

FIRST AID POLICY

Aim

Health & Safety legislation places duties on employers of staff in schools to protect the health and safety of their staff, students and visitors to the premises, including the responsibility to ensure that the school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school and should cover:

- qualified first-aiders/appointed persons
- locations of first-aid containers
- arrangements for off-site activities and trips
- out of school hours arrangements, eg lettings, parents' evenings etc.

Arrangements at Northwood College

The Head Mistress and the Bursar are responsible for implementing the governing body's policy and for developing detailed procedures. The Head Mistress will also make sure that parents are aware of the College's arrangements for first aid. This is made available to all parents through the College brochure on entry and is available on the College website.

The governing body (the Council) will regularly review the College's first-aid needs as part of its annual review of Health and Safety at the College to ensure the provision is adequate. In addition, the Finance Committee of the Council will receive termly reports on Health and Safety matters from the Bursar including reports of any incidents.

Providing Information

The Head Mistress will inform all staff of the first-aid arrangements and this information will be included in any staff induction programme and handbook. This will contain the following information:

- location of relevant equipment
- names and contact details of first-aiders and appointed persons
- procedures for monitoring and reviewing the school's first-aid requirements

First Aid Provision at Northwood College

First aid at the College is delivered primarily through the employment of a School Matron (who is a qualified nurse), an Assistant School Matron (who has completed a training course approved by the Health and Safety Executive: First Aid at Work 3-day course) and a fully equipped Sick Bay. These are augmented by first aiders on the teaching and non-teaching staff.

First Aid equipment is available in the Staff Rooms, the laboratories, Reception and in the PE Department. Staff may deal with minor injuries, but any girl who seems genuinely ill is given a yellow chit and sent to Matron. Matron will inform the Reception and form tutor if a girl has been sent home ill and of any girl who is too ill to attend a lesson. All accidents are recorded in the Accident Book in Sick Bay by Matron or other member of staff in attendance. An Accident Report Form is completed and sent to the Bursar's Office for noting, action and retention. If there is a requirement to report under RIDDOR (Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations, 1995) the Bursar's Office make the appropriate report to the Health and Safety Executive online or by telephone (0845 300 99 23).

Matron or the Assistant Matron is normally based in Sick Bay. Cover is provided by designated first aiders during lunch breaks.

Girls are encouraged to go back to their lessons after receiving treatment. If, however, a girl's condition requires rest, Matron will allow the girl to rest on one of the two beds provided in the Sick Bay and inform the Staff Room in the case of a Senior girl. Junior School girls are usually accompanied by another pupil (Junior School) or a teacher (Vincent House and Bluebelle House) and messages are relayed back to the appropriate teacher if the girl stays with Matron or is sent home.

Administration of Medicine

If a girl is required to take medicine during the school day, it must be brought into school in its original container with written consent from parents concerning administration and given to Matron in Sickbay. Parents are requested to complete a consent form either from the School Parents' Handbook or obtain one from Matron.

All girls, including Early Years, should not keep their own medication in school. Instead, parents are asked to:

- Give the medicine to a member of staff on arrival at school
- Label the medicine clearly with child's name, details of dosage and any special instructions
- Ensure that the child has received sufficient doses of a course of antibiotics to alleviate the condition before the child returns to school. Staff will then administer appropriate remaining doses of the course if required to do so.
- Give clear details of inhalers which may be required by chronic asthmatics.

Medication is stored in Sick Bay in lockable medicine cabinets or refrigerators to which children have no access.

Non-prescribed medicines are not administered to children under 12. Some listed "home" medications can be given if authorised by the parent at the start of attending Northwood College. Paediatric paracetamol syrup can be given in certain circumstances if the parent is able to collect the child.

Further detailed guidelines for the administration of prescription and non prescription medicines can be found in the Medical Staff Handbook

Informing Parents

Parents of girls who have to be sent home or to hospital are contacted by Matron or other member of staff in attendance and parents are encouraged to pick up the girl from Sick Bay or to meet the girl at the hospital.

Treatment

An assessment is made by Matron or qualified First Aider whether treatment can adequately be provided at school or whether the patient requires treatment at a hospital.

