



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 EYFS there is always a Paediatric First aider on the premises and one or for all trips/visits as set out by the Statutory Framework for the early year's foundation stage (September 2021).
3. 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.
4. All members of staff are encouraged to participate in First Aid Training, which is provided 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 School Nurse as soon as possible.

Risk Assessment

- a) During term time, the first aid trained member of staff present at the scene should administer first aid or the School nurse should be contacted to attend. Out of school hours duty staff take to Accident and Emergency or dial 999 for an emergency ambulance.
- b) During School holidays when nursing cover is not always provided, qualified first aid staff provide first aid cover.
- 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 School Nurse. 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 iSAM's 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 medication/equipment from the Health Centre on the day of 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 and document it 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 should collect a first aid bag from the Health Centre and prior to the lesson/fixture for when they supervise games. These bags are the responsibility of the individual members of staff who collected it and it should be returned at the end of the lesson/fixture to the Health Centre.
- 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)	Small First aid bags 1 – 12 for trips/visits
Lisvane Hall – main corridor (R)	Sports First aid bags 13 – 25 for sports fixtures
Lisvane Hall – back of stage	Wood chipper – (critical injury pack)
Lisvane Hall - sound booth	Bramcote Machinery Shed
Prep-School - 1	Bramcote Sports Hall box and sports bag for pitch side.
Prep-School - 2	Joiners Workshop
Prep-School - 3	Estates Office and Shed
Pre- School	Health Centre Acute Response
S6	Asthma Response Kit
Biology preparation room S8	Health Centre Anaphylaxis
Physics S10	Asthma kit Prep School
Chemistry S2	Asthma Kit Pre School
Chemistry preparation room S1	GU65 TBX
Design & Technology M7	GU65 TBY
Drama Studio M4	GC18 GPO - (9 seater)
Porter's Corridor	GK68 BVN
Common Room	GK68 ZZL

Main Entrance	Denys crews House + Asthma Kit
Learning Support	Weaponness House X 2 + Asthma Kit
Music room	Willersley House + Asthma Kit
Counsellors Room	Bankory House + Asthma Kit
Kitchen	Crisis Management Kit 1
	Crisis Management Kit 2

We have two AED's:

AED 1 is on the main school campus outside the Main entrance just off the disabled ramp, door code is C0147X.

AED 2 is on the outside of the changing rooms at the Athletics track, Holbeck road, door code is C159X

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

Accidents forms can be found in the areas listed below and should be completed and sent to the School Nurse on the same day. The supervising member of staff should complete the accident form.

- Pre-School office
- Prep-School School Staff Room
- Senior school common room
- Health Centre
- Weaponness House
- Willersley House
- Denys Crews House
- All large Sports first aid bags used for onsite and offsite fixtures

The school has separate policies and protocols for:

- Administrations of Medication
- Anaphylaxis
- Asthma
- AED
- Concussion
- Confidentiality
- Crutches

- Diabetes
- Epilepsy
- Headache
- Head injuries
- Infection control
- Positive Mental Health
- Sick- injured boarder
- Sun Safe

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

Policy Prepared by:
Linda Pinkney – Registered Nurse

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Linda Pinkney	November 2023	August 2025