



IPSWICH HIGH SCHOOL
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First Aid Policy



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Ipswich High School First Aid Policy

This policy applies to all stages of Ipswich High School, Senior, Junior and Early Years Foundation Stage

1. Ipswich High School First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Ipswich High School through the provision of first-aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981 (as amended)

2. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, Ipswich High School will ensure that:

A first aid needs risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account factors such as:

The number of staff / pupils on the site,

The location of sites and higher risk parts of the school site

The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.

As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present, and at least one person with a current



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Paediatric First Aid certificate (2 day) if Early Years Foundation Stage' pupils are present. (A paediatric first aider must also accompany all school trips/outings undertaken by Early Years Foundation Stage pupils.)

It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when only employees are on the site, however this must be determined by risk assessment.

An adequate number of appropriately qualified First Aiders¹ are provided throughout the school. Adequate training and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training, for example:

- Paediatric First Aid for Early Years Provision
- First Aid for Lifeguards
- Sports First Aid training for PE staff
- Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
- Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote;

Lists of First Aider's names, locations and contact details are prominently displayed around the school where staff and pupils can see them. The first aiders are listed on pages 4-7.

All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;

Parents are made aware of the school's first aid arrangements and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment;

A record is kept of any first aid treatment administered.

¹ The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.



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Ipswich High School: List of First Aiders

Emergency First Aid in School (Senior Teaching Staff)

FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Jane Fison	P.E.	21021	March 2015	March 2018
Lizzy Wheelhouse	P.E.	21021	March 2015	March 2018
Hannah Carr	PE	21021	March 2015	March 2018
Sandie Lister	P.E.	21021	March 2015	March 2018
Ceri Williams	PE	21021	June 2015	June 2018
Julie Catchpole	Swimming teacher	21036	March 2105	March 2018
Alison Pugh	Swimming teacher/TA	21036 21035	March 2015	March 2018
Nevena Gilbert	Classics and Latin	21060	March 2015	March 2018
Caroline Collett	English	21048	October 2015	October 2018
Suzanne Sinclair	Languages	21049	October 2015	October 2018
Eliza Liew	Languages	21063	October 2015	October 2018
Naomi Limer	English	21048	October 2015	October 2018
Kate Bagley	Science/Biology	21051	October 2015	October 2018
Rebecca Curtis	Dance	21044	October 2015	October 2018
Christelle Savary	French	21063	October 2015	October 2018
Lynn Anderson	Food Studies	21062	April 2016	April 2019
Pippa Barley	English / Sixth Form	21048	April 2016	April 2019
Kaye Extance	Music	21043	April 2016	April 2019
Claire Chandler-Mears	RS / History	21061	April 2016	April 2019
Jenny Hannaford	Biology	21051	April 2016	April 2019
Naomi Looker	Art	21030	April 2016	April 2019



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Jackie Newson	Science	21025	April 2016	April 2019
FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Charlotte Patten	Art & DT	21010	April 2016	April 2019
Barbara Shephard	Science	21024	April 2016	April 2019
Lisa Richards	Geography	21050	April 2016	April 2019
Jude Marvell	Geography/6 th form	21055	December 2016	December 2019
Karen Gould	Physics	21052	December 2016	December 2019
Nicola Rouse	Physics	21052	December 2016	December 2019
Joanna Fox	Deputy Head Pastoral	21014	February 2017	February 2020
Paul Stone	Drama	21044	October 2017	October 2020
Angela Chillingworth	Music	21031	September 2017	September 2020
Joe Earley	DT	21019	September 2017	September 2020
Anne Stanford	Chemistry	21023	September 2017	September 2020
Claire Wilesmith	Chemistry	21051	September 2017	September 2020
Ross Rands	Maths	21015	September 2017	September 2020
Andrew Gardner	Computing	21032	September 2017	September 2020
Felicia Stuhldreher	German	21049	September 2017	September 2020

First Aid At Work 3 day course

FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Julie Da Silva	History teacher	21044	December 2015	December 2018
Susanne Eddis	Science/Maths	21060	February 2015	February 2018
Dianne Firbank	SENCO	21059	October 2015	October 2018



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Julian Lambe	Caretaker	21065	December 2015	December 2018
Alan Whitered	Caretaker	21065	December 2015	December 2018
David Handley	Caretaker	21065	December 2016	December 2019

