

## First Aid Policy



# Hollygirt School NOTTINGHAM

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<b>Policy Review Led by:</b>	Deputy Head
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**Appendix 2 – Location of First Aid Boxes .....13****To be read in conjunction with the following policies**

- Administration of Medicines Policy
- Allergy Policy
- Educational Visits Policy
- Head Injury and Concussion Policy
- Health and Safety Policy
- Supervision Policy

This policy will be reviewed annually.

## **1. Statement of Intent**

Hollygirt School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. First aid will be administered in a timely and competent manner in line with this policy.

## **2. Aims**

- To identify the first aid needs of the school;
- To ensure that first aid provision is available at all times when people are on school premises, and also off the premises whilst on school trips.

## **3. Objectives**

- To appoint the appropriate number of suitably trained people as first aiders to meet the needs of the school and to maintain current qualifications for those people;
- To provide relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To inform staff and parents of the school's first aid arrangements;
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **4. Medical Facilities**

The school is required by the Education (School Premises) Regulations 2012 to have nominated accommodation for medical examination, treatment and care of pupils.

The school's nominated accommodation is the Senior School Sick Bay. Prep School pupils who become ill during the school day are either withdrawn to Stafford House Library or stay in the classroom and parents informed immediately.

## **5. Accident Procedures**

An adult at the scene of an accident needs to make a quick assessment of the severity of the accident. Small cuts and grazes occurring during a lesson or at play can be cleaned with water and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Sick bay, White House, Laboratories, DT rooms, EYFS and Prep School.

If a pupil has bumped their head, a letter is sent home to parents advising them of this. The member of staff who has dealt with the situation will also contact the parent/guardian if he/she is concerned or give full details to the receptionist and he/she will make this call. and the receptionist or member of staff dealing with the incident will.

Serious injuries are any injuries that may require a first aider or medical attention. Send a message to Reception to request an ambulance (or dial direct) if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies a senior pupil should be brought to Sick Bay and signed in by a member of staff. Prep pupils should be taken to the Head of Prep's office in the first instance. Here they will be assessed by a First Aider.

All relevant details are recorded in the Prep or Senior Accident book. These can be found in the Prep School foyer and in Reception. The notes should be written by the employee on the scene, the first aider or the appointed person. These must be completed fully and accurately.

Accident books are scrutinised at the half-termly Health and Safety meeting and patterns or issues identified. If there is a more urgent Health and Safety risk identified, the employee should let a member of SLT know immediately.

Parents and carers are informed, by telephone, depending on the severity of the accident, of incidents happening on the school premises or on a school visit. The member of staff who has dealt with the situation will make this call or give full details to the receptionist and he/she will make this call.

## **6. Illness during the School Day**

First aid boxes are sited throughout the school and maintained by the Receptionist.

If a Prep School pupil is sick, the usual procedure is for the Class Teacher, Head of Prep, Deputy Head of Prep or Classroom Assistant to telephone home and request

the pupil is collected. Occasionally a sick pupil from Prep School will be brought to Senior School Sick Bay awaiting collection.

If a Senior pupil is sick, he/she is signed into Sick Bay where the following procedures are used:

- A teacher in the Senior School must send the pupil to Sick Bay and the appropriate form is filled in at Reception.
- The teacher is responsible for checking up on the pupil in the next available break or for ensuring they are checked by the Receptionist if they are not personally available.
- The form tutor and HOK should be informed that the pupil is in Sick Bay or has gone home.
- A pupil should not stay in Sick Bay for longer than one lesson unless they are awaiting collection to go home. The receptionist will call home if the condition is unlikely to improve.
- Pupils must not telephone parents directly to arrange collection.
- Pupils should not normally have a friend to wait with them in Sick Bay.
- There should be no eating in Sick Bay.

Sick bay records will be checked at the half-termly Health and Safety meetings to assess patterns of sickness. This will be recorded in the minutes.

## **7. Sun Protection**

The school wishes pupils to enjoy the sun safely. We have a duty of care to ensure that sun protection is used, if provided by the parents, whilst pupils are on school premises during the school hours or undertaking school activities. We aim to protect pupils as far as is reasonably practicable, from the dangers of exposure to the sun. This is a shared responsibility between the school and the parents/carers.

