

## 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 Students

The Head and the Director of Finance and Operations are responsible for implementing the GDST's first aid policy and for developing detailed procedures. The Head 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, the 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 Girls Day School Trust (GDST) to which Northwood College for Girls GDST 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 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 Students

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 two (Job Share) School Nurses (who are qualified nurses) and are 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 consider 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 - All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate
  - First Aid for Lifeguards
  - Sports First Aid training for PE staff who will also accompany / be present at all off-site sporting activities, fixtures, matches and events
  - 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 Aiders' names, locations and contact details can be found in the green HSE First Aid Boxes stored 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 child has had an accident, sustained an injury or received first aid

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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 because of school activities. They are recorded on the SPHERA 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 SPHERA 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 of 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 SPHERA 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 always use their best endeavours, 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.

A risk assessment will determine the number of first aiders needed in school. School will provide the necessary training for any staff asking to attend a First Aid Course.

## 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 GDST 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 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 2 Nurses who are both qualified nurses registered with the NMC, the following staff hold First Aid Certificates:

Ext	Surname	First Name	Certificate Type	Date of Expiry	School Area
18200	Abbott-Jones	Melanie	Paediatric First Aid 2 days	19.06.2022	Reception
18234	Ahsan	James	Emergency First Aid 1 day	06.09.2023	Classics Dept
18639	Alder	Hazel	Paediatric First Aid 1 day	01.09.2023	Bluebelle House
18241	Allen	Alison	Paediatric First Aid 2 days	01.09.2023	Bluebelle House
18241	Allen	Karon	Paediatric First Aid 2 day	12.04.2024	Bluebelle House
18229	Allen	Simon	Emergency First Aid 1 day	01.07.2022	History/Government & Politics
18273	Allchorne	Katie	Sports 1 <sup>st</sup> Aid	02.01.2022	PE Dept
18246	Amin	Bindi	Emergency First Aid 1 day	01.07.2022	Science Dept
18241	Amin	Ruth	Paediatric First Aid 2 days	01.09.2023	Bluebelle House
18219	Annetts	Liz	Outdoor First Aid 2 day	04.12.2021	Library
18220	Bailey	Lindsay	Emergency First Aid 1 day	06.09.2023	Pavillion
18283	Ballantyne	Shirley	Emergency First Aid 1 day	06.09.2023	Art Department
18270	Bennett	James	Emergency First Aid 1 day	06.09.2023	Business Studies & Economics
18242	Barnett	Laura	Paediatric First Aid 2 day	01.09.2023	Bluebelle House
18639	Brant	Catherine	Paediatric First Aid 2 day	12.04.2024	Vincent House
18216	Chadburn	Stef	First Aid at Work	18.01.2022	PE Dept
18267	Chichon	Lorraine	Paediatric First Aid 1 day	20.04.2023	Bryden Brown
18267	Comerford	Josie	Paediatric First Aid 2 day	12.04.2024	Bryden Brown
18255	Cronnelly	Allison	Outdoor First Aid 2 day	04.12.2021	D of E Office, Assembly Hall
18269	Crouch	Helen	Paediatric First Aid 2 day	12.04.2024	Bryden Brown
18267	Dabski-Nerlich	Julita	Paediatric First Aid 2 day	12.04.2024	Bryden Brown
18267	Delaney	Katie	Paediatric First Aid 2 day	12.04.2024	Vincent House
18267	Edwards	Vicki	Emergency First Aid 1 day	01.09.2023	Bryden Brown
18266	Elliott	Gareth	Outdoor First Aid 2 day	04.12.2021	Science Dept
18253	Giblin	Adam	Emergency First Aid 1 day	06.09.2023	Old School
18267	Giffin	Jane	Paediatric First Aid 2 day	12.04.2024	Vincent House
18241	Gordon-Brown	Jill	Paediatric First Aid 1 day	22.04.2022	Junior School
18267	Goodchild	Julie	Paediatric First Aid 2 day	20.04.2023	Vincent House
18229	Guthrie	Christine	Emergency First Aid 1 day	01.07.2022	History Dept
18247	Hall	Ben	Emergency First Aid 1 day	06.09.2023	Science Dept
18267	Hamilton	Melanie	Paediatric First Aid 2 day	12.04.2024	Vincent House
18228	Hashemi	Soheila	Outdoor First Aid 2 day	04.12.2021	Mathematics
18252	Hickson	Lyndsay	First Aid at Work	15.04.2022	Medical Centre
18253	Iyengar	Narasim	Emergency First Aid 1 day	06.09.2023	Mathematics
18277	Johnson	Fiona	Emergency First Aid 1 day	14.10.2021	Briary
18228	Kothare	Jacqueline	Emergency First Aid 1 day	14.10.2021	Mathematics
18282	Ladak	Rehana	Paediatric First Aid 2 day	01.09.2023	Vincent House

