



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

- 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.

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. Staff Room, Office, Boarding.

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.

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

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.

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 by trained staff (School Nurse, Boarding staff and the Cleaners). The kits are located in the Health Hub.



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The accident books are located in the Health Hub. There is an accident book for pupils and a book staff and visitors.

Accidents must be reported in the accident book at the time of the injury or soon after. Parents will be informed as soon as possible if their child has had an accident resulting in an injury.

The Riding Centre have their own accident book; completed accident reports should be brought to the Health Hub at the time of injury or as soon as possible after an accident has occurred.

The EYFS also have their own accident book with an individual page for each child, the parent or guardian must sign the accident book on collection of the child.

The first aider who deals with the injury is responsible for completing the accident form.

Some accidents require reporting to the HSE under the RIDDOR regulation 1995.

For further information see 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>

Mrs S Beaumont RGN
School Nurse

Reviewed: November 2018

Next review: September 2019



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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
Stephanie Elliston	FAW- Oplex Careers	06.12.2019
Helen Duxbury	FAW – St Johns Ambulance	04.01.2021
Emily Abrahams	Firstaider Training - EFAW	19.09.2021
Sharon Beaumont	"	"
Susie Booth	"	"
Alistair Cowey	"	"
Rebecca Foster	"	"
Emma Lindsley	"	"
Paul Nuttall	"	"
Brooke Oakley	"	"
Fiona Rose	"	"
Avril Pearson	"	"
Lynne Thomson	"	"
Kate Wharton	"	"
Lindsey Weston	"	"
Anne Starkie	EFAW – Blaze Fire Safety	03.05.2020
Judy Coles	Firstaider Training/EFAW	23.04.2021
Fiona Edwards	"	"
Debs Hannam Walpole	"	"
Sarah Holloway-Lloyd	"	"
Kathryn Moran	"	"
Danielle Pegg	"	"
Victoria Potter	"	"
Simon Rudsdale	"	"



Queen Mary's SCHOOL

Andras Sebestyen	"	"
Jas Singh	"	"
Paul Spence Walpole	"	"
Alex Would	"	"

Name	Course/Trainer	Valid Until
Emily Abrahams	Paediatric First Aid/EYFS Firstaider Training	08.02.2019
Rebecca Bowsher	"	"
Sharon Beaumont	"	"
Pauline Bruce	"	"
Stephanie Elliston	"	"
Mary-Jane Foster	"	"
Victoria Potter	"	"
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	"	"
Helena Trzeciak	"	"
Tammy Anderson	INSET First Aid Firstaider Training	03.09.2021
Martin Appleton	"	"
Laurie Clarke	"	"
Dawn Coull	"	"
Lucy Elliston	"	"
Jennifer Hirst	"	"
Amy Gilmour	"	"



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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

Updated 19.11.2018

EFAW- Emergency First Aid at Work

Review 18.02.2019

EYFS – Early year's foundation stage



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Appendix 2



FIRST AID



First Aid will generally be administered in the Health Hub by the School Nurse
If the Health Hub is unattended please go to the school office

Main School – First Aiders

Sharon Beaumont	5045
Helen Duxbury	5044
Sheila Pyke	5044
Stephanie Elliston	5035

Early Years Foundation Stage – First Aiders

Mary Jane Foster	5041
Pauline Bruce	5041
Rebecca Bowsher	5041

Key Stage One – First Aiders

Alistair Cowey	5007
Emily Abrahams	
Lindsey West	

Riding – First Aiders

Emma Swinburn	Riding Contact
Kelly Ayre	Number:
Robert Blane	07876 708943
Joanna Colley	
Helena Trzeciak	

Other Staff with First Aider Qualification

Susie Booth	Judy Coles	Fiona Edwards	Becky Foster
Debs Hannam	Sarah Holloway Lloyd	Emma Lindsley	Kathryn Moran
Paul Nuttall	Brooke Oakley	Avril Pearson	Danielle Pegg
Tory Potter	Fiona Rose	Simon Rudsdale	Andras Sebestyen
Jas Singh	Clint Smith	Anne Starkie	Lynne Thomson
Kate Wharton	Alex Would		

Outdoor Education – First Aider

Colin Burn

Location of First Aid Kits and Equipment

Health Hub	Key Stage One
Science Labs x 3	Hannam's Hut
Caretakers Shed/Tractor	Reception/Nursery
Office	All School Mini Buses
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.