WOODBRIDGE SCHOOL

First Aid Policy - (Whole School includes EYFS)

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ISI Reg:	EYFS 3; Standard 7 NMS; Appendix A NMS; Para 13, Part 3 ISSR
Other related policies and documents:	Administration of Medicines Procedure Control of Infection Procedure Head, Neck Concussion Procedure Supporting Pupils with Medical Conditions Procedure Allergy and Anaphylaxis Policy

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1. Scope

This guidance is applicable to all those involved in the provision of First Aid related to School activities.

2. Objectives

- To ensure that there is an adequate provision of appropriate first aid at all times for pupils, staff and visitors.
- To ensure that where individuals are unwell or have been injured, that there are suitable mechanisms in place to provide remedial treatment.
- To highlight accident reporting procedures.

3. Guidance

The School Nurse is responsible for the implementation of this policy. The Director of Operations / Head of Estates will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the School and whether it is on split sites / levels.
- Location of the School.
- Specific hazards or risks on site.
- Staff or pupils with special health needs or disabilities.
- Previous record of accidents / incidents at the School.
- Provision for lunchtimes and breaks.
- Provision for leave / absence of first aiders.
- Offsite activities, including trips.
- Practical departments, such as Science, Technology and PE.
- Out of hours activities.
- Contractors on site and agreed arrangements.

4. Pupil Illness

- If a pupil becomes ill during the day, the School will contact parents / guardians so that their child can be collected.
- There is access to the School Medical Centre at the Senior School, or the Prep Matron's Office at The Prep School. These are managed by The School Nurse.
- The School Nurse is on duty in The School Medical Centre from 08:00 – 16:30 Monday – Friday and the Prep Matron is on duty from 08:15 – 17:15. Outside of these hours, cover is provided by first aid trained staff and School House Boarding staff.
- At the Prep School - if a child appears sleepy, or falls asleep, after an incident/accident, the Prep School should always refer back to parents/guardians immediately.
- Dr. Alison Townsley is the School's Doctor based at Framfield Medical Centre in Woodbridge. Dr. Townsley attends to the Boarder's medical needs weekly or as needed.

Pupils found to be ill in School should be sent to the School Nurse / Prep Matron via Senior Reception or the Prep School Office with a note from their teacher if needed and accompanied by another pupil or a member of staff if deemed necessary. The School Nurse / Prep Matron will assess whether the pupil needs to be sent home or whether they should be rested in the Medical Centre / Prep Matron's Office until feeling better or until they can be safely sent home.

5. Specific First Aid Provision

The School Nurse has responsibility for the provision of First Aid at the Senior School and the Prep Matron has responsibility for the provision of First Aid at the Prep School.

5.1. First Aiders

Sufficient trained First Aiders to cover day to day and other School activities will be provided. For EYFS pupils, the School will ensure that a member of staff who is Paediatric First Aid trained is present in when there are EYFS pupils on site.

A designated First Aider will have undergone specific training as set out by the Health and Safety Executive. First Aid training will be refreshed every 3 years.

The School Nurse / Prep Matron will ensure First Aid notices are posted in key areas throughout School. Notices should be easily recognisable through the use of the standard first aid symbol (white cross on green background) and should include information on

- Names of qualified First Aiders
- Location of First Aid boxes
- Prep School Office and Senior School Reception telephone number

First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary, ensure that an ambulance or other professional medical help is called. *When off-site, or if the School Nurse/Matron is unavailable, first aid trained staff may administer first aid as required.* ***Any*** *head injuries or treatment that may require follow up should be recorded and the School Nurse/Matron informed.*

Effective from September 2025, for EYFS, pupils must be supervised by paediatric Frist Aid trained staff whilst eating
Pupils must be within sight and hearing of a member of staff whilst eating
Relevant staff complete food hygiene training to be aware of how to prepare food in a way to minimise choking, risks and hazards
Pupils are seated in appropriate seating

5.2. School Trips

A First Aider (always paediatric first aid for EYFS pupils) will ideally accompany pupils on visits out of School. As appropriate, a first aid box and relevant medication, will also be taken when pupils leave School on organised trips or participate in sports events.

