PINEWOOD

Est. 1875

FIRST AID POLICY

A Whole-School policy including the EYFS

Aims: This Policy aims to:

- Support pupils and staff with medical needs in School;
- Provide guidance for all staff and pupils in the School regarding procedures for First Aid care and policies to adhere to, in the event of an emergency;
- Continue to improve the quality of First Aid service in the School;
- Seek to prevent staff and pupils from placing themselves at risk.

This Policy should be read in conjunction with the following policies:

- Allergy and Anaphylaxis Policy Allergy and Anaphylaxis Policy
- Asthma Policy Asthma Policy
- Medicine Administration and Storage Policy
  Medicine Administration and Storage.docx

Objectives: To achieve these aims, it is the School's intention to:

Maintain in Surgery qualified nurses to work from 08.00 to 17.00, Monday to Friday and alternate Saturdays 08:00-13:00.

Ensure an appropriate number of qualified First aid members of staff are maintained. These include Boarding staff, Maintenance staff, key Support staff, Games staff and those involved with outdoor activities. Members of staff who have an Emergency first Aid Certificate have an update course every three years.

Maintain good numbers of staff qualified in First Aid present on the school premises at all times. In the EYFS, **all** members of staff are required to obtain a paediatric first aid certificate. This training is updated on a three-yearly basis.

Ensure that all teaching and non-teaching staff are aware of their roles, accountability and responsibilities in respect of Health and Safety, and regularly receive up-to-date documentation of First Aid procedures.

Ensure by means of Handbooks, Health and Safety Notices, Inset and oral communication, that in the event of an emergency, staff and pupils know how to seek appropriate help.

The Surgery telephone number is: 01793 782205
The surgery email is: surgery@pinewoodschool.co.uk

In an emergency, when the Nurses are not in the Surgery they may be contacted on a **mobile telephone 07591 460296 or via reception we can be contacted on Walkie Talkie- Channel 3**. When Surgery is not manned, the School Office will identify the First Aider on duty, who will have access to the appropriate First Aid Kit and will record all incidents. A list of all First Aiders is available in the Fire-box outside the IT Network Manager's office, on this policy, in Pre-Prep staff room, the staff prep common room and, in the sports hall.

Ensure that members of staff know where First Aid boxes are located. All First Aid boxes and bags are standardised and should be checked after each use.
The defibrillators are located in the Main Hall and on the Cricket Pavilion exterior wall.

Members of staff who use a specific item from a First Aid box should notify the Surgery Nurse who will provide them with a replacement. High usage bags and boxes will be stocked and checked as necessary.

A list of pupils with specific medical problems and disabilities is published for all teaching staff and other members of staff that may be central to the child's welfare, this is available for staff in surgery and one specific to Pre-Prep and EYFS and displayed securely and accessible when needed. This list is reviewed and updated on as and when the information is received.

All teaching staff should make themselves aware of the specific medical problems and disabilities of those pupils whom they teach.

Medical staff will provide information in the Surgery, in the Staff Handbook and through Inset on how to care for those with specific health problems. All staff receive regular training in the use of Epipens, asthma inhalers and Diabetes care.

OFF GAMES

If a parent wishes their child to be off games for a medical or personal reason, they must contact surgery directly via a phone call or email. This is clearly stated in the Pinewood Parent Handbook. Surgery manage the off games list and liaise with the sports staff if changes are made. Nurses can decide from surgery if a child is to be off games.

Procedures: If a child is taken ill during the school day:

If a child is taken ill during a lesson, the pupil should be asked to attend Surgery. If for any reason, the Nurse is absent, and the pupil may be seen by the Matron on duty. There is a White Board in the adjacent corridor to the Matrons room where a list of staff that are First Aiders on duty is available. Pupils from EYFS are accompanied to Surgery by a member of the pre-prep staff who has a paediatric first aid certificate. The member of staff then remains with that pupil until they are discharged from Surgery back to class. If the Nurse indicates that the pupil needs time in Surgery the member of staff leaves the pupil with the Nurse who will accompany the pupil back to pre-prep if not being discharged home.

