

The Elms School

13a. FIRST AID PROVISION POLICY	
Effective from	November 2026
Extent of Policy	The Elms School
Policy Owner	Head Matron/Deputy Head Wellbeing
Authorised by	Welfare Committee
Review by	November 2027
Frequency of Audit	Annual
Circulation	Governors All Staff Parents on request
Publication	Internal

We recognise that all members of the school staff, including volunteers and peripatetic staff, share the duty of care for children at the school. We aim to ensure that the health, safety and welfare of all pupils is paramount. This policy should be read in conjunction with the school's Safeguarding policy which includes Child Protection procedures.

Setting & Context

The Elms is a co-educational school whose policy in relation to First Aid is to provide assistance by staff who are trained in First Aid certificate including paediatric First Aid. The school ensures that the physical and mental health, and emotional wellbeing of pupils is promoted.

Accommodation for boarders who are unwell is adequately staffed and separated from other boarders, providing separate accommodation and washing facilities for male and female boarders if necessary.

There are effective arrangements to secure medical, and in emergency, dental and optical attention for boarders as necessary. Day pupils attend the latter with parents whenever possible. Written parental permission has been obtained in advance for the administration of first aid and appropriate non-prescription medication, and to seek medical, dental or optical treatment when required. This requirement is without prejudice to the right of a Gillick-competent boarder to give or withhold consent to medical treatment or to seek medical advice or treatment in confidence.

First Aid Recording

All staff are instructed in school meetings to refer any case which might require First Aid, to the matron team, based in the Matrons room.

A First Aider is always available during sport matches. Whilst we recognise that a bump to the head could happen at any point in the school day, the likelihood of it happening whilst playing sport is greater. Staff follow the same protocol as with all other injuries by reporting it to matron ASAP (even if the child goes home directly with a parent from a match). Staff assess the pupil and administer immediate first aid and will always advise parents to seek medical advice at Minor Injuries / A and E to determine if the injury has resulted in a concussion.

If Matron or a Staff member suspects concussion strict protocols are followed and a graduated return to play programme (for whatever sport) is put together for that pupil. This will continue until a formal decision is made by a medical professional.

All accidents incurred by staff and pupils, are recorded in the accident book, then written up in the daybook and parents of pupils are contacted as soon as possible. A record of any termly accidents is collated for the Governors. The daybook is the school's written record of all medication, treatment and first aid administered to pupils/staff which is duly signed by the matron on duty. All information is then recorded on medical section of ISAMS.
Visiting pupils' accidents can also be recorded in accident book.

If staff are unsure if the accident / injury requires 999 care – they should call 999 and not wait for Matron or First Aider.

Training & Needs Assessment

The school undertakes an annual First Aid Needs Assessment which is reviewed following significant changes, serious incidents, staffing changes or building developments

All Staff receive First Aid training, but Matrons and staff who take sports sessions and matches also take extra training on concussion through a range of guidance:

UK Concussion Guidelines for Grassroots Sport.

Return-to-Learn.

Return-to-Sport.

First Aid Training Matrix – The Elms School

Qualification	Minimum Provision
First Aid at Work	4 staff
Emergency First Aid at Work	10 staff
Pediatric First Aid	All EYFS staff All Matrons
Boarding House Coverage	24/7 first aid cover with a trained first aider immediately available at all times

The school complies with all EYFS paediatric first aid requirements including the provision of appropriately trained staff whenever EYFS children are present

Matrons are all fully aware and updated regularly regarding arrangements for pupils with particular medical conditions. Specific training can be arranged by specialist nurses and the school's Doctor for pupils with chronic conditions and disabilities, e.g. Asthma and Diabetes. The school maintains a central record of first aid qualifications and ensures refresher training is completed before certification expiry

First Aid Provisions

First Aid boxes are located throughout the school and checked termly, these reports are given to the Bursar and any items used must be reported directly to the Matron in order that they can be replenished. Sports First Aid bags are also checked and re-stocked on a regular basis.

Expired or unused medicines and any sharps boxes are taken to local pharmacy for disposal.

All procedures and policies relating to pupils' health care is regularly overseen by Matron.

