

FIRST AID POLICY

Policy Owner Assistant Head Welfare	Applies to Prior Park School Gibraltar	Superseded documents Trust Wide First Aid Policy v2
Associated documents Health and Safety Policy Accident, Dangerous Occurrences and Near Misses Risk Assessment and Management Policy First Aid Needs Risk Assessment Educational Visits Policy Medical Management Policy Student Health Treatment Guidelines Model-Policy-for-allergy-at management-at-school-v2.1-090124.pdf (bsaci.org)	Review frequency Every three years (unless the legislation/regulations update before this time) Implementation date 26 May 2023	Legal Framework Department of Health Health Protection Agency Health and Safety Executive DfE related regulations COBIS related regulations

This policy is reviewed triennially, or more regularly as required, prior to approval by Trustees (if applicable)

Last reviewed by:	Assistant Head Welfare (Mrs D Rozario), Head of Compliance (Miss E Wickham) and Safeguarding Trustee (Mrs L Costello)
Date last reviewed:	April 2023
Approved by Trustees:	Approved by SLT and Local Board
Date last approved:	24 May 2023
Date for next approval:	May 2026

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

This policy covers the First Aid needs and provision at Prior Park School Gibraltar.

2. Policy Statement

First Aid is the immediate and temporary care given in the case of an injury or health emergency until the services of a medical practitioner can be obtained where necessary.

The objective of First Aid is to give help as soon as practicable to students, staff, or visitors, who are injured or suddenly taken ill before expert help arrives.

The principal aims are to save life or limbs, help recovery, and prevent a deterioration in the individual's condition.

3. First Aid provision

First Aid is available for students, staff and visitors to PPSG.

Students primarily receive first aid in the Medical Room from the Lead First Aider, while staff receive first aid at point of need or at the designated first aid locations from a qualified first aider as per the list of roles/staff found at the first aid locations around the school or they can self-administer first aid using the kits.

3.1 First aid for students at PPSG

Arrangements

- First aid for students is provided predominantly in the Medical Room which is staffed during the school day by the Lead First Aider. The hours of operation are Monday to Friday 09:00 - 15:00.
- During opening hours, a student can attend the Medical Room at break or lunch to receive First Aid, access pain relief or prescribed medication. Staff may send a student outside of these times, but this should be rare and likely result in the student being sent home.
- In the event of an accident where the student cannot be moved, a first aider should be contacted to attend their location.

3.2 First Aid for staff and visitors at PPSG

Arrangements

- First aid is provided for staff and visitors via the qualified first aiders and the first aid kits found in designated areas within PPSG.
- Staff can access all the kits.
- Visitors will have first aid provided by the qualified first aiders who will utilise the first aid kit as necessary.
- Should further care be required beyond that which a first aider can deliver, arrangements should be made to get them to definitive care.
- Personal transport, a taxi or public transport can be used as necessary to reach definitive care.
- In life or limb threatening circumstances a nearby first aider should attend, and an ambulance should be called simultaneously.

4. Supplies

- First Aid kits are in designated areas within PPSG, see Appendix I.
- First aid kits must be checked regularly and replenished as necessary by the Lead First Aider.

5. Reporting of Accidents and Incidents

- Accidents, injuries and near misses should be reported within 24 hours via the Accident and Near Miss recording form. [PPSG_Accident and Near Miss Reporting Form.url](#)
- Any first aid given should also be recorded on the Accident and Near Miss recording form.
- The form is available on The Hub

6. First Aid Emergency Situations

6.1 Step by Step

Danger: check for potential danger to yourself and the casualty, make the area safe for all parties.

Response: check for a response from the casualty, 1. Shout, 2. Touch, 3 Safe painful stimuli, 4. Call for help

Catastrophic bleeding: action to stop any catastrophic bleeding.

Airway: Check and open the airway

Breathing: check for breathing 10 seconds,

If child not breathing give 5 rescue breaths, then move to C,

If adult not breathing move to C,

If adult not breathing from a drowning situation give 5 rescue breaths, then move to C.

Circulation: Check for signs of life, if no signs of life start CPR → child 15:2 adult 30:2
(compressions to breaths)

6.2 Calling for help

- Call for help from students or staff nearby who can assist you or take over
- Arrange for someone to call 190, ask for an ambulance, state location and casualty details
- Arrange for someone to call a First Aider, tell them the location.

6.3 Severe Allergies

- Students who have a known severe allergy must carry at least one Auto Adrenaline Injector (AAI) to treat anaphylactic shock.
- There are secondary AAI kept behind reception.
- It is the parent or guardians' responsibility to provide AAI for their child.
- All staff are trained how to use AAI Pens annually.

6.4 Asthma

- Students with Asthma diagnosis should carry their required medication with them throughout the school day.
- It is the parent or guardians' responsibility to ensure that students have their inhalers with them.

6.5 Cardiac arrest

- A casualty that is unresponsive and not breathing indicates a cardiac arrest.
- Defibrillators are available from reception.
- All staff are trained in the use of defibrillators annually.

7. First Aid Training

- Designated staff roles are trained and qualified to provide first aid, please see Appendix 2.
- All first aid training is contracted by the school to ensure consistency and compliance with current practice.
- Annual training provided by the Lead First Aider to all student facing staff includes the use of:
 - AAI
 - Spill kit
 - Defibrillator

8. Minor Ailments

- The school supports the parents' responsibility for deciding whether their child is well enough to attend school each morning.
- It is acceptable for a student to be sent to school with a minor ailment and remain in school throughout the day unless their condition worsens significantly.
- If a student's condition worsens significantly, parents will be contacted to decide whether they should remain in school.
- Where appropriate, over the counter medications will be given to students with minor ailments during break and lunch.

9. Safeguarding

- The flowchart in Appendix 3 can be used to address most incidences.
- Where a situation goes beyond a minor ailment or first aid it should be referred onto an appropriate member of pastoral staff.
- If a child presents with a self-inflicted injury, only the injury itself should be addressed by a first aider.
- Any concern for safeguarding or confidentiality, should be logged on CPOMS to be followed up by the DSL/DDSL.
- Any concern that a student is at immediate threat of harm the DSL/DDSL should be verbally informed immediately, and it should be logged on CPOMS
- In the event of a refusal to return to lesson, a member of SLT should be contacted for support.

Appendix I: First aid kit locations

Location of First Aid Kits at PPSG

LOWER GROUND FLOOR	
LG4/LG6 - Science Dept	First Aid Kit + Burns Kit

GROUND FLOOR	
G1 - Reception	First Aid Kit + AED Emergency Life Saving Medications • Adrenaline Auto Injectors (AAIs) • Asthma Inhalers
G15 - Medical Room	First Aid Kit + Burns Kit

FIRST FLOOR	
F17 - Staff Room	First Aid Kit + Burns Kit
F19 - Maker Space	First Aid Kit
F22 - Gym	First Aid Kit

SECOND FLOOR	
S20 – Assembly Hall	First Aid Kit

Appendix II: Trained first aider roles



PPSG FIRST AIDERS



Lead First Aider - Tracy Marsh	
Robert Azopardi	Anthony Clarke
Colette Bacarisa	Jared Cruz
Colleen Devencenzi-Clemens	Michelle Howard
Tracy Marsh	Chris McAuliffe
Molly Mor	Bianca Navarro
Joelle Neish	Laura Oxley
Maxine Porro	Leah Pou
Kumudu Richman	Danielle Rozario
Gemma Tierny	Anna Vinales
Peter Watts	Ryan Woodward
To call an AMBULANCE dial 190 (or 112 from a Mobile)	

Appendix III. Safeguarding

