

HOWELL'S SCHOOL: FIRST AID POLICY AND GUIDELINES

(To include EYFS)

This policy is designed to promote the health, safety and welfare of students, staff and visitors at Howell's 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)

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, Howell's School will ensure that:

- A **first aid 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 / students on the site,
 - The location of sites and higher risk parts of the school site
 - The full range of activities undertaken by staff and students 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 **paediatric first aid certificate** if Early Years Foundation Stage' students 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.

- The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aider.
- Adequate **training** and guidance is provided for First Aiders, including refresher training at appropriate intervals 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 students on higher risk educational visits or visits to remote areas.
- **Lists of First Aiders'** names, locations and contact details (appendix A) are prominently displayed around the school where staff and students can see them.
 - 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 child has had an accident, sustained an injury or received first aid treatment at school or on an off-site school activity. 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 by the school nurse or first aiders;
 - A **record** is kept of **all injuries to staff and students** occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S HUB. Records will be kept in accordance with the Data Protection Retention policy. 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;
 - The **HSE is informed of injuries that are reportable under RIDDOR** without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on H&S HUB;
 - All **injuries to staff**, and **students requiring treatment** beyond that provided by the School Nurse / First Aider, are **reported to the H&S team at Trust Office**. NB this happens automatically as Howell's School are recording accidents on the Sphera (RIVO) Safeguard Accident Reporting System;
 - **'Dangerous occurrences' and significant 'near misses'** are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S HUB
 - First-aid and accident reporting **arrangements are regularly reviewed**.

For more detailed information see 'First Aid' and 'Accident Recording and Reporting' sections on H&S HUB.

1. School Practice

All school staff are expected to always use their best endeavours, particularly in emergencies, to secure the safety and welfare of students.

Howell's School will complete a risk assessment to determine the number of First Aiders they need. Staff will be invited to volunteer to become appropriately qualified and be provided with 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, Trust policy and the Trust's insurers, and the school's first aid risk assessment. Detailed guidance is given in the '[First Aid](#)' section of H&S HUB.

A register of First Aiders is maintained by the School Nurse who will ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates are kept by the School Nurse and Health and Safety Officer.

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

Howell's School have procedures in place to ensure that all medicines are administered safely, see Administration of medicines in School Policy. 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. Medicine should only be administered to an Early Years Foundation Stage pupil if 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 available in the Pupil Health and Wellbeing section on H&S HUB.

Howell's School has a fully equipped Medical Support Room and employs a School Nurse to give Medical Room assistance. Detailed information regarding first aid equipment and materials can be found in the 'First Aid' section of H&S HUB.

The Governing Body review matters of Health and Safety on a regular basis and delegate the responsibility for ensuring the policies are put into practice to the Principal. All staff in the School are expected to do all they can to safeguard the welfare of students, other staff and visitors.

In term time there is a qualified Nurse on duty in the Medical Support Room, from 08.30 to 16.00hrs. The School Nurse acts as the **Appointed Person** – taking charge when someone is injured or becomes ill, looks after first aid equipment and ensures that an ambulance or other professional medical help is summoned when appropriate.

Outside school hours/school holiday – The Health and Safety Officer will act as the 'Appointed Person' or nominate another suitable person in their place.

Off Site School visits – The trip leader will act as the 'Appointed Person'

The School have a number of staff both teaching and non-teaching who are trained and qualified as First Aiders. All First Aiders should be aware of and implement the guidance on infection control which can be found in section 6 of the GDST guidance on 'Pupil Health and Wellbeing'.

First Aid Boxes/Bags are placed in all the areas of the school where an accident is considered possible or likely (Appendix B). They are clearly signed stored in containers marked with a white cross on a green background and are checked regularly and any deficiencies made good. First Aid Bags will be taken when groups of students go out of school on organised trips or to participate in sporting events. The School Nurse is responsible for stocking and checking the first aid kits on a regular basis, and making records of when the boxes have been checked. Additional supplies are available from her if necessary. 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.

Howell's School has 2 defibrillators (AEDs) located in Main School Reception and PE Office. Training of their use is provided within First Aid courses and staff inset training.

All new students and staff are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.

2. 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

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

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, available in on the Pupil Health and Wellbeing section of H&S HUB.