If the Surgery Nurse discharges a pupil during lesson time, she will ensure that the pupil is aware of where it is they have to return to and inform the teacher by email.
If a pupil is too ill to remain at School, the Surgery Nurse or, in her absence, the Head of school or School Secretary will contact the parent or guardian of the child.

If a pupil contacts a parent(s) or guardian directly to say they need collecting as they are unwell please can you refer them back to surgery to be assessed. Surgery will then contact parents if they feel it necessary.

The Nurse keeps a log book of the time of all arrivals to surgery, medical diagnosis where applicable) and treatment from the Surgery.
Staff and the school office are informed directly if a pupil is resting in, or sent home from, the Surgery.
If any Pupil in Pre-Prep, EYFS or Prep should have an accident the parents would be informed in writing, by e-mail or by telephone call. All EYFS children are required to have an accident form completed by the witnessing member of staff. This outlines why the pupil presented to Surgery, the treatment given and any follow up recommendations.

Procedures: If a child is injured during the school day:

In the instance that a child is injured, the supervising member of staff will assess the situation and either treat the injury (if First Aid trained and with a nearby First Aid kit), or call for the School Nurse. The child should be accompanied to Surgery if they can move safely, or the Nurse should be called to attend to the child using the School Surgery Mobile phone on 07591 460296.

Please refer to the Head Injuries Policy for any injury to the head.

In the event of an obvious medical emergency, an ambulance should be called immediately. The injured person should not be moved if there is any suspicion that doing so could exacerbate any injuries or cause further harm. The Surgery Nurse will examine the injured person and give such treatment as is appropriate or possible. In the

event of the Nurse not being available, the nearest available First Aider should be contacted.
If hospital treatment is necessary and an ambulance has not already been called, then this should be done.

If a member of staff uses his or her own car to take a seriously ill or injured person to hospital, another responsible adult is to accompany the driver. Only staff that have completed an Authorised Driver Check can transport children.

The parent(s) or guardian must be contacted as quickly as possible and asked to join their child at School or hospital as appropriate. Members of staff should not wait for parents to arrive to take pupils to hospital unless they are certain that treatment is not urgently required.

An appropriate member of staff must accompany pupils to hospital if parents have not arrived in time to do so. The member of staff accompanying a pupil should wait at the hospital until the pupil's parent or guardian arrives.

Staff accompanying a pupil to hospital should not normally be asked to give their consent to medical treatment. In an emergency situation, however, consent should be given on the advice of a senior hospital doctor, provided that reasonable steps have been made to contact the parent(s) or guardian.

Administering First Aid on School Trips and Away Matches

Every trip and away match will have a First Aid bag prepared which contains basic first aid equipment for the accompanying and trained member of staff to administer in the event of an injury or accident. The First Aid bag will also contain relevant and specific medication for those on the trip who require it, e.g. inhalers for asthmatics, AAI's for children with anaphylaxis, glucose and relevant supplies for diabetics etc. The First Aid bags are prepared by the Nurses prior to the trip/match and will be collected by the accompanying member of staff. The Nurse will go through the contents of the First Aid bag with the collecting member of staff, referencing the list of pupils, any specific medical conditions and the relevant medication packed for that child, where appropriate. The First Aid bag can only be collected from the Surgery once this information has been shared and the bag will then be signed out. Following the trip, the First Aid bag will be returned to Surgery, checked by the Nurses so items can be returned to their usual location (inhalers and AAI's) and relevant supplies be replaced.

Accident and Emergency Procedure for out of School Hours and away Games Trips.

The injured person should not be moved if there is any suspicion that doing so could exacerbate his or her injuries or cause further harm.

The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to their training. This should be done in accordance with the Blood and Body Fluid Spillages Policy.

If hospital treatment is necessary, an ambulance should be called immediately, dial 999. If it is felt that an ambulance is not necessary and the injuries do not require urgent treatment, the injured person's parent or guardian should be called to transport the injured person to hospital.
If the family cannot be contacted, the First Aider or member of staff should accompany the injured person to hospital.
If a member of staff uses his or her own car to take a seriously ill or injured person to hospital, another responsible adult is to accompany the driver. Only staff that have completed an Authorised Driver Check can transport children.