Emergency First Aid in School Support Staff

FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Francesca Carter	Head's PA	21005	March 2015	March 2018
Sarah Mann	Admissions Officer	21034	March 2015	March 2018
Wendy Little	Minibus driver		October 2015	October 2018
Amanda Roberts	Receptionist	21000	April 2016	April 2019
Susan Squirrell	Head Chef	21008	April 2016	April 2019
Adam Seaborn	Examinations officer/Supply cover	21017	April 2016	April 2019
Julia Sumner	Reception/Resources	21006	December 2016	December 2019
Frank McKeegan	Minibus driver		December 2016	December 2019
Samantha Barker	Cleaning supervisor		December 2016	December 2019
Carole Williamson	Cleaning supervisor		December 2016	December 2019
Dale Osman	Cleaning supervisor		December 2016	December 2019
James Wilson	Cleaner		December 2016	December 2019
Wendy Offord	Learning Resources centre	21028	September 2017	September 2020
Wayne Avery	Catering manager	21007	September 2017	September 2020
Jodie McPherson	Admin Apprentice /Junior reception	21046	September 2017	September 2020
Barry Davies	Support/Site Services	21033	November 2017	November 2020
Bethany Couch	Events manager	21039	November 2017	November 2020



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Kim Britton	Evening catering assistant		November 2017	November 2020
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Emergency First Aid in School Junior Staff

FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Nick Garner	KS2/year 5	21070	March 2015	March 2018
Debbie Barker	Lunchtime Supervisor	21011	May 2015	May 2018
Cat Allen	Junior Deputy Head	21064	April 2016	April 2019
Adnan Zakir	PE	21070	December 2016	December 2019
Beverley Hoy	Lunchtime Supervisor	21011	February 2017	February 2020
Anna Spaul	PE	21070	February 2017	February 2020
Sue Burden	Receptionist	21011	November 2017	November 2020

Paediatric First Aid course

FIRST AIDER	DEPARTMENT	CONTACT NUMBER	DATE OF TRAINING	RE-TRAIN
Penelope Watts (2 day)	Teaching Assistant (WPP)	21035	January 2015	January 2018
Lisa Jackaman (2 day)	Teaching Assistant (WPP)	21035	October 2016	October 2019
Eileen Fisher (2 day) + First Aid Outdoors	Junior Head	21002	October 2016	October 2019
Suzanne Pettersson (2 day)	Cover Officer	21012	June 2017	June 2020
Ruby Young (2 day)	Teaching Assistant (WPP)	21035	October 2017	October 2020
Fiona Clark (2 day)	Teaching assistant/Hoot club (WPP)	21035	October 2017	October 2020
Ruth Hatcher (2 day)	Teacher (WPP)	21035	October 2017	October 2020
Martine Hammond (1 day)	Teaching Assistant (Y5)	21035	November 2017	November 2020



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3. Incident and Accident Reporting

Although high standards of health, safety, welfare and risk management are maintained, accidents and incidents do occur. It is important to record all accidents and significant incidents:

- In order that action can be taken to prevent similar accidents/incidents occurring in the future;
- In order that trends can be identified which will help to identify the underlying causes of accidents/incidents so that appropriate measures can be identified and taken to prevent them reoccurring;
- Because it is a legal requirement.

An '**accident**' is defined as 'a separate, identifiable, unintended incident that causes physical injury'.

'**Incidents**' are **dangerous occurrences**, e.g. fires, gas leaks, collapse of ceilings, or incidents which result in significant property damage, or **near misses**, e.g. an incident in the car park where a person nearly got knocked over by a car. These are events that, while not causing harm to a person, have the potential to cause injury or ill health. (HSE Guidance - HSG 245 – Investigating Accidents & Incidents) **All significant incidents should be reported to the H&S Coordinator and accurate and complete records made.**

3.1 Recording Accidents and incidents

All accidents and incidents must be reported. A written record should be kept of any incident or accident and of any first aid administered. The school's accident reporting procedure is included as part of staff induction procedures. Records will be kept in accordance with the school's policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years.

