



STONAR

First Aid Policy

The Directors of Stonar School recognise that they have a responsibility for the health and safety of their employees and anyone else using the premises.

This policy should be read in conjunction with the School Safeguarding policy and the Food Allergy and Intolerance Policy that can be found in the Staff Handbook. The First Aid Risk Assessment, on which this policy is based, is available on request from the Domestic Manager.

Practical arrangements.

1. The Health & Well Being Centre (HWBC) is located in a wing of York House; and consists of a main ward, 2 treatment rooms, 1 isolation ward, shower rooms and a waiting room.
2. The School Nurse is on duty from 0830 to 1630 Monday to Friday. The School Nurse can be contacted by mobile phone 07458064642. If the School Nurse is not available or off duty, school staff follow the out of hours protocol. A list of qualified First Aiders and contact details is held by reception, HR officer and the Domestic Manager. A list can also be found on the Safety Information Boards in each building. This list is updated regularly by the Health and Safety Officer.
3. All House staff hold a current First Aid qualification and are aware of the out of hour's medical arrangements. Copies of these arrangements are located on the Safety Information notice boards in the boarding houses and each school building.
4. Key personnel within the academic and support staff body hold a current First Aid certificate.
5. Any member of staff working in a high risk area, for example, the Equestrian Centre, will hold a current First Aid at Work qualification / or Equine Specific First Aid Qualification. During the holiday period, during office hours, there will be a member of staff on duty in the Equestrian Centre with this qualification.
6. A member of support staff that holds a current First Aid qualification will always be on duty during the holiday period, covering working hours.
7. All members of staff that take pupils on Duke of Edinburgh expedition training will hold appropriate first aid qualifications.
8. Daily (Monday – Friday) drop in clinics are available in the HWBC for all pupils. Outside clinic hours if a pupil needs to see the School Nurse, they must ask their teacher for permission to attend the HWBC and then proceed to Reception (accompanied by a staff member), where the Receptionist will contact the School Nurse on Extension 756 or by mobile phone. This will ensure that no sick or injured pupil is left alone.
9. The location of the HWBC is signposted to enable an ambulance, doctor, parents and guardians to locate the area when driving on to the school site.
10. During the evening and weekends during term time, there will be at least one member of staff with a First Aid qualification present. The school nurse lives on site and available during on calls periods (Tuesday and Thursday evenings 1730-2200)

First Aid Training

The school will arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders / Appointed Persons. There will be enough trained staff to meet the statutory requirements

and assessed needs including out of normal school hours and during the holiday periods. Resident boarding staff can be contacted via the house mobile phones.

The main duties of a First Aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Renewal of qualifications:

- Equine Specific First Aid certificate is renewed every 2 years
- Emergency First Aid at Work, First Aid at Work, Paediatric First Aid, Appointed Persons First Aid and Outdoor Pursuits First Aid are renewed every three years.

FIRST AID QUALIFICATIONS RENEWAL DATES

Equestrian Centre

Name	Qualification	Renewal Date	Notes
Miss Jo Chilcott	Equine Specific First Aid	16.04.2023	EpiPen
Miss Ellie Halsey	Equine Specific First Aid	22.01.2023	EpiPen
Mr Neil Hubbard	Equine Specific First Aid	09.12.2023	EpiPen
Mrs Tracy Arthur	Equine Specific First Aid	23.02.2024	EpiPen
Miss Kath Stone	Equine Specific First Aid	30.04.2023	EpiPen
Mrs Kelly Ann Rabbitt	Equine Specific First Aid	26.01.2024	EpiPen

House staff

Name	Qualification	Renewal Date	Notes
Mrs Abi Dolman	Emergency First Aid at Work	01.08.2024	EpiPen
Ms. Olivia Harris	Emergency First Aid at Work	01.08.2024	EpiPen
Mr Tomas Dootson	Emergency First Aid at Work	01.08.2024	EpiPen
Mr. Scott Moore	Emergency First Aid at Work	14.02.2023	EpiPen

Teaching Staff

Name	Qualification	Renewal Date	Notes
Mr Dan Gower	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs Charlotte Bennett	Outdoor Pursuits	04.08.2023	EpiPen
Mr. David Wicks	Outdoor Pursuits	04.08.2023	EpiPen
Mrs Kirsty Bouchard	Emergency First Aid at Work & Outdoor Pursuits	16.10.2022 12.05.2025	EpiPen