3. Procedures for students who are unwell

If a student is unwell and unable to attend school parents are asked to inform school of their child's absence as soon as possible ideally before commencement of the school day giving the reason for absence. Via telephone or e-mail absences@how.gdst.net . Further information on infection control and recommended exclusion/return to school following illness of an infectious nature including EYFS guidelines can be found in the All Wales Infection Prevention and Control Guidance in Educational Settings 2019

If a student is injured or ill during the school day he/she must inform a teacher immediately who will then send for or send them to the School Nurse. The individual will be assessed by the nurse or first aider, who will assess, treat (where appropriate) and record. The individual will remain in the care of the School Nurse or First Aider until condition improves and student feels able to complete the school day. In the event of there being no prospect of recovery the student will be kept in the Medical Room and parents /guardians contacted to collect them as soon as possible and asked to sign the student out at reception. If the illness is felt to be of an infectious nature the student will be kept in isolation with the School Nurse/First Aider, in order to prevent the spread of infection. In this instance parents will be expected to arrange prompt collection from school. If there is a doubt or concern about an individual's condition they will be taken to hospital either by ambulance or car. If the parent/guardian is unable to get to school before the individual goes to hospital, they will be accompanied either by the School Nurse or first aider who will remain with the individual until their arrival.

The nearest Accident & Emergency Unit to the School is University Hospital of Wales, approximately 2 miles away, on the A48 and the contact number is 029 20748018.

The school will keep records of all accidents and injuries, via the RIVO reporting system and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. Accident forms are completed by members of staff and passed to School Nurse/Health & Safety Officer who will ensure they are reported onto RIVO. The school will keep a record of any first aid treatment, non-prescription medicines or treatment given to a student. An accident/occurrence will be reported to RIDDOR as required in line with the RIVO accident reporting system.

The school will always contact parents if a student suffers anything more than a trivial injury, become unwell and are unable to complete the school day or if the school has any worries/concerns about their health.

The School encourages parents to contact the school or School Nurse to discuss any concerns they may have relating to their child's health.

In the event of an injury to an employee or visitor, an Accident Report Form should be completed by the individual concerned and forwarded to the Health and Safety Officer. In the event of serious injury, notifiable disease or dangerous occurrence the Health and Safety Officer should be notified immediately. He will then arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible.

4. First Aid Equipment and Materials

Detailed information regarding first aid equipment and materials can be found in the '[First Aid](#)' section of H&S HUB

5. Procedures in the Event of an Emergency

Howell's School ensure that all staff and students are aware of the procedures to take in the event of a first aid emergency, by including the following general advice during staff induction and student PSHE First Aid Sessions:

- If you witness an incident and the injured person is able to walk, take them to the Medical Support 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.

6. Further Information and Guidance

- HUB - Health & Safety - 'First Aid'
- HUB - Health & Safety - 'Accident Recording and Reporting'
- HUB - Health & Safety - 'Pupil Health and Wellbeing'
- Guidance on First Aid for Schools - A Good Practice Guide - DfE
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations – L74 – HSE (2013) – 3rd edition



First Aid Co-ordinator
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1 DAY FIRST AID AT WORK

Teaching Staff

Name	Date of qualification	Date to re-qualify
Tom Biebrach	Sept 2022	Sept 2025
Anna Bowden	Sept 2022	Sept 2025
Tanya Bown	Sept 2022	Sept 2025
Sharon Eddy	Sept 2022	Sept 2025
Andrew Ford	Sept 2022	Sept 2025
Chris Fusell	Sept 2022	Sept 2025
Ceri George	Sept 2022	Sept 2025
Heidi Hyland	Sept 2022	Sept 2025
Sarah Jenkins	Sept 2022	Sept 2025
Eleanor Jenkins	Sept 2022	Sept 2025
Rachel Jowett	Sept 2022	Sept 2025
Steve Allen	Sept 2022	Sept 2025
Gwenn Jourdren	Sept 2022	Sept 2025
Lee Morgan	Sept 2022	Sept 2025
Willow Norman	Sept 2022	Sept 2025
Rachel Parfitt	Sept 2022	Sept 2025
Sarah Persson	Sept 2022	Sept 2025
Sharon Richards	Sept 2022	Sept 2025
Dawn Sadler	Sept 2022	Sept 2025
Nova Shackell	Sept 2022	Sept 2025
Ana Tores Miller	Sept 2022	Sept 2025
Hannah Wilcox	Sept 2022	Sept 2025
Lewis Williams	Sept 2022	Sept 2025
Mike Britton	Sept 2022	Sept 2025

