FIRST AID POLICY

October 2026

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

1. Responsibility

The DfE states in its guidance on ***First aid in schools, early years and colleges*** that the employer is responsible for the health and safety of their employees and anyone else on the premises, including pupils and visitors. In the case of The Newcastle School, the Governing Body is the employer and must ensure that the School has a First Aid Policy based on a risk assessment of the School. Governors recognise that they are responsible for the timely and competent provision of first aid facilities for all pupils, staff and visitors while on site.

2. Aims

The Newcastle School is committed to providing a safe environment for all pupils, visitors and staff in compliance with the DFE guidelines.

The School will achieve this by:

- Administering appropriate and timely first aid treatment as required.
- Arranging training and updates for first aiders, including paediatric first aid courses, delivered by a competent provider of a regulated qualifications, renewed every three years.
- Keeping copies of all first aid certificates, with note of expiry date.
- Ensuring sufficient trained first aiders are available to cover day to day and other school activities across all school sites. EYFS first aid provision will comply with the requirements of the EYFS Statutory Framework.
- Displaying lists of qualified first aiders and appointed persons around school in appropriate places.
- Providing facilities for the provision of first aid at appropriate locations around school.
- Maintaining a list of information about pupils with medical conditions for staff which are accessible to staff, whilst observing the school's Data Protection Policy.
- Maintaining information about staff with medical conditions, whilst observing the school's Privacy Notices and Data Protection Policy.
- Ensuring confidential recording of any action taken following on from an accident.
- Following the correct procedures for the reporting of accidents under RIDDOR.
- Providing the Health and Safety Committee with a list of accidents each term.
- Reviewing the First Aid Policy annually.

3. Procedure in case of accident or Injury

Any member of staff who witnesses an accident should contact the school office and ask them to contact a first aider. Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide first aid as soon as possible and summon additional help, as needed. Where pupils are displaying one or more symptoms of a head injury, the UK Concussion Guidelines for Non-Elite Sport should be followed, and further questions should be asked to establish if a head injury is likely. An injured pupil should never be left unattended. Further detail and instruction can be found in the Head injuries and concussion policy.

The first aider or the front office staff will organise an injured pupil's transfer to hospital if required.

The School will keep a written record of all accidents and injuries and contact parents as appropriate.

4. Contacting parents

Parents will be informed by telephone as soon as possible after an emergency or following a serious/significant injury, including:

- Head injury
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis and following administration of EpiPen
- Epileptic seizure
- Severe hypoglycaemia for pupil with diabetes
- Severe asthma attack
- Difficulty breathing
- Serious bleeding injury
- Loss of consciousness
- If a pupil is generally unwell

If non-emergency transportation is required, a trained first aider will take a pupil to hospital if parents are delayed, a member of staff will always remain at hospital with a pupil until a parent arrives.

In the Junior School, parents will be informed of smaller incidents at the end of the school day by the most appropriate member of staff. Parents of EYFS pupils will always be given a written accident form, confirming any injury.

5. Contacting the emergency services

The front office staff on each site are responsible for calling for an ambulance for any condition listed above or for any other injury that requires emergency treatment.

6. Accident Reporting

An Accident and Investigation form ('accident form') must be completed as soon as reasonably practicable following any accident requiring first aid that occurs at school, during a fixture, or on a school trip.

Blank accident forms are available from the School Office or Staff Room at each site.

Completed accident forms must be sent to the following recipients at the earliest opportunity:

- Pupil accidents: relevant School Office
- Staff and visitor accidents: Chief Operating Officer (COO).

For pupil accidents, the relevant School Office will record the accident on iSAMS at the earliest opportunity and forward the accident form to a member of the Senior Leadership Team (SLT). The member of SLT will determine whether the accident or incident requires further investigation and, if so, appoint an appropriate person to undertake it.

The findings, actions taken and outcomes of any investigation must be recorded on the relevant accident form and reviewed by SLT.