A girl can be taken to hospital in one of three ways:

1. by parent
2. by a member of staff*
3. by ambulance

* If the member of staff is taking the girl to hospital in their own car, then another member of staff **MUST TRAVEL WITH THEM** in order to look after the sick girl during the journey.

First-Aiders

The College arranges for an adequate number of suitably qualified first aiders from among the permanent teaching and non-teaching staff to be available at all times of operation and, as far as possible, in all areas of the school so that help is available at the point of need. It is school policy to endeavour to ensure that at least one suitably qualified person is available whenever and wherever children are present, including out of hours, out of term and out of school activities. Such staff have completed a training course approved by the HSE (First Aid at Work 3-day course). Each first aider's training is kept up to date by means of refresher courses.

The main duties of the first aiders are: to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, where necessary, to ensure that an ambulance or other professional medical help is called.

Appointed Persons

Appointed persons are not first-aiders. They do NOT give treatment for which they have not been trained. However, Northwood College endeavours to follow good practice in ensuring that appointed persons have emergency first aid training covering what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding.

An appointed person is someone who: takes charge when someone is injured or becomes ill; looks after first aid equipment; ensures that an ambulance or medical help is summoned when appropriate.

A full list of all appointed persons is maintained by the Bursar's PA and is available in Wray Lodge, at the main College Reception and can be found in the Medical Staff Handbook.

List of First Aiders

In addition to Matron who is a RGN, the following staff hold First Aid Certificates:

Surname	First Name	Cert Type	Expiry Date	School Area
Norris	Sharon	Emergency First Aid	22/02/2012	Arts & Science
Bradley	Simon	1st Aid at Work (4 Day)	14/01/2013	Wray Lodge
Sawenko	Margaret	First Aid at Work	14/01/2013	Pavilion
Burwell	Karen	Paediatric First Aid	26/01/2013	Early Years
Summers	Lorraine	Paediatric First Aid	26/01/2013	Early Years
Rondel	Allison	First Aid at Work	06/07/2013	Sick Bay
Johannes	Lindsay	Emergency First Aid in the Workplace	09/02/2014	Old School
Taylor	Vicky	Emergency First Aid in the Workplace	09/02/2014	Sports Complex
Fuller	Linda	First Aid at Work	19/02/2014	Sick Bay
Ezekiel	Darrell	Emergency First Aid in the Workplace	20/03/2014	Upper School