Helen Evans	Sept 2022	Sept 2025
Shelley Hagerty	Sept 2022	Sept 2025
Victoria Howarth	Sept 2022	Sept 2025
Jo Kenyon-Morris	Sept 2022	Sept 2025
Abby Matthews	Sept 2022	Sept 2025
Alex McLaughlin	Sept 2022	Sept 2025
Anna Padfield	Sept 2022	Sept 2025
Rhiannon Thomas	Sept 2022	Sept 2025
Amy Scudder	Sept 2022	Sept 2025

Sports Staff- Sports First Aid Course 1 day Course

Name	Date of qualification	Date to re-qualify
Christopher Baker	Sept 2022	Sept 2025
Ceri Crawford	Sept 2022	Sept 2025
Claire Hamilton	Sept 2022	Sept 2025
Macey Lane	Sept 2022	Sept 2025
Louise Sampson	Sept 2022	Sept 2025
Fay Shorney	Sept 2022	Sept 2025
Bob Lewis	Jan 2022	Jan 2025

Paediatric Course- 3 days

Name	Date of qualification	Date to re-qualify
Mark Cheeke	Sept 2022	Sept 2025
Leanne Crompton	Sept 2022	Sept 2025
Laura Davies	Sept 2022	Sept 2025
Alex Gillam	Sept 2022	Sept 2025
Katie Holland	Sept 2022	Sept 2025
Nicky Holley	Sept 2022	Sept 2025
Helen Maitland Evans	Sept 2022	Sept 2025
Keri Peter	Sept 2022	Sept 2025
Misty Praed	Sept 2022	Sept 2025
Cath Scott	Sept 2022	Sept 2025
Robyn Taylor	Sept 2022	Sept 2025
Nicola Tummon	Sept 2022	Sept 2025
Isabella Davies	June 2021	June 2024
Heather Pearce	June 2021	June 2024
Charlotte Davies	June 2021	June 2024
Emma Williams	June 2021	June 2024

3 day Emergency First Aid at work every 3 years

Name	Date of qualification	Date to requalify
Bella Davis	Oct 2022	Oct 2025
Sally- Ann Hatcher	Sept 2022	Sept 2025
Carol Jones	Nov 2020	Nov 2023
Sian Matthews	Sept 2022	Sept 2025

PM Nov 2023

Louise Weaver	Sept 2022	Sept 2025
Emma Williams	Sept 2022	Sept 2025
Leanne Carter	Sept 2022	Sept 2025
Mo Crothers	Sept 2022	Sept 2025
Jane Gauci	Sept 2022	Sept 2025
Danielle Lane	Sept 2022	Sept 2025
Naomi Scarpetta	Sept 2022	Sept 2025



LOCATIONS OF FIRST AID BAGS & EQUIPMENT

SENIOR SCHOOL

Department	Location	Extra Equipment
GROUND FLOOR		
Main School Reception	First Aid Cupboard	Defibrillator & Emergency Asthma Inhaler
Student Support Room	Wall Unit	Emergency Asthma Inhaler First aid trip bags
Premises	Manager's Office & Shed	
Product Design Department	A13, A16 & B5	
Kitchen Office/ Kitchen Hall	Wall Kit	2 Epi pens
Art	A10, A11	
Science	A4a, A2, A12, Biology Prep Room	
PE	PE Office Pavilion	8 first aid bags Emergency Asthma Inhaler
	PE Office (DofE Office)	Defibrillator
Swimming Pool	Wall Unit	
FIRST FLOOR		
Sally D's Cafe	Kitchen	
Staff Room	Kitchen	
Library	Office	

COLLEGE

Bryntaf	Reception	
Oaklands	Kitchen	

PREP SCHOOL

Tŷ Hapus	School Reception	Emergency Asthma Inhaler First aid trip bags
Tŷ Hapus Staff Room	Wall Unit	
Library	Wall Unit	
Music Department	M8 control Rm	
Hazelwood	Entrance Hall & Servery	
Cumberland Lodge (Nursery)	N1 wall box & Music Staff Room	
Prep Diner Hall	Wall kit	2 Epi pens in Secure cabinet