

FIRST AID POLICY

(Whole School – to include Early Years Foundation Stage)

Aim

Health & Safety legislation places duties on employers of staff in schools to protect the health and safety of their staff, students and visitors to the premises, including the responsibility to ensure that the school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school and should cover:

- qualified first-aiders/appointed persons
- locations of first-aid containers
- arrangements for off-site activities and trips
- out of school hours arrangements, eg lettings, parents' evenings etc.

Arrangements for Girls

The Head Mistress and the Director of Finance and Operations are responsible for implementing the GDST's first aid policy and for developing detailed procedures. The Head Mistress will also make sure that parents are aware of the School's arrangements for first aid. This is made available to all parents through the school brochure on entry and is available on the school website.

The GDST will regularly review the school's first-aid needs as part of its annual review of Health and Safety at the School to ensure the provision is adequate. In addition, School's Governing Body will receive termly reports on Health and Safety matters from the Director of Finance and Operations including reports of any incidents.

These arrangements are supported by the Girl's Day School Trust (GDST) to which Northwood College for Girls belongs and this policy reflects the policy statement of the GDST's First Aid policy:

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

Providing Information

The Head Mistress and Director of Finance and Operations (DFO) will inform all staff of the first-aid arrangements and this information will be included in any staff induction programme and handbook. This will contain the following information:

- location of relevant equipment
- names and contact details of first-aiders and appointed persons
- procedures for monitoring and reviewing the school's first-aid requirements

First Aid Provision for Girls

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. First aid at the School is delivered primarily through the employment of a School Nurse (who is a qualified nurse) and is based in the Medical Centre, Wray Lodge. This service is augmented by first aiders on the teaching and non-teaching staff.

In accordance with good practice, ISI and DfE requirements, the school ensures that:

- A first aid needs risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account factors such as:
 - The number of staff / pupils on the site
 - The location of sites and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) will be present on each identifiably separate school site when pupils are present, and at least one person with a current full (2 day) Paediatric First Aid certificate if Early Years Foundation Stage' pupils are present. All school trips/outings undertaken by Early Years Foundation Stage pupils will be accompanied by at least one person with a current full Paediatric First Aid certificate. It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when only employees are on the site, however this will be determined by risk assessment.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders (see list of first aiders)
- Adequate training and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training is provided, for example:
 - Paediatric First Aid for Early Years Provision
 - First Aid for Lifeguards
 - Sports First Aid training for PE staff
 - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote areas;
- Lists of First Aider's names, locations and contact details are prominently displayed around the school where staff and pupils can see them;
- All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;
- Parents are made aware of the school's first aid arrangements and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school. Wherever possible the parents of EYFS pupils will be informed on the same day as the accident / treatment;
- A record is kept of any first aid treatment administered by the school nurse / first aiders;

- A record is kept of all accidents and injuries to staff and pupils occurring both on and off the school premises as a result of school activities. They are recorded on the RIVO Safeguard Health & Safety software in the Medical Centre by Nurse or any other member of staff with access rights. An Accident Report Form is generated through RIVO and if necessary sent to the DFO's office for action. If there is a requirement to report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) the School Nurse or the DFO's office make the appropriate report (in liaison with the GDST Health & Safety Manager) to the Health and Safety Executive online or by telephone (0845 300 99 23).
- Records will be kept in accordance with the Trust's policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
- The HSE is informed of injuries that are reportable under RIDDOR without delay.
- All injuries to staff, and pupils requiring treatment beyond that provided by the School Nurse / First Aider, are reported to the H&S team at Trust Office. This happens automatically when recording accidents on the RIVO Safeguard Accident Reporting System;
- 'Dangerous occurrences' and significant 'near misses' are recorded.
- First-aid and accident reporting arrangements are regularly reviewed. Reports are submitted termly to the Health and Safety Meeting.

First-Aiders

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

All First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

The main duties of the first aiders are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, where necessary, to ensure that an ambulance or other professional medical help is called.

Appointed Persons

Appointed persons are not first-aiders. They do NOT give treatment for which they have not been trained. However, Northwood College for Girls endeavours to follow good practice in ensuring that

appointed persons have emergency first aid training covering what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding.

An appointed person (listed below as Emergency First Aid) is someone who: takes charge when someone is injured or becomes ill; looks after first aid equipment; ensures that an ambulance or medical help is summoned when appropriate.

