



## 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

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, mobile 07974 905104, or on radio.

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).

In addition, the College has a number of other first aiders who hold a Paediatric First aider certificate, which shows that they have successfully completed a First aid training course. A list of their names is published on notice boards in the Prep School and Senior School reception.

All members of staff are encouraged to participate in First Aid Training, which is provided at the College on a regular basis.

#### Duties of Person Administering First Aid

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

## **Risk Assessment**

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.

During School holidays when nursing cover is not always provided, qualified first aid staff provide first aid cover.

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.

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.

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.

Games lessons, it is the responsibility of the teaching 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.

For trips/fixtures, a risk assessment must be prepared by the teacher in charge of the activity and signed off by the Educational Visits Coordinator. They should then form a group on iSAM's and ask the nurse to check the list for pupils with red flag 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 iSAM's.

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.

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.

### **We have two AEDs:**

AED 1 is on the main school campus outside the Main entrance just off the disabled ramp, door code is C0147X. This AED is registered with Yorkshire Ambulance Service through The Circuit for use by the public.

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

First Aid Box Locations

Lisvane Hall - main corridor (L)	Small First aid bags 1 - 15
Lisvane Hall – main corridor (R)	Sports First aid bags 16 - 26
Lisvane Hall – back of stage	Sophie's Mobile Snack Shack
Lisvane Hall - sound booth	Bramcote Machinery Shed
Pre-School	Bramcote Sports Hall
Prep-School - 1 + Anaphylaxis Kit	Joiners Workshop
Prep-School - 2	Estates Office and Shed
Prep-School - 3	MFL Office
Chemistry S1	Asthma Kit Senior School Main Senior Reception
Chemistry S2	Anaphylaxis Kit Dining Room
S6	Anaphylaxis Kit + Asthma Kit Prep-School
Biology S8	Asthma Kit Pre-School
Physics S11	KW73 DWP
Design & Technology M7	KP24 JBV
History M23	KS73 YZY
Drama Studio M4	GC18 GPO
Porter's Corridor	GK68 BVN
Library	GK68 ZZL
Main Entrance	Denys Crews House + Asthma Kit
Learning Support	Weaponness House X 2 + Asthma Kit + Anaphylaxis Kit
Music room	Lodge House + Asthma Kit
Art block Main Entrance	Willersley House + Asthma Kit
Counsellors Room	Critical Injury X 1
Kitchen + Anaphylaxis Kit	Accounts
Bramcote Athletics Track	Common Room
MFL	

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

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

**Policy Prepared by: Linda Pinkney – Registered Nurse**

<b>Person Responsible for Updates</b>	<b>Date Last Reviewed</b>	<b>Next Review Due</b>
Linda Pinkney	February 2026	February 2027