



HOLMEWOOD HOUSE SCHOOL

'Kindness, aspiration & self-belief'

FIRST AID POLICY

| | |
|-----------------------------|---------------|
| Policy Holder | Head Nurse |
| Date Approved | June 2025 |
| Governor Approval | E&P Committee |
| Date for Next Review | June 2026 |

Emergency Scenarios (examples)

- Unconscious child/adult
- Suspected fracture other than finger/toe
- Large lacerations with loss of blood
- Suspected head injury
- Convulsions (other than in a known epileptic) or seizure in known epileptic for more than 5 minutes
- Haemorrhagic rash
- Anaphylaxis
- Severe asthma attack not responding to inhalers

Action

In the case of a medical emergency staff will follow the following protocol:

- The member of staff investigating the emergency will assess the situation.
- If the situation is considered life threatening, contact the emergency services on **999**. It is the responsibility of the attending staff member to make this call.
 - **Holmewood House School is on “A264” our postcode is TN3 0EB**
 - Stay on the phone to the ambulance service, stay with the casualty.
- Get a responsible person to call **Medical Centre ext. 229/331** (direct number 01892 860019) or for the nearest First Aider (a list of first aiders can be found in reception or at key phone points)
- Call the **office ext. 221** (direct number 01892 860000) to notify the Senior Leadership Team and the maintenance team to direct the emergency services.
 - Any pupil transported to hospital via ambulance must be accompanied by an appropriate adult; this could be a parent/guardian if present, or a member of staff.
- *If possible, note down for hospital (Medical Centre & Reception to assist):*
 - child's full name and date of birth plus address
 - G.P. and parent contact information
 - any known medical conditions and any medication given at school.
- The Deputy Head should be contacted in the case of transfer to hospital and parents/guardians will be informed by the Medical Centre or a member of SLT
- Once the casualty has been taken off site, an accident report should be completed.

This procedure applies to any person who is taken ill or has an accident on school premises.

Defibrillators are located outside the Jubilee Theatre and on the external rear Mansion House wall by the dining hall overlooking the South Lawn.

OUT OF HOURS

If an ambulance is required between the hours of 18.00 and 08.00, security should be contacted on 07856 688131 to direct the emergency services. The medical team and SLT should be contacted as soon as possible in the morning to follow up. An accident report must be completed once the casualty has left the premises.

MINOR INJURIES AND ILLNESS

Any minor injuries can be sent directly to the Medical Centre for treatment.

PRE-PREP AND NURSERY (EYFS)

Minor cuts and grazes can be treated in the Pre-Prep by those named with first aid training. Any injury in EYFS children deemed to be more than minor, and all symptomatic head injuries should be referred to the medical centre. Parents will be advised by Pre-Prep or Nursery staff of any accident or injury/illness and any first aid treatment administered.

An accident form will be sent home to parents of all EYFS children involved in an accident.

PREP SCHOOL

Accidents in Prep School children are documented by the medical staff and parents will be informed of any incidents that require anything more than minor intervention.

Any child who exhibits any of the following, must be referred to the Medical Centre (ext. 229/331) for assessment:

- Severe headache/drowsiness/vomiting
- Bumps to the head (other than minor)
- Severe or prolonged abdominal pain
- Significant bruising to face/body
- Breathing difficulties –rapid/noisy/wheezy
- Excessive pallor
- Large or deep cuts/grazes

HEAD INJURIES

Any child who has sustained an injury to their head or face (other than very minor bumps) should be accompanied to the medical centre or the medical staff should be sent for. **This protocol should be followed in all cases of suspected head injury.**

LOCATION OF THE FIRST AID BOXES

- Main Reception (Collings' Building)
- Boarding House
- Sports Hall
- Squash Courts
- Swimming pool
- Shooting range
- Pre-Prep Department Reception
- Nursery
- Pre-Prep Kitchens

- Main Kitchens
- Theatre
- Science Labs
- Gardeners' Shed
- Workmen's Shed
- Mini-buses

A list of First Aid trained staff is maintained by the medical staff and displayed in key locations around the school; this is also available on Sharepoint and on the school H drive under 'common data folder'- 'medical and healthcare'-'first aid training data base'.

Action

In the case of a medical emergency staff will follow the following protocol:

- The member of staff investigating the emergency will assess the situation.
- If the situation is considered life threatening, contact the emergency services on **999**. It is the responsibility of the attending staff member to make this call.
 - **Holmewood House School is on “A264” our postcode is TN3 0EB**
 - Stay on the phone to the ambulance service, stay with the casualty.
- Get a responsible person to call **Medical Centre ext. 229/331** (direct number 01892 860019) or for the nearest First Aider (a list of first aiders can be found in reception or at key phone points)
- Call the **office ext. 221** (direct number 01892 860000) to notify the Senior Leadership Team and the maintenance team to direct the emergency services.
 - Any pupil transported to hospital via ambulance must be accompanied by an appropriate adult; this could be a parent/guardian if present, or a member of staff.
- If possible, note down for hospital (Medical Centre & Reception to assist):
 - child's full name and date of birth plus address
 - G.P. and parent contact information
 - any known medical conditions and any medication given at school.
- The Deputy Head should be contacted in the case of transfer to hospital and parents/guardians will be informed by the Medical Centre or a member of SLT
- Once the casualty has been taken off site, an accident report should be completed.

This procedure applies to any person who is taken ill or has an accident on school premises.

Defibrillators are located outside the Jubilee Theatre and on the external rear Mansion House wall by the dining hall overlooking the South Lawn.