Mr James Dyde	Emergency First Aid at Work	01.08.2024	EpiPen
Mr. Austen O'Hanlon	Emergency First Aid at Work	05.01.2023	EpiPen
Ms. Olivia Harris	Emergency First Aid at Work	01.08.2024	EpiPen
Mrs. Nicola Hawkins	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs. Sam Aikman	Emergency First Aid at Work	07.01.2025	EpiPen
Mr. James Carlyle	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs. Jenny Wilkinson	Emergency First Aid at Work & Outdoor Pursuits	07.01.2025 11.03.2025	EpiPen
Mrs. Katie Leach	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs. Roccio Beeching	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs. Becky Wells	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs. Samantha McArthur	Emergency First Aid at Work	09.11.2024	EpiPen

PE and Games Staff

Name	Qualification	Renewal Date	Notes
Mr Richard Miller	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs Helen White	Emergency First Aid at Work	01.08.2024	EpiPen
Mr Richard Hobson	Emergency First Aid at Work	07.01.2025	EpiPen
Mrs Tina Tilley	Emergency First Aid at Work	01.08.2024	EpiPen
Mr. Thomas Dootson	Emergency First Aid at Work	01.08.2024	EpiPen

Teaching Assistants

Name	Qualification	Renewal Date	Notes
Mrs. Emma White	Paediatric First Aid	23.01.2025	EpiPen

EYFS

Name	Qualification	Renewal Date	Notes
Sian Snook	Paediatric First Aid	27.06.2024	EpiPen
Mrs Jess Tyler	Paediatric First Aid	01.04.2023	EpiPen
Mrs Jenny Redsull	Paediatric First Aid	11.08.2023	EpiPen
Mrs. Jackie Wills	Paediatric First Aid	11.08.2023	EpiPen

HOUSEKEEPING STAFF

Mrs Sandra Maskery	Emergency First Aid at Work	05.01.2023	EpiPen
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Catering Staff

Name	Qualification	Renewal Date	Notes
Mr. Txema Garcia	Basic First Aid and Life Support	01.08.2024	EpiPen
Miss Rebecca Poiner	Basic First Aid and Life Support	05.01.2023	EpiPen
Mr. Clive Schulz	Basic First Aid and Life Support	01.08.2024	EpiPen

NON-TEACHING STAFF

Name	Qualification	Renewal Date	Notes
Ms. Alison Draper	Basic First Aid and Life Support	05.01.2023	EpiPen
Mr. Jacques Abi Saad	Emergency First Aid at Work	05.01.2023	EpiPen
Mrs. Margo White	Emergency First Aid at Work	01.08.2024	EpiPen
Mrs. Jodie Jarman	Emergency First Aid at Work	07.01.2025	EpiPen
Mr. James Burns	Outdoor Pursuits	15.10.2024	EpiPen

Accident Recording

1. All accidents/incidents (including near-miss) are reported via Schoolbase using the tool called 'report accident'.
This online process provides more robust record keeping and allows investigation rigour. It is the responsibility of the staff member who witnessed the incident, who is in charge at the time, or who is first on the scene to report details of work-related injuries and incidents on SchoolBase as soon possible after the accident/incident and within 24 hours.
2. These reports will be audited for the Health and Safety Committee.
3. During the school day pupils will be assessed by the School Nurse one of the following courses of action would then result as appropriate:
 - The pupil would be treated appropriately and return to lessons
 - The pupil would remain in the Health and Well-being Centre
 - Parents would be contacted to arrange collection from school
 - Emergency services would be contacted if required
4. If the pupil is a boarder the following options would be carried out at the end of the school day depending on the medical assessment:
 - The pupil would return to the boarding house to be looked after by House staff who are first aid qualified and trained to administer medication
 - The pupil would be collected by parent or guardian and return home until they are well enough to return to school
 - The pupil would remain in the HWBC and be supervised over night by a member of House staff

5. If any treatment is given to a pupil in the Health and Wellbeing Centre, the School Nurse on duty will inform the parents, guardian or Houseparent.

