



IPSWICH SCHOOL

FIRST AID POLICY 2025 (INCLUDING EARLY YEARS FOUNDATION STAGE)

1. AIM OF FIRST AID (PRESERVE, PREVENT and PROMOTE)

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled, however, with a management framework which has been put in place for the day to day running of the school and The Lodge Day Nursery. In the event of an accident the pupils concerned should be taken to the School Matron or in his/her absence to the relevant first aider in the Senior School and a relevant office in the Prep. In the Lodge, initially, children will receive first aid in their designated room.

One of the trained first aiders will decide if the injury requires hospital treatment and will, if necessary, call for an ambulance. In this instance, a member of staff will contact the parents. If hospital treatment is not deemed necessary, the Matron or relevant first aider, will attend to the injury on site. Subsequently, the member of staff originally reporting the incident should fill out an accident report form online. If serious Email/Telephone communications should be made to the Head, Deputy Head Pastoral or Prep Head.

NB There is the potential for extensive waiting times for an ambulance to arrive. If a long wait is a concern, staff should consider the option to transfer the casualty to hospital by car **ONLY** in conjunction with parents/Matron/Compliance Officer/SMT/SLT. There should be careful consideration given to the risk of waiting compared to the risk of moving the casualty without medical personnel present. If in doubt, the casualty should not be moved.

2. AIM OF THE SCHOOL'S FIRST AID POLICY

This document sets out the policy to be followed for the provision of First Aid within Ipswich School (including Ipswich Preparatory School, The Lodge Day Nursery, Notcutt's playing fields, Ivory House Anglesea Heights and Westwood Boarding House) during term time and holiday periods. It also gives general guidance for the provision of first aid for pupils and staff on tours and visits away from the school.

3. ROLE OF FIRST AIDERS

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.

4. THE SURGERY

The Surgery is open from 8.30 am until 4.30 pm on Mondays to Fridays during term time. It is not open on Saturdays, Sundays or during holiday periods.

5. THE ROLE OF THE SURGERY

The Surgery provides, as a minimum, the medical cover listed below for pupils, employees and visitors (but not contractors working on the School site) during the hours that the Surgery is open during term time. It is a manned 'drop in' facility and the Matron on duty is not expected to attend at other locations on the School estate to provide treatment except in an emergency. Where this arises the Matron on duty should use her discretion after assessing the conflicting need to man the Surgery, especially if there are patients in her care, and the nature of the emergency.

- Assessing and treating sick and injured pupils, staff and visitors
- Contacting parents/guardians, etc as appropriate
- Referring/taking pupils to hospital as appropriate and follow up/liaison with parents/hospital/School Medical Officer
- Holding and dispensing medication prescribed for pupils by their doctors
- Maintaining records of those treated in the Surgery and/or requiring attention outside the Surgery
- Ensuring the accident log is kept up to date to comply with Health and Safety regulations
- Ensuring online accident report forms are completed by pupils and staff as appropriate
- Ensuring that the School's first aid boxes at all sites are kept fully stocked
- Maintaining and updating a computer database of pupils' medical information
- Ensuring staff are aware of any special needs pupils have, bearing in mind the need for confidentiality
- Providing First Aid training for staff
- Liaison with the Catering Manager, updating him/her on special diets and food allergies.

6. LOCATION OF FIRST AIDERS

There are members of staff who have been trained to give first aid treatment who normally work in the following locations:

- Senior School main building
- Preparatory School
- The Lodge Day Nursery
- Science blocks
- Design and Technology blocks
- Great/Little School complex
- Library block
- Dining Hall/Kitchen areas
- Maintenance workshops
- Westwood boarding houses
- Anglesea Heights Boarding Houses
- Notcutts playing fields
- ISSC

There should be a member of staff present at Notcutts/ISSC playing field who has knowledge of emergency first aid. There is a landline in the first aid room in the Pavilion at Notcutts and Reception at ISSC and a member of the games staff with a mobile phone, first aid box and transport who is responsible for seeking the appropriate aid whenever contact sports are being played. A First Aider will be on duty at Notcutt's and ISSC for inter-school rugby, hockey and netball fixtures; the arrangements are made by the staff in charge of Sport.

