



# NORTHAMPTON HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## NORTHAMPTON HIGH SCHOOL

### FIRST AID POLICY

#### 1. Introduction

This policy applies to all stages of GDST schools, Senior, Junior and Early Years Foundation.

#### 2. Aim of GDST First Aid Policy Statement

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 to 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;

*H&S (First Aid) Regulations 1981(as amended)*

#### 3. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, all GDST schools will ensure that:

- A **first aid needs risk assessment** is carried out to ascertain how many first aiders and what types of first aid equipment / facilities are required on each site. 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) must be present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) **Paediatric First Aid** certificate will also be present. It may be sufficient for an '**Emergency First Aider in the Workplace**' (1-day training)

to be present at other times, e.g. at the end of the school day or weekends and holidays when **low risk** after-school clubs and activities are running, or early

mornings, evenings, weekends and holidays, when only employees are on the site undertaking **low risk** activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.

- Appropriately qualified and equipped first aiders will accompany / be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips**. 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. The [Educational Visits Policy](#) outlines minimum numbers and qualifications for educational visits.
- 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;
- 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;
- **Lists of First Aider's** names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them; **Appendix 1 contains the current list of First Aiders in school.**
- 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. NB wherever possible the parents of EYFS pupils must 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 on CPOMS.
- A **record** is kept of **all injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section. (NB Photographs should not taken of a child's ). 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. Detailed guidance on how and when to do this is given in the [Accident Recording and Reporting](#) section;

- 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**. NB this happens automatically if schools are recording accidents on the RIVO Safeguard Accident Reporting System;
- **'Dangerous occurrences'** and **significant 'near misses'** are recorded. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section;
- First-aid and accident reporting **arrangements are regularly reviewed**.

For more detailed information see 'First Aid' and '[Accident Recording and Reporting](#)' sections.

#### **4. School Practice**

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

Once schools have completed a risk assessment to determine the number of First Aiders they need, they should invite staff to volunteer to become appropriately qualified, and provide the necessary training to enable them to administer first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

The School Nurse, as part of her responsibilities, will administer first aid and organise an injured person's transfer to hospital in the case of an emergency. In her absence, the Nurse Assistant or Wellbeing Assistant will take this role.

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's insurers, and the school's first aid risk needs assessment. Detailed guidance is given in the 'First Aid' section.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

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.

All schools will have systems and procedures in place to ensure that all medicines are stored and administered safely. The systems and procedures must be formally documented. All staff who are authorised to administer medicines will receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents.

No child under 16 should be given any medicine without their parent's written consent. Prescribed medicines should only be administered to an Early Years Foundation Stage pupil if it has 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, The parents must be informed, wherever possible on the same day, if any medicines are administered during the school day. This is done using paper slips, filled in by the administering first aider, in senior school. In junior school this is written into their school planner.

More guidance is given in the '[Administration of Medicines](#)' protocol.

## **5. First Aid Equipment and Materials**

Detailed information regarding first aid equipment and materials can be found in the [‘First Aid’](#) section.

### **First Aid Containers**

For the list of locations of fully stocked first aid containers please see **(Appendix 2)**.

A copy of the locations is on staff drive under medical, the staff notice board under medical information, and both medical rooms, together with lists of First Aid personnel and contact telephone numbers. All containers are marked with a white cross on a green background and have content appropriate for the area and for use with children. Re-stocking is carried out on a regular basis and is the School Nurse’s responsibility. Staff are requested to inform the nurse when they have used items from a first aid box. Extra stock is stored in the Junior and senior medical rooms. All items are safely discarded after expiry date. All bags are checked Termly. However, if the tag is still attached, it shows that the bag has not been touched.

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 will make arrangements for the regular checking and re-stocking of all the first aid kits, and making appropriate records. Additional supplies are available from her if necessary.

### **Eye Washing Facilities**

There are 2 x 500ml size bottles of eyewash solutions available in all the science laboratories, D3, chemical plant room for swimming pool, the art rooms, senior and junior medical rooms.

### **Travelling First Aid Containers**

There are fully stocked containers available in senior and junior school medical room for offsite activities. Staff must request in advance of trips the number of containers they require.

### **Automated external Defibrillator (AED)**

There are two x AED’s in school. They are located outside the senior school hall and in the sports hall near squash courts. The School Nurse monitors the expiry date of the battery, pads, and reorders as necessary. The School Nurse delivers annual training on September INSET and when requested.