Last Updated: Jan 2012 (JBO)
Review Date: Jan 2013

Surname	First Name	Cert Type	Expiry Date	School Area
Arunagiri	Chelvi	Emergency First Aid	11/04/2014	Arts & Science
Barnett	Laura	Emergency First Aid	11/04/2014	Vincent House
Chapman	Keith	Emergency First Aid	11/04/2014	Workshop
Chapman	Mary	Emergency First Aid	11/04/2014	Wray Lodge
Goodchild	Julie	Emergency First Aid	11/04/2014	Arts & Science
Hounsome	Emma	Emergency First Aid	11/04/2014	Manor
Ivory	Gillian	Emergency First Aid	11/04/2014	Old School
Lam	Regina	Emergency First Aid	11/04/2014	Green Room
Lynch	John	Emergency First Aid	11/04/2014	Workshop
Madhani	Shradha	Emergency First Aid	11/04/2014	Early Years
Marques	Antonio	Emergency First Aid	11/04/2014	Workshop
Michaelides	Kim	Emergency First Aid	11/04/2014	Junior School
Mitchell	Celia	Emergency First Aid	11/04/2014	Arts & Science
Willett	Frances	Emergency First Aid	11/04/2014	Vincent House
Asquith	Nicky	Emergency first Aid	12/04/2014	Arts & Science
Bennet-Goodman	Maggie	Emergency First Aid	12/04/2014	Performing Arts
Cooper	Maria	First Aid For Sports/Activity Teachers	12/04/2014	Upper School
Coyle	Jo	Emergency First Aid	12/04/2014	Early Years
Cullen	Emma	First Aid For Sports/Activity Teachers	12/04/2014	Sports Complex
Delaney	Katie	Emergency First Aid	12/04/2014	Vincent House
Fellas	Katerina	First Aid For Sports/Activity Teachers	12/04/2014	Manor
Hinchliffe	Caroline	Emergency First Aid	12/04/2014	Arts & Science
Karlsson-Varquez	Kristina	Emergency First Aid	12/04/2014	Old School
Keal	Mary	Emergency First Aid	12/04/2014	Junior School
Levy	Helen	Emergency First Aid	12/04/2014	Arts & Science
McConnon	Fiona	First Aid For Sports/Activity Teachers	12/04/2014	Upper School
Morris	Michelle	Emergency First Aid	12/04/2014	Junior School
Onslow	Jacqui	Emergency First Aid	12/04/2014	Old School
Perry	Rebecca	First Aid For Sports/Activity Teachers	12/04/2014	Sports Complex
Quirk	Colette	First Aid For Sports/Activity Teachers	12/04/2014	Upper School
Rees	Emma	First Aid For Sports/Activity Teachers	12/04/2014	Sports Complex
Rogoff	Joel	First Aid For Sports/Activity Teachers	12/04/2014	Manor
Rowntree	Valerie	Emergency First Aid	12/04/2014	Arts & Science
Simpson	Jo	First Aid For Sports/Activity Teachers	12/04/2014	Sports Complex
Sloan	Sue	Emergency First Aid	12/04/2014	Early Years
Smith	Tara	First Aid For Sports/Activity Teachers	12/04/2014	Manor
Thompson	Rosemary	First Aid For Sports/Activity Teachers	12/04/2014	Old School
Wong	Margaret	Emergency First Aid	12/04/2014	Arts & Science
Khan	Mohammed	Emergency First Aid at Work	19/05/2014	Workshop
Gladstone	Stefanie	Emergency First Aid at Work	30/06/2014	Upper School
Forbes Mitten	Kim	First Aid at Work	25/07/2014	Wray Lodge

Surname	First Name	Cert Type	Expiry Date	School Area
Middleton	Terry	First Aid at Work	25/07/2014	Old School
Hanna	Madelaine	Emergency First Aid	01/09/2014	Arts & Science
Smaga	Magdalena	Emergency First Aid	01/09/2014	Vincent House
Bodill	Marion	Emergency First Aid	01/09/2014	Wray Lodge
Starkey	Denise	Emergency First Aid	01/09/2014	Vincent House
Amin	Kirtika	Emergency First Aid	01/09/2014	Vincent House
Groffman	David	Emergency First Aid	01/09/2014	Arts & Science
Campbell	Katherine	Emergency First Aid	01/09/2014	Early Years
Parnaby	Sarah	Emergency First Aid at Work	30/09/2014	Manor
Phillips	Laura	Paediatric First Aid	10/10/2013	Sports Complex
Soni	Pravina	Paediatric First Aid	03/09/2014	Redington
Forbes Mitten	Kim	CPR and AED	08/12/2012	Wray Lodge
Fuller	Linda	CPR and AED	08/12/2012	Sickbay
Rondel	Allison	CPR and AED	08/12/2012	Sickbay
Bradley	Simon	CPR and AED	08/12/2012	Wray Lodge
Marques	Antonio	CPR and AED	06/01/2013	Wray Lodge
Khan	Mohammed	CPR and AED	06/01/2013	Wray Lodge
Lynch	John	CPR and AED	06/01/2013	Wray Lodge
Lam	Regina	CPR and AED	06/01/2013	Wray Lodge
Chapman	Keith	CPR and AED	06/01/2013	Wray Lodge
Sawenko	Margaret	CPR and AED	06/01/2013	Pavilion
Simpson	Jo	CPR and AED	06/01/2013	Sports Complex
Walshe	Caroline	CPR and AED	06/01/2013	Sports Complex
Taylor	Vicky	CPR and AED	06/01/2013	Sports Complex
Rees	Emma	CPR and AED	06/01/2013	Sports Complex
Perry	Rebecca	CPR and AED	06/01/2013	Sports Complex
Phillips	Laura	CPR and AED	06/01/2013	Sports Complex

Note: Updated training is required and arranged by the College every three years.

