



# First Aid Policy

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## AIMS

It is the aim of the school that, so far as is reasonable and practicable, every possible step will be taken to ensure that there are adequate and appropriate personnel, facilities and equipment for providing First Aid on the school premises and off the premises whilst pupils are on school visits.

## FIRST AID BOX LOCATIONS AND CONTENTS

### Senior School

Medical room (1)  
Art Department (3)  
Biology Rooms (3)  
Caretakers & Grounds Workshop (2)  
Chemistry Rooms (3)  
Kitchen (1)  
Food Technology Department (1)  
PE Office (1)  
Gym (1)  
Swimming Pool (1), Sports Hall (1)  
Physics Rooms (3)  
Sixth Form College (Reception)  
Pool Plant Room (1)  
PE Department: Mobile First Aid kits for sports events  
Medical Room: Mobile First Aid Kits are kept for School Trips  
Each Minibus

### Lady Royd

Science Room  
Medical Room  
Art Room

The minimum contents of the first aid boxes are:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pad
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- A pair of scissors
- A leaflet giving general advice on First Aid

The contents of the first aid boxes will be checked and restocked by the staff with responsibility for each area.

First Aid boxes will be taken on all school trips and girls will be made aware of the member of staff responsible. At least one First Aid qualified member of staff will be on the school premises when pupils are present.

## STAFF WITH FIRST AID QUALIFICATIONS

### EMERGENCY FIRST AID AT WORK

Mrs F Abdullah (12/11/2022)  
Mrs N Ahmed (4/9/2021)  
Mrs C Coleman (9/12/2022)  
Miss R Gant (12/11/2022)  
Mrs J Hanse (12/3/2021)  
Mrs C Harry (12/11/2022)  
Mrs S Hussain (4/9/2021)  
Mrs J Kitson (4/9/2021)  
Mrs E Morris (4/9/2021)  
Miss C McKeating (4/9/2021)  
Mrs A Mirza (8/1/2023)  
Mrs D Proctor (4/9/2021)  
Mrs D Sands (4/9/2021)  
Mrs V Sutcliffe (4/9/2021)  
Miss D Taylor (29/9/2023)  
Mrs B Thompson (4/9/2021)  
Mr A Vartic (12/11/2022)  
Miss C Whitehead (4/9/2021)

### OUTDOOR EMERGENCY FIRST AID

Mrs J Holmes (17/4/2021)  
Mrs A Nicholson (8/9/2022)  
Mr A Warren (17/4/2021)

### 16 HOUR FOREST SCHOOL FIRST AID

Candice Bell (04/07/2022)

### PAEDIATRIC FIRST AID

Miss M Abid (28/8/2023)  
Mr A Arnott (9/7/2022)  
Mrs M Baig (28/8/2023)  
Mrs S Baig (28/8/2023)  
Mrs T Barker (30/8/2022)  
Mrs C Bell (09/7/2022)  
Mrs F Bi (30/8/2022)  
Mr J Biggin (30/8/2022)  
Mrs S Birkett (10/7/2021)  
Mrs J Briggs (28/8/2023)  
Miss L Dickinson (30/8/2022)  
Miss A Duggal (09/07/2022)  
Miss A Haider (10/7/2021)  
Mrs S Hamdani (28/8/2023)  
Mrs S Hanson (28/8/2023)  
Miss H Heathcote (28/8/2023)  
Mrs N Hussain (30/8/2022)  
Miss C Jackson (28/8/2023)  
Mrs S Jan (9/7/2022)  
Miss P Joshi (9/7/2022)  
Mr M Kader (30/8/2022)  
Mrs T Khan (28/8/2023)  
Miss N Kosar (30/8/2022)  
Mrs L Leary (9/7/2022)  
Mrs B Long (28/8/2023)  
Mrs A Meares (9/7/2022)  
Mrs P Newman (9/7/2022)  
Mrs J Osoba (28/8/2023)  
Mrs S Pal (10/7/2021)  
Mrs R Qayoom (9/7/2022)  
Mrs H Ramsden (10/7/2021)  
Miss K Simon (28/8/2023)  
Miss A Taylor (30/8/2022)  
Mrs K Walker (9/7/2022)  
Miss L Ward (10/7/2021)  
Mr B Wood (30/8/2022)  
Miss M Zahid (10/7/2021)  
Mrs K Zaman (30/8/2022)

## PROCEDURES - ACCIDENTS

Anyone requiring First Aid should be taken where possible to **Student Services Reception** or **Lady Royd Duty Staff**. Alternatively, a list of staff with current First Aid qualifications is displayed alongside First Aid boxes and one of these should be brought to the individual in need.