Consideration may need to be given to pupils who would be left unattended if a member of staff transported or accompanied an injured person to hospital; in cases of difficulty, an ambulance should be called.

Reporting Accidents:

Accident Books are located in Surgery, Surgery pigeon hole and in the Estates building.
All significant injuries and accidents to pupils & staff must be recorded in the Accident Book.
The member of staff who is present in the event of an injury (either on site or away matches/trips forms in bags) should take responsibility for filling in the Accident Away Form within 24 hours.
All completed Accident Forms are sent to the Surgery and the information updated ISAMs.
The Nurse will give details of all Accident Forms of pupils and staff who have injuries/accidents that necessitate the need to attend hospital at termly Health and Safety meetings.
Pinewood School complies with RIDDOR/HSE guidelines. Guidance and support for reporting to RIDDOR is done via the Bursar.

The Administration of Medicine: Prep-School and EYFS

All parents complete an online Medical Consent Form for the administration of medication for first aid purposes. This is stored electronically.

If a pupil needs to take prescribed medicine during the school day, there should be a written, signed request from the pupil's parent or guardian for the medicine to be kept in the Surgery and administered by the Surgery Nurse or pastoral carers. The nurses will provide this form. All medication has to be supplied in the original containers. The drug

should be signed in and out daily with a member of surgery if going home at the end of the day.

For EYFS children under the age of 5 years needing medication, the parent/guardian must be telephoned to obtain verbal consent for ALL medication including lotions, creams and medication. Only an antiseptic wipe, plaster and cold compress can be used without the parent being called in advance.

Medication should not normally be administered to a pupil by any member of staff other than the Surgery Nurse and pastoral carers and will be recorded in the Surgery log book; pupil's Isams record, medicine chart and control drug's book if appropriate.

However, medicines for emergency treatment such as inhalers for asthmatic pupils, diabetic medicines or AAI's for severe allergic reactions should be readily available to pupils and all staff. Some of these medications are kept in the school surgery and are fully accessible. AAI's are located in the Prep Common Room and Pre-prep Staff Room for those children that are prescribed them, along with their second prescribed AAI located in the Staff Room attached to their area of school. Spare AAI's are located in the Prep Common Room, Pre-prep Staff Room and Surgery. Emergency asthma bags are kept in Pre-prep, Office, sports hall, Music office, Hoyland writing room, swimming pool, 3 pavilions & surgery. Each Games taker carries a spare asthma inhaler in a small bum bag which is taken pitch side/local area for cross country running for use in an emergency. The bum bag contains a list of those children who have been prescribed inhalers.

If a child has a condition that needs regular medication as mentioned above and the child is leaving the school premises for an outing or sporting fixture, the appropriate medication would be placed in the Medical bag that would accompany that child and staff briefed accordingly.

All staff receive bi-annual training in the use of Epi-Pens and asthma inhalers and should make themselves aware of the school's Anaphylaxis Policy. A list of relevant pupils' medical conditions including those needing EpiPens and inhalers are in in surgery and the Staff Room for each section of the School (Pre-prep, Lower, Middle & Upper).

Guidance for use of Emergency Salbutamol Inhalers (refer to Asthma Policy for more detail)

The emergency salbutamol inhaler should only be used by children:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler;
- For whom written parental consent for use of the emergency inhaler has been given.

A register of children who can have an emergency inhaler is kept with the emergency inhaler kit, which can be found in all 3 sports pavilions, sports hall and in surgery.

The School Nurses will-

- On a monthly basis check that the inhaler and spacers are present and in working order and the inhaler has sufficient number of doses available;
- Replacement spacers are available following use;
- The mouthpiece of the inhaler has been cleaned, dried and returned to storage following use, or that replacements are available if it has to be disposed of.

If the emergency Inhalers are used members of staff must bring the canister to the school Surgery so that it can be correctly cleaned to prevent cross infection between pupils.

For information regarding Asthma, Anaphylaxis & Allergies, Diabetes and Epilepsy, please see these individual policies for further details.

