

Forres Sandle Manor (Non-Academic) Policy

Policy Title	First Aid
Policy Lead (Appointment (& Initials))	School Nurse (CP)
Date of Last Review	September 2025 (CP)
Date of Next Review	September 2026

FIRST AID

STATEMENT

This policy gives detailed information for all staff in assessing and taking action in situations that require first aid.

PRACTICAL ARRANGEMENTS AT THE POINT OF NEED

The School Nurse and Matrons, supported by all qualified first aiders, are responsible for any medical care or first aid that a pupil in Years 3 or above requires. Pupils in Years 2 and below are treated by qualified first aiders within the Pre-Prep. Year 3 pupils can also be treated by Pre-Prep first aiders. If additional support is required, the School Nurse or a Matron will be contacted.

If a child becomes injured or unwell during the school day or overnight, they will be brought up to Matron who will make an assessment and treat the child appropriately.

The Matron or Pre-Prep member of staff will contact a parent immediately if a pupil suffers anything more than a trivial injury or if they have become unwell.

Parents should keep their child at home if he/she is unwell. We will phone day parents and ask them to collect if their child becomes unwell. In the event of sickness and/or diarrhoea, a child should remain at home for 48 hours after their last episode.

If a Boarder is unwell and parents are able, they will be phoned and it will be suggested that they collect their child. An ill child is always happier at home. However, in the event that a boarder cannot go home, they will be looked after in the Getting Better Bay (GBB) until well enough to return to school.

See the Health and Welfare Policy for further information.

FIRST AIDERS

We always ensure that a minimum of one member of staff who is qualified in first aid is on the premises when children are present. There is always at least one Matron (or a member of staff who is first aid trained) available on site for Boarders, who is contactable 24 hours a day, both by parents and children.

Pre-Prep staff are on a rolling programme of regularly updating their Paediatric first aid training and there is always at least one person who has first aid training and a current

paediatric first aid certificate on the premises and available at all times when Pre-Prep children are present, and must accompany pupils/EYFS children on outings (see EYFS Policy for the Supervision of Children on Trips and Outings).

A list of all members of staff who are qualified first aiders or paediatric first aiders is displayed on notice boards around the school. Their training is refreshed every three years or as advised by the training agency. **See Appendix 1 for all first aid trained members of staff.**

FIRST AID BOXES

First Aid boxes are placed in all areas of the school where an accident is considered likely. These are found in the surgery, front hall, school office, kitchen, Pre-Prep, DHH store cupboard, DT lab, Science lab, Food Technology room, Lecky's within the learning centre, Art block and in The Barn.

First Aid boxes are checked every half term and replenished as necessary.

REPORTING AN ACCIDENT ON THE SCHOOL SITE

All minor injuries in both the Pre-Prep and Upper School are logged on the child's medical records on SchoolBase. Parents are informed of any accident or injury sustained by a child on the same day it happens, or as soon as is reasonably practical, as well as details of any First Aid given.

In the case of a day child in Pre-Prep, a minor accidents form is completed by a Pre-Prep member of staff or Matron and given to parents to sign to inform them of the accident and the first aid treatment and homely remedies, if any, given to their child. Pre-Prep children wear a sticker to highlight that they have had a head injury. A Head Injury form is completed for all pupils in Pre-Prep and the Prep School.

In the case of a head injury, additional information is provided to the parents regarding the signs and symptoms which may accompany head injuries and instructions as to what they should do if their child shows any of these signs and symptoms. Please see the separate Head Injury Policy.

In the event of a major injury, the Matron or member of Pre-Prep staff dealing with the incident will fill in the Accident Book and the report taken to the Bursar to be reported to RIDDOR. In the event of any serious accident or injury to, or the death of, any EYFS child whilst in school we understand that we must notify the local Child Protection Agency.

TAKING PUPILS OFF-SITE

First Aid kits are available from the Matrons' department. Matrons will ensure that any specific medical conditions are known to the member of staff leading the trip and also ensure that the appropriate medication is included in the First Aid kit for that trip.

Included in the kit is a sheet for all staff to fill in of any medication or injuries that have occurred so that Matron is aware when the Child returns to school and these can be recorded appropriately.

Staff should not remove a First Aid kit from a fixed location to take on a school trip but should take a kit from the Matrons' Department.

Pre-Prep staff will take their own First Aid kit on any off-site trips or activities.

FIRST AID SUPPORT FOR SPORTING ACTIVITIES

A Matron / School Nurse is always contactable to provide first aid treatment for all sporting events at FSM. For all off site sporting events, a First Aid kit is collected from the Matrons' department, along with any additional medication a child may require.

CALLING AN AMBULANCE

If an adult or child has a serious accident at school, staff are trained to summon medical help from the Matrons department. Matrons, the School Office or Pre-Prep staff are normally responsible for calling an ambulance. All staff are advised that if the Matron or the school office staff are unavailable, they should summon an ambulance themselves. Matrons or Pre-Prep staff will contact parents and escort a child to hospital, unless a parent arrives at FSM before the ambulance arrives. A Matron or a member of Pre-Prep staff will stay with a child in hospital until a parent arrives. If this is when the School Nurse is on site, then a matron will go with the child and the School Nurse will cover the site in the Matrons absence.

In the event of a day child suffering a minor injury (for example a broken arm), parents would be contacted and the child kept comfortable until a parent could collect them and take them to Accident and Emergency. In the event of a minor injury to a boarder, parents would be notified and the child taken to Accident and Emergency by a Matron.