It is good practice for staff to check with the host school / accommodation / venue in advance that there is adequate First Aid cover in place and, in any event, a risk assessment should be carried out before the visit.

5.3. First Aid Boxes

First aid boxes are provided in areas of the School where accidents are considered more likely. They are clearly labelled with a white cross on a green background. Sports staff First Aid bags are orange in Senior and green at Prep

The School Nurse / Prep Matron is responsible for ensuring that adequate stocks of First Aid equipment and consumable items are maintained and in date.

Locations where there is a higher risk of injuries to eyes, have eye wash stations.

First Aid boxes will be checked and replenished as necessary by the School Nurse/Prep Matron. Staff can ask the School Nurse/Prep Matron to replenish First Aid boxes if they have used any item from them.

The Contents of a First Aid box, relevant to the area, will be in accordance with the guidance given in the HSE document "Basic Advice on First Aid at Work" INDG 347.

5.4. Access to First Aid

All pupils and staff will be given information on the provision of first aid as part of their induction.

Further First Aid information may be given at INSET days and in School assemblies.

5.5. Automated External Defibrillator (AED)

There are 3 AEDs located across the Senior and Prep sites as follows:

Marryott House Entrance Porch – access code 2513
Senior School Astro Pitch – access code 2513x
Prep School Office – no code required

The School Nurse/Prep Matron is responsible for checking the AED regularly and to make sure the equipment is in working order.

6. Procedure in the event of an accident or injury

Injuries should be referred to the School Nurse / Prep Matron but in the case of a small cut, or a games injury pitch side, any qualified first aider can utilise a dressing from their nearest first aid box. ***Any*** *head injuries or treatment that may require follow up should be recorded.*

6.1. Calling an Ambulance

The following procedure should be followed in the event of a serious accident or injury:

Send for School Nurse / Prep Matron or First Aider in their absence, immediately.

A decision to call an ambulance is normally to be taken by the School Nurse / Matron or a senior member of staff or in the event of sport, if the field is a distance away from School, a member of the games staff.

In the absence of all of the above, any member of staff may call an ambulance. Staff are instructed that if there is any doubt as to the severity or extent of any injury, the first response must be to dial 999/112. Staff should always call an ambulance in the following circumstances:

- A serious injury or illness.
- A significant head injury.
- A period of unconsciousness or fitting.
- Severe anaphylaxis.
- A significant loss of blood.
- The possibility of serious fracture or dislocation.
- In the event that the School Nurse / Prep Matron / First Aider considers that they cannot adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

Dial 999 or 112 . Ask for an ambulance and be ready with the correct location details:

Senior School	Prep School	Prep School – Cumberland St Car Park
Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH	Woodbridge School Prep Church Street Woodbridge Suffolk IP12 1DS	Woodbridge School Prep Cumberland Street Woodbridge Suffolk IP12 4AD

Answer all questions from the call handler as clearly as possible.

Where appropriate ascertain to which hospital the patient is being taken by the ambulance and inform Senior School Reception / Prep School Office. The nearest with emergency A & E is Ipswich Hospital. An appropriate member of staff / teacher will accompany the patient and will stay until a parent or relative arrives either at the School or hospital.

Render First Aid as far as knowledge and skill permit. Do not move the patient unless it is necessary to remove them from a continuing hazard. Request the AED be taken to casualty if needed.

Inform Senior School Reception / Prep School Office and a senior member of staff who will, in the case of a pupil, ensure that the parent is informed. If unable to gain contact from parent or relative, Senior School Reception / Prep School Office must continue to call until contact can be made and/ or leave a message to contact the School urgently.

6.2. Accident / Incident Reporting

The School has a legal responsibility to ensure that all accidents occurring on the School site, or to pupils and staff involved in School activities outside the School, are recorded. Accidents should be reported on the Evolve reporting system. If immediate access to the Evolve system is not possible, then details of the accident / incident should be noted down

and uploaded to Evolve as soon as possible. All first aid that requires follow up is logged on iSams. Please see appendix 1 for the Adverse Event flowchart.

Parents or carers should be informed, as soon as reasonably practicable, of injuries and first aid treatment that may require follow up. For head injuries see Head, Neck and Concussion Procedure.

Safety observations can be reported using the MS Form available on the Operations Hub. An example form is shown in Appendix 3.

