



DAUNTSEY'S SCHOOL

FIRST AID POLICY

STATEMENT

1. All staff should be aware of the first aid arrangements for the school. Everyone should read and follow the procedures outlined. We aim to ensure that staff are up to date with current first aid procedures.
2. During term time first aid can be obtained 24-hours per day at the Medical Centre.
3. The school has a number of qualified First Aiders to act as the first responders in any situation where first aid is required.

FIRST AID PROVISION

4. The Medical Centre is responsible for the first aid provision in the school and is the immediate treatment centre for medical and first aid emergencies. The Medical Centre is located next to Evans House. There is 24-hour cover in the Medical Centre during term time. The nurses can be contacted by landline, mobile phone, e-mail and by anyone on site presenting in person.

FIRST AID BOXES

5. First aid boxes conform to BS-8599 British Standard Workplace First aid kits and are situated around the school site where an accident is considered possible or likely. Groups leaving the school carry with them a first aid kit to ensure that adequate medical provision is made for the health and welfare of all pupils and staff. First aid boxes are situated in the Library, Kitchen, Memorial Hall, Evans House, Fitzmaurice House, Jeanne House, Hemens House, Forbes House, Rendell House, Scott House, Farmer House, Lambert House, King-Reynolds House, Mercers House, History, DT, Drama, Sports Hall, Swimming Pool, Dance Studio, Lower School Centre, Art School, Maintenance, Squash Court, School Shop, The Manor, Chemistry (4), Biology, Physics, Olive Building, Pavilion Kitchen and Pavilion Office. They must be:

- a. Maintained in good condition.
 - b. Suitable for the purpose of keeping the contents in good condition.
 - c. Readily available for use.
 - d. Prominently marked as a first aid container with a white cross on a green background.
 - e. Containers should be checked and restocked in the Medical Centre on a regular basis.
 - f. Heads of Departments are responsible for ensuring the maintenance of these kits and informing the Medical Centre when supplies have been used to enable them to be restocked.
6. The Medical Centre Assistant will check and sign the contents of each first aid kit on a monthly basis and will obtain supplies if so required.
 7. Eye wash facilities are available in the Medical Centre/Science Labs/DT departments and kitchen.

DEFIBRILLATOR

8. The school has 5 Automated External Defibrillators (AEDs) on site located outside the Glass House, and in the Medical Centre, Awdry Sports Centre, the Pavilion, and the Manor. Members of staff and the public follow the guidance given in the AEDs should they encounter an individual undergoing cardiac arrest. AEDs are easy to use, compact, portable and very effective. They are designed to be used by lay persons; the machine guides the operator through the process by verbal instructions and visual prompts. They are safe and will not allow a shock to be given unless the heart's rhythm requires it. These are checked on a monthly basis and new batteries and pads ordered when necessary.

EPIPENS

9. EpiPens are located around the school and can be found in the 17 Club, Dining Hall, Farmer House, Jeanne House, Lower School Centre, Medical Centre, Mercers House, Pavilion and Tuck Shop and in the emergency grab bag.
10. Where the adrenaline has been prescribed for a named person (e.g. as an auto-injector like an EpiPen), the auto-injector can be administered by any person competent to do so, but only to the person for whom the auto-injector has been prescribed. Training is offered to staff on an opt-in basis.

WHAT TO DO IN AN EMERGENCY SITUATION?

11. In the case of a severe accident or incident at the school during term time:
 - a. The Medical Centre nursing team should be called on extension 576.
 - b. An ambulance will be called if it is deemed necessary by the Medical Centre Nurse or a member of staff.

- c. The casualty will be accompanied to hospital by the parent if present or a member of house staff or Medical Centre Assistant or the duty matron. All staff act in loco parentis.
 - d. The Head Master/Deputy Head (Upper School and Operations) or Medical Centre Nurse are responsible for contacting the parents as soon as possible and if at all possible relieving the member of staff at the hospital.
 - e. The Medical Centre Nurse will ensure that the Head Master is informed of any serious accident/incident.
 - f. There are policies on Asthma/Epilepsy/Diabetes and Anaphylaxis. All staff should make themselves aware of these. Pupils with these and other conditions are also listed, with specific care instructions where necessary.
 - g. All staff should take precautions to avoid infection and follow basic hygiene procedures. Staff should use disposable gloves, (which are provided in all first aid kits) and should take care when dealing with blood or other body fluids and dressings or equipment.
12. In the case of a severe accident or incident at the school during school holidays:
- a. Phone the Director of Operations on extension 513 or her nominated on-site deputy and you will be directed to a first aider. An ambulance will be called by the Duty First Aider or a responsible member of staff.
13. In the case of a severe accident or incident on school trips:
- a. A first aid kit will be taken on every school trip. These can be requested from the Medical Centre Nurse and form part of the risk assessment, along with a list of pupils' medical information, which is produced by the Registration Assistant. A qualified first aider will accompany any school trip that will be staying overnight or visiting a high-risk location. Where a pupil with anaphylaxis attends a school trip they must take their own EpiPens, and a spare from the Medical Centre must also be taken.

ARRANGEMENTS FOR PUPILS WITH MEDICAL NEEDS

- 14. 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 a Medical Centre Nurse on admission. An individual health care plan (IHCP) will be produced for their care on the school site and on school trips. This is updated annually by a school nurse and parents. A Medical Alert is posted on the pupil's iSAMS file in the case of a serious condition and a copy of the IHCP on their individual iSAMS documentation area.
- 15. There are policies concerning the treatment of pupils who suffer from a chronic medical condition (e.g. 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. The school may require written reports from the pupils' consultant before admission. In these policies there are details of procedures to follow if these pupils are taken ill. All teaching and House staff make themselves aware of pupils' medical needs.

ACCIDENT BOOK

16. All accidents resulting in personal injury will be recorded in the accident book. This is also recorded on Smartlog Health and Safety accident reporting. This is in the Medical Centre and contains information that must be recorded under law.
17. The Smartlog Health and Safety reporting online will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the school, and this will be reported to the Health and Safety Committee and upwards to Governors. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

RECORD KEEPING

18. The nursing staff keep records of all visits to the Medical Centre. The Accident Book is kept in the Medical Centre during term time and in the Clerk of Works' office during the school holidays. Staff present at the accident are expected to complete the Accident Book entry.
19. The Bursar/Assistant Bursar (Estates)/Senior Nurse notify the Health & Safety Executive of those accidents or incidents which are deemed reportable under RIDDOR regulations.

ACCIDENT REPORTING PROCEDURE – VISITORS/CONTRACTORS

20. Any non-employee who is involved in an accident or near-miss incident whilst on school premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that school procedure is adhered to.
21. All injuries must be reported in the accident book or on Smartlog reporting online, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.
22. If an injury occurs to a member of the public on school premises that results in their removal from site for hospital treatment, this is immediately notifiable to the local enforcing authority.

USEFUL NUMBERS

Medical Emergency: 999

Medical Centre: 01380 814576 / 07977 221297

Salisbury Hospital A & E Department: 01722 336262

NHS Service: 111

Jo Walford
Senior Nurse

Reviewed: October 2025

Next Review: October 2026