Ideally a trained first aider should be present at Westwood and Anglesea boarding house but as a minimum a person with knowledge of emergency first aid, a first aid kit, mobile phone and transport must be immediately available.

7. ACTION IN THE EVENT OF INJURIES AND ACCIDENTS

First aid trained members of staff have valuable skills and all injuries should, wherever possible, be assessed by them. However, it is accepted that those with minor injuries may simply report directly to the Surgery or Prep offices.

Any casualty judged capable of moving by a first aider should be accompanied to the Surgery or Prep office and transferred to the charge of the Matron/office staff on duty. In the Prep or Lodge, Matron may be called for further assessment where necessary. In the case of a more serious injury Matron should be called to the casualty (but please note this will only be possible if Matron has no patients in the Surgery).

Please note:

- ***Casualties with suspected fractures or back or neck injuries must not be moved unless Matron or ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.***
- ***If the casualty is unconscious, their airway is at risk, and they should be placed in the recovery position regardless of suspected spinal injury. Coaches are to follow the School Concussion Protocol.***

When to call an ambulance

When injuries are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage, or when injuries are such that they cannot be treated on site an ambulance will be called, a responsible person should be detailed to receive the ambulance and direct to the casualty.

Accidents and illness in The Lodge Day Nursery

Please refer to The Lodge Day Nursery specific First Aid Policy.

Accidents at Playtime in the Prep School

Early years staff should be trained to report any accidents or “near misses” immediately they happen or are discovered, no matter how minor. Early years employers should keep records of such reports, including details of any investigations and accident analysis.

Prep School staff attend the in-house first aid course run by Ipswich School This is renewed every 3 years and includes training in the use of epipens and inhalers. In addition the Lower Prep Late Stay staff and members of the EYFS team hold the Paediatric First Aid Certificate. It is recognised that a member of staff with paediatric first aid training must always accompany EYFS (Early Years Foundation Stage) children on trips off site.

If a pupil is injured during playtime/lunchtime, a teacher on duty must send the child to the relevant School Office.

Reception – Year 2

The member of staff who has administered first aid (if applicable) must fill in the medical record card situated in the School Office. If the injury is deemed serious enough to warrant further medical attention beyond basic first aid, the School Secretary/Admissions Manager has to be informed and they will radio Matron who may visit the School site or arrange for pupils to be escorted to the Surgery at the Senior School. An injury notification slip must always be completed and sent home to parents. Where the member of staff deems it relevant, a copy of the accident form must be recorded on the online accident form, or a copy sent to the Compliance Officer.

A chair and small sink are situated in the Lower Prep office where children can rest if feeling unwell. However, if a child is unable to remain in the classroom every effort is made to contact parents/carers in order that the child may go home.

Years 3 – 6

The member of staff who has administered first aid (if applicable) must fill in an injury notification slip which is sent home to parents. If the injury is deemed serious enough to warrant further medical attention beyond basic first aid, the office staff have to be informed and they will radio Matron who may visit the School site or arrange for pupils to be escorted to the Surgery at the Senior School. Matron will contact parents by carbonated note or a phone call.

Where the member of staff deems it relevant, a copy of the accident form must be recorded on the online accident form, or a copy sent to the Compliance Officer.

Children who need to lie down in a quiet, supervised area are able to use the beds in Matron's Surgery until they can be collected by parents/carers and taken home.

Any pupil in Years 3 – 6 injured during lunch time on the Senior School field will be dealt with initially by the member of staff on duty and then may be sent to Matron with another pupil as an escort. No pupil should go to Matron alone.

Injuries causing concern: Matron will have made contact with parents/guardians by phone.

Accidents and illness during lessons in the Prep School

If a child is feeling ill during the course of the school day the form teacher/subject teacher will initially deal with the pupil. If a pupil's health continues to cause the teacher concern, the member of staff will take the pupil to either the Lower or Upper Prep School Office, where with the School Office staff will make the decision about further action e.g. contacting parent/guardian or seeing Matron. If this decision is made, the office staff will make the necessary arrangements. If Matron is not deemed necessary the pupil will return to their lessons.

Reception – Year 2

Inhalers are kept in classrooms and are taken by the teacher to all sports events, swimming and other outings, etc.

Year 3 – 6

All pupils required to use an inhaler should know how to use it properly. It is the responsibility of the child and the parents to ensure this. Children should carry their inhaler with them, especially to the sports field.