### **Medicines refrigerator**

There are two x lockable medicine refrigerators in school. They are located in the junior and senior medical room. The refrigerator is kept locked if medication is stored in it. The School Nurse, junior school reception and senior school reception have a key. The refrigerator also has an icebox for storage of reusable icepacks. If there is no medication in the refrigerator, it can be left open for ease of access to the icepacks. The School Nurse keeps recordings of the refrigerator temperature. All First Aiders should be aware of and implement the guidance on [infection control](#).

## 6. 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

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

- If you witness an incident and the injured person is able to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.
- If you witness an incident and the injured person does not seem able to move, do not try to help them move; 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, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic Illness' and 'Allergy' Protocols, available in the '[Medical Protocols](#)' section.

## 7. Procedures for Pupils Who are Unwell

All schools will have systems and procedures in place to respond to pupils who are ill and infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if she becomes ill at school and needs to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the school nurse for non-emergency situations, e.g. headaches, or to discuss any concerns. Further information on infection control and a link to Public Health England's guidance 'Health Protection in Schools and Other Childcare Facilities' can be found in the '[Pupil Health and Wellbeing](#)' section and in the GDST Common Childhood Ailments Protocol.

## 8. Further Information and Guidance

- 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 - see 'related documents' tab

[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.

[2] Some GDST Schools do not have a qualified School Nurse in post. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, School Welfare or Pupil Health Officers as appropriate.

[3] Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

Review completed: January 2022

Policy reviewed by: R Kneen, Assistant Head - Pastoral

## APPENDIX 1- LIST OF FIRST AIDERS

### QA LEVEL 3 AWARD PAEDIATRIC FIRST AID (12 hours)- 2 day

FIRST AIDER	JOB TITLE	TELEPHONE EXTENSION	EXPIRES
Mrs Sarah Waters	Forest School Leader	37830	September 2022
Miss Emily Trevorrow	Early Years Assistant	37830/33/12	October 2022
Mrs Clare Bing	Nursery Manager	37830/33/12	April 2024
Miss Kelly Hillery	Deputy Manager Nursery	37830/33/12	April 2024
Miss Adele King	Nursery Nurse	37830/33/12	April 2024
Mrs Jane Mason	Nursery Nurse	37830/33/12	September 2023
Miss Michelle Cook	Nursery Nurse	37830/33/12	September 2023
Miss Gemma Hewitt	Nursery Nurse	37830/33/12	September 2023
Miss Lindsey Hillery	Nursery Nurse	37830/33/12	September 2023
Mrs Katie Dunkley	School Nurse	37847/43	October 2023

### QA LEVEL 3 Emergency First Aid at Work with additional SPORTS FIRST AID

FIRST AIDER	JOB TITLE	TELEPHONE EXTENSION	EXPIRES
Miss Emily Wall	PE Teacher	37831	September 2024
Miss Sonia Fraser	PE teacher	37831/54	September 2024
Mrs Jackie Rose	PE Administrator	37885	September 2024

### QA LEVEL 2 AWARD- ACTIVITY FIRST AID- 2 day

FIRST AIDER	JOB TITLE	TELEPHONE EXTENSION	EXPIRES
James Earp	Head of Humanities	37822	March 2022

**QA Level 3 FIRST AID AT WORK - 3 Day**

FIRST AIDER	JOB TITLE	TELEPHONE EXTENSION	EXPIRES
Norman Evans	Site Supervisor	Radio	September 2022
Louise Howell	Teaching Assistant		January 2025
Sam Tobutt	Cleaner		January 2025
Claire Bing	Nursery manager		Booked for March 2022
Pending - Luke or Tracy F - TBC			

**QA LEVEL 2 AWARD IN EMERGENCY FIRST AID AT WORK- 1 day**

Name	Job Title	Telephone extension	Expiry
Mrs Katie Dunkley	School Nurse	37847/43	April 2024
Mr Anton Viesel	Deputy head of Sixth Form	37883	September 2022
Miss Carly Scott-Evans	Junior School teacher	37830	September 2022
Ms Clare Parboteeah	Teacher of Science	37823	September 2022
Mrs Rashmita Shah	Junior School Assistant	37830	September 2022
Mr Roger Curtis	Mini Bus Driver	37800	September 2022
Miss Sandy Orvoen	Teacher of French	37818	September 2022
Mrs Serena Crowley	Receptionist	37800	September 2022
Mr Stephen Greenhow	Mini Bus Driver	37800	September 2022

