



Scarborough College FIRST AID POLICY

This is a whole College policy, including EYFS and the boarding community.

First Aid is the first help given to someone to prevent injury or illness from becoming worse. Scarborough College recognises that the general responsibility of schools for taking reasonable care of the pupils in their charge is enshrined in common law under the 'in loco parentis' doctrine. Although Health and Safety legislation does not specifically cover pupils, the College has a continuing duty to make adequate first aid provision for them and for any visitors on the premises in addition to all their employees.

Responsible Persons

- 1 Initial medical treatment and the keeping of all records of treatment is primarily the responsibility of the School nurse who can be contacted in the Medical Centre on the internal telephone extension 212, or mobile 07974 905104.
- 2 In addition the College has a number of other first aiders who hold a current certificate which shows that they have successfully completed a First aid training course. A list of their names is published on notice boards in reception and in the common rooms.
- 3 All members of staff are encouraged to participate in First Aid Training which is provided in-situ at the College on a regular basis.

Duties of Qualified First Aiders

- To take charge in an injury or ill health situation and oversee the care of the affected person(s).
- Protect themselves, the affected person(s) and others from risks/continuing danger.
- Administer first aid if trained and confident to do so.
- Contact the School Nurse, or emergency services if required.
- Keep a record of any treatment given.
- Complete an accident form, ensure it goes to the Health and Safety Co-ordinator as soon as possible.

Risk Assessment

- a) During term time first aid should be administered by the first aid trained member of staff present at the scene or the School nurse should be telephoned to attend. Out of school hours staff take to Accident and Emergency or dial 999 for an emergency ambulance.
- b) During School holidays when nursing cover is not provided, first aid cover is provided by qualified first aid staff.
- c) The Main Kitchen and the maintenance Workshop are high risk areas of College, one qualified first aider should be available for more than 10 people, with a second required for more than 50 people.

- d) The Science Departments, art Rooms, Lisvane Hall, Drama Studio, Junior School Hall, ground areas, games and sports, Ground areas being worked on by staff with machinery are medium risk areas of College. One qualified first aider available for up to 30 people, and one other first aider for every further 100 people.
- e) Low risk areas include Classrooms, boarding houses, offices and playgrounds, one qualified first aider for up to 100 people. Another first aider for every further 100 people.
- f) Games lessons, it is the responsibility of the staff supervising the lesson to ensure that a first aid bag and a mobile phone is taken to the pitch side. All first aid should be administered by the first aid trained member of staff at the scene, and an accident form should be completed and sent to the Health and Safety co-ordinator. If further treatment/medical advice is required the school nurse can be contacted on her mobile phone 07974 905104 to attend or the emergency services should be contacted.
- g) For trips / visits and expeditions, a risk assessment must be prepared by the teacher in charge of the activity and signed off by Mr R Robson or Mrs H Devine Costa. They should then form a group on iSAMs and ask the nurse to check the list for pupils with medical conditions. It is then the lead teacher's responsibility to discuss with the School nurse the medical/first aid requirements for that specific trip and collect it from the medical centre the day before the trip departure. The equipment and medication will be signed out to the lead teacher and it is their responsibility to administer any medication or first aid treatment administered on the form provided, and return to the nurse upon return of the trip. The nurse will then write it in the pupil's individual school health record.
- h) The School Nurse has the responsibility to maintain the contents of the First Aid Boxes which are formally checked on a termly basis and shortages made good.
- i) Games staff have their own First aid bags for when they supervise games. These bags are the responsibility of the individual members of staff to whom they are allocated to.
- j) Each mini bus contains basic first aid kit which meets HSE standards.

Please find enclosed a list of First Aid box/bag locations on appendix 1.

First Aid Box Locations

Lisvane Hall - Main Corridor (L)	Mr Adams
Lisvane Hall - Main Corridor (R)	Mr Cunningham
Lisvane Hall - Back of Stage	Mrs Harvey
Lisvane Hall - Sound Booth	Mr Horton
Prep-School - L4	Mrs Hunter
Prep-School - L10	Miss Marsay
Prep-School - L16	Miss Ramsey
Pre- School 1	Mr Robson
Pre- School 2	Miss Stewart
Biology Preparation Room S8	Mrs Thomas
Physics S10	Mr Wilson
Chemistry S2	Acute Response
Chemistry Preparation Room S1	Epipen/asthma kits. 1 - 4
Drama M4	Travel kits 1 - 10
English M2	GU65 TBX
Art M8	GU65 TBY
Design & Technology M7	GC18 GPO
D of E Classroom	GK68 BVN
Music Room	GK68 ZZL
Counsellor's Room	Bramcote groundsman hut

Studio M4	Bramcote sports hall
Learning Support	Bankory House 1
Main Entrance	Bankory House 2
Common Room	Denys crews House
Kitchen	Weaponness House 1
Estates	Weaponness House 2
College Groundsman Hut	Willersley House 1
Deepdale Pavilion	Willersley House 2
Cricket Pavilion	

No first aider or appointed person should attempt any treatment which they have not been trained to carry out.

Accidents form books can be found in the areas listed below and should be completed and sent to the Health and Safety co-ordinator on the same day:

- Pre-School.
- Prep-School School Common Room.
- Scarborough College Common Room.
- Medical Centre.
- Weaponness House.
- Willersley House.
- Denys Crews House.
- Bankory House.

Accidents occurring away from the College site should be recorded upon return to the College, by the accompanying/supervising member of staff.

Reference: The Health and Safety (First-Aid) Regulations 1981

Policy Last Reviewed – September 2019