The main duties of any First Aider are to give immediate help to casualties with common injuries/illnesses or those arising from hazards at school, and to ensure when necessary that an ambulance or other professional medical help is called. However, any accident involving **a head injury on any pupil** requires particular action to be taken including:

- completion of the Early Years Accident Log **or** recording at Student Services Reception or Lady Royd Reception as appropriate
  - inform parents/carers and advise them to remain vigilant for any signs of concussion
  - accompany an injured person when appropriate to the Accident and Emergency Reception at the Bradford Royal Infirmary.
  - ensure that Health Forms and/ or Health Questionnaires go to the hospital with the pupil
- Note: All pupils must be accompanied to hospital and remained with until a Parent/Carer arrives

## CALLING AN AMBULANCE

- trained First Aid staff make an informed judgement about the nature and seriousness of illness or injury
- staff are advised to err on the side of caution and to call an ambulance when concerned about illness or injury
- head injuries are always of particular concern and pupils are carefully monitored until a decision is made about the appropriate course of action for treatment
- when an ambulance is called for the School Reception is informed who in turn inform the Principal.

## ACCIDENT REPORTS

(Appendices 1 & 2)

- an Accident Report must be filled in after all accidents, either on school premises or off site, by the person who witnessed the accident or who was first on the scene.
- the report should be taken as soon as possible to the Finance Director who maintains these records.
- the Finance Director will also inform HSE and school insurers if appropriate.
- parents will be informed by telephone and a copy of the Accident Report form will be made available on request
- the school adheres to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel. 0845 300 99 23)

## PROCEDURES - SICKNESS

- where a pupil is complaining of sickness such as: headaches, stomach upsets, earaches or toothaches they go to the Student Services Reception/Lady Royd Reception
- the pupil will be monitored and their attendance will be recorded
- the pupil is made comfortable and if no improvements are noted parents are contacted and the pupil may be collected

## TRAINING

- all Early Years staff have attended Paediatric First Aid Training and all other Lady Royd staff have at least Basic First Aid Certification
- regular training will be provided for staff to keep qualifications up-to date and new staff to become qualified
- staff who work in medium/high risk areas of school will be encouraged to obtain qualifications
- curriculum and Subjects Leaders are responsible for ensuring that individual subject areas needs are met

## **ADMINISTERING MEDICATION**

- . Requests for prescription medicine to be administered to Lady Royd pupils will be agreed
- . In the case of Senior Phase students any request to administer prescription medicine will be considered on its merits and the decision taken will have regard to the best interests of the pupil and the implications for the school especially staff. (See Appendix 3)

## **SPECIFIC MEDICAL CONDITIONS**

- . Where pupils have particular medical conditions such as; asthma, epilepsy or diabetes their names are added to the school medical register which is updated at each data capture point **OR** upon request by parents.
- . Each Phase also maintains 2 x 'Blue' inhalers for emergency use
- . Specific medication for individual pupils is named and stored in the Medical Room - which is kept locked - and parents should provide a Medical Care Plan

## **DISPOSAL OF BODILY FLUIDS**

This policy forms part of the school Health & Safety Management System supplied by Ecclesiastical.

## **CONCLUSION**

Whilst it is not a condition of employment to give First Aid, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the same way Parents/Carers might reasonably be expected to. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. However, staff should not give First Aid treatment for which they have not been trained, and should always try to summon assistance from a qualified First Aider.

APPENDIX 1

LADY ROYD PRIMARY  
ACCIDENT REPORT FORM



ASPIRE • SUCCEED • LEAD

**LADY ROYD PRIMARY**

BRADFORD GIRLS' GRAMMAR SCHOOL CAMPUS

*For girls and boys up to 11 years*

Name.....

Date, Time, Location of Accident.....

Description of Accident .....

Nature of Injury - **Head Injury Ensure Child Receives Letter and Stamp on Hand**

Treatment Given and by Whom

Witness's Report - where accident is witnessed

Witness's Signature.....

Name / Signature Person Reporting Accident

Name.....

Date, Time, Location of Accident.....

Description of Accident

Nature of Injury- **Head Injury Ensure Child's Parent/Carer Receives a TEXT MESSAGE to inform them of the incident**

Treatment Given and by Whom

**APPENDIX 2  
SENIOR SCHOOL  
ACCIDENT REPORT FORM**



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16

Name of Injured

Student.....

Date, Time, Location of Accident.....

