



Newport Girls' High School

First Aid Policy

PURPOSE

This Policy outlines Newport Girls' High School's responsibility to provide adequate and appropriate first aid to students, staff and visitors and the procedures in place to meet that responsibility. A First Aid Risk Assessment has been completed and informs this Policy. This policy is an extension to the **Health and Safety Policy**.

SCOPE

This Policy applies to all staff, governors, students and visitors to the school.

POLICY

The school will:

- Ensure that first aid arrangements are managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.
- Appoint an appropriate number of First Aiders to meet the needs of the school.
- Ensure that an appropriately qualified First Aider is always available during normal school hours.
- Ensure that a qualified First Aider or Appointed Person is always available when the school is open.
- Provide adequate arrangements for training and retraining of First Aiders.
- Provide sufficient and appropriate facilities, resources and equipment to care for basic First Aid requirements of pupils, staff and visitors.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- Carry out regular assessment to maintain adequate first aid provision.
- Ensure staff will be briefed on First Aid procedures during Staff Briefing at the beginning of term and/or upon their induction to the school.

RESPONSIBILITIES

The Governors are responsible for:

- The Health and Safety of the employees and anyone else on the premises including teachers, non teaching staff, students and visitors.

The Headteacher is responsible for:

- Ensuring that adequate assessment of the school is undertaken and that appointment, training and resources for First Aid provision are appropriate and in place.
- Ensure that the policy and information on the school's First Aid arrangements are made available to staff and parents.
- Ensuring that regular assessments are carried out to ascertain the First Aid training needs of the school.

The Finance and Facilities Manager is responsible for:

- Arranging adequate insurance.

The Health and Safety Officer is responsible for:

- Reporting any notifiable accidents/incidents or near misses.

The Pastoral Administrator is responsible for:

- The day to day management of first aid arrangements.
- Maintaining adequately stocked (see Annexe A) first aid kits, bodily fluid spillage kits and any other first aid equipment deemed necessary.
- Ensuring that signs detailing the names of qualified First Aider and the locations of first aid kits are prominently and appropriately displayed around school and are up to date.
- Providing information to staff regarding individual students with specific medical needs e.g. severe allergic reaction, epilepsy.
- Liaising with the School Nurse regarding in house training for staff.
- Ensuring any students who require medication in school have completed the necessary forms and have correctly labelled, in date medication. Please note however, that the administering

of medication is not part of the school's first aid provision and is dealt with under the **Administering of Medication Policy**.

- The safe storage of any medications.

First Aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given on SIMS.
- The completion of accident reports in line with the school's Accident/Incident Reporting, Recording and Investigating Policy.
- Contacting parents of students treated if:
 - the student needs to go home
 - the student has suffered a head injury, however minor
 - the student has suffered a serious/significant injury, in consultation with the Headteacher and Health and Safety Officer.
- Ensuring all spillages of bodily fluids are cleaned up promptly.

The Finance and Trips Assistant is responsible for:

- Ensuring the student medical data on SIMS is accurate and up to date.
- Providing trip leaders with details of students' medical needs.

All staff are **designated Appointed Persons** and have a duty of care towards the students. Staff are expected to use their best endeavours at all times to secure the welfare of students. In addition, staff are responsible for:

- Familiarising themselves with the medical details of students in the school community.
- Informing the Headteacher and the Health and Safety Officer of any injury to students which occurred as a result of school procedure, management or condition of the premises.
- Completing risk assessments for any activities they are supervising and arranging additional first aid provision if necessary, in consultation with the Headteacher/Health and Safety Officer.
- Ensuring they have adequate first aid provision for any trips they arrange.

PROCEDURE

- Any person who requires first aid treatment should be sent to the first aid room, if able to move. Students should be accompanied by another student who should wait with them until a first aider arrives unless they have a very minor complaint.
- If the casualty is unable to get themselves to the first aid room a first aider must be sent for. If in doubt, keep the casualty still and send for a first aider.
- Where a casualty is able to walk but feels faint or dizzy lie them down on the floor where they are and send for a first aider.
- At the first aid room, if the Pastoral Administrator is not available, ring the bell. The Receptionist will then arrange for a first aider to attend.
- If a First Aider is called to an incident outside of the first aid room they should take a mobile phone with them if possible and a second First Aider if available.
- If additional medical help is required the First Aider should arrange for a member of staff to call 999 or 112 for assistance. If possible the 999/112 call should be made from the location of the casualty as the call handler will ask questions about the casualty and may provide further advice.
- The First Aider should arrange for Reception to be informed that an ambulance has been called.
- Reception should use the child's emergency contact information on SIMS to contact the appropriate designated person.
- The Receptionist should then:
 - Print off a Data Sheet from SIMS to send with the student to hospital.
 - Arrange for a member of staff to meet the paramedics and escort them to the casualty.

- Arrange for a member of staff to check and oversee the car park to ensure emergency vehicles can access it without delay.
 - If the decision is to take the child to hospital, liaise with the paramedics to decide, on a case by case basis, whether to accompany the child.
- Once the first aid incident has been dealt with, the first aider should clean the area as appropriate and ensure any hazardous waste is put in a yellow 'biohazard bag' or is double bagged and put in the outside bins.
- The First Aid action should be recorded in SIMS and any applicable accident forms should be completed as soon as possible.



ANNEXE A

Newport Girls' High School

First Aid Policy - First Aid Kit Requirements

General First Aid Kits

There is no mandatory list for a first aid container. However, the HSE recommend that, where no special risk is identified, a **minimum** provision of first aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- One pair of disposable gloves
- Equivalent or additional items are acceptable

Travelling first aid kits

Before undertaking any off site activity a risk assessment should be completed which should include what level of first aid provision is needed. The HSE recommend that, where no special risk is identified, a **minimum** stock of first aid items for a travelling first aid kit is:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings (assorted sizes)
- One large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressing
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleaning wipes
- One pair of disposable gloves
- Equivalent or additional items are acceptable

Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The first-aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container