



## **First Aid Policy**

**2023-24**

<b>Nominated lead member of staff</b>	<b>Simon Cruxton</b>
<b>Status &amp; review cycle</b>	<b>Statutory – Annually</b>
<b>Last review date</b>	<b>October 2023</b>
<b>Next review date</b>	<b>October 2024</b>

**(Updated Jan 24 as new procedure in place)**

**NORTH CESTRIAN SCHOOL**  
**FIRST AID POLICY**

As a school our duty of care encompasses the physical well-being of the pupils and staff. We adhere to the Health & Safety at work act 1974, Health & Safety (1<sup>st</sup> Aid) regulation 1981 & 1<sup>st</sup> Aid in Schools 2014.

**Aim**

To be able to administer swift and effective first aid in order to prevent minor injuries becoming major ones and to save lives.

All staff are encouraged to hold (and maintain) a First Aid qualification, for emergencies and illness can happen at any time and the appointed First Aider may not be available. Under existing terms & conditions no member of staff may be obliged to administer 1<sup>st</sup> Aid.

<b>Name</b>	<b>Responsibility</b>	<b>Qualification</b>	<b>Expiry date</b>
<b>Yvonne Stevenson</b>	<b>First aid co-ordinator and on-call</b>	<b>2 day</b>	30/03/2025
Jenna Connell	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	26/1/2025
<b>Pete Bloomfield</b>	<b>First Aider and on-call</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	26/1/2025
Sue Voudouris	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	26/1/2025
Adam Cliffe	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	26/1/2025
Caroline Richards	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	26/1/2025
Eve Butler	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Chris Bailey	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Sidra Iqbal	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Megan Williams	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026

Kim Reedy	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Su Calvert	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Christine Cockayne	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026
Cath Hayes	<b>First Aider</b>	<b>QNUK Level 3 in Emergency 1<sup>st</sup> Aid at work (RQF)</b>	3/10/2026

## **First Aid Triage at NCS – What to do if a pupil requires first aid**

Staff need to decide if a pupil requires **first aid** or is **feeling unwell** either during lessons or at break or lunchtime. **Pupils will be sent to student services** who will act as triage for pupils. If a pupil is obviously ill (Diarrhoea / vomiting / COVID symptoms) **DO NOT** send to **student services**, send straight to sick room (in PE corridor) and inform Pastoral / first aid team.

Staff need to decide if a pupil requires first aid or is feeling unwell either during lessons or at break or lunchtime.

During lessons: Staff are to email FIRST AID and a member of the first aid team will attend. If the pupil is vomiting or anything of a serious nature, the pupil should be ESCORTED to the sick room by another student and the first aid email should be used during break and lunch: Staff send pupils directly to the sick room where they will be received by our primary first aider. Should a pupil need to be sent home, attendance and pastoral should be notified, **alongside the parents/ guardians** prior to release.

<b><u>First Aider required</u></b> Staff to contact the office who can contact a 1 <sup>st</sup> aider & if possible e-mail <a href="mailto:firstaid@northcestrian.co.uk">firstaid@northcestrian.co.uk</a>	<b><u>Pupil feeling unwell</u></b> E-mail first aid & send pupil to student services. Only the pastoral team can decide if a pupil needs to be sent home if appropriate. Pupil will need to be escorted to appropriate area. (Pastoral staff either contact home directly or refer to admin to contact parents and arrange for pupil to be collected).
<i>Cuts &amp; sprains</i>	<i>Feeling sick</i>
<i>Feinting or unconsciousness</i>	<i>Headaches</i>
<i>Broken or dislocated bones</i>	<i>Stomach aches</i>
<i>CPR</i>	
<i>Severe burns</i>	
<i>Bleeding</i>	
<i>Vomiting / Diarrhoea</i>	
<i>Medication</i>	Paracetamol to be issued with parental consent
<i>COVID Symptoms</i>	Reassure & try to return to lessons but return if it gets worse.
<b>Accident or injury</b> If an ambulance is required, then the First aider should inform the office to contact parents and then the 1st aider needs to ring for an ambulance & accompany the child to hospital. The accident book must be completed by the first aider. H&S officer must also be informed to assess if RIDDOR contact is required.	If they are to be sent home, then the pastoral team can make this decision. They will then ask admin team to contact home to check someone is home, they will inform the deputy head.

The First Aid Policy is reviewed annually and outlined to new staff as part of their induction programme.

