First Aid Policy

First Aid Policy

Objective

The objective of the First Aid Policy at Newcastle Preparatory School (NPS) is to ensure that there is adequate provision of appropriate first aid at all times and to ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.

The Bursar will be responsible for the implementation of this policy.

All staff in the school deal with minor incidents requiring first aid. Staff should be aware of the Sick Children Procedure when deciding on the course of action.

There will be at least one qualified person on the school site when children are present. A qualified first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.

During lessons, first aid is administered by the class teacher, Nursery Nurse or Teaching Assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should deal with the accident and report as outlined in school training sessions. In Years 1-6 one member of the playground supervisory staff carries the school mobile phone, in case of an emergency. There is always a paediatric trained first aider available nearby or on duty during playtimes. Duty rotas and timetables (Staff Information Team/timetables) indicate the location of first aiders throughout the school day. School caretakers are paediatric first aid trained and can be contacted via the school mobile phone or school office.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted. A list of qualified first aiders is given in Appendix A. There is a photo board identifying all the first aiders at the main entrance to school and at the sports hall. A copy may also be found at the front of the accident form file and on the outside of the first aid cupboards in the staffroom and the sports hall.

First aid qualifications must be updated every three years. Detailed training and renewal records are held in the Bursar's Office.

Recording Accidents

All accidents must be recorded. All details need to be filled in, including treatment. Forms are available in the Main Office. Accidents will be reviewed at the termly Health and Safety Committee.

For minor accidents involving pupils, parents are informed. If a child receives a bump on the head, the parent will be contacted immediately.

Responding to First Aid Emergencies
The following can be defined as an emergency but this list is not exhaustive and there may be other first aid emergencies not listed here:

- Severe allergic reaction
- Unconsciousness
- Serious break (a wheel chair is available at the school gym)
- Fits or seizures
- Severe bleeding
- Significant breathing problems
- Heart related problems. School has two defibrillators located in the office and at the school gym. All staff receive training in the use of defribrillators.
- Severe burns or scalds
- Any major trauma

The following procedures should be followed in the case of a first aid emergency:

- Assess for safety, ensure supervision, stay calm and reassure.
- Locate a first aider to respond. First aider emergency contact numbers are on the school mobile phone if an accident happens at the sports hall playground. The school office can be contacted if a first aider cannot be located immediately.
- Call an ambulance, staying on the phone if necessary
- Stay in situ if appropriate or use the first aid rooms on site
- Call school office straight after ambulance if not already.
- First Aiders should remain with patient until ambulance arrives
- Complete accident form thoroughly

Prompt sheets and posters are displayed around school outlining how to respond in a first aid emergency, including the calling of an ambulance.

In the Early Years Foundation Stage, the accident reporting form and documentation must be completed for any accident or injury occurring at school. The appropriate forms must be completed by parents on collection of the child when the accident is reported to them. Accident Forms are kept in the appropriate file in the Nursery. Reception Accident Forms are kept in the main file in the school office.

School Mobile Phone (Years1-6 staff)
This should be:

- Carried by one member of staff on duty
- Passed between duties so it is always on the playground when children are present
- Used to call the school office, emergency services or caretakers
- Placed in the school office to charge between breaks
- Can be used for trips (also available for EYFS trips)

The contact details for the school mobile phones are as follows:-
Playground phone #1 = 07361978461
Playground phone #2 = 07511138744

RIDDOR Reporting

Accidents to staff, pupils and visitors reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be referred to the Bursar. The Bursar will inform the HSE. Copies of all forms completed should be retained.

First Aid Boxes

First Aid Boxes are available in:

- The Main School Office
- First Aid Room
- Science Classroom
- Sports Hall – in First Aid Room
- Nursery Classrooms x 2
- Nursery Bathroom
- Reception Classrooms x 2

Two portable first aid kits are available for staff to take on all visits out of school. These kits are held in the school office.

The contents of the first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

Mrs Mowbray, is responsible for checking the contents of the first-aid boxes and for placing orders to replenish stock. All staff are responsible for notifying Mrs Mowbray if the contents of any of the first-aid boxes are running low.

Treatments

When dealing with blood, plastic gloves and an apron should be worn.

Cuts & scratches – Use only clean water and lint. It is policy not to use antiseptic liquids or ointments, as these could delay healing or cause allergic reactions.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps - Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are contacted by telephone immediately.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy & Fainting – If a child is falling, try to support him / her or ease the fall, loosen clothing around the head and neck, and call a First Aider.

Hemophilia – This condition affects the clotting of the blood and can cause hemophiliacs to bleed more freely than other people do. If a known hemophiliac is having a 'bleed', call an ambulance without delay.

Diabetics – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his / her class teacher and a First Aider.

Anaphylaxis – The result of a severe, generalized, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the class teacher should administer the child's adrenaline and call for an ambulance. Common allergies are:

- food, e.g. eggs, fish, nuts, especially peanuts
- insect stings
- immunisations or antibiotics

Epi-pens are held in the Staff Room with the second 'back up' pen held in the Sports Hall. Additionally, school owned epi-pens are held in clearly identifiable containers in the School Office and Sports Hall. Staff have received training in how to deal with Anaphylactic shock.

Safety / HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any incidents that involve body fluids. Make sure any soiled wipes, pads, paper towels, etc. are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Allergies/Long-term Illness

A Medical Register is held on the school's information management system, Engage. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. A hard copy of the allergen register is located in the Staff Room and the Kitchen.