Appendix 1

A list of all Pinewood EYFS and Prep Staff that have their paediatric/ Emergency First Aid at Work certificate is logged in the School Fire Book, below and certificates are kept in surgery:

Surname	Name	Dept	Training	Training Date	Expiry Date
Bailey	Nicola	Prep	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Baker	Aaron	Prep, Estates	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Barry	Gareth	Prep, Sport, Boarding	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Bevan	Katy	Swimming	Royal Life Saving Society: Rookie Lifeguard Instructor National Rescue Award for Swim Teachers & Coaches	Dec 2025 Dec 2025	Dec 2026 Dec 2027
Birch	Sam	Lower School, Sport, Boarding	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Blanchard	Anna	Sport - Prep & PP	FAA Level 3 Award in Paediatric First Aid (RQF)	June 2025 & January 2026	January 2029
Brassington	Charlotte	Prep, Teaching	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Chatfield	Jack	Prep, Sport, Boarding	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Clark	Susan	Kitchens & Domestic	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Connolly	Fergus		6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Cook	Helen	Boarding	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Crossley	Neil	Middle School, Boarding, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Deuchar	Liz	Prep,	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Downe	Sam	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Hewitt-Boorman	Bryce	Prep, Sport, Boarding	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Hiscock	Amanda	Prep,	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
James	Sarah	Prep, Sport, Science	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Lawson	Mel	Lower School, Sport, Boarding	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027

Lloyd	Serena	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Lloyd	Tom	Upper School, Boarding, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Martyn-Fisher	Sarah	Upper School, Science, Boarding, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Mattock	Rebecca	School Nurse	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Makin	Bella	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Monet	Jacqui	Kitchens	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Newcome	Immy	Boarding	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Newcome	Alex	Boarding	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Siebert	James	Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Smith	Mark	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Stevens	Emma	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Ward	Joshua	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Wilkes	Alastair	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Woodcock	James	Prep, Sport	6hr L3 Emergency First Aid at Work (EFAW)	Sept 2024	Sept 2027
Brassington	Charlotte	Prep, Teaching	6hr L3 Emergency First Aid at Work (EFAW)	January 2026	January 2029
Little	Laura	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Oct 2024	Oct 2027
Loveday	Holly	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Oct 2024	Oct 2027
Worby	Laura	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Oct 2024	Oct 2027
Lockhart	Brona	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2023	Feb 2026
Longe	Emma	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2023	Feb 2026
Bailey	Penny	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Jan 2026	Feb 2029
Dance	Rachel	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2026	Feb 2029
Dark	Sally	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2026	Feb 2029
Finley	Mel	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Oct 2024	Oct 2027
Fryska	Bev	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Oct 2024	Oct 2027
Thomas	Phillipa	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2026	Feb 2029

Wickham	Deborah	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2026	Feb 2029
Siebert	Jo	Pre-Prep	2 day (12 hr) accredited (Ofsted approved) L3 Paediatric First Aid Course	Feb 2026	Feb 2029

Appendix 2:

All teaching staff received Asthma, Anaphylaxis and Diabetes training in January 2026.

All staff received on-line Allergy, Anaphylaxis and Asthma training delivered by the Allergy Team in September 2026. This will be renewed annually.

Appendix 3

Location of first aid boxes at Pinewood School

1. 16+- Medical First Aid Bags kept in surgery. These accompany any children leaving the premises.
2. Top field bag kept in Pre-Pep EYFS Area
3. Pre-Prep Kitchen EYFS area
4. Art Room
5. Theatre
6. Music School
7. Science Lab x 2
8. Lower School
9. Kitchen
10. Office/ Reception
11. Pavilion (Astro Turf)
12. Pavilion (Tennis Courts)
13. Pavilion (Athletics)
14. Maintenance shed
15. Minibus 1
16. Minibus 2
17. Mini Bus 3
18. Mini Bus 4
19. Mini Bus 5
20. Mini Bus 6
21. EV Mini Bus 7
22. Pool room
23. Pump room
24. Nursery EYFS Area
25. Boys Changing Room
26. Girls Changing Room

27. The Hoyland (in the writing room)

All First aid boxes and bags are checked at the beginning of each academic term.

Reviewed: October 2026
Reviewed and Updated by Charlotte Holloway & Rebecca Mattock, School Nurses
Next Review Date: October 2027