Epipens, etc are kept in the School Offices and Surgery and are clearly labelled.

Accidents and illness in the Senior School

Years 7 – 13

If a pupil is injured during break times or in class the teacher will send to or for Matron. N.B. most Senior School pupils self refer to see Matron in School Surgery.

All visits are recorded in the pupils' individual medical record. More serious accidents will be reported to the parents/guardians and Headmaster.

All pupils required to use an inhaler should know how to use it properly. It is the responsibility of the child and the parents to ensure this. Children should carry their inhaler with them, especially to the sports field.

Children who are prescribed Epipens are required to have them on their person at all times.

Accidents, injuries and illness away from School

In the event of a Pupil becoming injured or ill outside of school, for example, whilst playing for an external Club, we ask that Parents and Pupils inform Matron on their return to school as to their status.

All injuries should be recorded and all coaching staff should be made aware of the pupils' status so that they are not selected if unfit to do so.

All pupils that are informed by a member of the medical profession not to play, must inform the school, in writing, as and when the pupil is “fit to play”.

The pupil should not be allowed to return to sport until a parent confirms that this has taken place.

Boarders

If a boarder is ill or injured they should alert duty staff who will assess the situation. They may require monitoring, but may also require referral to a GP or A&E.

If a medical assessment is required the Head of Boarding or a House Parent must be informed. Staff will act in loco-parentis and will keep guardians / parents informed as soon as possible.

8. ASTHMA

Asthma is the most common chronic condition, impacting 2 children in every classroom.

Triggers

Potential triggers can be fumes/chemicals, mould/damp, grass and pollens, aerosols and sprays, changing weather, viral illness, exercise.

Pupils may need to use their inhaler 15-30 minutes before sport, and the inhaler should be kept nearby during physical activity.

- Common symptoms include:
- Dry cough
- Wheeze (whistle sound made when breathing out\)
- Shortness of breath
- Tight chest
- Tummy ache in younger children
- Treatment

There are many treatments, but those with asthma will carry a reliever inhaler, which is often blue. Preventer inhalers are taken every day, usually at home. It is the reliever that will help symptoms during an asthma attack.

Location of inhalers

- Lower Prep - Staff will keep inhalers for pupils, and there is a school inhaler in the office.
- Upper Prep - Pupils must keep their own inhalers, and there is a school inhaler in the office.
- Senior school - Pupils carry their own inhalers, and there is a spare outside Matron's Surgery.

There are also spares at the Notcutts (pavilion), Rushmere (bottom of stairs) and at the Westwood Pavilion.

Communication

Parents must supply a copy of their child's asthma plan, and inform School about any changes or concerns with their child's health. The School will inform parents if they are aware of increased inhaler use for a particular pupil, to ensure that patterns are noted and that parents can liaise with their asthma team.

9. MAJOR INCIDENTS

See Critical Incident file.

Reporting Accidents

In the event of an accident, the member of staff originally reporting the accident should fill **out an online [accident report form](#)**. The School conforms to the statutory requirements and will report to the HSE (Health and Safety Executive) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Further details of which can be found at [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#).

Accidents in the EYFS setting must also be reported to Ofsted.

10. SCHOOL HOLIDAY PERIODS

First aid cover for employees who work during holiday periods and those in The Lodge Day Nursery, will be provided by members of the support staff who are trained and qualified first aiders.

11. FIRST AID TRAINING

It is the School's policy to regularly review First Aid provision to ensure it is adequate.

First Aid training is offered by the school and covers Basic training, FAW, EFAW and PFAW in handling life-threatening incidents which may occur in schools. This will give attendees the minimum level of competence required to save a life in an emergency. A certificate of attendance is awarded and certificated through Protrainings.EU.

It is recognised that certain members of teaching staff will require first aid certificates to enable them to carry out specialist duties, such as Duke of Edinburgh expeditions and School trips abroad. Courses can be arranged to suit their requirements.

A number of EYFS staff hold the Paediatric First Aid Certificate.

12. RE-TRAINING

First aid training lasts for three years. The Compliance Officer and Matron will make arrangements for re-training and re-certification for each first aider during the third year.

