DUMPTON SCHOOL
19 – FIRST AID POLICY

Person(s) responsible:	**Matron/Bursar**
Last updated:	**September 2026**
Review period:	**12 months**
Next review:	**September 2027**

INTRODUCTION

Dumpton School aims to meet and exceed the requirements of The Health & Safety (First Aid) Regulations 1981. The school takes account of the ISI, ISBA and HSE guidance on First Aid, and the DfE Statutory framework for the EYFS and will provide adequate and appropriate equipment, facilities, and trained staff (referred to in this document as First Aiders) to meet the reasonable needs of all staff, pupils, contractors, and visitors at the school.

The objectives of this policy are to always ensure adequate provision of appropriate first aid. To ensure that where individuals have been injured or have an acute medical emergency, there are suitable mechanisms in place to provide treatment.

1. RESPONSIBILITIES

Matrons

- To provide relevant guidance and policy documentation to ensure the effective delivery of first aid provision.
- To provide a program of First Aid training in line with current guidelines and accepted first aid practices, or to contract an external provider where required, to deliver training, as requested by staff.
- To ensure first aid kits, and relevant equipment, are checked regularly, or to nominate a member of staff to undertake the regular inspections
- To report to Health & Safety where the inspections of equipment has highlighted any deficiencies requiring action.
- To maintain a readily available stock of first aid supplies.
- To audit relevant equipment as required.

First Aiders

- To give first aid to those injured/ill to the level in which they have been trained and within their level of competency.
- To record first aid administered.
- To ensure any first aid equipment used has been communicated to Matrons.
- To maintain their skills through regular refresher training as required.

- Are responsible for ensuring that other staff, pupils, contractors, and visitors are aware of the first aid provisions that are in place for them.
- Are responsible for considering first aid in their risk assessments, and ensuring adequate controls are in place and communicated to all those who may be affected by the activity.
- Are responsible for knowing how to contact SLT or, matron, the locations of first aid kits, how to report accidents, near misses and sporting injuries.

2. FIRST AID PROVISION

Appointed Persons
First aid is primarily provided by the Matrons and First Aiders during term time.
Matrons room is located in the Front of House.
During School holidays first aid is provided solely by First Aiders.

Contact Information

Matron
Internal: 01202 843942 Ext.208

During term time Matron's (i.e. matron's department) is staffed 5 days a week, from 8am until 4.30pm and to 5.30pm on a Wednesday. Outside these hours the SLT are the appointed persons to assist in triage Level 1 & Level 2. Outside of term time the Deputy Nursery manager/SLT is the appointed person.

Matron and our two Assistant Matrons have completed various first aid training. They provide first aid for pupils, staff, and visitors and deal with accidents and emergencies or when someone is taken ill.

All staff who are first aid trained are responsible for providing first aid in accordance with Dumpton School's triage process

3. DUMPTON SCHOOL LEVELS OF TRIAGE

THE YELLOW EMERGENCY FOLDER, outlining treatment guidelines for a variety of emergency situations, is kept in Matrons next to the Automated External Defibrillator (AED). A copy of the Red Alert list is in this folder.

1. Immediate Care – Life threatening

Dial 999 -Call an ambulance immediately.
State 'What3words' location: dignity. completed. respect
When an ambulance is called the following procedure must be followed:

1) Contact Front Office/Reception inform of emergency call and incident location to manage escorting the emergency services quickly to the location
2) Front of House/Reception contact the following:
   - Matron/SLT (term time) or a First Aider
   - Head Teacher
   - Senior Deputy Head
   - Bursar
   - Parents/relatives/emergency contact
3) Matron will escort the pupil/person to hospital, if unavailable a PFA/FA will accompany, and stay with them until parents/relatives/emergency contact have arrived.
4) In accepting a place at Dumpton parents have consented for the Head Teacher or other nominated representative, to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact the parent.

2. Urgent – Serious but not life threatening

Contact Matron/SLT and a First Aider, if not already present
Call an ambulance **if necessary -dial 999**
What3words location: dignity. completed. respect.
When an ambulance is called the following procedure must be followed:

1) Contact Front Office/Reception inform of emergency call and incident location to manage escorting the emergency services quickly to the location
2) Front of House/Reception contact the following:
   - Matron (term time) or a First Aider
   - Head Teacher
   - Senior Deputy Head
   - Bursar
   - Parents/relatives/emergency contact
3) Matron will escort the pupil/person to hospital, if unavailable a PFA/FA will accompany, and stay with them until parents/relatives/emergency contact have arrived.
4) In accepting a place at Dumpton parents have consented for the Head Teacher or other nominated representative, to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact the parent.