Accidents / incidents and near misses are discussed in termly Health and Safety Committee meetings.

6.3. Notifications to the Health and Safety Executive (HSE)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the School must notify the HSE as soon as possible in the following circumstances:

- Accidents resulting in the death of any person.
- Accidents resulting in specified injuries to workers.
- Non-fatal accidents requiring hospital treatment to non-workers.
- Dangerous occurrences.
- Accidents resulting in over-seven-day incapacitation of a worker.

The Director of Operations, or in their absence the Head of Estates, has the responsibility for notifying the HSE of reportable accidents / incidents.

6.4. Accident Investigation

Following a reportable incident or 'major' accident, the Director of Operations or a nominated deputy will carry out an investigation in order to discover the root cause of an accident, or to gather information for any potential disciplinary proceedings, or for the purpose of obtaining legal advice. A Safety Route Cause Analysis Template can be found in Appendix 2.

7. Medical Care

This policy is limited to the provision of First Aid, but the School has arrangements in place for:

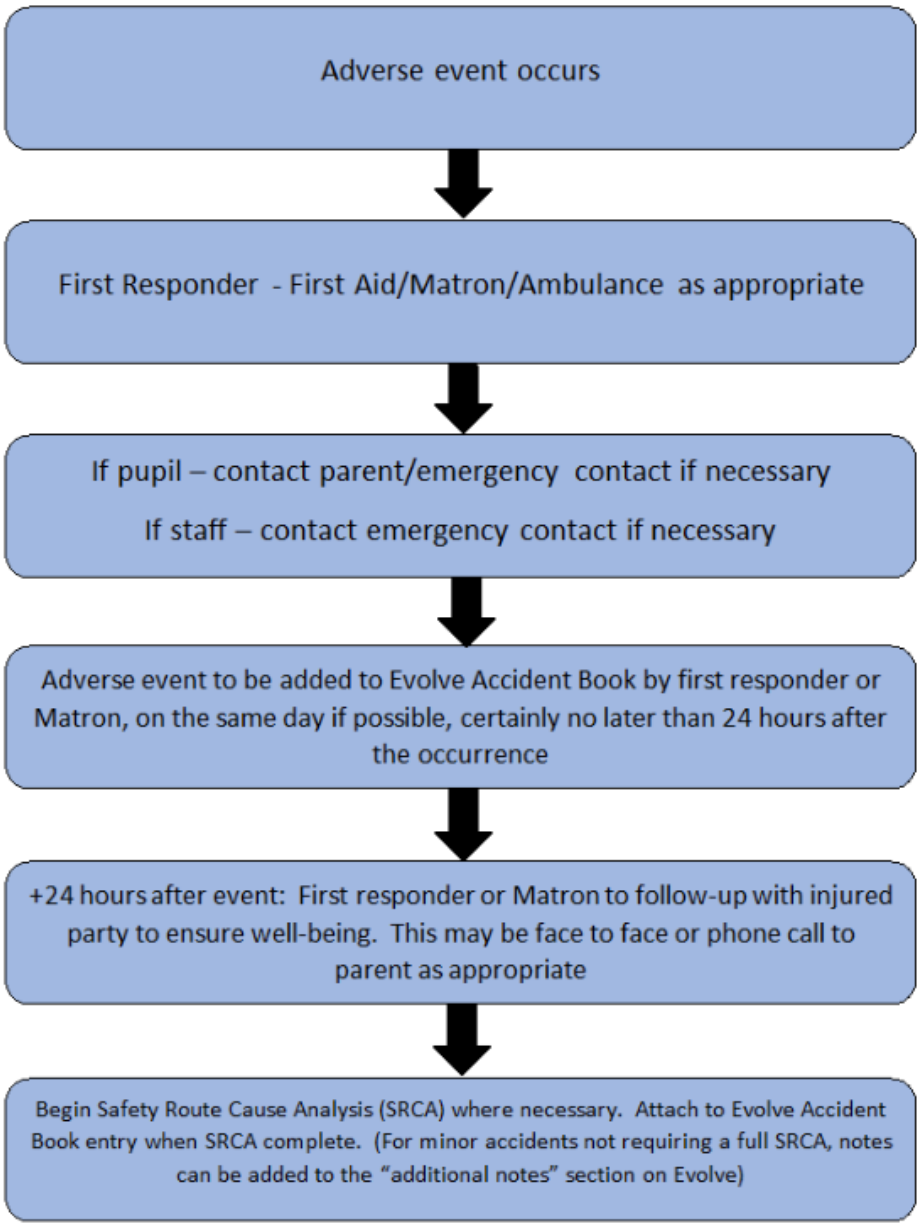
- Supporting pupils who have special educational needs or specialist medical needs. These details are requested from parents and guardians in the Medical Form sent on admission to school or as occur
- The provision of medical examinations and immunisations.
- Holding medical records.
- Dealing with medicines and treatments brought into School for pupils.
- Documenting of incident/accident and informing relevant staff and parent/guardian

8. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Health and Safety & Compliance and Risk Committees on an annual basis to ensure practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.

Appendices – see following page

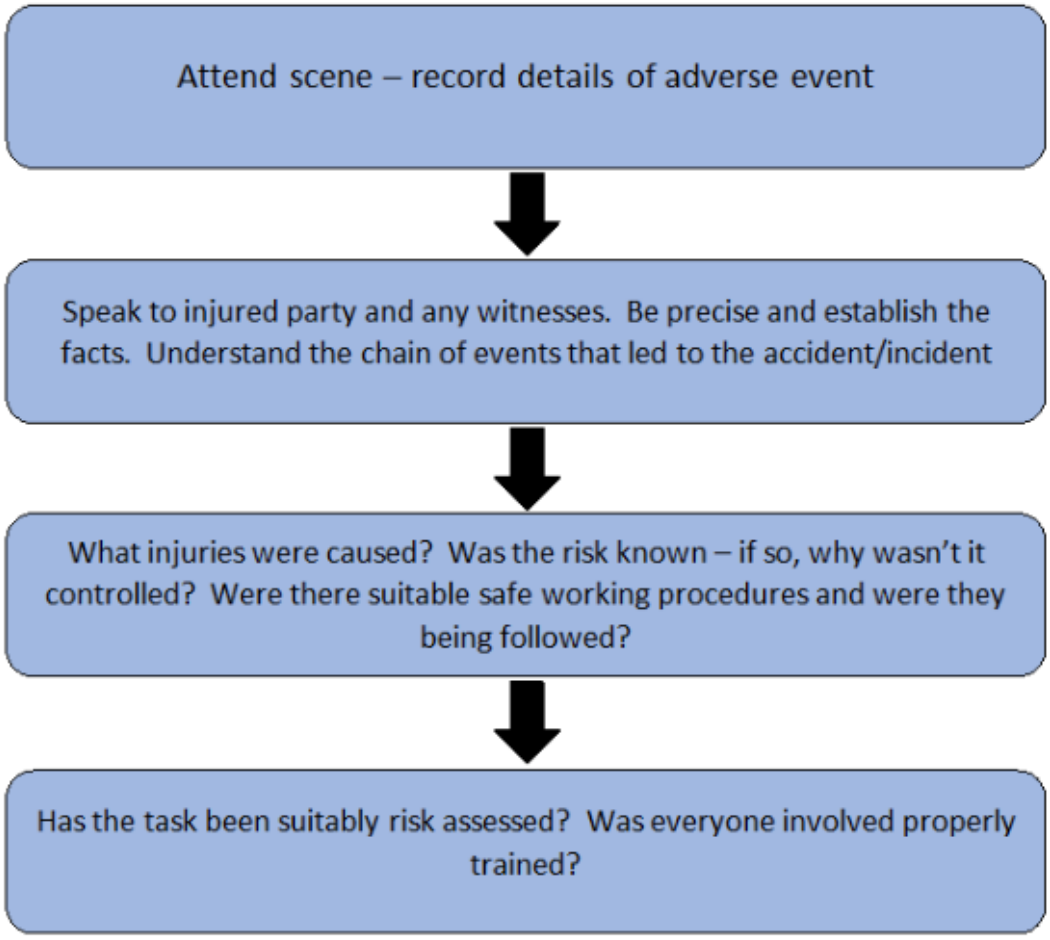
Appendix 1 – Adverse Event Flow Chart (Stored on Operations Hub)



Safety Route Cause Analysis (SRCA)

It is important that adverse events are investigated with prevention in mind as opposed to blame. The objective is to establish not only how the accident/incident happened but also what allowed it to happen. The severity of the incident will determine the nature of the SRCA – that is to say whether it is informal or formal in its nature.