Mrs Deb Curtis	Teacher of Humanities	37822	September 2022
Mrs Frances Duck	Learning Support Junior School	37830	September 2022
Mr John Colantonio	Mini Bus Driver	37800	September 2022
Mr Jonny Martin	Teacher of Maths	37808	September 2022
Ms Kathryn Lycett	Teacher of Textiles	37814	September 2022

Mrs Kim Peto	Teacher of Classics	37818	September 2022
Mrs Louise Howell	Junior School Assistant	37830	September 2022
Mrs Tracey Lander	Cleaning Manager	37837	September 2022
Mrs Tracy Furniss	Administrator	37882	September 2022
Mrs Alice Luikinga	Duty & Support supervisor	37830/79	September 2024
Mrs Karen Bull	DT and Art Technician	378678	May 2022
Mr Kevin Boom	Site Manager	37813/Radio or caretaker mobile	September 2022
Mrs Kate Farrar	Receptionist	37830/37800	September 2024
Mrs Lynn Nash	Receptionist	37800 /37830	September 2024
Mrs Debbie Hill	Head of Modern Languages	37817	May 2022
Miss Anna Chapman	Head of Year 7/Psychology	37887	May 2022
Miss Tahla Robinson	Head of TP	37816	May 2022
Mrs Rebecca Hymers	Business/Economics	37822	May 2022
Mrs Pam Burgess-Wilson	Science Technician	37824	May 2022
Miss Emma Currier	Chef	37829	October 2023
Miss Rebecca Kneen	Head of Years 10 & 11/ Geography	37887	May 2022
Mrs Jo Purvey-Tyrer	Deputy Head of Junior School	37832	March 2022
Mrs Sarah Brown	Nurse Assistant	37847	October 2023
Mr Andy Low	Weekend Site Supervisor	07891 172028	October 2023
Mr Andy Donaldson	Head of History	37821	October 2023
Mr Stuart Rose	AV Technician	37826	October 2023
Mrs Michele Rimmer	Examinations Officer	37807	October 2023
Mrs Karla Hodgetts-Tate	Head of Science	37824	September 2024

Mrs Rina Laubscher	Maths Teacher	37808	September 2024
Mrs Terri Atwood	Cover supervisor/Late PREP	07494 789005	September 2024
Mrs Naomi Anzalone	Daytime Cleaner	Radio	September 2024
Mrs Jo Carr	Deputy Head of Sixth Form	37810/37809	September 2024
Mrs Judith Jennings	PE	37854	July 2022
Mr Norman Evans	Site Supervisor	Radio or caretaker mobile	September 2022
Mr Alain Stubbs	Operations Manager	37842/07815 793025	October 2022
Mr Neildre Laubscher	Art Teacher/ Head of Houses	37868	February 2023
Mrs April Jones	Chef	37829	February 2023
Mrs Lyn Eborall	EAL	37880	February 2023
Mrs Alex Down	Maths Teacher	37808	February 2023
Mrs Karen Harrison	Maths Teacher	37808	February 2023
Mrs Karen Fordham	Year 6 Teacher	37830	February 2023

## Appendix 2- LOCATION OF FIRST AID BOXES and AED

AED	Location
1 x AED with adult and Paediatric pads	Outside senior school main hall
1 x AED with adult and Paediatric pads	Outside squash courts in sports hall

Location of First Aid boxes
Medical Room Senior School x 6 large
Medical Room Senior School x 15 small
Prep Room S1 and 2

Prep Room S3 and 4
Prep Room S5 and 6
Prep Room S7 and 8
Art x 3
Food Technology D6
Textiles D4
Design Technology D3
Green Room
IT Room
Music Block C3
Music Block Junior
Wake Building Science room
Wake wing food room
Wake wing corridor downstairs
Nursery
Nursery corridor
PE Department Office x 6 ( 5 sports and 1 bumbag)

Swimming Pool
Chemical Room Poolside
Grounds Staff Workshop
Pick Up Truck
Sports Hall Caretakers Office
Sports hall cleaners cupboard
Cleaners' Office
Kitchens
After School Club
Medical Room Junior School x 1 large
Junior School x1 PE
Reception classroom

Yr 1 staff resource room
Yr 2 corridor
Yr 6 corridor
Practical Room Junior School
Outside senior hall
Minibus x4
Sports Hall Gym
Forest school