
Date of Birth		Class	
Condition or illness			
MEDICATION			
Name and type of medication (as described on the container)			
How long will your child take this medication?			
Use by Date	Name and contact details of prescribing Doctor:		
FULL DIRECTIONS FOR USE			
Dosage and Method		Timing	
Special Precautions			
Side Effects			
Self Administration	Yes/No		
Procedures to take in an Emergency			
I understand that I must deliver the medicine personally to the Senior School Office and accept that this is a service which Pitsford School is not obliged to undertake			
Signature:	Date:		

Medication not administered will be disposed of. All medication must be within its stated use by date.

If the medication is to be kept cool then a cool bag must be provided by you.



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APPENDIX 3 – PUPIL TO SELF ADMINISTER MEDICATION FORM



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REQUEST FOR PUPIL TO SELF ADMINISTER MEDICATION

Surname			
Forename(s)			
Address			
Date of Birth		Class	
Condition or illness			
MEDICATION			
Name and type of medication (as described on the container)			
How long will your child take this medication?			
Use by Date	Name and contact details of prescribing Doctor:		
FULL DIRECTIONS FOR USE			
Dosage and Method		Timing	
Special Precautions			
Side Effects			
Self Administration	Yes		
Procedures to take in an Emergency			
I understand that I take full responsibility for providing the medication and ensuring that my child knows how to take the medication safely			
Signature:			Date: