

Queenswood



First Aid Policy

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FIRST AID POLICY

Policy Statement

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

Responsibilities in Brief

The governors are responsible for the health and safety of employees and of all those on the school premises. The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The school should, as a minimum, ensure the following provision exists for First Aid:

- A suitably stocked first-aid container
- An appointed person/s to take charge of first-aid arrangements
- Information for employees on First Aid

The Principal is responsible for putting this policy into practice and for developing detailed procedures. The Principal should regularly review the school's first-aid needs (at least annually), and particularly after any significant changes or incidents. Accident reports and consultation with staff should inform the monitoring and review process. The Principal must ensure that first aid notices are suitably displayed in staff/common rooms providing information on: location of equipment; facilities; personnel; monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavor's at all times, particularly in emergencies, to secure the welfare of the pupils, staff and visitors at the school in the same way that parents might be expected to act towards their children.

First Aiders

The Principal in conjunction with the School Executive Team will ensure that there is at least one qualified First Aider on-site and available when children are present. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and they are required to update their training every three years. The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

Appointed Person

Appendix 1 shows list of 'Appointed Person/s'. The Appointed Person/s will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The following person/s are responsible for providing first aid:

FIRST AID AT WORK: 3 DAY COURSE

| Surname | Forename | Expiry Date | Position Held |
|----------------|-----------------|--------------------|---|
| Jordan | Stewart | 17/11/2024 | Theatre Manager |
| Wilmot | Tracey | 17/11/2024 | Housekeeping Supervisor |
| Purcell-Still | Robyn | 17/11/2024 | QEL Administrator |
| Hunter | Rachel | 17/11/2024 | Housemistress / EAL Teacher |
| Ludwick | Violaine | 17/11/2024 | Deputy Head Boarding |
| Yaffe | Rachel | 17/11/2024 | Houseparent / Duke of Edinburgh Coordinator |
| Phillips | Charley | 17/11/2024 | Housemistress / Mathematics Teacher |
| White | Steve | 17/11/2024 | Estates |
| Maurer | Cholena | 17/11/2024 | Boarding Assistant |
| Kane | Lorraine | 17/11/2024 | School Operations Administrator |
| Dowding | Joanna | 29/06/2025 | Art / DT Technician |

In addition, the school has a number staff qualified with the ‘First Aid Appointed Persons’ qualification; details of these staff are listed in Appendix 1.

Records and Investigation

All critical incidents (such as self-harm, emotional episodes) must be recorded by the relevant member of staff using the record of conversation form and sent the Principal, Child Protection Officer and Medical Centre. It is important to ensure the pupil’s right to confidentiality is observed so this form should not be sent more widely. The information required includes; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event. Following communication will be carried out by the Medical Centre or CPO.

All accidents, injuries, diseases or dangerous occurrence must be recorded by the relevant member of staff on the Accident Report Form, held in the General Office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Each accident report form must go the Health and Safety Coordinator, who will then investigate the matter further. Accidents, along with an overall trend summary are reported to the Health and Safety Committee who are responsible for ensuring remedial action are taken when necessary.

First aiders must record all first-aid incidents.

Equipment

Defibrillator devices are located in key areas throughout the school estate;

| Building | Location | Person Responsible |
|----------------|----------------|----------------------|
| Centre | House Corridor | Medical Centre Staff |
| Medical Centre | Waiting Area | Medical Centre Staff |
| Pavilion | Pavilion | PE Staff |

Emergency Asthma Kits are located in key areas throughout the school estate;

| Building | Location | Person Responsible |
|----------------|---------------------------------|----------------------|
| ABC | Ground Floor (adjacent to lift) | Medical Centre Staff |
| Centre | House Corridor | Medical Centre Staff |
| General Office | Reception | Medical Centre Staff |
| Medical Centre | Waiting Area | Medical Centre Staff |
| Pavilion | Pavilion | Medical Centre Staff |
| Sports Hall | Sports Hall | Medical Centre Staff |

Emergency Adrenaline Auto Injectors are located in key areas throughout the school estate;

| Building | Location | Person Responsible |
|----------------|---------------------------------|----------------------|
| ABC | Ground Floor (adjacent to lift) | Medical Centre Staff |
| Centre | House Corridor | Medical Centre Staff |
| Medical Centre | Waiting Area | Medical Centre Staff |
| Pavilion | Pavilion | Medical Centre Staff |
| Sports Hall | Sports Hall | Medical Centre Staff |

First aid boxes, together with members of staff responsible for their maintenance and replenishment, are located as follows:

| Building | Location | Person Responsible |
|------------|-----------------------------------|--------------------|
| Centre | House Corridor | Charley Philips |
| Centre | Practical Cookery | Jayne Lee |
| Centre | Clarissa Farr Theatre | Stewart Jordan |
| Centre | Domestic Services Office | Martin Davis |
| Trew House | Lower Trew Corridor & L6 Kitchen | Rachel Yaffe |
| Trew House | Main Kitchens- 3 boxes in kitchen | Stephanie Hall |

| | | |
|------------------------------|--|---|
| Trew House | Heads End | Ann Rhodes |
| Trew House | General Office | Lorraine Kane |
| Stamp House | First Floor Kitchen | Kitty Taylor |
| Science | Physics / Biology & Chemistry | Susan Sapsted- Byrne |
| D&T | D&T | Jo Dowding |
| Art | Art & Pottery Room | Jo Dowding |
| Essame Studios | Essame Studios | Christos Kokkinos |
| Old Gym | Inside Main Door | Jo Wakeley |
| Leach | Outside Weights Room 5 x Portable Bags | Jo Wakeley |
| Swimming Pool | In Alcove near Main Door | Jo Wakeley |
| ABC | Ground, 1 st & 2 nd Floors | Martin Davis |
| Pavilion | Adjacent to Counter | Jo Wakeley |
| Queenswood Hall | Adjacent to Light Switches | Jo Wakeley |
| Maintenance Department | Office Rest Room | Graham Waddingham |
| Estates Department | Office Portable bag | Anthony Bowdery |
| PLC | PLC | Rhiannon McNeaney |
| Eaves | Landing | Charley Phillips |
| Bursary | Office | Tina O Regan |
| Vehicles | Minibuses School Cars | Operations Officer - Transport & Lettings |
| Bellman 6 th Form | Café | Noemi Bodnar-Korb |

A first aid box has been added to the new sports hall and the PE Department are responsible to check this.

It is important that members of staff listed above ensure that all first aid boxes under their control are properly stocked at all times. The contents of first aid boxes should be checked at least once per term. Shortfalls identified as a result of checks or following use must be replenished promptly. Boxes should be removed from their positions and taken to the Medical Centre for replenishment. Medical Centre sisters are responsible for prompting staff termly to check first aid boxes.

In addition, wheelchairs are located within Queenswood Hall and the Pavilion for use in an

emergency.

Each first aid box should contain the following list of items, as a minimum:

- First aid guidance leaflet
- A list of contact numbers in the event of an emergency
- 20 Assorted plasters
- 2 Eye pads
- 2 Slings
- 3 Medium dressings
- 2 Large dressings
- 2 Pairs of gloves
- Alcohol free wipes
- 1 Yellow bag for waste
- 6 Safety pins

- Normal saline
- Tape

Trips

The Medical Centre provide first aid boxes to be taken on school trips. These should be arranged in advance of the trip. Staff are responsible for contacting the Medical Centre to arrange collection of first aid kits. Staff have a responsibility to inform the Medical Centre staff of who is attending the trip in order to ensure the health needs of individual pupils are addressed. Staff have a responsibility to access girls' medical information which is available on ISAMS and the S drive.

Procedure

During term time, the Medical Centre is open from 08.00 – 18.30 Monday to Thursday and 08.00-17.00 on a Friday. This should be the first point of contact for first aid for pupils, staff and visitors. In extreme circumstances in which a casualty cannot be moved and a telephone is accessible, an ambulance should be summoned direct using a “999” call.

A current list of “Appointed Persons” is included above (this list is regularly updated). These members of staff are spread evenly amongst departments. In the event of an accident requiring first aid when the Medical Centre is not open, an Appointed Person is to be summoned to take the necessary action.

The Medical Sister or Appointed Person will decide whether the emergency services are to be called, in which case the Medical Sister or Appointed Person will do so. The reporting member of staff/pupil and the First Aider should record the incident in the first-aid logbook, and the Appointed Person should inform the Principal of the incident and its outcome. If the incident involves a pupil, the Principal will ensure that the parent/guardian of the pupil is informed, and report it to relevant bodies if necessary. In the event of any injury to the head where the pupil has remained in school, the parent should be notified by the end of the school day and notified to seek medical advice. An advice letter must be sent home with the child.

The Accident Book is kept in the General Office and is always to be completed in the event of an accident requiring first aid. The Health and Safety Coordinator (Bursar) is to examine this book on a weekly basis and to ensure that the causes of accidents are properly investigated and corrective action (where appropriate) taken.

Summoning assistance and communications with parents

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Many accidents sustained by pupils/students are minor and include bruises, scratches, sprains and bumps. When considering how to communicate accident/injury information to parents ensure that adequate notification is made by telephone or letter as appropriate.

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Parents should always be notified by telephone or in writing. If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their GP.

Arrangements for pupils with particular medical conditions

Protocols for medical conditions are drawn up by the Medical Centre and can be accessed on the Staff Portal.

Guidance on spillage of blood or body fluids

A risk assessment, as required by COSHH should be carried out on any waste that is generated. Certain waste is classified as clinical waste and its disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharps, which unless made safe may be hazardous to any person coming into contact with it. When dealing such items, rigorous hygiene procedures must be followed, including the wearing of gloves, and any waste being wrapped before disposal. This should then be taken to the Medical Centre, who will dispose of it in a yellow bag, or sharps bin following their procedures. If you are in any doubt, please refer to the Medical Sisters or an appointed person.

Reporting to Health & Safety Executive

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report below to the HSE. More detail can be found on (<http://www.hse.gov.uk/riddor/index.htm>).

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when the accident is work-related and it results in an injury of a type which is reportable. The Health and Safety Coordinator is responsible for reporting these incidents.

Death – relevant to staff, pupils, contractors, volunteers and visitors

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Accidents – relevant to staff and any pupil on an organised activity (not including playtime)

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are listed below and are reportable:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Boarders' Health and Well-being

The overnight care of boarders who are ill, including at weekends, is in suitable accommodation in boarding houses or in the Medical Centre as deemed appropriate by the Nursing Staff on duty.

Related documents

Medical policies on the staff portal are available to all staff, these include

- Asthma Policy
- Diabetes Policy
- Anaphylaxis Policy
- Mental Health Policy
- The management of medicines
- Head Injury & Concussion policy

A document on the Staff Portal called Medical Protocols covers the following:

- Protocol for First Aid Treatment
- Administration of non-prescription over the counter medication in the House

- Administration of Prescribed Drugs
- Protocol for Head Lice
- Protocol for Managing Disability
- Protocol for Checking Immunisation Status
- Protocol for Medical Emergencies

APPENDIX 1

FIRST AID APPOINTED PERSONS QUALIFICATIONS

| Surname | First Name | Position Held | Course | Expiry Date |
|---------------|------------|----------------------------|-----------------------------|-------------|
| Lee | Jayne | Head of Cookery | Emergency First Aid at Work | 08/11/2024 |
| Booth | Aidan | Drama Teacher | Emergency First Aid at Work | 08/11/2024 |
| Hall | Stephanie | Catering Manager | Emergency First Aid at Work | 30/08/2025 |
| Reid | Philippa | Head of Careers | Emergency First Aid at Work | 03/11/2024 |
| Purcell-Still | Róisín | GO Receptionist | Emergency First Aid at Work | 25/04/2025 |
| O'Regan | Tina | Accounts Assistant | Emergency First Aid at Work | 04/05/2025 |
| King | Emma | Catering Assistant Manager | Emergency First Aid at Work | 30/08/2025 |
| Peck | Ashley | Sous Chef | Emergency First Aid at Work | 30/08/2025 |
| Watkins | Thomas | Catering | Emergency First Aid at Work | 30/08/2025 |
| Stannard | Matthew | Catering | Emergency First Aid at Work | 30/08/2025 |
| Broomfield | Susan | Catering | Emergency First Aid at Work | 30/08/2025 |
| Li | Stephen | Catering | Emergency First Aid at Work | 30/08/2025 |
| Popan | Ileana | Catering | Emergency First Aid at Work | 30/08/2025 |
| Bishop | Katie | Resident School Counsellor | Emergency First Aid at Work | 10/02/2023 |
| Laming | Alex | Head of Computing | Emergency First Aid at Work | 09/02/2023 |
| Mills | Sophie | Drama Technician | Emergency First Aid at Work | 08/11/2024 |
| Looker | Victoria | Head of Geography | Emergency First Aid at Work | 08/11/2024 |
| Platt-Hawkins | Helen | Head of Art / Photography | Emergency First Aid at Work | 03/11/2024 |
| Smith | Coral | Head of Science | Emergency First Aid at Work | 03/11/2024 |
| Greensmith | Victoria | Mathematics Teacher / DofE | Emergency First Aid at Work | 24/11/2024 |
| Dean | Max | IT Apprentice | Emergency First Aid at Work | 24/11/2024 |
| Sapsted Byrne | Susan | Lab Technician | Emergency First Aid at Work | 24/11/2024 |
| Doughty | Emma | Bursar PA | Emergency First Aid at Work | 04/05/2025 |
| Rhodes | Ann | Principal PA | Emergency First Aid at Work | 04/05/2025 |
| McLean | Lucy | Deputy Head PA | Emergency First Aid at Work | 25/04/2025 |
| Hatcher-Cross | Jo | Boarding / Medical Centre | Emergency First Aid at Work | 09/05/2025 |

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|----------|----------|----------------------------------|-----------------------------|------------|
| Hill | Chelsea | Boarding | Emergency First Aid at Work | 09/05/2025 |
| Inder | Louise | GO Reception | Emergency First Aid at Work | 04/05/2025 |
| MacKay | Ian | Maintenance | Emergency First Aid at Work | 09/05/2025 |
| Taylor | Kitty | Houseparent | Emergency First Aid at Work | 25/04/2025 |
| Jennings | Ellie | Boarding Assistant | Emergency First Aid at Work | 20/12/2025 |
| Kennedy | Darren | Head Chef | Emergency First Aid at Work | 30/08/2025 |
| Bathe | Caroline | Catering | Emergency First Aid at Work | 30/08/2025 |
| Wall | Joanne | Catering | Emergency First Aid at Work | 30/08/2025 |
| Watkins | David | Catering | Emergency First Aid at Work | 30/08/2025 |
| White | Jacqui | Catering | Emergency First Aid at Work | 30/08/2025 |
| Herciu | Floran | Catering | Emergency First Aid at Work | 30/08/2025 |
| Herciu | Carmen | Catering | Emergency First Aid at Work | 30/08/2025 |
| Abia | 'Kechi | HR Manager | Emergency First Aid at Work | 30/08/2025 |
| Khan | Iqra | Mathematics Teacher | Emergency First Aid at Work | 30/08/2025 |
| Banar | Breanna | Boarding Assistant | Emergency First Aid at Work | 30/08/2025 |
| Fowles | Joey | Mathematics Teacher | Emergency First Aid at Work | 30/08/2025 |
| Doherty | Mike | Computer Science Teacher | Emergency First Aid at Work | 30/08/2025 |
| Mubiru | Susan | International Admissions Officer | Emergency First Aid at Work | 30/08/2025 |

AUTOMATIC EXTERNAL DEFIBRILLATOR & PITCHSIDE QUALIFICATIONS

| Surname | First Name | Position Held | Course | Expiry Date |
|-------------|------------|--------------------|---|-------------|
| Bullock | Mhairi | Head of PE | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Sluter | Catherine | Director of Tennis | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Wakeley | Joanne | Director of Sport | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |
| Ladd | Katie | PE Teacher | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Bassett | Chloe | PE Teacher | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Ward | Charlie | Fitness Coach | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Meaner | Mark | Head of Hockey | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Ecuyer-Dale | Bethany | Sports Graduate | Pitch-Side Sports First Aid Course and AED Training | 12/11/2024 |
| Sheridan | Josie | Tennis Coach | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |

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|-----------|--------|-----------------|---|------------|
| Waldron | Kamal | Tennis Coach | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |
| Treadgold | Fran | PE Teacher | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |
| Choudhury | Sophia | Sports Graduate | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |
| Fernes | Lucie | Sports Graduate | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |
| Hawkes | Sam | Sports Graduate | Pitch-Side Sports First Aid Course and AED Training | 04/10/2025 |