3. Delayed – Other injuries/illness

- A First Aider should deal with the individual concerned.
- The First Aider will use their professional judgment and skillset in dealing with the individual, administer first aid and complete first aid records in the accident book, which is kept in Matron's room or in EYFS/Pre-Prep situated in the First aid bags.
- If required, send them to Matron for additional support or contact Matron to attend to the individual in-situ.
- Parents/emergency contacts will be notified by matron/staff on the same day or as soon as reasonably practicable if a pupil suffers any accidents or injury or receives First Aid treatment, medication, or becomes ill during the school day and needs collecting.
- Individuals sustaining a head injury/bump to head will be given a head injury alert wrist band to wear.

SENDING CHILDREN TO MATRON

EYFS and Pre-Prep pupils will be accompanied to Matron with a First Aid trained member of staff. **Prep school** pupils will be assessed by a First Aid trained member of staff and attend Matron with another pupil or with a member of staff if necessary. If necessary, call Matron in advance to forewarn.

4. TRAINING

- Training needs are considered and reviewed at least annually by SMT.
- The Bursar is responsible for the administration of general first aid training. Dumpton School has less than 500 pupils and staff. At any one time the minimum requirement of First aiders is 2 with 1 Appointed Person.
- All staff are given information on the provision of first aid at induction.
- All records of first aid training are kept by Matron and displayed in Pre-Prep, in Matron's and the Staff rooms.
- Training is updated in order to remain certified, if this period is exceeded the full course is re-taken.

The following first aid training is provided:

- Emergency First Aid at Work (training every 3 years) – completed by all teachers and Prep school teaching staff and other departments within school.
- Paediatric First Aid (training every 3 years) - completed by all EYFS and Pre-Prep Teaching assistants and Matrons.
- First Aid at Work training every 3 years
- Anaphylaxis, Asthma and Diabetes awareness and any other significant medical conditions/needs (annual INSET training by Matron).
- Administration of Medicines – completed by Matrons and Deputy Nursery Manager (training annually).
- Mental Health First Aid.
- National Pool Lifeguard Qualification (training every 2 years).

5. FIRST AID EQUIPMENT

General equipment and supplies can be obtained from Matron. The contents comply to the guidance given in HSE document 'Basic advice on first aid at work'.

First Aid Kits

- First Aid Kits are provided to enable first aid to be given to anyone who becomes ill or injured at Dumpton School and when off site (e.g. off-site visits, games away-matches).
- First Aid Kits are to be clearly displayed and easily accessible.
- First Aid kits should be either plastic or fabric in construction, depending on the environment,
- First Aid kits are regularly checked by Matron, Pre-Prep bags are restocked daily as required, match bags once weekly, first aid boxes termly.
- Associated equipment is located in the catering department, science department, food technology and outdoor learning and is checked regularly by the Heads of Departments and termly by Matrons.
- Staff inform Matron if any stock has been used on returning first aid kits to Matron.

First Aid Kit - Contents List

The following should be used as a guide and can be used as a checklist if needed.
The contents of your first aid kit should be suitable for the risks identified in the area it may be used.

CONTENTS:

Assorted Plasters	Scissors
Dressing bandages x 2	Waste bag
Triangular bandage	Instant ice packs and cover
Eye pad	Tissues
Eye wash	Bumped head wristbands
Cleansing wipes	Foil blanket (Poolside and Outdoor Learning only)
Tape	Tourniquet (Groundsmen first aid bag only)
Sterile swabs x 2	Burn Dressings, blue plasters (Science and Kitchen first aid bags only)
Gloves	
Resus face shield/pocket mask	

There are first aid kits in the following locations:

First Aid Bags	First Aid Boxes
EYFS-Nursery room	Prep Food Tech
EYFS-Pre-School room	Kitchen
EYFS/Pre-Prep – stairwell x1 backpack, x1 bum bag	Swimming pool
Astroturf pitch - shed	Sports hall kitchen
Prep-- DT	Science
Prep – Science including, burn dressings	Buses
Sports hall office	
Maintenance & Grounds - office	
Outdoor learning in camp area	

- Matron holds a supply of stocked first aid kits available for Off Site Visits/Games Away Matches. Please see Appendix A for list of contents.
- EYFS and Pre-Prep carry a first aid bag and telephone when exploring the external learning areas of the school.
- All emergency medication must accompany the child/adult when going off site.

The Bursar may audit first aid kits on a random basis to confirm compliance.