A record of minor injuries and ailments is maintained on SIMS in the senior school and in the incident book in the junior school. All significant incidents and accidents occurring to staff, pupils, parents or visitors on school premises must be recorded on the school accident form form: <N:\Accident reporting\Evolve Accidentbook information\Evolve Accidentbook.docx> available in junior and senior reception and in all first aid boxes. All significant accidents must be reported to and recorded by the Nurse or, in the absence



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of the nurse, one of the trained teachers/staff listed below, on the Evolve Accidentbook Reporting System.

Staff trained to report on Evolve Accidentbook:

Lorraine Deville (Director of Finance and Operations)

Barry Davies (Support Services Manager)

All PE staff

Alison Garratt (School Nurse)

Oona Carlin

Eileen Fisher

Through the use of the school's reporting database, a record is maintained of all significant injuries to staff and students occurring both on and off the school premises as a result of school activities.

All **injuries to staff** and **pupils requiring treatment** beyond that provided by the School Nurse/First Aider are **reported to the Health and Safety Co-ordinator**.

The Nurse will forward reports to the health & safety committee, together with measures taken to prevent or reduce the risk of reoccurrence.

For Accidents / incidents involving People Attending Activities Run by Organisations Hiring the School Premises - It is the responsibility of the person running the club / activity to record the accident. If the incident involves one of the school's pupils, or was caused by a fault with the school's facilities or equipment, the school should be advised and given a copy of the accident report.

For Accidents / incidents involving CONTRACTORS, e.g. cleaners and caterers – It is the responsibility of the contractor's employer to record accidents / incidents that involve their staff. However, if a member of the school is aware that an accident / incident occurred, especially if it could be attributed to a failure on the part of the school details of the incident should be recorded by the School Nurse or DFO.

3.2 Reporting Pupil's Accidents and Injuries to parents

The school nurse, or teacher in charge of the pupil at the time of the incident, should inform the pupil's parents as soon as possible if their child has a serious accident or injury whilst at school or in an off-site activity organised by the school.



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All accidents or injuries involving EYFS pupils must be reported to their parents on the same day as the incident occurs.

3.3 Reporting Accidents and Incidents to the HSE

Certain accidents and dangerous occurrences must be reported to the HSE under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Information on RIDDOR reporting is at: www.riddor.gov.uk It is the **School Nurse's** responsibility to report all notifiable **accidents** to the HSE. They must be reported **as quickly as possible**, and in any event **within 10 days of the incident** (15 days of the incident if it is an over 7-day incident) either:

- On line www.hse.gov.uk/riddor/report.htm
- By telephone (fatal and specified injuries only) - 0345 300 99 23 (Monday to Friday 8.30 am to 5 pm)

If an incident is reported to the HSE online, a unique reference number will be provided, which should be noted on the Evolve Accidentbook Report in the 'Additional Notes' section. A copy of the report will be sent to the school. This should be scanned and added to the Accident Report in the 'Attachments' section.

It is the H&S Coordinator's responsibility to ensure that any notifiable dangerous occurrence is reported.

3.4 Reporting Accidents and Serious Injuries to Early Years Foundation Pupils to Ofsted

The Statutory Framework for the Early Years Foundation Stage requires Ipswich High School to make a report to Ofsted if there was a **death, or a pupil died as a result of an injury in school**. This requirement is in addition to the HSE (RIDDOR) reporting requirements.

Telephone 0300 123 1231.

First-aid and accident reporting arrangements are regularly reviewed.

4. School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.



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Ipswich High School completes a risk assessment to determine the number of First Aiders needed and invites staff to volunteer to become appropriately qualified, and provides the necessary training to enable them to administer

first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

The School Nurse, as part of her responsibilities, will administer first aid and organise an injured person's transfer to hospital in the case of an emergency.

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE and the school's first aid risk assessment.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the school's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school.

