



## 13a 13c FIRST AID POLICY

This Policy outlines the schools responsibility to provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is an extension to the Health and Safety policy.

### Policy Statement

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

The school will provide adequate arrangements for training and retraining of the school First Aiders. Basic Life Support and First Aid training, including the use of a Defibrillator, will be part of INSET every 3 years for all staff.

The school will provide adequate facilities to care for basic First Aid requirements of pupils, staff and visitors.

### Aims/Objectives

- Provide First Aid to preserve life, prevent the situation worsening and to promote recovery
- To ensure compliance with all relevant legislation
- To appoint an appropriate number of First Aiders to meet the needs of the school
- To provide suitable training by an suitable recognised organisation
- To provide sufficient and appropriate facilities, resources and equipment
- To maintain accidents records and to report to the HSE as required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995
- To carry out regular assessment in order to maintain adequate First Aid provision

### Responsibilities

The Governors are responsible for the Health and Safety of the employees and anyone else on the premises including teachers, non-teaching staff, pupils and visitors.

The Head must ensure that adequate assessment of the school is undertaken and that appointment, training and resources for First Aid provision are appropriate and in place.

The Head should ensure that the policy and information on the school's First Aid arrangements are made available to staff and parents.

The Head of Finance and Estates should ensure arrangement of adequate Insurance.

The Head of Finance and Estates should ensure a suitable available budget for First Aid training and supplies.

All staff are expected to do all they can to secure the welfare of the pupils.  
The individual First Aider or person dealing with the accident is responsible for the completion of the accident report.

The Deputy Head along with the School Nurse will ensure that assessments are carried out to ascertain the First Aid training needs of the school.

### **Responsibilities of the School Nurse along with the Health and Safety Officer**

Ensure adequate and appropriate resources and equipment are available for the administration of First Aid.

Maintain records as required by law including accident recording and reporting.

Review accident reports looking for any regular occurrences and acting accordingly, including accident investigation.

Maintain a First Aid Register and alert staff when a refresher or retraining is required.  
See Appendix 1

Arrange training as required by a suitable recognised organisation.

Maintain a First Aid Kit location register and arrange checking of the kits at regular intervals.

All staff have a responsibility to inform school nurse if they have used any contents of a first aid kit.

### **Procedures**

The school nurse is the nominated first aider whenever she is on duty.  
When the nurse is not on duty, a first aider will be nominated to cover this role, the person will either be the boarding team member on duty, the afterschool leader or the Deputy Head.

There is a Paediatric first aider on duty at all times for Early Years Foundation Stage

First Aid provision for offsite activities will be provided by the trip leader and/or the nominated first aider at the site they are visiting. A suitable first aid kit is supplied for all off site activities and school trips.

All the boarding staff are trained in first aid. There is always a trained First Aider on duty at the Stables.

A list of First Aiders and location of First Aid Kits is displayed at prominent places throughout the school i.e. Health Hub, Staff Room, Office, Boarding and Kitchens

See Appendix 2

In addition to First Aid Kits at various points on site, all Mini buses have a First Aid Kits, Sick Bags and Tissues. It is the responsibility of the Bus Drivers to ensure these are restocked/replaced as required.

All injuries and accidents will be dealt with where possible in the Health Hub. However some accidents will need to be dealt with where the accident took place.

In the event of the First Aider being unable to deal with the injury they will need to seek further medical help by calling 111 or 999 for medical emergency.

**In Medical Emergency the First Aider should call 999.**

A Medical Emergency is when someone is seriously ill or injured and their life is at risk, it can include

- Loss of consciousness
- An acute confused state
- Fits that aren't stopping
- Chest pain
- Breathing difficulties
- Severe bleeding that can't be stopped
- Severe allergic reactions
- Severe burns or scalds

### **Management of Pupils with pre-existing Medical Condition**

Pupils with pre-existing medical conditions have, if required an Individual Health Care Plan. The plan is agreed with the parent and pupil and is available to staff as needed e.g. boarding staff and school trips. The IHCP gives an overview of the condition and management and what to do in an emergency. The plan is reviewed annually or earlier if the need arises.

### **Hygiene Procedures**

Basic hygiene procedures must be followed by all staff administering First Aid. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings and equipment. For significant amounts of blood or other bodily fluids, biohazards kits should be used. The kits are located in the Health Hub.

## Accident reporting

The accident books are located in the Health Hub, Riding Centre and Early Years Foundation Stage. There is a separate accident book for pupils and one for staff and visitors. The school nurse should be notified of any accidents and completed accident reports should be brought to the Health Hub ASAP after an accident has occurred.

Parents will be informed by telephone as soon as possible if their child has had an accident resulting in an injury.

Some accidents require reporting to the HSE under the RIDDOR regulation 1995. For further information see [www.hse.gov.uk](http://www.hse.gov.uk). The school must keep a record of any reports made to the HSE; this record can be combined with other accident records.