Step 1 – Gathering the information



Step 2 – Analysing the information

Ask "Why" against the information you have gathered relating to the accident/incident. For example: Why was XXX up a ladder? Why was roof work needed? Why did the ladder slip? Why was the ladder not tied? Why wasn't another means of access used? Why hadn't a risk assessment been completed? Why are contractors not used?

Remember we are not seeking to apportion blame, rather we want to establish the root cause

Step 3 – Identifying suitable risk control measures

- What risk control measures are needed?
- Do the risk assessments need updating?
- Decide if a given hazard can be completely removed. If not – can the hazard be better controlled?
- Can risk controls be introduced to better control human behaviour such as written safe working procedures?
- Is more or better training required?

Step 4 – The action plan and its implementation

- This will depend on what the accident/incident was and how many risk control failures have been identified.
- A member of the SLT has to be involved in all "high" level SRCA actions to ensure any change is driven from the top. This would ordinarily be the Head and/or DSL.
- Make sure all relevant staff have been told of the outcomes of the SRCA

Appendix 2 – Safety Route Cause Analysis

Overview

Reported by:			Date/Time of event:	
Near Miss	Minor Injury	Serious Injury	Major Injury	Fatal Injury
Brief Details (What, Where, When, Who and emergency measures taken) Click or tap here to enter text.				

Signed:Click or tap here to enter text.	Date:Click or tap here to enter text.

Information Gathering

Where and when did the adverse event happen?
Click or tap here to enter text.

Who was injured/involved in the adverse event?
Click or tap here to enter text.

How did the adverse event happen? (Note any equipment involved)
Click or tap here to enter text.

What activities were being carried out at the time?
Click or tap here to enter text.

Was there anything unusual or different about the working conditions/environment?
Click or tap here to enter text.

Were there adequate safe-working procedures and were they followed?
Click or tap here to enter text.

What injuries or ill-health effects, if any, were caused?
Click or tap here to enter text.

If there was an injury, how did it occur and what caused it?
Click or tap here to enter text.

Was the risk known? If so, why wasn't it controlled? If not, why not?
Click or tap here to enter text.

Did the organisation and arrangement of the work influence the adverse event?
Click or tap here to enter text.

Was maintenance and cleaning sufficient? If not, explain why
Click or tap here to enter text.

Were the people involved competent and suitable?
Click or tap here to enter text.

Did the workplace layout influence the adverse event?
Click or tap here to enter text.

Did difficulties using the plant and equipment influence the adverse event?
Click or tap here to enter text.

Was the safety equipment sufficient?
Click or tap here to enter text.

Did other conditions influence the adverse event?
Click or tap here to enter text.

Analysis & Further Action

What were the immediate, underlying and root causes?
Click or tap here to enter text.

What risk control measures are needed/recommended?
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Do similar risks exist elsewhere? If so, what and where?
Click or tap here to enter text.

Have similar adverse events happened before? Give details
Click or tap here to enter text.

The risk control action plan

Which risk control measures should be implemented in the long and short term?		
Control Measure	Completion Date	Person Responsible
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