We aim to:

- Educate senior pupils appropriately through the curriculum about the cause of skin cancer and how to protect their skin;
- Educate pupils appropriately to wear clothes that provide good sun protection and use sunscreens;
- Ensure parents/carers are aware of this policy and are involved in providing sun protection for their children;
- Ensure that all staff are aware of and follow the school's policy and guidelines with regard to sun protection.

When Prep School pupils are outside they will be advised to wear sunhats, which are on our Prep School uniform list. Senior pupils at PE lessons in Summer/early Autumn Term and on trips will be advised similarly. Parents will be encouraged to send in high factor protection sun cream for their children to wear in school. School does not provide sun cream due to different skin types and potential allergy issues. Staff of Prep School pupils will supervise the application of personal sun cream to the pupils' exposed skin that cannot be protected by clothing before participating in outdoor activities.

The school will hold outdoor activities in areas of shade wherever possible and encourage pupils to use shady areas during breaks, lunchtimes, sports activities and trips. Sunbathing will be discouraged. School will work towards increasing the provision of adequate shade for everyone.

## 8. First Aid Training and Qualifications

There will, at all times when pupils are in school, be at least one person on the school site qualified to a minimum level of appointed person. In EYFS there will always be a paediatric first aider on site.

A first aider is defined as a person who has successfully completed a suitably approved 3-day course. A paediatric first aider has completed a 2-day course. An appointed person is defined as a person who has successfully completed a 1-day course or online training.

All Hollygirt teaching staff and most administrative staff complete training online every 3 years.

All EYFS staff attend a paediatric first aid course every 3 years.

A list of staff qualified as First Aiders can be found at **Appendix 1**. This list is kept up to date and made available on Health and Safety notices in the Staff Rooms and is on view in Senior School reception and in the main entrance of Prep School.

## 9. Educational Visits

The first aid requirements specific to day/residential visits can be found in the Educational Visits Policy and Supervision Policy.

## 10. First Aid Kit Provision

The first aid kits are regularly checked and replenished.

## 11. Pupil's Medical Conditions

A medical register (conditions report which is password protected) of all pupils is updated regularly and as new pupils join and is shared with staff half termly and kept on the staff shared drive. Medical information is readily accessible for staff on iSAMS.

Individual healthcare plans will be prepared for pupils with a more serious medical condition, such as diabetes. These will be available for all teaching and support staff. Risk assessments are completed for all serious medical conditions as pupils join Hollygirt.

## 12. NHS Vaccinations

Currently, with parental permission, NHS nurses administer the following vaccinations to Senior School pupils:

- Year 8 and 9: Human Papillomavirus (HPV)
- Year 9: Meningococcal ACWY and Diphtheria, Polio and Tetanus
- Reception - Year 11 Flu jab

## **13. Asthma Policy**

### **13.1. Inhalers and Medication**

All pupils who suffer from asthma and need treatment should know what to do if they have an attack. Both Prep and Senior pupils are responsible for their own inhalers and should carry them at all times. All inhalers should be clearly named, prescribed to the pupil and in date. Some pupils may carry plastic diffusers or spacers. These can be used to help individuals breathe in their medication. Sufferers will know how to use these. In Prep, inhalers will only be kept by the Class Teacher if the parent/carer has specifically requested this because of their child's young age or ability.

### **13.2. Information**

All parents are to inform the school if their child suffers from asthma including, if possible, any allergies which may trigger an attack and the type of medication used to prevent attacks. An MS form is available for this purpose. A list of all pupils who suffer from asthma is updated as required by the Receptionist and any changes to the list are notified to the staff at beginning of term briefing and by email for any new mid-term starters.

### **13.3. Incidence of Asthma**

Staff should be aware of the diagnosis and treatment of asthma and should be familiar with the various curriculum areas and specific activities which may trigger an attack.

PE: Exercise is a common trigger but should not be the reason for not participating. Common triggers include cold, dry days, strong winds, grass, pollen, very cold or heavily chlorinated swimming pools.

Technology: Triggers include activities producing dust and fumes such as glue or varnish.

Science: Triggers include the production of instant gases of burning materials.

### **13.4. Record of Asthma Attacks**

All asthma attacks should be recorded on iSAMS. Details of the time, incident, medication and treatment should be clearly recorded by the receptionist and signed by the member of staff involved and passed to the Head of Prep, Form Tutors and Class Teachers. Parents will be informed by the member of staff dealing with the incident.

