



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 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;

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 and during the inset days at the start of each academic year.
- **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 treatment/medication 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 all **first aid treatment** administered by the school nurse/first aiders and all medication administered by school staff.
- 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. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section. (NB Photographs should not be taken of a child's record). 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. The school nurse (Katie Dunkley) will report to RIDDOR if medically related. Detailed guidance on how and when to do this is given in the [Accident Recording and Reporting](#) section;

- It is the **School Nurse's** responsibility to report all notifiable **accidents/injuries and diseases** to the HSE (RIDDOR Regulations). For clarification: the Operations Manager will report all notifiable serious accidents and dangerous occurrences to the HSE (RIDDOR Regulations). Please see the list of notifiable diseases: [Notifiable diseases and causative organisms: how to report - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)
- All '**dangerous occurrences**' or '**near misses**' should be reported to: **Alex Hume/Alain Stubbs**. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section;
- The following person is responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive (RIDDOR regulation): Alain Stubbs (in conjunction with Alex Hume)**;
- 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' (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage)** 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, or qualified first aiders, as part of their responsibilities, will administer first aid in a timely and competent manner, 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 undertake 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 on the Hub.

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 must have systems in place to ensure they are aware of any medical conditions which may require treatment whilst the pupil is in the care of school staff. Initially this information is

collected on the pupil health assessment form on admissions plus. Parents complete as part of the admissions process. Schools must have local systems to ensure that the information is regularly updated.

All schools must have documented 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.

A list of the location of emergency medicines (e.g. automatic adrenaline injectors/inhalers), defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be maintained, and notices alerting people of their locations should be prominently displayed in appropriate areas. NB ensure travel first aid, kits in mini buses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings are always well-stocked.

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 the 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. Restocking is carried out on a regular basis and this 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 the 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 termly checking and restocking of all the first aid kits, and make 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 the 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 AEDs in school. They are located outside the senior school hall and in the sports hall near the squash courts. The School Nurse monitors the expiry date of the battery, pads, and reorders more supplies as necessary. The School Nurse delivers annual training on September INSET and when requested.

Medicines refrigerator

There are two lockable medicine refrigerators in school. They are located in the junior and senior medical rooms. 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 the storage of reusable ice packs. If there is no medication in the refrigerator, it can be left open for ease of access to the ice packs. 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:

- Cardiac arrest/severe chest pain
- Stroke
 - Severe allergic reactions and anaphylaxis
 - Asthma attacks
 - Seizures
 - Difficulty in breathing/choking
 - Fainting/collapse
 - Diabetic emergency e.g. hypoglycaemia in diabetics
 - Severe bleeding
 - Severe burns
 - Breaks or sprains
 - Head injury or concussion
 - Effects of severe self harm
 - Hypothermia/Heat exhaustion

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

Inform a member of staff and ask for immediate first aid assistance.

- If you witness an incident and the injured person is well enough 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 move them; stay with them and ask for immediate help from 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 landline 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/or 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 they become ill at school and need 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 the 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
- GDST [Head Injuries Policy](#)
-  Allergies - Protocol for Dealing with Allergies GDST 2023-24.pdf
-  Head Injuries Protocol - March 2023[24].docx (1).pdf
-  Chronic & Long Term Conditions Protocol - Feb 2022.pdf
-  Eating Disorders Protocol 2022-23.pdf
-  Administration of Medicines Protocol (1) 2023-24.pdf
-  Positive Mental Health Policy 2023-24.pdf
-  Common Childhood Ailments 2023-24.pdf
-  Intimate Care Protocol 2023-24.pdf
-  Safeguarding and Child Protection Policy 2023-24.pdf

[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: August 2024
Policy reviewed by: Becky Kneen, Deputy Head - Pastoral
Next review due: August 2025
List of first aiders updated: January 2024
List of numbered first aid boxes / position in the school updated: January 2024

APPENDIX 1- LIST OF FIRST AIDERS

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

Name	Role	Expires
Mrs Nicola Cartlidge	Junior School Teacher	July 2026
Mrs Michelle Cooke	JS Assistant	March 2027
Miss Gemma Hewitt	Nursery Nurse	July 2026
Miss Kelly Hillery	Deputy Manager Nursery	April 2027
Miss Lindsay Hillery	Nursery Nurse	July 2026
Mrs Louise Howell	JS Assistant	January 2025
Mrs Vicky Hunter	Nursery Nurse	February 2025
Mrs E Mallard	Nursery Nurse	November 2025
Miss Michelle Page	JS Assistant	March 2027
Mrs Rashmita Shah	JS Assistant	March 2027
Mrs Denise Willmott	Nursery Nurse	July 2026

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

Name	Role	Expires
Miss Sonia Fraser	PE Teacher	September 2024
Mrs Judith Jennings	PE Teacher	September 2024
Mrs Becky Littlewood	PE Teacher	September 2024
Mrs Jackie Rose	PE Administrator	September 2024
Mrs Saunders-Wall	PE Teacher	September 2024