Description of Accident .....

Nature of Injury - **Head Injury – Student to Take Head Injury Form Home for Parents/Carers**

Treatment Given and by Whom

**Witness's Report – Describe the Accident**

When.....

Where.....

How.....

Visible Injuries.....

Witness's Signature.....

Name Person Reporting Accident

Signature.....



## APPENDIX 3

### ADMINISTERING MEDICATION IN SCHOOL

The Governors and staff at BGGs wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to any part of the curriculum because they are on medication and/or require medical support, nor should these pupils be denied access to extra-curricular visits or activities. Where the decision is taken to administer medicines in school the following should be adhered to:

- If a Parent/Carer wants the school to administer medication Parents/Carers must specifically **REQUEST IN WRITING** that the school administers it and give their permission.
- Parents/Carers must provide such medication to the school in a secure and labelled container also specifying at what times/intervals and what dose of the medicine is to be given.
- Lady Royd pupils will be reminded by staff when it is time to take their medicine(s) whilst in the Senior Phase It is the responsibility of the pupil to report to the Medical Room at the time required
- **The medicine, in the smallest practicable amount, should be brought to school by the Parent/Carer not the child and delivered personally to the Attendance Officer at the Student Services Reception. Medication will normally only be accepted where prescribed by a doctor or other medical professional**
- Medicines should be clearly labelled with contents, the owner's name and dosage and must be kept in a locked cupboard in the Medical Room
- Medicine should be self-administered, if possible under adult supervision, and a written record kept of the dates and times of the administration
- Lady Royd pupils receive a slip stating dose and time that medication was administered which is signed by the member of staff who administered the medication.
- Where some technical or medical knowledge or expertise is required, responsibility can only be taken if appropriate training has been undertaken e.g. eye / ear drops, Epipen etc
- Students with anaphylaxis carry their own Epipen and their Care Plan and spare Epipen are kept in the Medical Room
- In cases where pupils suffer regularly from acute pain e.g. migraine Parents/Carers may request – but must supply their own – appropriate painkillers for their child's use i.e. Ibuprofen or Paracetamol
- Aspirin or preparations containing aspirin are not permitted and will not be given to pupils
- A member of staff trained in First Aid is normally available in Lady Royd Reception/Student Services Reception to take care of medicines although all staff in these areas are aware of the required procedures
- Whilst all staff have a duty to take reasonable care with the health and safety of pupils in school, including the oversight and management of an up to date and timely pupil's Care Plan/Care Package, there is no contractual obligation for staff to administer medication. Where staff do agree to participate in this duty it should be recognised that these duties are voluntary
- Given that staff have acted within school policies and procedures they will normally be covered by the school's insurance. These make it clear that only authorised and/or appropriately trained staff can administer medication to pupils or supervise self-administration of medicine by pupils
- No pupil is excluded from school visits but they will be expected to self-administer any medication. Trained staff can administer an Epipen in line with the Care Plan for an individual pupil

## APPENDIX 4

### First Aid Needs Assessment 2020-21

#### Primary school

The primary school has 383 pupils and 241 teaching and support staff. The school shares the site and facilities with the senior school. The majority of hazards are considered low, although there is for example, a higher-hazard area in the kitchen area in P18.

The school is aware that 33 pupils have asthma requiring access to Inhalers and 4 pupils have conditions that could require the use of an Epi-Pen. All First Aid Training provided by the school includes elements covering inhalers, Epi-pens and Auto Defibrillation Devices.

A number of PE / Swimming Lessons are covered by the senior school PE staff, who hold appropriate First Aid Certification. The School campus is situated within 5 minutes of the Bradford Royal Infirmary which has a 24hr Accident and Emergency Department.

The first-aid needs assessment indicates that the suggested requirements are:

First-aid personnel	Required Yes/no	Number needed	Current Numbers / Location
First-aider with a <b>First Aid at Work (FAW)</b> certificate	Yes	At least one on the school campus during a normal school day.	
First-aider with an <b>Emergency First Aid at Work (EFAW)</b> certificate	Yes	At least 1 on duty at all times while people are at work	<ul style="list-style-type: none"> <li>• 19 members of Senior School staff hold <b>Emergency First Aid at Work</b> certification.</li> </ul>
First-aider with specific training <b>Paediatric First Aid</b> <b>National Rescue Award for Swimming Teachers and Coaches</b> <b>Outdoor Emergency First Aid</b> <b>16 Hour Forest School First Aid</b>	Yes	A minimum 4 of during the hours of normal school occupation.	<ul style="list-style-type: none"> <li>• 37 members of Primary school staff hold <b>Paediatric First Aid</b> certification.</li> <li>• 3 Senior School PE staff hold <b>Paediatric First Aid</b> certification 3 PE staff hold the <b>National Rescue Award for Swimming Teachers and Coaches</b></li> <li>• 3 Senior School Staff hold <b>Outdoor Emergency First Aid</b></li> <li>• 1 member of the Primary School staff holds <b>16 Hour Forest School First Aid</b> certification.</li> </ul>
Appointed person	Yes	1	Mrs J Osoba – Primary Reception