### **13.5. Procedure for Asthma Attacks**

Each pupil should know what to do and what treatment to take if they have an attack. Pupils carry their own inhalers to use when necessary. However, in the case of a severe attack, this procedure is to be followed:

- Make sure that any medicines are taken promptly and properly;
- Stay calm and reassure the child;
- Help the child to breathe slowly and deeply;
- Assist the pupil into a comfortable position, i.e., sitting upright or sitting up and leaning slightly forwards;

- If the room is warm, open a window slightly but not to allow a cold blast of air in;
- Loosen tight clothing around the neck;
- Offer sips of water.

Call 999 immediately if:

- All the above have been carried out but fifteen minutes later there is no improvement;
- If the pupil is distressed and unable to talk;
- If the pupil is getting exhausted;
- If the pupil's lips turn blue;
- If the pupil's pulse is very rapid.

## 14. Adrenaline Auto-Injectors (AAIs)

All staff receive training in the use of AAIs and refresher updates can be seen on the YouTube website. An updated list of pupils that require an AAI in school is published with pupil medical information on the shared drive. This is updated by the Receptionist half termly with any new mid-stream starters alerted to staff via briefing notes and email.

It is the parents' responsibility to provide two prescribed Adrenaline Auto-Injectors (AAIs) and to ensure that these are both in date. It is the pupil's responsibility to carry both AAIs with them at all times including when in a different part of the building or off site. Staff should remind pupils to carry them. If, in discussion with the Headteacher, a pupil cannot carry the AAIs, they will be kept in Reception (Senior School) or Staff Room (Prep School) in a box marked clearly with the pupil's name and NOT locked in a cupboard or an office where access is restricted. In these cases, the pupil must still have access to an AAI when travelling to and from school.

In the event of the need to use, parents must be informed immediately, and further medical attention sought. The incident must be logged on the ISAMS.

### 14.1. Recognition and Management of an Allergic Reaction/Anaphylaxis

*See also separate Allergy Policy and Administration of Medicines Policy.*

Signs and symptoms include:

#### Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

#### **ACTION:**

- Stay with the child, call for help if necessary
- Locate adrenaline auto injector(s)
- Phone parent/emergency contact



### **Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)**

**Airway**: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

**Breathing**: Difficult or noisy breathing, wheezing or persistent cough

**Consciousness**: Persistent dizziness, becoming pale or floppy, suddenly sleepy, collapse, unconscious

#### **IF ANY ONE (or more) of these signs are present:**

1. Lie child flat with legs raised: (if breathing is difficult, allow child to sit)
2. Use auto injector without delay
3. Dial 999 to request ambulance and say ANAPHYLAXIS \*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\*

#### **After giving Adrenaline:**

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement after 5 minutes, give a further dose of adrenaline using another auto injector device, if available.

Anaphylaxis may occur without initial mild signs: ALWAYS use adrenaline auto injector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

## **15. Slips and Trips**

### **15.1. Prevention of Slips and Trips**

Hollygirt School takes seriously the potential for slips and trips and is aware of the risk of serious injury resulting from them. The following actions are taken to prevent them.

### **15.2. Staff Training and Vigilance**

All staff will be informed in regular briefings and Health and Safety updates/training about the necessity of the risk management of slips and trips and of reporting any visible or known hazards as a matter of urgency to the Bursar.

### **15.3. Cleaning**

Spillages must be immediately reported to the Bursar (who will direct the caretakers/cleaners) or be cleared up by the member of staff if specialist equipment is not required. Mopped floors which may be wet and cause a further hazard will have a yellow triangle 'wet floor' warning sign erected until the area is completely dry.

Cleaners will not over polish any surface to a level which increases the risk.

In areas prone to slip hazards, the surface will be inspected to see if anti-slip coating or matting is appropriate.

### **15.4. Removing Obstructions**

Clear guidance will be issued to pupils and staff about keeping thoroughfares clear of obstructions, especially in corridors where bags and possessions pose a risk.

Pupils are instructed not to take bags as they join the lunch queue, or to abandon them in corridors.

All pupils have a suitable peg, desk or locker for safe storage.

Staff will ensure that public areas, classrooms and all evacuation routes are tidy and report any identifiable hazards immediately. This may include deliveries in the reception hall and items stored in all areas. All areas will be risk assessed annually and half termly. Health and safety walks will be undertaken and logged by members of the Health and Safety Committee who will report immediately to the Bursar and any urgent action will be taken or notices posted about the any increased risk.

