
GDST

FIRST AID POLICY

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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 facilities, 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)

GDST Schools 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 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[1];

- 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 Aiders** names, qualifications, 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 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 taken of a child's injury or bruising, although it is acceptable to make a record / drawing on a body map [3]. 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;
- **'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.

Norwich High School Practice

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

Staff are invited 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 (see Risk Assessment). The number of first aiders required is determined by the annual risk assessment (Appendix 3).

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.

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 is 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 by the School Nurse.

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.

Systems are in place in school to ensure they are aware of any medical conditions which may require treatment whilst pupils are in the care of school staff. Initially this information is collected on the Pupil Health Assessment Form which parents complete as part of the admissions process. Parents are reminded at the start of each school year to update school with any changes in their child's medical history.

All schools must have documented systems and procedures in place to ensure that all medicines are stored and administered safely. 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.

More guidance is given in the 'Administration of Medicines' protocol.

First Aid Equipment and Material

The Education (School Premises) Regulations 1996 requires that schools have a suitable dedicated room for the care and treatment of pupils. It must contain a washbasin, be near a toilet and appropriate for its use as a first aid room. In the Senior School this is located at "The Lodge" near the main entrance, and for Prep school is the medical room in the Stafford house building.

Detailed information regarding first aid equipment and materials can be found in the first-aid section of H&S HUB.

A list of the location of defibrillators (AED's) and first aid equipment, stored in containers marked with a white cross on a green background, is kept, and notices alerting people of this fact are prominently displayed in appropriate areas. Travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

The member of staff responsible for the first kits in their departments 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 the Nurse if necessary. All First Aiders should be aware of and implement the guidance on infection control on the Hub.

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
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency e.g. hypoglycaemia
- Severe bleeding
- Severe burns
- Breaks or sprains
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion

All staff and pupils are aware of the procedures to take in the event of a first aid emergency - information is included in assemblies, staff training and the staff handbook and pupil planners

- Inform a member of staff and ask for immediate first aid assistance.
- If you witness an incident and the injured person 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 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 of the Hub.

Procedures for Pupils who are unwell

Parents are given guidance about what to do if a pupil is not well enough to attend school in the parental handbook; if a pupil becomes ill at school and needs to be taken home, the school nurse or a member of SLT will call home.

Further Information and Guidance

- GDST 'First Aid' guidance on the Hub
- GDST 'Accident Recording and Reporting' guidance on the Hub
- GDST 'Pupil Health and Wellbeing' guidance on the Hub
- First Aid in Schools, Early Years and Further Education – DfE – 2022
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations – HSE – L74 – 3rd edition 2013 + 2018 amendments – see 'related documents' tab

Notes

[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

Appendix 1: List of First-Aiders

[Here](#) (accessible to Norwich High Staff)

Appendix 2 Location of Defibrillators and First Aid Boxes

Defibrillators

Churchman Centre – outside PE Office

Eaton Grove – outside Deputy Head, Academic Office

Lanchester House – Café Valerie

Outside Medical Centre in a heated cabinet – code to enter

First aid boxes

Eaton Grove *Staff Room, Biology Labs, Chemistry Labs, Physics Labs, Art Rooms, DT Studios, Kitchens.*

Stafford House *STEM/Food Tech Room, Medical Room, Art Room, PE cupboard, Early Years Hub.*

Lanchester House *Common Room. Head of 6th form office, Café Valerie*

Music School *Staff Room.*

Swimming Pool

Plant room, Caretakers shed

Churchman Building *PE Office, Kitchen. DBS. Head of Year office. Sports Hall.*

Mini Buses x9

Appendix 3: First-aid Risk Assessment

[HERE](#) (accessible to Norwich High Staff)

Appendix 4: Administration of Medicines Protocol

[HERE](#) (accessible to Norwich High Staff and available on request)