First Aid Kits

There are several First Aid kits conforming to BS-8599 British Standard Workplace First Aid Kits, located in every department of the school (see Appendix 1)

The restocking of First Aid Kits is the responsibility of the School Nurse; this is carried out every term. Heads of Departments in these areas should request a re stock when an item is used. Tablets and medicines will not be stored in First Aid Kits. First Aid Kits contain disposable plastic gloves; these must be used if body fluids are involved. If the injury is slight, any responsible adult may clean a cut or graze and apply a plaster. First Aid Kits are available from the HWBC and will be taken on all school trips.

Epipens

Several members of staff at Stonar have received training to use the EpiPens. EpiPens can be found in the following areas:

La Cantina

Health and Wellbeing Centre

Prep School

Reprographics Room

Arrangements for pupils with particular medical problems

1. Any pupil with a specific medical need, that for the health and welfare of the pupil requires shared information with school staff, will be assessed by the School Nurse on admission. An Individual health care plan will be produced for their care on the school site and on school trips. This is updated annually by the School Nurse. A Medical Alert is posted on the pupil's Schoolbase file and a copy of the IHCP on their individual Schoolbase documentation area.
2. There are guides concerning the treatment of pupils who suffer from a chronic medical conditions (including diabetes, asthma and epilepsy.) The aim of the school is to provide a safe environment which allows the pupil to participate fully in school life. Pupils will be assessed individually for their suitability to be a boarding pupil at Stonar School. The school will require written reports from the pupils' consultant before admission. In these guides there is detailed information to follow if these particular pupils are taken ill. All teaching staff and House staff make themselves aware of pupils medical problems, relief staff will also be made aware of any medical conditions concerning pupils. The responsibility for imparting this information lies with the Head of Department.
3. The School Nurse (supported by the H&S officer) responsible for documenting 'Personal Emergency Evacuation Plans' (PEEPs) to ensure that arrangements are in place for all disabled employees and pupils (permanent disability and those who have sustained a temporary disabling injury) to be able to evacuate the buildings in the event of an emergency.

Hygiene procedures

1. Biohazard kits are located in the Laundry, all boarding houses, the HWBC, Prep School and EYFS, these will be used to clean up any incident that involves body fluids.
2. Training is given to Housekeeping staff and House staff regarding the cleaning procedure for infection control.

3. The Infection Control Policy can be found:
<R:\STAFF\GENERAL DOCUMENTATION\STAFF HANDBOOK\Section J Medical\Infection Control Guidelines.docx>
4. Hygiene kits are available from the HWBC and will be taken on all school trips.

Guidance on when to call an ambulance

1. The person with a current First Aid certificate or the School Nurse attending the incident will assess the situation and make a decision to call an ambulance. As a general rule, if there is any doubt that a limb has fractured or that the injured person has lost consciousness, then an ambulance should be called. In Wiltshire all ambulances are staffed by Paramedics.
2. A laminated sheet 'Contacting Emergency Services' is located next to every telephone on the school site. This guidance document states the exact location of Stonar School.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012)

1. The School Nurse will report any accidents that are listed in these Regulations to the Health and Safety Executive by telephone (0845 3009923) or online at www.hse.gov.uk/riddor/report.htm during the school term. A copy of the report will be sent to the school, the School Nurse will file this document in the HWBC. During any holiday period the Domestic Manager will report accidents.
2. The RIDDOR reports are audited for the Health and Safety Committee and form part of the report that the Health and Safety Officer gives to the Board of Directors.

Automated External Defibrillator

An Automated External Defibrillator is located in Reception and the Sports Hall entrance. First aiders located in all areas of the school, are qualified to use this equipment.

Concussion

Concussion management at Stonar includes three action steps:

1. **Education of coaches, parents, and 'athletes'** about concussion through training and/or a concussion information sheets
- **Removal of athlete play** if they are believed to have a concussion 'if in doubt sit them out' Staff will refer to the schools 'Heads Up Concussion Action Plan'
- **Permission to return to play**, an athlete can only return to play or practice after at least 24 hours and with permission from a health care professional. When the HWBC is closed staff should follow the schools 'Out of Hours Procedure'.

Administration of Medicines – *to be read in conjunction with the administration of medication protocol.*

Before administering medicines house staff must be able to demonstrate an understanding of how medication should be handled in the boarding houses. This includes knowledge about receipt and storage of medications in houses, administration and disposal of medication, appropriate documentation of medication, how to obtain consent and what to do if an administration mistake happens.