### **First Aid Room:**

There is a First Aid Room situated on the PE corridor which can be used for diagnosis of problems and treatment of minor injuries, or for individual rest or recovery. Pupils must be supervised by a member of staff when using the First aid room.

**Accident Book / First aid** recording – All first aid incidents must be logged on Arbor whenever a pupil receives treatment or is sent to hospital.

Certain injuries or accidents must be reported to the HSE under the RIDDOR regulations. This includes certain breaks and any accident causing the injured party to be off school for more than three days.

**Medicines** – First Aiders must not give any medicines. (Paracetamol may be given with parental consent).

Some pupils' parents have sent in specialised tablets and sprays to aid certain conditions. These are kept in the small cupboard inside the Office, each box/bottle being clearly labelled with the pupil's name, dosage and when the medicine should be given.

### **EpiPen**

The Office has a record of those children who may need treatment by EpiPen and individual EpiPens are kept in the safe in the first aid room. In certain cases these may be administered by the child but the First Aiders are all trained in their use.

### **Epilepsy**

If a pupil has an epileptic fit, you are to time it immediately & guide the person to the floor, remove any potential sources of injury & send for a first aider, who will collect the medication from the first aid safe, code for the safe is above the PC screen. This can be done via the office, ring 600 & the first aid e-mail address. If teaching send your class into the corridor. When the person comes out of it, if it is less than 5 minutes they will be taken to the first aid room & home contacted. If it is longer than 5 minutes then the epilepsy medication must be administered in the buckle of the mouth and rubbed in via the cheek. Call an ambulance and give them the box with the pupils details to the paramedic (from the safe). First aider to record on Arbor.

### **Asthma**

Asthmatics are listed on the Medical Information Form on the Staffroom Noticeboard. Sufferers should carry their own blue inhaler. In case of a serious attack encourage the child to use his/her inhaler and a First Aider should be called.

### **Spilt Body Fluids**

In cases where body fluids have been spilt the resultant spillage will be immediately removed and the surrounding area cleaned with disinfectant by a person wearing

protective gloves. These will be placed in a sealed bag along with any contaminated material and disposed of in a special container.

### **First Aid – Boxes**

First Aid Boxes are maintained by the Appointed First Aiders. The First Aid Boxes must not contain antiseptics, witch hazel, analgesic, or any other of the proprietary preparations often kept for home use. The basis of the Health & Safety Executive list of items to be included in the First Aid Boxes is that the items can be used by another person, in the absence of the First Aider, without aggravating the injury, until further help can be summoned, if necessary.

**First Aid Boxes are situated: The full stock first aid cupboard is in the medical treatment room.**

Playing Fields/Staff Changing Room

Sports Hall/Sports Science Room

Science Building

Technology Rooms (Both DT rooms and Food Technology Room)

Minibus

Sports Staff must carry the First Aid bags to all matches.

Staff taking school trips/holidays should take a First Aid Kit with them and, on overnight trips, be prepared for minor illnesses. Before departure on an overnight trip staff must acquaint themselves with any individual medical condition using Holiday Form C. In certain circumstances they may need to look after spare medication whilst away.

Staff needing First Aid treatment should see the appointed person. In case of staff illness during the day, the Head or Deputy Head should be consulted so that appropriate arrangements can be made to cover lessons and duties.

### **Signing out/Signing in:**

If a pupil has a medical or dental appointment during the school day he/she must obtain permission from their Form Tutor, by providing a note from his/her parents. The pupil must report to the Office to sign out before leaving school.

### **Medication**

The Head may agree to deal with the administering of medicines to pupils at school in cases of chronic illness and long-term complaints. However, the following safeguards will be required:

- a) a doctor's note, delivered by the parent, to the effect that it is necessary for the pupil to take medicine during school hours. Clear instructions about the required dosage must be included.
- b) the medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Head or an appropriate member of staff.
- c) the medicines must be clearly labelled with the contents, owner's name and dosage, and must be kept in a designated cupboard in the School Office with a photograph of the child.
- d) the medicine should be self-administered, under adult supervision, and a written record kept of the dates and times of administration.

The School will not accept any responsibility for the administration of medicine to pupils:

- a) where the timing of its administration is crucial.
- b) where some technical or medical knowledge or expertise is required.
- c) where intimate contact is necessary.

If painkillers would benefit the pupil the Office will telephone the parents for permission for them to be given. In exceptional circumstances when no parent contact can be made the Appointed Person may (in locum parentis) issue a painkiller. All issues of painkillers are recorded in the Office and parents will be informed of the medication given to the pupil.