

Queenswood



First Aid Policy

Issued by	Principal/Medical Centre Lead Nurse
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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 endeavors 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
Ludwick	Violaine	17/11/2024	Assistant Deputy Head Boarding
Yaffe	Rachel	17/11/2024	Houseparent / Duke of Edinburgh Coordinator
Phillips	Charley	17/11/2024	Housemistress / Music Teacher
White	Steve	17/11/2024	Estates
Maurer	Cholena	17/11/2024	Lead Boarding Assistant
Kane	Lorraine	17/11/2024	School Operations Administrator

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, using CPOMS and alerting the DSL & Principal, Designated Safeguarding Lead 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 DSL.

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 unless it is a very minor injury and only requires a small plaster.

Equipment

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

Building	Location	Person Responsible
Centre	House Corridor	Medical Centre Staff

Leach Centre (External) Access Code has been circulated to all Queenswood Staff.	On outside wall within approved cabinet facing the main car park and drop off 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	In ground floor foyer adjacent to the Security Office	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	In ground floor foyer adjacent to the Security Office	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	In ground floor foyer adjacent to the Security Office	Charley Philips
Centre (Boarding)	Charley Philips Office - Level 1 just off main landing.	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	Ground Floor Kitchen	Jessica Sheeran
Science	Physics / Biology & Chemistry	Susan Sapsted- Byrne
D&T	D&T	Stephen Ford
Art	Art & Pottery Room	Stephen Ford
Essame Studios	Essame Studios	Elle Jackson
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	Ria Landers
Vehicles	Minibuses School Cars	Operations Officer - Transport & Lettings
Bellman 6 th Form	Café	Jacqui White

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 nurses are responsible for prompting staff termly to check first aid boxes.

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

First aid kits located around school should contain the following as a minimum:-

- First Aid Guidance leaflet
- 1 Resus face shield
- 20 assorted plasters
- 2 Eye pads
- 2 Triangular bandages
- 3 Medium dressings
- 2 large dressings
- 2 Adhesive dressings
- 2 Pairs of gloves
- 6 cleaning wipes
- 1 Yellow bag for waste
- 6 Safety pins
- 1 pair of scissors
- 4 saline pods
- Tape

First Aid Kits located in the Pavillion and Q hall will also have:

- 2 x foil blankets
- 2 x Ice packs

Minibus / School Cars First Aid contents list

Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)

- First aid leaflet
- Resuscitation face shield
- 10 cleaning wipes
- 1 conforming bandage (not less than 7.5cm wide}
- 2 Triangular bandages
- 24 assorted adhesive dressings (including 2 medium sized wound dressings
- 2 large sized wound dressings)
- 3 large ambulance dressings
- 2 sterile eye pads
- 12 safety pins
- 1 pair blunt-ended scissors
- Disposable gloves - 3 pairs
- Yellow bag for contaminated waste

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 Google Drive.

Procedure

During term time, the Medical Centre is open from 08.00 – 18.00 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 (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 Nurse 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 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 so that they may seek the advice of their GP. Written records of telephone calls and correspondence are maintained.

Arrangements for pupils with particular medical conditions

Protocols for medical conditions are drawn up by the Medical Centre Nurses 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 Nurses 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
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
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
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

Hill	Chelsea	Boarding	Emergency First Aid at Work	09/05/2025
MacKay	Ian	Maintenance	Emergency First Aid at Work	09/05/2025
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	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
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
Young	Christopher	Science Technician	Emergency First Aid at Work	16/01/2026
Warren	Laura	Classics Teacher	Emergency First Aid at Work	11/01/2026
Culora	Tina	English Teacher	Emergency First Aid at Work	11/01/2026
Camara	Mamadou	French Teacher	Emergency First Aid at Work	11/01/2026
Vincini	Louisa	Science Teacher	Emergency First Aid at Work	16/01/2026
Jolly	Hattie	Music Peri	Emergency First Aid at Work	04/01/2026
King	Cassandra	Boarding Assistant	Emergency First Aid at Work	16/10/2026
Sheeran	Jessica	Houseparent	Emergency First Aid at Work	16/10/2026
McGreavy	Natalie	Housemistress	Emergency First Aid at Work	18/10/2026
Milner	Mae	Boarding Assistant	Emergency First Aid at Work	18/10/2026
Shorrock	Debbie	Boarding Assistant	Emergency First Aid at Work	16/10/2026
Rogers	Honey	Boarding Assistant	Emergency First Aid at Work	16/10/2026
Garrood	Ellie	Boarding Assistant	Emergency First Aid at Work	18/10/2026
New	Rose	English Teacher	Emergency First Aid at Work	16/10/2026
Henry	Katy	Dance Teacher	Emergency First Aid at Work	18/10/2026

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
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

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
Hawkes	Sam	Sports Graduate	Pitch-Side Sports First Aid Course and AED Training	04/10/2025
Hawksfield	Beth	PE Teacher	Pitch-Side Sports First Aid Course and AED Training	15/10/2026
Roseman	Alex	Sports Graduate	Pitch-Side Sports First Aid Course and AED Training	15/10/2026
Thomas	Joanna	PE Teacher	Pitch-Side Sports First Aid Course and AED Training	15/10/2026
Douglas	Alastair	PE Teacher	Pitch-Side Sports First Aid Course and AED Training	15/10/2026