If a Matron is unable to leave school, another member of staff will go with the child. All staff should ensure that they give the school's alternative postcode of SP6 1DS to ensure that the ambulance arrives quickly.

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

If a pupil has particular medical needs or requires any special adjustments to their care, parents will be contacted by the School Nurse and the most appropriate care and regime will then be arranged for the child. A subsequent meeting may be organised to discuss arrangements further. The Head of Boarding and Head of Pre-Prep will be informed as appropriate. The Deputy Head (Pastoral) will be aware of all care plans put into place.

Additional medical policies also contribute to the FSM aim of total care:

- Administration of Medication.
- Allergy and Anaphylaxis.
- Asthma.
- Blood and Bodily Fluids.
- Diabetes.
- Epidemics, Pandemics and Norovirus.
- Epilepsy.

- Head Injuries.
- Health and Welfare.
- Intimate Care.
- Mental health and wellbeing.

HYGIENE PROCEDURE FOR DEALING WITH THE SPILLAGE OF BODILY FLUIDS

Bodily fluids include:

- Blood. ● Vomit.
- Faeces.
- Urine.
- Saliva.
- Nasal and eye discharge.

Bodily fluids must be cleaned up immediately. Staff are instructed to follow the instructions below:

- Always wear disposable gloves.
- To wear a disposable apron.
- Liberally sprinkle body spill granules over the spillage, and then leave for 5 to 10 minutes.
- Scoop up the hardened spillage with the brush included in the bodily fluid kit and put it in a yellow bag.
- Dispose of the medical waste in the yellow bin behind the Surgery door.

Prevention of infection can be helped by:

- Spraying disinfectant on the infected area once the spillage has been cleaned up.
- Mopping the floor.
- Washing hands thoroughly afterwards.

CONTAMINATED BEDDING

If bedding becomes contaminated with bodily fluids, soiled bedding should be placed in a disposable laundry bag. The bag should be tied up and the entire contents transferred into a washing machine and washed at 60 degrees.

CONTAMINATED SWABS AND DRESSINGS

All contaminated dressings, swabs etc. must be disposed of in the yellow medical waste bin behind the Surgery door.

STORAGE OF CLEANING MATERIALS

Bodily fluid yellow kits are located in the cupboard under the sink in the Surgery.

HANDWASHING

As part of our infection control, all staff and pupils are encouraged to wash their hands thoroughly, particularly after dealing with a First Aid situation and before meal times. Hand gel is also available for staff and children across the site.

Appendix 1

Name	Class	Course	Date of Attendance	Date of Update
Sarah Holdom	Teacher – Reception	Paediatric First Aid	April 2024	March 2027
Bev Kendall	Nursery Manager	Paediatric First Aid	April 2024	March 2027
Tracy Spottiswood	Head of Pre Prep Teacher – Year 1	Paediatric First Aid	April 2024	March 2027
Caroline Carver	TA – Y1	Paediatric First Aid	April 2024	March 2027
Lauren Rogers	Nursery EYFS	Paediatric First Aid	Dec 2025	Dec 2028
Charlotte Froud	TA - EYFS	Paediatric First Aid	April 2025	April 2028
Lucy Odhams	Pre prep	Paediatric First Aid	Sept 2025	Sept 2028
Rachel Wolfenden	Pre prep	Paediatric First Aid	March 2025	March 2028
Jackie Sellwood	Nursery/EYFS	Paediatric First Aid	March 2025	March 2028
Emma Gray	Pre prep	Paediatric First Aid	April 2023	April 2027
Kirsty Tolman	Pre prep	Paediatric First Aid	Match 2025	March 2028

Staff on Site With Emergency First Aid At Work Qualifications

Name	Course	Date of Attendance	Date of Update
Paul Fullick	EFAW	JAN 2025	JAN 2028
Chris King	EFAW	DEC 2025	DEC 2028

Admin, Prep and Boarders staff

Name	Course	Date of Attendance	Date of Update
Ava Swarze	PFA and Lifeguarding	Aug 2025	Aug 2028
Becky Spears	PFA	Dec 2025	Dec 2028
Chris Hoskins	EFAW and Paeds	April 2024	April 2027
Chris Hancock	EFAW and Paeds	DEC 2025	DEC 2028
Harriet Young	EFAW and Paeds	SEPT 2025	SEPT 2028
George Scott	EFAW and Paeds	April 2024	April 2027
Cathie Purnell	EFAW and Paeds	JUNE 2025	JUNE 208
Helen Finlay	EFAW and Paeds	June 2024	June 2027
Lauren Sheppard Marks	EFAW and Lifeguard	April 2025	April 2028
Jenny Van Bueren	EFAW and Paeds	April 2024	April 2027
Sarah Zihman	EFAW and Paeds	Dec 2023	Dec 2026
Laura Milward	EFAW LG and SPORTS INJ	Sept 2025	Sept 2028
Gordon McEwan	EFAW	April 2024	April 2027
Ali North	EFAW	March 2024	March 2027
Duncan Humphreys	EFAW	April 2024	April 2027
Claire DC	EFAW	DEC 2023	DEC 2026
Lorena Klotz	PFA and Lifeguarding	Aug 2025	Aug 2028
Luan Focke	PFA and Lifeguarding	Aug 2025	Aug 2028
Neel Bailey	EFAW	Sept 2025	Sept 2028
Russell Hill	EFAW	Sept 2025	Sept 2028
Stacey Knapp	PFA	Dec 2025	Dec 2028