## Useful Addresses

<http://www.hse.gov.uk/>

<https://www.gov.uk/government/publications/first-aid-in-schools>

<http://www.sja.org.uk/sja/training-courses/first-aid-in-schools.aspx>

Sharon Beaumont  
School Nurse

Reviewed: November 2019

Next review: November 2020

APPENDIX 1

Staff First Aid Register

Name	Course/Trainer	Valid Until
Clint Smith (Estates)	FAW-First on Scene Training	23.04.2021
Sheila Pyke	"	03.10.2020
Helen Duxbury	FAW – St Johns Ambulance	04.01.2021
Colin Burn	FAW – HSF Training	04.06.2020
Camilla Rawlinson	FAW Requalification	06.01.2023
Emily Abrahams	Firstaider Training - EFAW	19.09.2021
Sharon Beaumont	"	"
Susie Booth	"	"
Alistair Cowey	"	"
Rebecca Foster	"	"
Emma Lindsley	"	"
Paul Nuttall	"	"
Fiona Rose	"	"
Avril Pearson	"	"
Lynne Thompson	"	"
Kate Wharton	"	"
Lindsey Weston	"	"
Anne Starkie	EFAW – Blaze Fire Safety	03.05.2020
Frances Harrison	St Johns Ambulance	19.09.2022
	Firstaider Training/EFAW	23.04.2021
Fiona Edwards	"	"
Debs Hannam Walpole	"	"
Sarah Lloyd	"	"
Kathryn Moran	"	"
Danielle Pegg	"	"
Victoria Potter	"	"
Andras Sebestyen	"	"
Paul Spence Walpole	"	"
Alex Would	"	"
Carol Cameron	Firstaider Training/EFAW	26.01.2022
Hannah Wheeler (Spence)	"	"

Name	Course/Trainer	Valid Until
Stephanie Elliston	Paediatric First Aid – 12 hour First aider Training	07.02.2022
Stephanie Ann Tapper	16 hour Outdoor Paediatric ITC Training	13.12.2022
Emily Abrahams	16 hour Outdoor Paediatric	02.02.2022
Alistair Cowey	Paediatric First Aid – 12 hours	25.11.2022
Kelly Ayre	Level 3 First Aid at Work/Equestrian First Aid at Work Medi-K Training	01.11.2021
Robert Blane	"	"
Joanna Coley	"	"
Emma Swinburn	"	"
Tammy Anderson	INSET First Aid Firstaider Training	03.09.2021
Martin Appleton	"	"
Lawie Clarke	"	"
Dawn Coull	"	"
Lucy Elliston	"	"
Jennifer Hirst	"	"
Amy Gilmour	"	"
Natalie Johnson	"	"
Georgie Killip	"	"
Jane Nuttall	"	"
Lucinda Nuttall	"	"
Emma Radley	"	"
Fiona Scott	"	"
Marina Redmond	"	"
Anne Starkie	"	"
Amanda Stringer	"	"
Maria Smerdon	"	"
Eleanor Stephenson	"	"
Kate Vaughan	"	"

FAW First Aid at Work  
EFAW Emergency First Aid at Work

Reviewed 21.01.2020  
Review 21.07.2020



## APPENDIX 2 First Aid Queen Mary's School



First Aid will generally be administered in the Health Hub by the School Nurse

If the Health Hub is unattended please go to the boarding or school office.

**Main School- First Aiders**

Sharon Beaumont 5045  
 Frances Harrison "  
 Helen Duxbury 5044  
 Sheila Pyke  
 Stephanie Elliston

**EYFS/Pre-Prep**

Emily Abrahams  
 Alistair Cowey  
 Stephanie Tapper  
 Lindsey Weston

**Riding Stables**

Robert Blane  
 Emma Hill (Swinburn)  
 Kelly Ayre  
 Joanna Colley

**Weekend Cover for Full Boarders**

Camilla Rawlinson

**Other Staff with First Aider Qualification**

Susie Booth	Carol Cameron
Becky Foster	Fiona Edwards
Debs Hannam Walpole	Sarah Holloway Lloyd
Emma Lindsley	Kathryn Moran
Paul Nuttall	Avril Pearson
Danielle Pegg	Tory Potter
Fiona Rose	Andras Sebestyen
Clint Smith	Anne Starkie
Lynne Thompson	Kate Wharton
Alex Would	Hannah Spence (Wheeler)

**Outdoor First Aid**

Colin Burn

**Location of First aid Kits/Equipment**

Health Hub	Science Labs x 3
Caretakers Shed/Tractor	Office
Hannam's Hut	Pre-Prep
All School Mini Buses/Car	Swimming Pool
Kitchen	

In addition to First Aid Supplies above, there are 3 Large Sports and 1 Outdoor Ed First Aid Kits and 6 small kits for school trips in the Health Hub.

Sharon Beaumont (School Nurse)

Updated: January 2020

Review: July 2020