Infectious Illnesses

Parents and staff must contact the Main Office if they are aware that they or a child has an illness which could be infectious. Guidance on infection control will be given in accordance with the latest advice from UK Health Security Agency, (formerly Public Health England.)

The Administration of Medicines during School Hours

Medication should be brought into school in an in the original, labelled container that states the child's name, the name of the medicine, the dosage and the time of administration as prescribed by the doctor.

For EYFS see policy on Medication in EYFS.

All medication is brought to the school office by the parent who completes a 'Consent to Administer Medicine' form, available via Parent App and class teachers receive the notification. Paper copies are also available from the school office. A copy of this form is then given to the child's form teacher and the original is kept on file in the school office. An adult in the school office will take the medicine and form up to the Form Teacher.

Non-prescription medicine will only be administered to a child where written permission for that specific medicine has been obtained from the child's parent/or carer. This permission will be sought on each occasion with parents asked to complete the consent form via Parent App.

Medicine will be administered by an adult. Medicines are kept in a secure place by staff, in accordance with safety practices.

Staff taking medication / other substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those members of staff should seek medical advice. Staff required to sign an annual declaration, which asks for details of medication taken.

NPS ensures that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff medication on the premises is securely stored, and out of reach of children at all times.

First Aid Rooms

There are two designated rooms for medical treatment;

- First aid room on the ground floor at the main school building. It has toilet and washing facilities and access to a first aid cupboard.
- First aid room on the ground floor at the sports hall. This is also adjacent to a toilet, has a medical bed, access to fresh water and a first aid cupboard. The first aid room should be kept unlocked to ensure availability at all times.
- Children should be supervised at all times when using the first aid room
- Should more than one person require the first aid room at once, they should be triaged, assessing where the most appropriate alternative location would be to treat their need

Dealing with health-related emergencies – procedures and contacts

Any medical emergencies not covered by procedures laid out elsewhere in this policy will be dealt with by the Head Teacher, or in her absence the Deputy Head Teacher.

Emergency services will be contacted on telephone number '999' where appropriate.

Occupational health services and managing work-related stress

Adjustments are made for staff when needs arise. For example, the school will purchase chairs tailored to the needs of individuals.

Our 'Open Door' policy enables staff to approach the Head Teacher or any member of the Senior Leadership Team to discuss any concerns. These are then addressed in a sensitive manner appropriate to the circumstances of the individual concerned.

Occupational Health services are available via Help@hand through the Group Life insurance policy.

This policy should be read in conjunction with the Staff Wellbeing policy and the Menopause policy.

References

HSE Publications:
RIDDOR reporting: Information about the New Information Centre 2001
Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (ISBN 0 7176 24315)
RIDDOR Explained. The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Health & Safety Management in Schools
Safety Policies in Schools (various)
Safety Policies in the Education Sector
Five steps to risk assessment: Managing Health and Safety
Contractors in Schools

DfE Guidance — Health & Safety : Advice for Schools
NAS/UWT — Health and Safety Representatives Handbook

Reviewed and updated September 2026

Qualified First Aiders 2026-27

Name	Course	Date of Course	Renewal Date
Emma Bell	Full Paediatric First Aid Tigerlily First Aid Training	22 March 2024	21 March 2027
Sara Waggott	Full Paediatric First Aid Tigerlily First Aid Training	22 March 2024	21 March 2027
Abbie Northin	Paediatric First Aid—2 Day Course Tigerlily First Aid Training	25th & 26th April 2024	24th April 2027
Jasleen Bhasin	Paediatric First Aid—2 Day Course Tigerlily First Aid Training	25th & 26th April 2024	24th April 2027
Sarah Breakey	Paediatric First Aid – 2 Day Course Adventure Training North East	2nd & 3rd September 2024	1st September 2027
Claire Reed	Paediatric First Aid – 2 Day Course Adventure Training North East	2nd & 3rd September 2024	1st September 2027
Lesley Noble	Paediatric First Aid – 2 Day Course Adventure Training North East	2nd & 3rd September 2024	1st September 2027
Rowan Rochester	Paediatric First Aid – 2 Day Course Adventure Training North East	2nd & 3rd September 2024	1st September 2027
Scott Rochester (Holiday club)	Paediatric First Aid – 2 Day Course Adventure Training North East	2nd & 3rd September 2024	1st September 2027
Eddy Wood	Paediatric First Aid—2 Day Course Outdoor First Aid Adventure Training North East	17th & 18th December 2024	16th December 2027
Susan Drought	Paediatric First Aid—2 Day Course MAC Safety Solutions	29th & 30th April 2025	30th April 2028
Janet Ramsay	Paediatric First Aid—2 Day Course St John Ambulance	2nd & 5th May 2025	5th May 2028
John Stirk	ITC Level 3 Award in Outdoor First Aid 16 Hour Forest School First Aid Adventure Training North East	6th & 7th May 2025	6th May 2028
Michaela Robertson	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028

Hannah Broadhead	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Stephanie Frost	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Sheila Winter	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Fiona Bailey	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Mags Knight	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Jessica Carle	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Samantha Hill	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Kerry Salkeld	Paediatric First Aid—2 Day Course MAC Safety Solutions	1st & 2nd September 2025	1st September 2028
Amy Rackham	Paediatric First Aid—2 Day Course Inspirational Training	28 April 2026	27 April 2030
Will Merrin	Forest School First Aid (including Paediatric First Aid) Adventure Training North East	21st May 2026	22 May 2030
Jill Stone	Forest School First Aid (including Paediatric First Aid) Adventure Training North East	21st May 2026	22 May 2030

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