Automated External Defibrillators (AEDs)

- There is 1 AED on site. This is located in Matrons as you enter on the left on the wall.
- All First Aiders are trained in the use of AEDs.
- Matron is responsible for arranging weekly checks on the AED. This includes checking:
  1) The "rescue ready" green light is visible
  2) The battery has at least 2 bars (will need replacing when there is 1 bar)
  3) The pads are in date.
- These weekly checks should be recorded with faults promptly reported to the Bursar.
- The Bursar may audit AED's on a random basis to confirm compliance.

Evac-Chair

If a pupil sustains an injury that requires them to be moved and they are unable to mobilise independently, the Evac-Chair (situated in the Sports Hall landing) can be used to transport the pupil. Matrons/SLT must be trained in using the Evac-Chair and follow the associated risk assessment for its use.

If the pupil can sit:

- The pupil can be aided by first aiders to sit in the chair at the rear of the Evac-Chair
- The pupil must be secured with a seat belt by the first aider.

If the pupil is non-ambulant:

- An ambulance will be called and the Level 2 Triage steps will be followed.

6. ADMINISTRATION OF EMERGENCY MEDICATION – Please also see Storage and Safe Administration of Medications Policy.

EMERGENCY MEDICATION - Kept in Matrons – situated in left unlocked cupboard on entering Matrons office or in the fridge (hypostop and dextrose) adjacent to Matrons desk.
All emergency medication must accompany the child when going off site.
All emergency medication boxes contain the individual's care plan.

Adrenaline Auto Injectors (AAI. Eg: "*EpiPen*®")
Instructions for use (Anaphylactic care plan) are kept with the individuals AAI.
There are 2 generic AAI available in the Medical Room.
Annual consent is obtained to permit emergency AAI usage.
Matron is responsible for regularly checking the AAIs.
All first aid trained staff receive training in Anaphylaxis.
Annual updates are provided by Matron.
Please see Appendix 1

Asthmatics - Inhalers
Instructions for use (Asthma care plan) are kept with the individuals inhaler.
There are Salbutamol inhalers on site. These are located in Matrons and allocated to First Aid bags for outdoor activities, matches and trips.
Annual consent is obtained on 'The School Asthma Card' to permit emergency inhaler usage.
Matron is responsible for regularly checking the inhalers.
All first aid trained staff receive training in Asthma.
Annual updates are provided by Matron.

Diabetes – Hypostop and Dextrose
In the event of a diabetic becoming hypoglycaemic, the child's prescribed Hypostop and Dextrose is kept in the medical fridge with instructions for use (Diabetic Care Plan).
Matron is responsible for regularly checking the Hypostop and Dextrose.
All first aid trained staff receive training in Diabetes if applicable.
Annual updates are provided by Matron.

Epilepsy - Anti-convulsants
Instructions for use (Epilepsy care plan) are kept with the individuals medication.
Matron is responsible for regularly checking care plans and medication.
All first aid trained staff receive training in Epilepsy if applicable.
Annual updates are provided by Matron.

7. ARRANGEMENTS FOR PUPILS WITH LONG TERM MEDICAL CONDITIONS, ALLERGIES AND SPECIAL EDUCATIONAL NEEDS (SEN)

Pupils who have chronic medical conditions such as asthma, diabetes, dietary allergies/intolerance, epilepsy and SEN have their conditions recorded on Medical iSAMs and are reviewed annually. Some pupils have Health Care Plans that are reviewed annually. All relevant staff have access to this information Matrons are responsible for disseminating it as required. A **Red Alert list** with all pupils with serious conditions listed is kept in the

staffroom and in the Emergency Folder in Matrons room. Staff are made aware of those pupils with significant conditions by Matrons at the start of each term with training provided where required. The Red Alert list is updated in the summer term with new starters and all staff and pupils are invited to update their medical information during the summer term.

School trips/Away matches

- All pupils with medical conditions going on school trips are to be identified by the trip leader before the trip departs so that accompanying staff are aware of both the issue and any possible intervention, action, that might be required on their part.
- Trip Risk Assessments must identify those with medical conditions likely to require specialist assistance.
- All emergency medication must accompany the child when going off site.
- Training is available to assist these staff, for example training in anaphylaxis and asthma awareness.
- A First aider (Paediatric first aider for EYFS pupils) will accompany pupils on visits out of school. If a member of staff or a child is injured on a School activity or sports fixture away from School Dumpton School Triage is followed and recorded in our first aid records

Allergies

- We expect all pupils to eat school meals and can only meet individual requirements that are based upon attested medical grounds. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire that they complete on entry to school. Parents should inform the school at once if their child develops intolerance of any food. Matrons and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.
- The school has a Catering and Dietary Requirements and Food Allergies policy which is coordinated by Catering/Bursar/Matrons.
- Matrons are responsible for communicating details, on pupils with food allergies/dietary concerns, to Catering.
- The Dietary Requirements and Food Allergy list is updated in the summer term with new starters, and all staff and pupils are invited to update this information during the summer term.
- Photos of children with food allergies, intolerances/special dietary requirements are displayed in the kitchen.
- Staff are responsible for notifying the kitchen of their own requirements.
- Lists of children who suffer with ALL types of allergies are displayed in staff locations, such as the Staff Room and Matrons.