QA LEVEL 2 AWARD - ACTIVITY FIRST AID - 2 day

Name	Role	Expires
James Earp	Head of Humanities	March 2025
Wendy Forsyth	Teacher (Maths)	March 2025
Sarah Giordano	Wellbeing Practitioner	March 2025
Becky Kneen	Deputy Head – Pastoral	March 2025
Steph Knight	Teacher (Food)	March 2025
Rina Laubscher	Teacher (Maths)	March 2025
Nieldre Laubscher	Teacher (Art)	March 2025

Laura Marriott	Teacher (Drama)	May 2027
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QA Level 3 FIRST AID AT WORK - 3 Day

Name	Role	Expires
Louise Howell	JS Assistant	January 2025
Luke Smith	Customer Experience Manager	May 2025
Sam Tobutt	Cleaner	January 2025
Amanda Vizer	Teacher (Science)	June 2025

QA LEVEL 3 AWARD IN EMERGENCY FIRST AID AT WORK - 1 day

Name	Role	Expiry
Mrs Naomi Anzalone	Cleaner	September 2024
Mr Guy Ashley	Driver	April 2025
Mrs Terri Attwood	Cover Supervisor	September 2024
Mrs Emma Blake	Director of Sport	September 2025
Mr Gary Brett	Premises	September 2026
Mr Mike Browett	Driver	September 2025
Mrs Sarah Brown	Nurse Assistant	September 2026
Mr James Campling	Music Assistant	April 2025
Mrs Nicola Cartlidge	Teacher – JS	September 2025
Mr Michael Chambers	Driver	January 2026
Mr David Cooper	Driver	September 2026
Mrs Serena Crowley	Executive Assistant	January 2026
Dr Ana de Oliveria Brugos	Science Technician	September 2025
Mr Andy Donaldson	Teacher (Humanities)	September 2026
Mrs Katie Dunkley	School Nurse	September 2026
Mrs Kathleen Eldridge	Teacher (TP)	January 2026
Mrs Kate Farrar	Receptionist	September 2024
Mr Iain Finch	Driver	January 2026
Mrs Julie Fergusson	Driver	January 2026
Mr David Goode	Driver	September 2026

Mr Chris Gutowski	Driver	April 2025
Mr George Ham	Science Technician	September 2026
Mr Michael Hayden	Driver	January 2026
Mrs Karla Hodgetts-Tate	Teacher (Science)	September 2024
Mr Ken Holmes	Driver	September 2026
Mrs Jess Jackson	Chef	September 2025
Miss Lucy John	Teaching Assistant - JS	September 2025
Miss Anna Kilby	Teacher (Classics)	January 2026
Mrs Tracey Knott	Receptionist	January 2026
Mrs Rina Laubscher	Teacher (Maths)	September 2024
Mrs Angie Long	Teaching Assistant - JS	September 2025
Mr Peter Lucas	Driver	September 2026
Miss Kathryn Lycett	Teacher (Textiles)	January 2026
Mr George McDonnell	Driver	September 2025
Mrs Lynn Nash	Senior Receptionist	September 2024
Mr Peter Nock	Driver	April 2025
Mr Peter Norton	Driver	September 2025
Miss Michelle Page	Teaching Assistant - JS	September 2025
Mr Mark Patterson	Driver	April 2025
Mr Russ Rimmer	Driver	April 2025
Miss Tahla Robinson	Teacher (Humanities)	March 2025
Mr Stuart Rose	AV Technician	September 2026
Mrs Rashmita Shah	JS Assistant	September 2025
Mrs Susan Simner	Science Technician	September 2026
Mr Richard Wagstaff	Driver	September 2025
Mr Sean Walters	Driver	January 2026
Mr Jonathan Williams	Senior School Teacher	September 2026
Mrs Katie Wright	Sports Assistant	January 2026

Appendix 2 - LOCATION OF FIRST AID BOXES, AED, AAI pens and generic inhalers

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	
1. Wraparound/Busy Room	25. Sixth Form Kitchen
2. Nursery cupboard	26. Library
3. Preschool room	27. Pool Plant room
4. Reception cloakroom	28. Sports Reception, by defibrillator
5. Y1 / 2 Classroom	29. Y2 Junior School
6. Year 3 / 4 classroom	30. Cleaners (mobile)
7. Year 6 corridor	31. Sports
8. Reception office	32. Poolside
9. Kitchen	33. Pavilion kitchen
10. Music room C3	34. Gym
11. Music corridor	35. Gym corridor
12. Drama room	36. Sports - Rebecca Littlewood
13. Drama mezzanine	37. Sports - Emily Wall
14. Projection room	38. Sports - Emma Blake
15. Cellar	39. Sports - Sonia Fraser
16. Senior School Hall (by defibrillator)	40. Sports - Judith Jennings
17. Wake Wing Science room	41. A corridor
18. Wake Wing Art room	42. B corridor
19. Food Tech room - D6	43. F corridor
20. Textiles room	44. E corridor
21. D2	45. Physics prep room
22. D1/D2 Office	46. Biology prep room
23. D1 Art room	47. Chemistry prep room
24. ICT suite	48. CLIVE
	49. Workshop

AAI pens and inhalers - location
Senior School medical room
Junior School medical room
Sports Hall
Kitchen