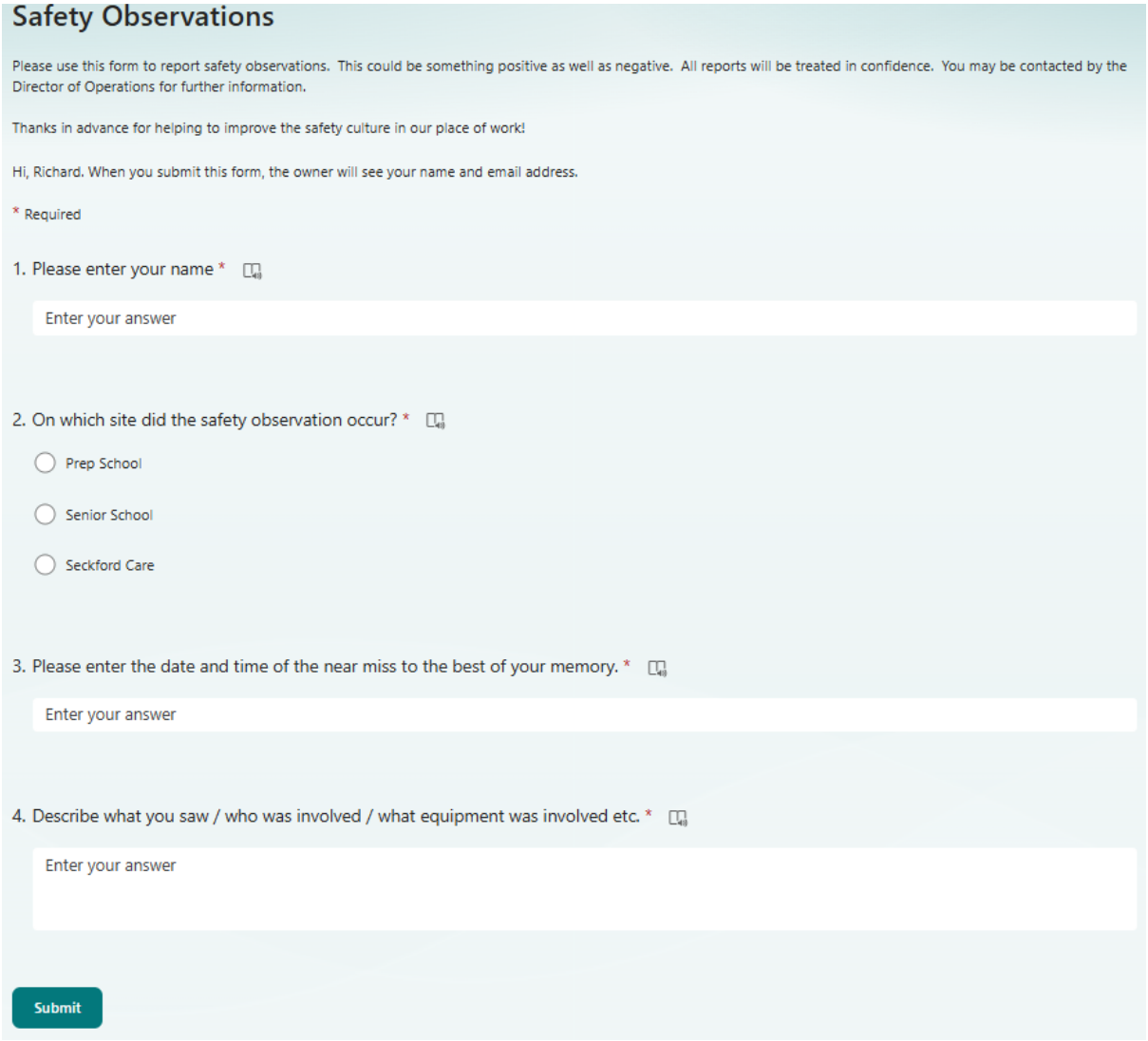
Which risk assessments and safe working procedures need to be reviewed and updated?		
Risk Assessment	Completion Date	Person Responsible
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Signed on behalf of the investigation team	
Name: Click or tap here to enter text.	**Date:**Click or tap here to enter text.

Members of the investigation team	
Name	Position
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

The findings of this investigation need to be communicated to the following staff members:		
Name	Position	Findings Received
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Appendix 3 – Recording a Safety Observation



Safety Observations

Please use this form to report safety observations. This could be something positive as well as negative. All reports will be treated in confidence. You may be contacted by the Director of Operations for further information.

Thanks in advance for helping to improve the safety culture in our place of work!

Hi, Richard. When you submit this form, the owner will see your name and email address.

* Required

1. Please enter your name *

Enter your answer

2. On which site did the safety observation occur? *

- Prep School
- Senior School
- Seckford Care

3. Please enter the date and time of the near miss to the best of your memory. *

Enter your answer

4. Describe what you saw / who was involved / what equipment was involved etc. *

Enter your answer

Submit