In poor weather, heavy rain, ice or snow the caretaking team will ensure that key pathways are clear and pupils, staff and visitors will be informed to take extra care, use handrails and wear appropriate footwear for the conditions. On these occasions, the pupils will be permitted to wear boots.

#### **15.5. Footwear**

Staff and pupils are encouraged to wear suitable footwear for the environment. Slip on shoes are not advised for pupils and flip flops discouraged for the staff in the warmer weather.

#### **15.6. Lighting**

Hollygirt will ensure that lighting is adequate internally and externally.

#### **15.7. Action to be taken in the event of a slip or trip accident**

All accidents must be logged in the accident book by the first member of staff on the scene, or hearing of the slip. Any first aid requirements will follow the stated procedures. The accident books will be reviewed half termly at the Health and Safety committee who will look for lessons to be learned for the future and steps which can reasonably be taken to reduce the risk.

### **16. Hygiene/Infection Control**

Certain precautions always need to be taken to reduce the risk of transmitting infections, including hepatitis. These standard precautions will be equally effective against the HIV virus.

### **17. First Aiders/Appointed Persons**

First Aiders and Appointed Persons should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty;

They should wash their hands thoroughly both before and after applying dressings; If direct contact with another person's blood or other body fluid occurs, the area should be washed as soon as possible with ordinary soap and water.

### **18. Spills Kit**

The specially prepared kit should be used for mopping up blood (or other body fluids). The Spills Kit will contain:

- bucket with lid
- diluted household bleach
- disposable plastic gloves
- disposable apron
- plastic bin liner paper towels/kitchen roll

For location of Spills Kits see **Appendix 2**.

### 18.1. Procedure

- Wearing disposable apron and gloves, mop up the spill using paper towels;
- The area in which any spills have occurred should be disinfected using one-part bleach diluted with ten parts of water;
- All disposable items and soiled towels should be placed in the plastic bin liner, appropriately labelled and safely disposed of by the caretaker, preferably by burning;
- Clothing may be cleaned in an ordinary washing machine using its hot cycle.

### 18.2. Mini Spills Kit

Mini Spills Kits for cleaning minor wounds (e.g. knees after a fall) will contain:

- small bowl
- disposable gloves
- swabs
- paper towels

It is essential that the disposable gloves are worn by any person cleaning another person's open wound.

For location of Mini Spills Kits see **Appendix 2**.

## 19. Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a first aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until a parent can take over responsibility.

## Appendix 1 – List of Trained First Aiders

Staff Name	Course	Expiry Date
Pippa Bond	Paediatric - 2 day	19.05.2027
Suzy Dougherty	Paediatric - 2 day	11.03.2028
Rosalind Heatlie	Paediatric - 2 day	31.05.2027
Helen Jackson	Paediatric - 2 day	25.01.2026
Sue Mahl	Paediatric - 2 day	23.09.2028
Caroline Scott	Paediatric - 2 day	17.01.2026
Gareth Bartram	Full First Aid - 3 day	15.08.2028
Ehren Beresford	Full First Aid - 3 day	26.06.2027
Sam Boswell	Full First Aid - 3 day	15.08.2028
Laura Hill	Full First Aid - 3 day	19.03.2027
Melissa Lau	Full First Aid - 3 day	28.11.2026
Natalie Mester	Full First Aid - 3 day	15.08.2028
Hannah Nisan	Full First Aid - 3 day	17.07.2028
Gemma Wand	Full First Aid - 3 day	27.03.2027

## Appendix 2 – Location of First Aid Boxes

Location	Full First Aid Box	Spills Kit	Mini Spills	Kit Travel
<b>Senior School</b>				
Sick Bay	YES	YES	YES	YES x 2
Staff Room	YES	YES	YES	
PE				YES x 2
<b>The White House</b>				
Room 11 - Lab 1	YES			
Room 12 - Lab 2	YES			
Room 13 - Lab 3	YES			
Room 17 - Food Room	YES		YES	
Room 18 - Textiles	YES	YES		
Room 16 - Art Room	YES			
Room 30 - Music Room	YES			
<b>Prep School</b>				
Staff Room	YES	YES		YES
Kindergarten Class	YES			
Kitchen	YES			
Ground Floor Toilets			YES	
<b>Stephenson House</b>				
Room 19 - IT Suite	YES			
Room 20 – Performing Arts	YES			