13. FIRST AID BOXES

These are located as shown on the attached list (page 8). Matron to check all boxes once per term. Any person who uses an item from a first aid box should inform Matron as soon as possible so that it can be replaced.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled 'First Aid' by a white cross on a green background.

The contents of a first aid box should be readily available to anyone wishing to use them. Only the following first aid supplied should be kept in it:

- List of first aiders
- A card with general first aid guidance
- A supply of individually wrapped sterile adhesive dressings (plasters)
- Sterile eye pads with bandage and triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be included)
- Safety pins
- A selection of sterile wound dressings, various sizes
- Disposable gloves
- Yellow clinical waste bag
- Resuscitation face shield.

14. TRANSPORT

Transport to hospital from the School, if not an ambulance emergency, is arranged through the Surgery.

15. TOURS AND VISITS AWAY FROM THE SCHOOL

Whenever possible, a trained first aider should be included on officially sponsored tours and visits. A first aid box, available from the Surgery, should always be taken on such visits by the first aider or the person in charge where there is no first aider.

Pupils with medical conditions are identified for each trip, and the trip leader is informed. Epipens, inhalers or extra medical supplies/equipment will be made available.

EYFS children who are attending an offsite visit must be accompanied by a suitably qualified Paediatric first aider.

16. MEDICINES

The Lodge Day Nursery, Lower and Upper Prep administer medicines under the written permission (where possible) and verbal permission (where necessary) of parents/guardians. All medicines are kept in a locked and designated cupboard. Only designated staff or Matron may administer these medicines and a record is kept.

In the Senior School all medicines are administered by Matron.

Pupils in the Senior School are given over the counter remedies (for headaches and the like), if parents have given prior consent.

If staff require medicines during the school day, they must be stored securely and out of sight, and taken discreetly.

17. BODILY FLUIDS

In the event of any bodily fluids (blood, faeces, urine and vomit) needing to be dealt with immediately, clear hygiene arrangements are in place and guidance is available from the Surgery. Gloves are provided in first aid kits and should be used when dealing with bodily fluids. All items should be placed in a plastic bag and disposed of in a clinical waste bin located in the Surgery. If possible the area should be cleaned with neutral detergent such as washing up liquid.

18. DISSEMINATION OF INFORMATION

This Policy Statement is to be displayed in the Surgery and on appropriate notice boards around the School.

A list of first aiders and location of first aid boxes are to be displayed on the notice board outside the Surgery.

Next Review Sep 26

Appendixes:

[MEDICATION ON SCHOOL TRIPS 25.pdf](#)

IPSWICH SCHOOL - Position of First Aid Boxes

School fields – Groundsman's Shed
Notcutts Pavilion x 2 (+ De-fib)
Notcutts Groundsman's shed
School Pavilion – Cricket (+ Burns Box)
Cricket Pavilion – Kitchen
Sports Hall – Office (Loggia De-Fib)
Fitness Suite
Swimming Pool
Squash Courts
Sixth Form Centre x 2
Chapel
Chemistry Depts x 2
Biology Depts x 3
Physics Depts x 2
D.T. (+ eye station)
Art & Art Workshop
Library
Caretakers' Office
Reception x 2
Surgery
Great School
Maintenance
School Kitchen/Dining Room (+ Burns Box)
Donachers (+ Burns Box)
Minibuses x 5
Study Support (History)
Upper Prep School Science Room
Upper Prep School Technology Room
Upper Prep School Staff Room
Upper Prep School Travel (Staff Room)
Upper Prep School Office
Upper Prep School Play Deck (by door)
Upper Prep School Playground (by door)
Upper Prep School Caretakers' Office
Upper Prep School Kitchen
Upper Prep School Sports Hall
Upper Prep School "Late Stay" area
Lower Prep School Office (+ De-Fib)
Lower Prep School "End of Main Corridor"
Lower Prep Kitchen
The Lodge Day Nursery Office
The Lodge Day Nursery Staff Room
The Lodge Day Nursery Pre-School Room
Anglesea Heights 6th Form House
Anglesea Heights Girls House
Anglesea Heights Main Building
†Westwood All-Weather Pitch
†Westwood Kitchen (+ Burns Box)
†Westwood Surgery
†Westwood Groundsman's Shed
ALL CHECKED TERMLY BY MATRON, † Checked Regularly by Westwood Staff