

FIRST AID POLICY

Updated September 2025

The school is required to comply with Health and Safety [First Aid] Regulations 1981 and provide adequately qualified persons to administer first aid and such equipment and facilities that are required to enable first aid to be administered.

A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will consider:

The number of staff/students on all sites.

The location of sites and higher risk parts of the school.

The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, eg before/after the school day, at weekends and during the school holidays.

FIRST AID PERSONNEL

First aid provision will be provided as follows:

First Aiders will treat students in the first instance in their area. Only if the student needs additional attention should they be referred to the nurse and, in their absence, a First Aider available via reception. Examples of additional attention would be if a student needed further assessment, or to go home or lie down or if they required medication.

- a) All sites of the school will ensure, insofar as is reasonably practical, that sufficient qualified First Aiders are trained and available in the teaching/non-teaching staff
- b) Each practical department will have, as far as possible, a minimum of one qualified First Aider and each identifiably separate school site have at least one person with a First Aid at Work (3-day training) and at least one person with a current Paediatric First Aid certificate if Early Years Foundation Stage pupils are present.
- c) Other departments will have staff qualified as First Aiders.



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- d) The names of qualified First Aiders will be displayed outside the Nurse's Room at the Senior School and in all staff rooms and school offices.
- e) First Aiders should give the school Nurse three months' notice of the expiry of First Aid certificates so that renewal courses can be booked. The school Nurse will keep copies of all First Aid certificates obtained by staff for reference.
Adequate training and guidance is provided for the First Aiders,
- f) including appropriate, specialist first aid training, for example:
Anaphylaxis / EpiPen training & Defibrillator training.
Paediatric First Aid for Early Years Provision,
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 pupils on higher risk educational visits.

FIRST AID KITS

First aid kits with standard contents are distributed around the school and practical departments have a First Aid kit. Information on locations of First Aid kits is displayed outside the Nurse's Room, staff room and school office. The First Aid kits will be inspected termly by the departments named first aider and any required items will be collected from the treatment room. Records will be kept of these inspections inside the first aid kits. PE Departments will have First Aid equipment and a supply of chemical ice for use at sports fixtures. Supplies can be obtained from the Nurse. A record is made of First Aid given via CPOMS and the nurse should be alerted.

EQUIPMENT AND FACILITIES

As per The Education (School Premises) Regulations 1996, Shrewsbury High School has a well-equipped treatment room. The treatment room can be used for administering first aid, allowing pupils to rest if they are



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unwell and a parent is delayed in collecting them and for medical procedures e.g., health checks, administration of prescribed medication. The School Nurse is responsible for ensuring that medical supplies are regularly checked and replenished. Eye washing taps are supplied and fitted in high-risk lab areas. There is also a portable eyewash station in the treatment room.

MEDICATION IN SCHOOL

If a student is prescribed an EpiPen, in case of anaphylaxis, a spare one should be supplied for the Nurse to store in the treatment room, in case of emergencies.

Red coloured Emergency EpiBox's are located in the senior office, the nurse's treatment room and the main kitchen inside the door of the washing up area. Each Box contains 2 EpiPens, 1 Salbutamol inhaler, 1 box of antihistamines and a booklet and pen to record notes including times medications given and emergency services contacted.

Students who have been prescribed EpiPens will always carry their own on them.

All pupils who are Asthmatics, must have a spare inhaler supplied for the medical room as well as always carrying one with them.

If a pupil may require other medication, such as an antihistamine, the relevant documentation will be completed by the students' parent and a supply will be kept in the medical room.

TRIPS AND VISITS

First Aid trained staff will accompany all trips. Leaders of school trips/visits should collect First Aid kits from the school Nurse prior to their journey at senior school, these should be returned to the School Nurse on completion of the trip. A list of pupil's medical conditions/concerns and parent contact details can be printed off Evolve prior to the trip/visit/sporting fixture and medication details as and when required.

Under no circumstances should this information be reused on subsequent trips as it goes out of date so quickly.



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ACCIDENTS

In the event of an accident to pupils, staff or visitors, the supervising staff member will ascertain the seriousness of the accident. The following questions will be considered:

Does the condition look life threatening?

Will the condition get worse if the person is moved?

Does the person need the specialist skills of paramedics?

Examples of emergencies which require immediate first aid assistance include:

Severe allergic reactions

Asthma attacks

Epileptic fits

Difficulty in breathing

Chest pains

Hypoglycaemia in diabetics

Severe Bleeding

Breaks or sprains.

Concussion- [Head injury and concussion - NHS](#)

If the answer to any of these questions is 'yes' or if the supervising staff member is unsure then 999 will be called to request an ambulance and the nearest First Aider on duty, the school Nurse, and School Office will be informed. The school Nurse will then ensure any relevant services; parents and Senior Management are informed. In the absence of the School Nurse, the First Aider on duty will carry out this action.