The School will ensure that all House staff who administer medication will receive training in this area. The School Nurse will monitor and assess medication procedures in the boarding houses. The House staff will understand their role in the medication procedure within the boarding houses.

EYFS: children in Early Years may bring medicines to school to be administered during the day if required. During school hours medicines will be stored in the HWBC at the start of the day or session and returned when the pupil goes home.

The School Nurse will administer medicines when required and record details on the pupil's individual medication sheet which is also completed by the parent at the beginning and end of the day.

In the absence of the School Nurse, Early Years staff trained to administer medicines will perform this role, in line with this policy and record each administration using the pupil's individual medication sheet, which will be securely stored in Early Years.

Any medication not kept in the HWBC will be stored in a non portable locked cabinet in the Nursery Office and only accessible to key staff.

Medicines must always be stored in accordance with product instructions and in the original container with the prescribers' instruction for administration.

Written permission will be obtained from parents for each medication before it can be administered. This is completed by the parents with Nursery staff using an individual medication sheet. If a child requires unexpected medication as recommended by the HWBC staff during the school day, parents will be contacted for verbal consent and arrange for the child to be collected if appropriate.

Extra training will be provided by the HWBC staff if a pupil requires specific individual care.

School Trips

A First Aid kit will be taken on every school trip. These can be requested from the School Nurse and form part of the risk assessment. A qualified First Aider will accompany any school trip that will be staying overnight or visiting a high risk location. Pupils emergency orange bags must be collected and returned by the Trip Leader.

Visiting pupils

Pupils who are undertaking a taster day are in the care of Stonar School complete a medical declaration prior to their visit. Pupils visiting the school as part of a trip / event, including exchange trips Globeducate visits / events are under the care of their staff. Stonar staff are able to assist with emergency situations but the visiting members of staff have ultimate responsibility for the care of their pupils.

EYFS

At least one member of staff with a current Paediatric First Aid certificate (relevant to infants and young children) is on the premises or present on outings. The first aid qualification meets the criteria of EYFS Statutory Framework 3.24.

At the time of admission to Stonar Early Years, parents' written permission for emergency medical advice or treatment is sought as well as permission for the application of sun cream, parents sign and date their written approval.

Parents are informed of any accidents or injuries sustained and of any First Aid treatment.

Early Years Accidents recording:

All accidents/incidents (including near-miss) are also reported via Schoolbase using the tool called 'report accident'.

First Aid Kits:

- BS-8599 British Standard First Aid Kits
- regularly checked by the School Nurse and re stocked as necessary
- easily accessible to adults
- kept out of the reach of children.

Ofsted and Local Safeguarding are notified of any serious accident, injury, serious illness or the death of an Early Years child; any advice given is acted upon.

Procedures for monitoring and reviewing.

The Health and Safety Officer will monitor and review the First Aid provision at Stonar School. The First Aid risk assessment will be reviewed every year unless an incident occurs which necessitates a review before that date.

Appendix I

Location of First Aid Boxes

First Aid Boxes can be found in the following locations, there is a sign on the door of each area:

Art Department
Beaufort entrance area
Buckle Hall
Catering Department Blue box
Chemical Store+ Eye Wash Station
Sarum entrance area
Equestrian Centre + Eye Wash Station
York House
Ganbrook House
Sixth Form Social Area
Hart House
Home Economics Blue box
Laundry + Eye Wash Station
Maintenance + Eye Wash Station
Prep Sport orange packs x2
School Minibuses
Music School
EYFS
Prep School Office
Forest School
Science offices x2 + Eye Wash Station
Senior School Reception Area
Sports Hall - Staff Grab and Run Bags with inhalers
Staff work Room
Swimming Pool

Swimming pool foyer
Prep playground duty yellow bags x4

Travelling First Aid kits and Bio Hazard Kits are available from the School Nurse in the HWBC and must be taken on school trips.

There are Bio Hazard Kits located in the Laundry, Boarding Houses, Prep School and Nursery. Personnel are trained to use the equipment in these kits

Reviewed by the Advisory Body (date): June 2020, November 2021, May 2022

Signed:

(Director)

(Head)

Due for review by the Advisory Body: May 2023