Ipswich High School has systems and procedures in place to ensure that all medicines are administered safely. The systems and procedures must be formally documented. All staff who are authorised to administer medicines will receive training on the procedures; essential precautions; possible side-effects of the medicine and the importance of making appropriate records. No child under 16 should be given any medicine without their parent's written consent. No prescribed medicine should only be administered to an Early Years Foundation Stage pupil unless they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed, and the parents must be informed, wherever possible on the same day, if any medicines are administered. More guidance is given in the 'Administration of Medicines' protocol <H:\Admin\Staff Handbook and Policies\Staff Handbook and Policies 2017-18\IHS updated policy folder\First Aid\Administration of medication protocol 2017-18.docx>

5. First Aid Equipment and Materials

A list of the location of defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be kept (Appendix 1) and notices alerting people of this fact should be



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prominently displayed in appropriate areas. NB ensure travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

Defibrillator location (See staff handbook for instructions for use)

- Senior School Reception, Woolverstone Hall in an unlocked cupboard marked with AED signage.
- Sports centre in an unlocked alarmed cabinet.

Heads of Departments in areas where boxes are located should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

The School Nurse is responsible for stocking and checking the first aid equipment on a regular basis, and making records of when the first aid boxes and defibrillators have been checked. Additional supplies are available from her if necessary.

6. Infection control

All staff must take precautions to avoid infection and must follow basic hygiene procedures.

They must have access to single use disposable gloves situated in all first aid boxes and the medical room and must wash their hands after any incident. Surfaces which have been contaminated by body fluids should be disinfected as soon as possible by a member of IHS cleaning staff or caretaker by means of using:

Absorba Gel which is poured on to the fluid and turns it into a solid. The solid is then picked up and disposed of; or

Trigene disinfectant is sprayed on to the contaminated area. Trigene will kill HIV, Hepatitis A & B and all bacteria or

Cover the area with cat litter, clear up and dispose of the litter, and spray the area with a suitable disinfectant e.g. Trigene

Protective gloves (only low level powder free latex gloves or similar, being aware of latex allergies) must be used when dealing with spillages of blood, vomit or any other body fluids.

Vomit may be placed in a WC but blood and other fluids must be placed inside a biological disposal bag and collected by an authorised waste disposal contractor.



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Spillage kits are located around the school (see Appendix 1)

7. Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

If you witness an incident and the injured person is able to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic Illness' and 'Allergy' Protocols. <H:\Admin\Staff Handbook and Policies\Staff Handbook and Policies 2017-18\IHS updated policy folder\First Aid>Allergies Protocol 2017-18.docx>

<H:\Admin\Staff Handbook and Policies\Staff Handbook and Policies 2017-18\IHS updated policy folder\First Aid\Chronic Illness Protocol 2017-18.docx>

8. Procedures for Pupils Who are Unwell (including Early Years Foundation Stage Pupils)



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Ipswich High School has systems and procedures in place to respond to pupils who are ill and infectious in order to prevent the spread of infection. The school will ensure that parents and pupils are aware of the procedures to

follow if a pupil is not well enough to attend school, or if the pupil becomes ill at school and needs to be taken home.

Parents and pupils are made aware of the times when they can seek help or advice from the school nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

9. Further information and guidance

Guidance on First Aid for Schools - A Good Practice Guide - DfEE

Approved Code of Practice and Guidance to the H&S (First Aid) Regulations - L74 - HSE 2013 - 3rd edition



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Appendix 1

Location of First Aid Equipment and emergency medication

Location	Equipment
Senior Medical Room	First Aid equipment AND emergency inhaler
Art Department	First Aid box
Design and Technology	First Aid box
Home Economics	First Aid box
Junior Medical Room	First Aid equipment AND emergency inhaler
Nursery	First Aid box
Junior Cookery Room	First Aid box
Kitchen	2 x First Aid boxes + blue X-ray detectable plasters
Laboratories 1-7	First Aid box AND emergency inhaler in Lab 1
Senior Reception	First Aid box AND Defibrillator
Senior Staff Room	First Aid box
Sports Centre Foyer	Defibrillator
P.E. Kitchen	First Aid box AND emergency inhaler
Sports Pavilion	First aid box
Swimming Pool (office)	First Aid box AND emergency inhaler
Minibuses	First Aid boxes in each vehicle
6 th Form Centre	First Aid box
Canteen (Orangery)	First Aid box
(Prep room 4)	Spill kit
Junior/Senior Medical rm	Spill kit



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Theatre (kitchen)	Spill kit
Swimming Pool (office)	Spill kit
Senior LRC	First Aid Box

Policy Written: September 2004
Policy Reviewed: October 2017
Person Responsible: School Nurse/DFO
Next Review: October 2018