



## 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 Health 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.
- 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 always 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 the enrichment coordinator. 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 Health 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 location.

Lisvane Hall - Main Corridor (L)	Mr W Adams
Lisvane Hall - Main Corridor (R)	Mr B Cunningham
Lisvane Hall - Back of Stage	Mrs M Harvey
Lisvane Hall - Sound Booth	Mr P Roberts
Prep-School - Year 2	Mrs J Hunter
Prep-School - Year 3	Miss E Speake
Prep-School - Year 6	Miss H Ramsey
Pre- School	Mr J Davies
Biology Preparation Room S8	Miss V Stewart
Physics S10	Miss K Evans
Chemistry S2	Mr P Rinke
Chemistry Preparation Room S1	Mr D Robson
Drama M4	Mr C Barker
Music Room	Mr Mulryne
Art M8	GU65 TBX
Design & Technology M7	GU65 TBY
Counsellor's Room	GC18 GPO
Acute Response	GK68 BVN
Acute response asthma/anaphylaxis	GK68 ZZL

Travel kits 1 - 10	Learning Support
Main Entrance	Bramcote sports hall
Common Room	Bramcote groundsman hut
Kitchen	Denys crews House + Asthma kit
Estates	Weaponness House 1 + Asthma kit
College Groundsman Hut	Weaponness House 2
Deepdale Pavilion	Willersley House 1 + Asthma kit

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 office
- Prep-School School Staff Room
- Senior school common room
- Health Centre
- Weaponness House
- Willersley House
- Denys Crews House

Accidents occurring away from the College site should be recorded by the accompanying/supervising member of staff accident books are also in each sports first aid bag.

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

**Policy Prepared by:**  
Linda Pinkey – registered Nurse

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Linda Pinkney	September 2021	August 2023