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18267	Mathur	Madhurita	Paediatric First Aid 2 Day	01.09.2023	Vincent House
18246	Mburu	John	Emergency First Aid 1 day	01.07.2022	Chemistry Dept
18245	Merk	Reece	Emergency First Aid 1 day	06.09.2023	Biology Dept
18267	Michaelides	Kim	Paediatric First Aid 2 day	20.04.2023	Vincent House
18254	Miesuria	Seetal	Outdoor First Aid 2 day	04.12.2021	Psychology Dept
18217	Moran	Natalie	Paediatric First Aid 1 day	22.04.2022	Old School
18639	Morley	Tracy	Paediatric First Aid 1 day	22.04.2022	Bluebelle House
18238	Naylor	Sarah	Sports 1 <sup>st</sup> Aid	02.01.2022	PE Dept
18267	Poczos	Edit	Paediatric First Aid 2 day	20.04.2023	Bluebelle House
18271	Rees	Emma	RLSS National Rescue Award for Swimming Teachers & Coaches Sports 1 <sup>st</sup> Aid	02.01.2022	Sports Complex
18242	Ross	Carole	Paediatric First Aid 2 day	01.09.2023	Bluebelle House
18260	Savva	Rachel	Paediatric First Aid 1 day	12.04.2024	Wray Lodge
18275	Sawenko	Margaret	First Aid at Work	18.01.2022	Briary
18245	Sharif	Aamna	Emergency First Aid 1 day	06.09.2023	Biology Dept
18226 18208	Shah	Hollea	Paediatric First Aid 1 day	22.04.2022	Junior Reception Admissions
18267	Short	Charlie	Paediatric First Aid 2 days	12.04.2024	Bryden Brown
18267	Smith	Gill	Paediatric First Aid 2 days	01.09.2023	Bryden Brown
18267	Smith	Margaret	Emergency First Aid 1 day	14.10.2021	Bryden Brown
18231	Spicer	Angela	Emergency First Aid 1 day	14.10.2021	Pavillion
18267	Taylor	Andy	Paediatric First Aid 2 day	12.04.2024	Bryden Brown
18243	Taylor	Glenn	First Aid at Work	18.02.2023	Facilities Dept
18267	Thomas	April	Paediatric First Aid 1 day	01.09.2023	Vincent House
18273	Tikare	Nicola	Sports First Aid 1 day	02.01.2022	PE Dept
18639	Titcomb	Amanda	Paediatric First Aid 2 days	01.09.2023	Bluebelle House
18284	Vaughan	Vicky	Paediatric First Aid 1 day	22.04.2022	Bluebelle House
18267	Vitale	Sue	Paediatric First Aid 2 day	01.09.2023	Bryden Brown
18200	Williams	Cathryn	Paediatric First Aid 1 day	22.04.2022	Reception
18276	Thomas	Sylvia	Emergency First Aid 1 day	01.07.2022	Catering Dept

### **64 trained first aiders**

**4 First aid at work – 3 day training**

**36 Paediatric first aid (24 x 2 day training / 9 x 1 day)**

**18 Emergency first aid – 1 day (including 1 Contractor)**

**4 Sports First Aid - 1 day**

**5 Outdoor First Aid - 2 days**

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## 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 unlocked 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 aid box in the **main entrance** of each building.

- 01 Briary
- 02 Manor
- 03 Upper School
- 04 PAC
- 05 Sports Complex
- 06 Assembly Hall
- 07 Science Block
- 08 Pavillion
- 09 Reception
- 10 Wray Lodge Medical Centre
- 11 Bluebelle House
- 12 Vincent House
- 13 Bryden Brown
- 14 Redington

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 Nurses are 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 them if necessary.

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

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

Students are encouraged to go back to their lessons after receiving treatment. If, however, a student's condition requires rest, Nurse will allow the student to rest on the couch provided in the Medical Centre. Junior School students are usually accompanied by another student (Junior School) or a teacher (Vincent House and Bluebelle House) and messages are relayed back to the appropriate teacher if the student 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 student 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 student to hospital in their own car, then another member of staff **MUST TRAVEL WITH THEM** to look after the sick student during the journey.

## Informing Parents

Parents of students who need 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 student from the Medical Centre or to meet the student 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
- 
- If a member of staff witnesses an incident and the injured person is able to walk, the injured person should be taken 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 witnesses 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

## Contacting Emergency Services

*Speak slowly and clearly and be ready to repeat information if asked.*

**When using a School telephone, Dial 9 for an outside line then 999, ask for ambulance and be ready with the following information**

**Give your telephone number - 01923 825446**

**Give your location – Northwood College for Girls, Maxwell Road, Northwood HA6 2YE**

- **Give exact location of the incident in the school.**
- **Give the name of the injured person**
- **Give the (approximate) age of the injured person**
- **Give a brief description of the injury**

- **Is the patient conscious?**
- **Is the patient breathing?**
- **Does the patient have chest pain? Is there any severe bleeding?**

***You should not delay a 999 call because full information is not available.***  
Arrangements should be made for the ambulance crew to be met by a member of staff at the earliest convenience, and directed towards the accident.

## **Administration of Medicine**

Northwood College for Girls GDST 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 students unless parents have been contacted first or a consent to administer prescribed medicine has been completed.

If a student 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 students, including Bluebelle House/EYFS, should not keep 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 students with anaphylaxis.

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

Non-prescribed medicines are not administered to children under 11. Some listed "home" medications can be given if authorised by the parent at the start of attending Northwood College for Girls GDST. Paediatric paracetamol syrup can be given in certain circumstances if the parent is contacted first.



## STAFF MEDICINES

All staff requiring personal use of medications during the school day should ensure that their medicine is kept in a locked cupboard and/or stored in the Medical Centre in a locked cupboard. Staff should not give their personal medications to a student.

## 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 GDST has made available spacers in the following locations for use with pupil/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 students with signed consent to use from a parent. A list of asthmatic students 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' must be 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 GDST **Asthma** Policy, **Anaphylaxis** Policy, **Diabetes Mellitus** Policy and **Epilepsy** Policy can be found on the Google-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.

**ADDENDUM – COVID 19**

Refer to Northwood College for Girls GDST COVID 19 risk assessment which is updated as situations change