Location of First Aid Kits

Arts & Science Block	Art Studios 1 & 2 (upstairs & down)
	Biology Prep Room
	Chemistry Prep Rooms (upstairs & down)
Assembly Hall	
	Foyer
	Green Room (below stage)
Bluebelle House	
	Foyer
Junior School	
	Outside Secretary's Office
Library	
	Library Office
Manor	
	Ground Floor near staircase
Old School	
	Reception
	Catering Office
Pavilion	
	Downstairs Lobby
	Upstairs Lobby
	Design Technology Room
Performing Arts Centre	
	Outside Kitchenette (Ground Floor)
Redington Lodge	
	Downstairs
Service Support Team	
	Workshop
	Minibus
Sports Complex	
	Pool
	Sports Hall
	PE Office (Fixtures x2)
Upper School	
	Senior School Staff Room
Vincent House	
	Staff Room
	Staff Toilet
Wray Lodge	
	Kitchen
	Reprographics

Matron checks and replenishes the First Aid kits on a termly basis.

Staff who have access to these kits may deal with minor injuries.

Last Updated: Jan 2012 (JBO)
Review Date: Jan 2013

N.B. First aid kits must be replenished immediately after use.

Location of Asthma Spacers

An asthma spacer is a device used by an asthmatic person to increase the effectiveness of an asthma inhaler. Spacers are specially designed plastic tubes that fit an inhaler on one end, while the patient breathes normally on the other end.

Northwood College has made available spacers in the following locations for use with pupils/staff personal inhalers. Instruction sheets can be found with the spacers. These spacers are held within a plastic storage box or bag which also contains cleansing wipes for cleaning the mouthpiece only.

Area	Box Located	Size & Quantity
Early Years Centre	Medical cabinet – Nursery classroom	Child x 1
Vincent House	Staff Room	Child x 1
Bryden Brown	Junior Office	Child x 1
Sports Complex	PE Office	Child x 1 Adult x 1
Sick Bay	In Matron's cupboard	Child x 1 Adult x 1
Sick Bay (Trips)	In Matron's cupboard (2 boxes)	Child x 2 Adult x 2

Cleaning: Wash in warm water and detergent then allow to drain dry. Do not rinse the detergent off with water. It is important not to wipe the spacer dry with a tea towel or paper towel. If wiped dry the side of the spacer is likely to attract the medicine to stick to it rather than be in the air inside for you to inhale. Always leave the spacer to drip dry on a draining board or rack.

Matron will check the spacers regularly for cracks or other problems.

Automated External Defibrillator

An Automated External Defibrillator (AED) is available in the corridor of the Sports Complex outside the Sports Hall and is contained within an alarmed cabinet. The equipment is designed to be used by anyone. However, Northwood College recommends that only staff trained in CPR and AED should use the equipment. See the list of First Aiders for the names of staff trained in the use of the AED. If the equipment is used, it should be reported to Matron so that replacement pads can be ordered.

Related policies

Details of the Northwood College **Asthma** Policy, **Anaphylaxis** Policy, **Diabetes Mellitus** Policy and **Epilepsy** Policy can be found in the Medical Staff Handbook which is updated annually.

Procedure for dealing with spillage of body fluids

Staff, on becoming aware of an incident including spillage of body fluids, must make the area clear and safe and call for assistance from Service Support. Members of Service Support will deal with the spillage using specialist materials which are held for this purpose (Spillage Kit).

First Aid Policy on School Trips Within and Outside the UK

When students are on approved school trips, first-aid arrangements are detailed in the risk assessment. Medical contact and information forms are sent to all parents to supply detailed information on students' medical conditions. The forms accompany the staff in charge of the visit and information can be made available to any medical authority in the country of visit.

Trip of less than 24 hours

A designated member of staff should have a suitably equipped first-aid box and accident book and will be issued with a mobile telephone to summon aid if required.

Trips exceeding 24 hours

Parents are asked to complete the appropriate medical form so that all staff are aware of any specific medical conditions and can act appropriately.

If students are ill or injured abroad, medical aid is summoned either at the source of any accident or in local hospital/medical centre.