List of First Aiders

In addition to Nurse who is an SRN, the following staff hold First Aid Certificates:

Ext	Surname	First Name	Certificate Type	Date of Expiry	School Area	Notes
18200	Abbott-Jones	Melanie	Emergency First Aid 1 day	15.04.2021	Reception	Senior School
18234	Ahsan	James	Emergency First Aid 1 day	09.10.2020	Classics Dept	Head of Classics/Latin
18639	Alder	Hazel	Paediatric First Aid 1 day	16.05.2020	Bluebelle House	Nursery Teacher
18267	Allen	Alison	Paediatric First Aid 2 days	04.01.2021	Bluebelle House	Reception Teacher
18242	Allen	Karon	Paediatric First Aid 1 day	04.01.2021	Bluebelle House	Junior School TA

Review Date: October 2019

18229	Allen	Simon	Emergency First Aid 1 day	05.07.2019	History/Government & Politics	Head of History/Gov & Pol
18216	Allchorne	Katie	Sports 1 st Aid	30.06.2019	PE Dept	PE teacher
18267	Amin	Kirtika	Paediatric First Aid 1 day	04.01.2021	Junior School	Junior School TA
18241	Amin	Ruth	Paediatric First Aid 2 days	04.01.2021	Bluebelle House	Reception Teacher
18219	Annetts	Liz	Emergency First Aid 1 day	22.05.2020	Library	Librarian
18245	Asquith	Nicky	Emergency First Aid 1 day	22.05.2020	Science Block	Biology
18220	Bailey	Lindsay	Emergency First Aid 1 day	29.01.2020	Old School	Director of 6 th form
18283	Ballantyne	Shirley	Emergency First Aid 1 day	09.10.2020	Art Department	Head of Art
18270	Bennett	James	Emergency First Aid 1 day	22.05.2020	Business Studies & Economics	Head of Bus Studies/Econ
18267	Barnett	Laura	Paediatric First Aid 2 day	04.01.2021	Bluebelle House	TA
18284	Brant	Catherine	Paediatric First Aid 2 day	04.01.2021	Bluebelle House	TA
18237	Brown	Beckie	Emergency First Aid 1 day	29.01.2020	Old School	Deputy Head Academic
18211	Buck	Bev	Emergency First Aid 1 day	29.01.2020	SENCo Office	SENCo
18267	Chichon	Lorraine	Paediatric First Aid 1 day	15.04.2021	Vincent House	TA
18241	Coyle	Johanna	Paediatric First Aid 2 day	04.01.2021	Junior School	TA
18255	Cronnelly	Allison	First Aid at Work	27.01.2019	D of E Office, Assembly Hall	D of E Administrator
18267	Dabski-Nerlich	Julita	Paediatric First Aid 2 days	15.04.2021	Vincent House	Year 2 Teacher
18267	Delaney	Katie	Paediatric First Aid 2 days	15.04.2021	Vincent House	Year 1 Teacher
18267	Edwards	Vicki	Emergency First Aid 1 day	09.10.2020	Bryden Brown	Head of Junior Retention
18266	Elliott	Gareth	Emergency First Aid 1 day	22.05.2020	Science Dept	Head of Yr 11
18232	Ezekiel	Darrell	Emergency First Aid 1 day	08.07.2021	Languages Dept	Head of Faculty
18225	Ferguson	Jill	Emergency First Aid 1 day	29.01.2020	Old School	Deputy Head Mistress
18253	Giblin	Adam	Emergency First Aid 1 day	09.10.2020	Old School	Head of RPE
18267	Giffin	Jane	Emergency First Aid 1 day	08.07.2021	Vincent House	Junior Teacher
18241	Gordon-Brown	Jill	Paediatric First Aid 2 days	27.10.2019	Bluebelle House Owls (PM)	Before & After School Club
18267	Goodchild	Julie	Paediatric First Aid 1 day	04.01.2021	Vincent House	TA
18229	Guthrie	Christine	Emergency First Aid 1 day	05.07.2019	History Dept	Senior School teacher
18247	Hall	Ben	Emergency First Aid 1 day	22.05.2020	Science Dept	Head of Physics
18267	Hamilton	Melanie	Paediatric First Aid 1 day	15.04.2021	Vincent House	Year 1 Teacher
18247	Hanna	Madelaine	First Response First Aid	15.04.2021	Science Block	Physics Technician
18228	Hashemi	Soheila	Emergency First Aid 1 day	05.07.2019	Mathematics	Maths teacher
18252	Hickson	Lyndsay	First Aid at Work	22.04.2019	Medical Centre	School Nurse

18211	Houdek	Tara	Emergency First Aid 1 day	15.04.2021	Senior School	Senior SEND teacher
18201	Hubble	Zara	Paediatric First Aid 1 day	18.10.2018	Old School	Headmistress
18639	Ladak	Rehana	Paediatric First Aid 2 day	18.04.2020	Bluebelle House	TA Nursery
18214	Malde	Rima	Emergency First Aid 1 day	22.05.2020	Redington House	Finance Manager
18269	Maloney	Julie	Emergency First Aid 1 day	09.10.2020	Bryden Brown	Dep. Head Junior School
18274	Marques	Antonio	Emergency First Aid 1 day	15.04.2021	Premises Team	Caretaker
18246	Mburu	John	Emergency First Aid 1 day	05.07.2019	Chemistry Dept	Head of Chemistry
18241	Mehta	Smita	Paediatric First Aid 1 day	12.02.2020	Bluebelle House Owls	After School Club
18267	Michaelides	Kim	Paediatric First Aid 1 day	04.01.2021	Junior Department	TA
18235	Milner	Andy	Emergency First Aid 1 day	22.03.2020	Facilities Dept	Caretaker
18245	Mitchell	Celia	Emergency First Aid 1 day	15.04.2021	Science Block	Biology Technician
18639	Morley	Tracey	Paediatric First Aid 1 day	18.10.2018	Bluebelle House	Nursery Nurse (EYFS)
18275	Morrish	Sharon	Emergency First Aid 1 day	08.07.2021	Senior School	Food Technology
18272	Pearce	Claudine	Emergency Paediatric First Aid 1 day	18.10.2018	Redington Lodge	Head of Marketing
18271	Naylor	Sarah	Sports 1 st Aid	30.06.2019	PE Dept	PE teacher
18232	Quirk	Colette	Emergency First Aid 1 day	09.10.2020	Languages Dept	Head of Spanish
18246	Ray	Nandita	Emergency First Aid 1 day	15.04.2021	Science Block	Chemistry Technician
18273	Rees	Emma	RLSS National Rescue Award for Swimming Teachers & Coaches Sports 1 st Aid	30.06.2019	Sports Complex	Head of year 7
18259	Rogoff	Joel	Activity First Aid	08.07.2021	Geography Department	Head of Geography
18267	Ross	Carole	Paediatric First Aid 1 day	16.05.2020	Bluebelle House	TA Reception
18260	Savva	Rachel	Paediatric First Aid 1 day	15.04.2021	Wray Lodge	Junior SENCo
18275	Sawenko	Margaret	First Aid at Work	27.01.2019	Pavilion	Food Tech/Art Technician
18254	Shirman	Natasha	Emergency First Aid 1 day	29.01.2020	English Dept	Head of Faculty Engl/Hum
18232	Silva-Mynett	Annabella	Emergency First Aid 1 day	09.10.2020	Languages Dept	Spanish Teacher
18267	Smith	Gill	Paediatric First Aid 2 days	04.01.2021	Bryden Brown	TA
18267	Smith	Margaret	Paediatric First Aid 1 day	18.10.2018	Bryden Brown	Yr 6 Teacher
18231	Spicer	Angela	Paediatric First Aid 1 day	18.10.2018	Briary	Senior school teacher
18267	Talbot	Jo	Paediatric First Aid 1 day	15.04.2021	Bryden Brown	Yr 5 Teacher
18267	Taylor	Andy	Paediatric First Aid 1 day	15.04.2021	Bryden Brown	Yr 4 Teacher
18243	Taylor	Glenn	First Aid at Work	28.02.2020	Facilities Dept	Caretaker
18271	Taylor	Helen	RLSS National Rescue Award for Swimming Teachers & Coaches Sports 1 st Aid	30.06.2019	HOY 10 Office/PE Department	Head of Yr 10 /PE teacher

18284	Thomas	April	Paediatric First Aid 2 day	04.01.2021	Bluebelle House	Head of EYFS / Reception
18242	Thone	Sharon	Paediatric First Aid 1 day	16.05.2020	Bluebelle House	Nursery
18639	Titcomb	Amanda	Paediatric First Aid 2 days	04.01.2021	Bluebelle House	Nursery Nurse
18251	Turner	Simon	Paediatric First Aid 2 days	27.10.2019	Briary House	ICT Operations Manager
18284	Vaughan	Victoria	Paediatric First Aid 2 days	03.06.2019	Bluebelle House	Nursery Nurse
18267	Vitale	Sue	Paediatric First Aid 1 day	15.04.2021	Vincent House	Teaching Assistant
18218	Weide	Claire	First Aid at Work	27.01.2019	Wray Lodge	Admin./ Reprographics
18246	Wilkinson	Jennifer	Emergency First Aid 1 day	15.04.2021	Science Block	Chemistry Technician
18267	Woodward	Tracey	Paediatric First Aid 1 day	15.04.2021	Vincent House	Teaching Assistant
	<i>Housekeeping Team / Catering / Peripatetic</i>					
	Andrade	Maria	Emergency First Aid 1 day	10.02.2019	Green Room	Cleaning Team
	Ribeiro	Monica	Emergency First Aid 1 day	13.07.2020	Green Room	Cleaning Supervisor
18276	Phillips	Emma	Emergency First Aid 1 day	15.04.2021	Catering Office	Catering Manager

First Aid Equipment and Materials

Automated External Defibrillator

An Automated External Defibrillator (AED) marked with a white cross on a green background, is available in the corridor of the Sports Complex outside the Sports Hall and is contained within an alarmed cabinet. A second AED is stored in the Medical Centre in Wray Lodge. The equipment is designed to be used by anyone. See the list of First Aiders for the names of staff trained in the use of the AED. If the equipment is used, it should be reported to Nurse so that replacement pads can be ordered.

Location of First Aid Kits

There is a full, HSE compliant first box in the **main entrance** of each building.

- School Minibus
- Bryden Brown Playground
- Bryden Brown Entrance
- Kitchen
- Reddington House
- Wray Lodge
- Vincent House playground
- Vincent House Entrance
- Bluebelle House Entrance to Nursery
- Science
- Medical Centre
- Reception
- PE x 5
- Briary
- Manor
- Upper School

Heads of Departments in areas where boxes are located should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

The School Nurse is responsible for stocking and checking the first aid kits on a termly basis, and making records of when the boxes have been checked. Additional supplies are available from her if necessary.

All First Aiders are given guidance on infection control during their first aid training.

Staff may deal with minor injuries, but any girl who seems genuinely ill is sent to the Nurse. Nurse will inform the Reception, form tutor and Attendance Officer if a girl has been sent home ill and of any girl who is too ill to attend a lesson.

Girls are encouraged to go back to their lessons after receiving treatment. If, however, a girl's condition requires rest, Nurse will allow the girl to rest on the couch provided in the Medical Centre. Junior School girls are usually accompanied by another pupil (Junior School) or a teacher (Vincent House and Bluebelle House) and messages are relayed back to the appropriate teacher if the girl stays with Nurse or is sent home.

Treatment

An assessment is made by Nurse or qualified First Aider whether treatment can adequately be provided at school or whether the patient requires treatment at a hospital.

A girl can be taken to hospital in one of three ways:

1. by parent
2. by a member of staff*
3. by ambulance

* If the member of staff is taking the girl to hospital in their own car, then another member of staff MUST TRAVEL WITH THEM in order to look after the sick girl during the journey.

Informing Parents

Parents of girls who have to be sent home or to hospital are contacted by Nurse or other member of staff in attendance and parents are encouraged to pick up the girl from Medical Centre or to meet the girl at the hospital.

Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
 - Asthma attacks
 - Epileptic fits
 - Difficulty in breathing
 - Fainting
 - Hypoglycaemia in diabetics
 - Bleeding
 - Breaks or sprains
 - Concussion
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- If a member of staff witness' an incident and the injured person is able to walk, the injured person should be taken them to the medical room. If the School Nurse is not there a message should be sent to Reception to ask them to contact a First Aider. The injured person should not be left unattended.

- If a member of staff witness' an incident and the injured person does not seem able to move, the member of staff should not attempt to move the injured person; stay with them and send a message to Reception to ask them to contact a First Aider.
- If a First Aider is not available, or the situation requires urgent medical assistance, call an ambulance.

Further information specific to medical emergencies can be found on the z-drive / Policies and Guidance

Administration of Medicine

Northwood College for Girls has systems and procedures in place to ensure that all medicines are stored and administered safely.

All staff who are authorised to administer medicines receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records.

No child under 16 should be given any medicine without their parent's written consent. No prescribed medicine should be administered to an Early Years Foundation Stage pupil unless they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed. No medicines will be given to Junior/EYFS girls unless parents have been contacted first or a consent to administer prescribed medicine has been completed.

If a girl is required to take medicine during the school day, it must be brought into school in its original container with written consent from parents concerning administration and given to Nurse in the Medical Centre. Parents are requested to complete a consent form either from the School Parents' Handbook, on Firefly, or obtain one from Nurse.

All girls, including Bluebelle House, should not keep their own medication in school. Instead, parents are asked to:

- Give the medicine to the school nurse on arrival at school
- Label the medicine clearly with child's name, details of dosage and any special instructions
- Ensure that the child has received sufficient doses of a course of antibiotics to alleviate the condition before the child returns to school. Staff will then administer appropriate remaining doses of the course if required to do so.
- Give clear details of inhalers which may be required by chronic asthmatics and adrenaline auto injectors for girls with anaphylaxis.

Medication is stored in Medical Centre in a lockable medicine cabinet or refrigerator.

Non- prescribed medicines are not administered to children under 12. Some listed "home" medications can be given if authorised by the parent at the start of attending Northwood College for Girls. Paediatric paracetamol syrup can be given in certain circumstances if the parent is contacted first.

Location of Asthma Spacers and Ventolin Inhalers

An asthma spacer is a device used by an asthmatic person to increase the effectiveness of an asthma inhaler. Spacers are specially designed plastic tubes that fit an inhaler on one end, while the patient breathes normally on the other end.

Northwood College for Girls has made available spacers in the following locations for use with pupils/staff personal inhalers. Instruction sheets can be found with the spacers. These spacers are held within a plastic storage box or bag which must be returned to the medical centre after each use.

Ventolin inhalers are stored with the spacers for use IN AN EMERGENCY for girls with signed consent to use from a parent. A list of asthmatic girls is stored with the inhalers.

Area	Box Located
Bluebelle House	Outside Nursery classroom
Vincent House	Entrance
Bryden Brown	Entrance
Sports Complex	PE Office
Medical Centre	Behind main door
Performing Arts Centre	Entrance
Reception	On shelf beside main desk

Cleaning: Wash in warm water and detergent then allow to drain dry. Do not rinse the detergent off with water. It is important not to wipe the spacer dry with a tea towel or paper towel. If wiped dry the side of the spacer is likely to attract the medicine to stick to it rather than be in the air inside for you to inhale. Always leave the spacer to drip dry on a draining board or rack.

Nurse will check the spacers regularly for cracks or other problems.

Procedure for dealing with spillage of body fluids

Staff, on becoming aware of an incident including spillage of body fluids, must make the area clear and safe and call for assistance from Service Support. Members of Service Support will deal with the spillage using specialist materials which are held for this purpose (Spillage Kit). In addition a spillage kit can be found in the medical centre and in Bluebelle House

First Aid Policy on School Trips Within and Outside the UK

When students are on approved school trips, first-aid arrangements are detailed in the risk assessment. Medical contact and information forms are sent to all parents to supply detailed information on students' medical conditions. The forms accompany the staff in charge of the visit and information can be made available to any medical authority in the country of visit. A member of staff will be nominated as first aider and first aid 'Bum Bags' collected from the medical centre prior to a trip.

Trip of less than 24 hours

A designated member of staff should have a suitably equipped first-aid bag and accident sheet and will be issued with a mobile telephone to summon aid if required.

Trips exceeding 24 hours

Parents are asked to complete the appropriate medical form so that all staff are aware of any specific medical conditions and can act appropriately.

If students are ill or injured abroad, medical aid is summoned either at the source of any accident or in local hospital/Medical Centre.

Related policies

Details of the Northwood College for Girls **Asthma** Policy, **Anaphylaxis** Policy, **Diabetes Mellitus** Policy and **Epilepsy** Policy can be found on the z-drive which is updated annually.

GDST 'First Aid' policy and guidance

- GDST 'Accident Recording and Reporting' policy and guidance
- GDST 'Pupil Health and Wellbeing' policy and guidance
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations - HSE - L74 - 3rd edition 2013 + 2018 amendments

[1] The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.