8. RECORDS OF FIRST AID TREATMENT

- Matrons and First Aiders complete first aid records for all persons; members of staff, pupils, and visitors.

- Records are kept in the first aid book in Matrons room and in the EYFS/Pre-Prep first aid book situated in the First aid bag and in the Nursey/Pre-school room.
- All visits to the Matrons requiring intervention are recorded in the first aid book.
- Matron monitors any patterns or trends in all accident records.
- Injuries requiring a referral, are digitally recorded on Smartlog
- Injuries sustained at home, out of school hours are recorded on My Concern.
- If a member of staff or a child is injured on a School activity or sports fixture away from School, Matron is informed and records in our first aid records, or if not present this is recorded by a staff member.
- Matrons/First Aiders contact the parents/emergency contacts to enquire about the well-being of children/persons who have required Triage Level 1 and Level 2. A record of this follow-up action is updated in the Smartlog accident reporting software. The Bursar reviews this form and informs the Head Teacher if necessary.
- Medical Records are retained for 25 years from date of birth for pupils or for 7 years after an employee has left the school.

9.ACCIDENT AND NEAR MISS REPORTING

An accident report, is to be completed in the case of an accident, which results in a member of staff or child being:

- Sent home
- Taken to a doctor
- Taken to hospital
- Becoming unconscious

If the accident comes within the definition of "reportable" to the local Health and Safety Executive. HSE document RIDDOR, Reporting of Injuries, Diseases and dangerous Occurrences Regulations (copy held by the Bursar) gives full details.

Or If any item of School equipment was either the cause of the accident or was damaged as a result of the accident.

The accident report form is completed online by one of the Matrons and the member of staff who attended the accident, or if no one was present, by the member of staff first on the scene. The Bursar will complete any other details as required. The Bursar should be sent the completed forms as soon as possible after the incident. In every case where the action required is listed in this paragraph, the Bursar should be informed immediately.

Should any incident occur where an accident form is completed, it is the responsibility of the Matrons to contact the parents or next of kin to enquire about the well-being of the injured person. A record of this follow-up action is written into the Accident book and passed on to the form teacher and the bursar, who will inform the headmaster if necessary.

Near misses are recorded in the Near-miss Book stored in the Matron's pigeon hole in the staff room.

Reports and records

If an accident defined as "reportable" occurs, the Bursar and Headmaster are to be notified as quickly as possible by the matrons or member of staff concerned. The Bursar will make an immediate report to appropriate bodies or agencies e.g. RIDDOR, HSE. The EYFS manager will inform Ofsted and other agencies (e.g. Safeguarding) as appropriate.

If an accident should occur which, by definition, is "non-reportable" but it falls within categories listed in paragraph 12 above, the Headmaster and the Bursar are to be informed by the Matrons and the member of staff involved.

RIDDOR

The Bursar is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

10. BLOOD AND BODILY FLUIDS (See Dumpton School Infection Control Policy)

- Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid.
- Anyone giving first aid must take precautions to avoid infection. Hands must be washed before and after.
- Staff must wear disposable gloves and if required an apron, and other appropriate PPE if available, when dealing with blood and other bodily fluids.
- All spillages must be correctly cleared up as soon as possible.
- Bodily Fluid Spillage Clean Up Kits are available in Matrons. These must be disposed of as contaminated waste in the specific yellow bin in Matrons or the larger yellow bin in the refuse area.
- Contaminated bedding, clothing, is washed separately in a hot wash.
- Matron is to be informed of any spillages of bodily fluids, and the area closed off wherever possible until cleaning, including steam cleaning, has taken place.

Appendix 1:

MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with pupil
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**.

Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

DELIVERING ADRENALINE

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the pupil's emergency contact.
8. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements.

For more information see the Government's Guidance for the use of adrenaline auto-injectors in schools.

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

SYMPTOMS OF ANAPHYLAXIS

RESPONDING TO ANAPHYLAXIS

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough