

FIRST AID POLICY

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

Responsibility

The DfE states in its document *Guidance on First Aid in Schools* that the employer is responsible for the health and safety of their employees and anyone else on the premises, including boys and visitors. In the case of Newcastle School for Boys, the Governing Body is the employer and must ensure that the School has a First Aid Policy based on a risk assessment of the School. Governors recognise that they are responsible for the timely and competent provision of first aid facilities for all students, staff and visitors while on site.

Aims

Newcastle School for Boys is committed to providing a safe environment for all boys, visitors and staff in compliance with the DfE guidelines.

The School will achieve this by:

- Administering appropriate and timely first aid treatment as required.
- Arranging training and updates for first aiders, including paediatric first aid courses, delivered by a competent provider of a regulated qualifications, renewed every three years.
- Keeping copies of all first aid certificates, with note of expiry date.
- Ensuring sufficient trained first aiders are available to cover day to day and other school activities across all school sites. When EYFS pupils are present, at least one qualified paediatric first aider will be present on each school site.
- Displaying lists of qualified first aiders and appointed persons around school in appropriate places.
- Providing facilities for the provision of first aid at appropriate locations around school.
- Maintaining a list of information about boys with medical conditions for staff which are accessible to staff, whilst observing the school's Data Protection Policy.
- Maintaining information about staff with medical conditions, whilst observing the school's Privacy Notices and Data Protection Policy.
- Ensuring confidential recording of any action taken following on from an accident.
- Following the correct procedures for the reporting of accidents under RIDDOR.
- Providing the Health and Safety Committee with a list of accidents each term.
- Reviewing the First Aid Policy annually.

Procedure in case of accident or Injury

Any member of staff who witnesses an accident should contact the School Office and ask them to contact a First Aider. Any boy or member of staff sustaining an injury whilst at School should be seen by a First Aider who will provide first aid as soon as possible and summon additional help, as needed. Where boys are displaying one or more symptoms of a head injury, the RFU guidance on recognising concussion should be followed, and further questions should be asked to establish if a head injury is likely. An injured pupil should never be left unattended.

The First Aider or an Appointed Person will organise an injured pupil's transfer to hospital in an emergency.

The School will keep a written record of all accidents and injuries and contact parents as appropriate.

Contacting parents

Parents will be informed by telephone as soon as possible after an emergency or following a serious/ significant injury, including:

- Head injury
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis and following administration of Epipen
- Epileptic seizure
- Severe hypoglycaemia for boy with diabetes
- Severe asthma attack
- Difficulty breathing
- Serious bleeding injury
- Loss of consciousness
- If a boy is generally unwell

If non-emergency transportation is required, a trained first aider will take a boy to hospital if parents are delayed, a member of staff will always remain at hospital with a boy until a parent arrives.

In Juniors and Infants, parents will be informed of smaller incidents at the end of the School day by the class teacher, Head of Junior School or Assistant Head - Early Years. Parents of EYFS boys will always be given a written accident form, confirming any injury.

Contacting the emergency services

An appropriate member of staff on each site is responsible for calling for an ambulance for any condition listed above or for any other injury that requires emergency treatment.

Accident Reporting

An accident reporting form must be completed if appropriate for any significant accident or injury occurring at school or on a school trip. Accident reporting forms are kept in the School Office or staff room at each site. Staff and Visitor Accident Reporting books are also kept in the School Office at each site.

See Appendix 1 for Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Qualified First Aiders

The following staff have a valid *First Aid at Work* three-day qualification

Name	Expires	Site
Mrs Joanne Ferry	Sept 20	Junior School - North Avenue
Mr James Sander	Sept 20	Junior School - North and West Avenue
Mr Angus Bullen	Sept 20	Junior School - West Avenue
Mr James Clark	Sept 20	Junior School - West Avenue
Mrs Maureen Thompkins	Sept 20	Junior School - West Avenue
Mr Charles Drax	Sept 22	Senior School
Ms Liz Friend	Sept 20	Senior School
Mr Cameron Harris	Jan 21	Senior School
Mr Mark Tucker	Jan 21	Senior School

Please note that schools have been given an extension in which to renew the qualification in light of the coronavirus (COVID-19)

All staff working in the School's EYFS (Nursery and Reception) are qualified in paediatric first aid. The following staff hold a suitable, valid paediatric first aid qualification:

Name	Expires	Site
Mrs Heather Cheng	Jan 22	Junior School - West Avenue
Miss Lisa Clayton	Jan 22	North Avenue
Mr Tom Gray	Jan 22	Junior School - North and West Avenue
Mrs Kelly Mooney	Jan 22	Junior School - North Avenue
Mrs Helen Nattress	Jan 22	Junior School - West Avenue
Mrs Claire Reid	Jan 22	Junior School - North Avenue
Miss Lauren Robinson	Jan 22	Junior School - North Avenue
Mrs Susan Scott	Jan 22	Junior School - West Avenue
Mr Owen Spinks	Jan 22	Junior School - West Avenue
Mrs Emma Waite	Jan 22	Junior School - North Avenue
Mrs Tiffany White	Jan 22	Junior School - North and West Avenue

The following completed a full *paediatric first aid* course in January 2019:

Name	Expires	Site
Miss Lisa Granger	Jan 22	Junior School - North Avenue
Miss Stacey Matheron	Jan 22	Junior School - North Avenue
Mrs Sian Woosnam	Jan 22	Junior School - North Avenue

Refresher training for all other staff was held in January 2020 giving an *Emergency First Aid* qualification.

Lists of members of staff who are qualified as First Aiders or Paediatric First Aiders, are displayed on notice boards around the School.

Appointed Persons

An Appointed Person is someone who takes charge when someone is injured or taken ill. They are not First Aiders and they should not give first aid treatment for which they have not been trained. They have responsibility for maintaining first aid equipment (eg restocking first aid boxes) and for ensuring that an ambulance is summoned when appropriate. The School Secretary responsible for each site is the Appointed Person.

First Aid Equipment and Materials

Accommodation

There is first aid accommodation on every site that can be used for medical or dental treatment when required, and for the care of boys during school hours. The area contains a washbasin and a bed if required. At the Senior School there are toilets next door to the First Aid room. In the Junior School the pupil toilets in the nearby changing room can be utilised. If appropriate to do so the area can be isolated to provide a quiet environment, with restricted access.

First Aid Boxes

All first aid boxes contain at least the following:

- A first aid guidance card
- At least 20 adhesive hypoallergenic plasters
- Two sterile eye pads
- Four individually wrapped triangular bandages (slings)
- Six safety pins
- Six medium sized individually wrapped un-medicated dressings
- Two large sized individually wrapped un-medicated dressings
- Disposable gloves
- Cleaning wipes

Location of First Aid Boxes

First Aid Boxes are located at

Senior School
School Office
Science Labs
Prep Room
Art Room
DT Room
Kitchen

Junior School - West Avenue
Entrance to Playground
Art Room
Technology Room
Science Lab
Trip Pack
PE Bag
Kitchen

Junior School - North Avenue
Staff Room
Entrance Porch
Kitchen

Each first aid box should be audited before each H&S meeting (at least half termly). A register should be signed to indicate the date the audit took place.

First aid for off-site sports and school trips

The PE teacher or Group Leader must ensure that an appropriate level of first aid cover is provided following a risk assessment. At least one person who has a current paediatric first aid certificate must accompany EYFS children on outings.

The contents of First Aid packs kept in the PE department or taken offsite should be checked by the Group Leader before leaving school.

Any accidents or injuries must be reported to parents and documented as soon as possible and RIDDOR guidelines must be adhered to.

Body fluids

All body fluids are considered infectious. To prevent contact with body fluids the School follows the following guidelines

- Disposable gloves must be worn when dealing with any body fluids
- Hands must be washed thoroughly with soap and warm water after the incident
- Abrasions must be covered with a plaster

Spills of the following body fluids must be cleaned up immediately:

- Blood
- Nasal and eye discharges
- Saliva
- Vomit
- Faeces

Disposable towels should be used to soak up the excess and then the area should be treated with a disinfectant solution.

All contaminated material must then be placed in a yellow clinical waste bins which are situated as follows:

Junior School - North Avenue
Junior School - West Avenue
Senior School

Staff Room
First Aid Room
School Office

Boys who are unwell

A boy should be kept at home if he is ill or infectious. Parents should telephone the School Office before 9am on the first day that he is ill. An ill boy will not be happy in school and will only infect others.

The School will therefore telephone parents and ask them to collect their son if he becomes ill during the day.

The School will always contact parents at once if a boy suffers anything more than a trivial injury, or if he becomes unwell during school day, or if the School has any worries or concerns about his health.

Staff taking medication/other substances

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

School Medical Advisor

Dr N Lloyd-Jones is the School Medical Advisor. He can be contacted by parents or staff to discuss medical matters in confidence via the SLT.

Emergency Medical Treatment

In accepting a place at the School, parents are required to authorise the Headmaster, or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to a pupil receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the School is unable to contact you in time.

Medical Care

All new parents are sent a medical questionnaire to complete before a pupil joins the school. More details are given in the School's *Medical Questionnaire* policy. Any new medical condition must be reported to the school as soon as possible. A new medical form will be issued, and our records updated.

Children with medical needs or special education needs who require special adjustments

If a boy has medical needs, special education needs or requires any special adjustments, parents will be invited to a meeting with the Head of Junior School, the School's Head of Support for Learning and any outside specialist who has been involved with the care of the boy, to discuss thoroughly the regime that is most appropriate for his individual care, well before he joins the School.

A list is available in each staffroom of all boys who have a serious allergy or medical condition. The information is also used for risk assessments prior to a school trip.

Staff are made aware of any pupil with an emergency care plan. These care plans are kept in the relevant School Office. Boys with a serious medical condition will have an emergency care plan drawn up and agreed by the School Medical Advisor and parents. Emergency boxes must always be taken if the boy is out of School and returned to the School Office after each trip.

Records

The School records all accidents and injuries to boys and of all medicines that are given to him.

The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

C Dobson, Bursar

Revised and updated: September 2020