Non-ambulance cases will be referred to the nearest First Aider on duty. Emergency service assistance, if required, can then be arranged once the



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patient is made comfortable. The casualty must not be left unattended, whilst waiting for assistance.

If an incident is witnessed by an individual and the casualty is unable to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact the School Nurse or First Aider.

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 the 'Pupil Health' section of the H&S GDST Hub.

Should emergency service assistance be required on school premises, the staff involved will provide the following clear and concise information:

The name of the child and date of birth.

The nature of the injury.

The exact location in the school complex.

Outside school premises, the supervising staff member will call the emergency services directly and keep the School Nurse and Senior Management informed of developments. Support will then be given.

REPORTING OF ACCIDENTS

A record is kept of all injuries to staff and pupils occurring both on and off the school premises because of school activities on RIVO or in the case of minor injuries on CPOMS. Records will be kept in accordance with the Trust's Policy on the retention of documents. In practise this means that records relating to pupils should be kept until pupils attain the age of twenty-five, and records for all other categories of people should be kept for a minimum of six years.

The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*, place a legal duty on employers, self-



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employed people and people in control of premises to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents) to the Health and Safety Executive Incident Contact Centre (ICC) from Monday to Friday between 8:30am and 5:00pm, at 0845 300 99 23.

The report will be passed on to the relevant enforcing authority and a copy of the information recorded will be sent to the school to meet the RIDDOR requirement to keep records of all reportable incidents. At Shrewsbury High School, the School Nurse and or Fiona Fox will act as the primary contact point with the ICC. Involved staff must provide the School Nurse with all key information pertinent to any report.

A record must be kept of any reportable injury, disease, or dangerous occurrence. 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. The record may be in any form but will follow Trust guidelines.

'Dangerous Occurrences' and significant 'near misses' are recorded via RIVO. Detailed guidance on how to do this is given in the Accident Recording and Reporting section on H&S GDST Hub

The School Nurse/First Aider will assist the staff member to whom the accident was reported in completing all other non-RIDDOR Accident Forms. The school Nurse will advise regarding notifying the Trust Office and/or Health and Safety Executive. From April 2010 accidents will be recorded electronically by designated members of staff using the RIVO Safeguard Accident Reporting System.

All minor injuries that do not require a RIVO accident form should be recorded on CPOMS under health and then first aid.

First aid and accident reporting arrangements are reviewed regularly.



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SPILLAGE OF BODY FLUIDS

In the event of a spill of body fluids, protective gloves and aprons MUST be worn, these are available in all First Aid boxes, and in the Medical Room. Spillages should be cleaned up as quickly as possible using an absorbent granule which the caretakers/cleaners supply and the area disinfected with hot water and detergent. The caretaking/cleaning staff will be contacted as soon as possible for assistance.

Vomit may be put down the toilet. Blood and other body fluids MUST be placed inside a leak proof biological disposal bag. There is a bin for this purpose of clinical waste connected to the medical room. Sealed clothing including with blood, should be placed in a plastic bag sealed for transporting. They can be safely washed in a washing machine on a standard cycle. A cool pre-wash cycle will help to dispel any blood prior to a hot wash.

Hands will be washed thoroughly on completion. Stained carpeted areas will be shampooed as soon as possible after contamination.

ILLNESS

Any girl feeling unwell should report to the Nurse's Room for assessment. The school Nurse will contact a parent should the child be required to go home. In the absence of the school Nurse the child should report to the relevant reception Office and the on duty First Aider will contact a parent.

PARENTS

Parents are asked annually to provide updated information on any medical issues their child might have, so that all staff are aware of any medical concerns and are able to provide appropriate care at school. Parents will be informed about any concerns regarding accidents or illness during the school day. Parents should collect their child from Reception and sign-out. In the event of a serious accident an ambulance should be called, and parents informed. If parents are unable to accompany a pupil to hospital, then a member of staff, preferably the



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school Nurse will accompany the pupil in the ambulance and meet the parent there.

FURTHER INFORMATION AND GUIDANCE

The following documents are attached to this policy:

List of first aid trained staff.

Location of first aid boxes.

GDST School Health Policy

First Aid Kits – Equipment.

GDST Hub –Health & Safety – First Aid

GDST Hub – Health & Safety – Accident Recording and Reporting

GDST Hub – Health & Safety – ‘Pupil Health’

GDST ‘Medical Manual’

GDST ‘Administration of Medicines Protocol’ accessible from the Pupil Health section of H&S GDST Hub

SharePoint – Medical and H&S site

Guidance on First Aid for Schools – A Good Practice Guide DfEE 1998

Approved Code of Practice and Guidance to the H&S (First Aid)

Regulations 1981 –L74-HSE (revised 2009)

The Defibrillator Policy is available in the new shared area.

GDST ‘Medical Manual Appendix G ‘Advised Minimum Exclusion Periods for common Infections and Illnesses (accessible from H&S GDST Hub Pupil Health section) and refer to school specific procedures for responding to pupils who are ill and infectious to prevent the spread of infection.

Review date: September 2026



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