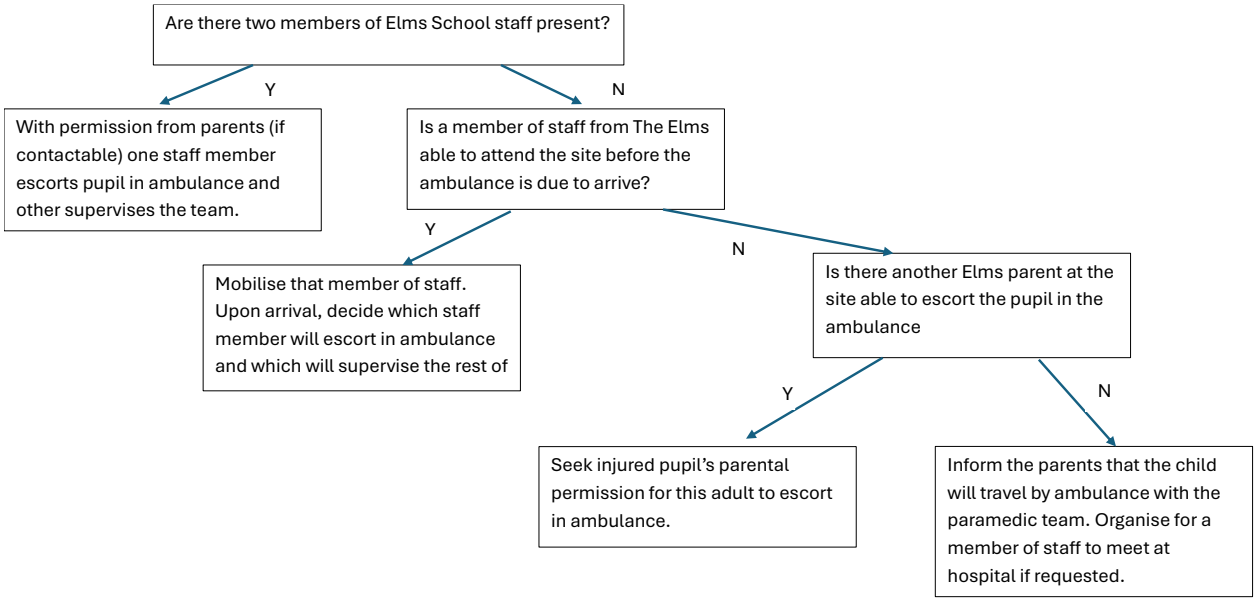
More Serious Injuries

For all situations, other than everyday minor injuries, cases will be referred to the GP at the **Colwall Surgery 01684 540323** (with whom the majority of boarders have been registered), or during out of hours, directly to either **Malvern Minor Injuries dept. 01684 612619 or 612600**, or **Ledbury Hospital 01531 632488**, or if the First Aider deems the accident to be an emergency, to ask a bystander to dial 999 for an ambulance. There are 24hr A&E departments at Hereford (can be easier to get to) on **01432 355444** or Worcester on **01905 763333.**

If Parents are not available and a pupil needs an emergency trip to hospital or any other appointment, the Matron on duty needs to remain on School site and another member of staff accompany the pupil. This should be the second person on call or another member of staff available. If this is not possible the 3rd on call – Matrons will be contacted to see if they are available to come in from home. In the instance that an injury requiring a pupil to attend hospital occurs during an away fixture and a parent is not present the second-on-call timetable should be adhered to.

AWAY FIXTURES – AMBULANCE CALL FLOW CHART

In the event of a pupil from The Elms requiring a hospital visit via ambulance, it is the generally observed practice that the host venue First Aid provision leads on the process alongside Elms staff. In the event of this not being the case, the following flow chart should be observed:



Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Reportable incidents under RIDDOR will be submitted via the HSE online reporting system by the Bursar

Emergency Medication in School

The Elms policy on boarders self-medicating, other than for specific conditions e.g. Asthma, is that to do so would be detrimental to the health and safety of other boarders.
Emergency Asthma inhalers are located around school – Matrons, Staff room, Front Office.
Emergency Auto injectors are located in School Office.
Emergency Defibrillator is located on the wall outside the swimming pool.
More details of the above are within the Administration of Medication and Allergy Safety Policies.

Administration of Non-Prescribed Medication

BOARDERS

1. When a pupil comes to the Matrons room details of the ailment are entered into the daybook and signed, the information is then also put onto isams Their temperature is taken if necessary and the treatment noted. If appropriate, the follow-up column is ticked for continued monitoring.
2. The Matron on duty selects the appropriate treatment from the locked medicine cupboard which is stocked in accordance with the GP's advice.
3. The contents of the secure cupboard are regularly checked by Head Matron and listed in Medicine book.
4. If the child continues to be unwell the Matron on duty will assess whether the child should be taken to visit the GP as soon as possible whilst liaising with parents.

BOARDERS WITH OWN GP, DAY CHILDREN, PRE-PREP & EARLY YEARS

Parents are requested to bring any non-prescribed medication to the Surgery.
Paragraphs 1-3 as above, but if the child continues to be unwell the Matron should telephone the parent/guardian and suggest collection if possible, and a visit to their own GP. In an emergency, treat as necessary and dial 999 still continuing to contact parents.

Administration of Prescribed Medication

BOARDERS

1. The Matron on duty will make a note on ISAMS of the Dr's prescription.
2. The medication must be stored either in the locked fridge (with the pupil's name on it) or in the locked medicine cupboard in a box marked with the pupil's name.

BOARDERS WITH OWN GP, DAY CHILDREN, PRE-PREP & EY'S

Parents should bring any prescribed medication to the Surgery and complete a detailed medication form and sign where appropriate.

Paragraphs 1-3 as above.

STAFF MEDICATION

Staff must tell the school and seek medical advice if they are taking any medication which may affect their ability to care for children.

MEDICAL PROTOCOLS ON COMMUNICABLE DISEASES

The school ensures that all immunisation records for boarders are up to date. The local GP confirms any suspected communicable disease and will decide as to whether the individual is sent home (if possible) or isolated within the school.

A letter from the local GP is then forwarded to the Headmaster and emailed to parents and staff, advising of any necessary precaution