

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



FIRST AID POLICY

Policy written by: SLT

Policy written/reviewed: Spring Term 2025

Next review due: By the end of Spring Term 2027

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, trustees, 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 Trustees 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 Operations and Admissions Manager is responsible for:

- Reporting any notifiable accidents/incidents or near misses.
- Investigating any accidents/incidents or near misses as per the **Accident/Incident Reporting, Recording and Investigating Policy**.

The Pastoral Administrator is responsible for:

- The day to day management of first aid arrangements.
- 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.
- Coordinating and arranging first aid training as required.
- 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 and ensuring medicines are clearly labelled and accessible.

The Reprographics Technician is responsible for:

- Maintaining adequately stocked (see Annexe A) first aid kits, bodily fluid spillage kits and any other first aid equipment deemed necessary.
- Regularly (at least weekly) checking the school AEDs to make sure they have battery life and the pads are within the expiration date.

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 to students on SIMS.
- Recording any significant first aid/medical incident involving students on CPOMS.
- 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 Executive Headteacher/Head of School/Operations and Admissions Manager.
- Ensuring all spillages of bodily fluids are cleaned up promptly.
- Liaising with trip leaders for any trips they are attending and supporting with the risk assessment process as necessary.

The Finance and Trips Assistant is responsible for:

- Providing trip leaders with details of students' medical needs.
- Providing first aid trip packs.

Trip Leaders are responsible for:

- Ensuring they complete a risk assessment for any trip they are leading, which must consider the medical needs of the staff and students on the trip and any first aid requirements.
- Liaising with the Pastoral Administrator to ensure they fully understand the medical needs of any students on their trip.
- Ensuring that students on their trip have any necessary medication; inhaler, EpiPen etc. prior to the trip departing.
- Informing the trip venue of any medical needs, allergies etc.

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 Executive Headteacher/Head of School and the Operations and Admissions Manager 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.

PROCEDURE STAFF/STUDENTS

- Any staff/student who requires first aid treatment should be sent to the first aid room, if able/safe 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 staff member/student 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 visitor requires first aid, a first aider should be called to the visitor in the first instance. The first aider will then decide if the visitor needs to be moved to the first aid room. School safeguarding policies and procedures must be adhered to and, where it is not possible for a visitor to use the first aid room, an alternative location will be arranged by the Operations and Admissions Manager/SLT.
- The school has a resuscitation action plan which should be implemented in incidents of sudden cardiac arrest.
- 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.
- Staff/students who, in the opinion of the First Aider, are not safe to walk, must use the wheelchair.
- At the first aid room, if the Pastoral Administrator is not available, the accompanying student/staff member should go to Reception. 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 the Headteacher/SLT on duty to be informed that an ambulance has been called.
- The Headteacher/ SLT on duty will then arrange for:
 - A Data Sheet to be printed from SIMS to send with the student to hospital.
 - A member of staff to meet the paramedics and escort them to the casualty.
 - A member of staff to check and oversee the carpark to ensure emergency vehicles can access it without delay.
- 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.
- In the case of students, the first aid action should be recorded in SIMS and any applicable accident forms should be completed as soon as possible. Significant first aid/medical events should also be recorded on CPOMS.
- In the case of staff, any first aid action should be reported to the Operations and Admissions Manager.
- In the case of visitors, any first aid action should be reported to the Operations and Admissions Manager/SLT on duty.
- In all cases, when recording first aid action the following details should be logged;
 - Date, time and place of incident
 - Name of injured/ill person
 - Details of the injury/illness
 - Details of what first aid was given
 - What happened immediately after the incident e.g. went to hospital, return to lesson
 - Name of first aider(s) dealing with the incident.
- Where first aid was required due to an accident/incident, details of the accident/incident must be recorded in the accident book (found in Operations and Admissions Manager's office) as soon as possible. SLT on duty should ensure contact details of any affected visitors/witnesses are recorded.
- If first aid equipment has been used, staff should advise the Reprographics Technician so kits can be restocked.



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
- Two 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
- Three 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
- Two pair of disposable gloves
- Equivalent or additional items are acceptable
- Additional items to be supplied as per risk assessment but may include; sick bags, disposable ice pack(s), disposable heat pack(s), paracetamol (only to be administered with parental consent)

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
- Twelve 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 use; and
- Prominently marked as a first-aid container