First-aid equipment and facilities	Required Yes/no	Number needed	Current Numbers / Location
First-aid Kits / containers	Yes	At Least 2 kits.	<ul style="list-style-type: none"> <li>• 1 located in the Medical Room</li> <li>• 1 in the Science Lab P18</li> </ul>
Additional equipment (specify) (e.g. automated external defibrillator AED))	yes	3	<ul style="list-style-type: none"> <li>• 1 in Main School Reception</li> <li>• 1 in the Sports Hall</li> <li>• 1 in the Swimming Pool Office</li> </ul>
Mobile first-aid kits	Yes	As identified by individual Trip Risk Assessment.	<ul style="list-style-type: none"> <li>• Kits are located in the PE Office for Sport Events</li> <li>• Kits for trips are located in the Senior Medical Room</li> <li>• 1 kit in the minibus</li> </ul>
First-aid / medical room	Yes	1	Adjacent Primary Reception

### Senior school

The Senior School has 986 pupils (11–18). There are 121 staff on campus which are a mix of teachers, teaching assistants, technicians, catering, administrative and ground staff.

The school is aware that 53 pupils have Asthma requiring access to inhalers and 7 pupils with conditions that could require the use of an Epi-pen. All First Aid Training provided by the school includes elements covering inhalers, Epi-pens and Auto Defibrillation Devices.

The school runs one minibus.

The school runs 25M X 7M Swimming Pool. PE Staff hold appropriate First Aid & Rescue certification.

Within the school there are other potential high-hazard areas, i.e. laboratories, workshops and kitchens.

The School campus is situated within 5 minutes of the Bradford Royal Infirmary which has a 24hr Accident and Emergency Department.

This first-aid needs assessment indicates that the suggested requirements are:

<p>First-aiders with additional training</p> <p><b>Paediatric First Aid</b></p> <p><b>National Rescue Award for Swimming Teachers and Coaches</b></p> <p><b>Outdoor Emergency First Aid</b></p> <p><b>16 Hour Forest School First Aid</b></p>	Yes	<p>PE staff have received training on the management of pool-related injuries.</p> <p>Use of Pool evacuation board following suspected back / neck injuries</p>	<ul style="list-style-type: none"> <li>• 3 Senior School PE Staff hold <b>Paediatric First Aid</b> certification.</li> <li>• 3 PE staff hold the <b>National Rescue Award for Swimming Teachers and Coaches</b></li> <li>• 3 Senior School Staff hold <b>Outdoor Emergency First Aid</b></li> <li>• 1 of the Primary School staff holds <b>16 Hour Forest School First Aid</b> certification.</li> </ul>
Appointed person	Yes	1	Mrs Emma Morris – Student Reception
<b>First-aid personnel</b>	<b>Required Yes/no</b>	<b>Number needed</b>	<b>Current Numbers / Location</b>
First-aiders with a <b>First Aid at Work (FAW)</b> certificate	Yes	At least one on the school campus during a normal school day.	<ul style="list-style-type: none"> <li>• 3 to receive training</li> </ul>

First-aid /medical room	Yes	1	Senior School Basement
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<b>First-aid equipment and facilities</b>	<b>Required Yes/no</b>	<b>Number needed</b>	<b>Current Numbers / Location</b>
First-aid container	At least 3	In locations easily accessible to the whole school	
Additional equipment (specify) (e.g. automated external defibrillator AED))	AED	May be required if number of pupils/staff with history of cardiovascular problems	<ul style="list-style-type: none"> <li>• 1 in Main School Reception</li> <li>• 1 in the Sports Hall</li> <li>• 1 in the Swimming Pool Office</li> </ul>
Mobile first-aid kit	Yes		<ul style="list-style-type: none"> <li>• Kits are located in the PE Office for Sport Events.</li> <li>• Kits for trips are located in the Senior School Medical Room.</li> <li>• 1 kit in the minibus</li> </ul>