Once the accident form is complete, including the outcome of any necessary investigation, it must be forwarded as follows:

- Pupil accidents: The relevant School Office will upload the completed form to the pupil's iSAMS record.
- Staff and visitor accidents: The completed form will be forwarded to the COO and recorded on a central accident register.

Further information can be found in the School's RIDDOR and accident reporting policy.

7. Qualified First Aiders

The following staff have a valid ***First Aid at Work*** qualification:

Name	**Expires**	**Site**
Toni Ashley	Feb 28	Senior School
James Clark	Jan 27	Junior School
Reham Eter	Feb 29	Various sites
Bex Greenshields	Mar 28	Various sites
Cameron Harris	Jan 27	Senior School
Lee Hogarth	Jan 27	Senior School
Anthony Jackson	Jan 27	Senior School
Jonathan MacMillan	Jan 29	Senior School
Michael McMahon	Jan 29	Senior School
James Sander	Jan 27	Junior School
Nicola Swaddle	Feb 28	Junior School
Mark Watson	Jan 29	Senior School

All staff working in the School's EYFS (Nursery and Reception) are qualified in Emergency Paediatric first aid.

The following staff hold a suitable, valid ***paediatric first aid*** qualification:

Name	Expires	Site
Lisa Clayton	Jan 28	Junior School
Lisa Granger	Jun 29	Junior School
Maureen O'Shea	Jan 27	Junior School
Susan Scott	Jun 29	Junior School
Owen Spinks	Jan 28	Junior School

The following completed a ***full paediatric first aid*** course:

Name	Expires	Site
Zhiying Gao	Feb 28	Junior School
Liz Greally	May 28	Various sites
Sara Grundy	Mar 27	Junior School
Hannah McDyer	Feb 27	Junior School
Suzanne Myers	Jan 29	Junior School
Louise Smart	Mar 27	Junior School
Lottie Tickner	May 27	Various sites

Lists of members of staff who are qualified as first aiders or paediatric first aiders, are displayed on notice boards around the School.

8. Responsibility of Front Office Staff

The front office staff are responsible for maintaining first aid equipment (e.g. restocking first aid boxes and AED checks) and for ensuring that an ambulance is summoned when appropriate.

9. First Aid Equipment and Materials

9.1 Accommodation

There is first aid accommodation in both the Junior and Senior Schools that can be used for medical treatment when required, and for the care of pupils during school hours. The area contains a washbasin and a bed if required. At the Senior School there are toilets next door to the First Aid room. In the Junior School the pupil toilets in the nearby changing room can be utilised. If appropriate to do so the area can be isolated to provide a quiet environment, with restricted access.

9.2 First Aid Boxes

9.2.1 All **first aid boxes** contain at least the following:

- A first aid guidance card
- At least 20 adhesive hypoallergenic plasters
- Two sterile eye pads
- Two eye washes
- Four individually wrapped triangular bandages (slings)
- Six safety pins
- Six medium sized individually wrapped un-medicated dressings
- Two large sized individually wrapped un-medicated dressings
- At least one pair of disposable gloves
- Six antiseptic wipes

9.2.2 All **PE first aid bags** contain the following**:**

- A first aid guidance card
- At least 20 assorted adhesive hypoallergenic plasters
- Two sterile eye pads
- Two eye washes
- Four individually wrapped triangular bandages (slings)
- Six safety pins
- Six medium sized individually wrapped un-medicated dressings
- Two large sized individually wrapped un-medicated dressings
- Three pairs of disposable gloves
- Six antiseptic wipes
- One foil blanket
- One disposable **resuscitation aid**

9.2.3 All **burn first aid kits** contain the following:

- A first aid guidance card
- One burn gel dressing
- Four burn gel sachets
- One conforming bandage
- One medium adhesive dressing
- Two small adhesive dressings

9.2.4 Staff must inform the relevant School Office if any item is used from a first aid kit or bag, so it can be replaced promptly.

9.3 Location of First Aid Boxes

9.3.1 First Aid Boxes are located at:

Senior School/Sixth Form	Junior School
Art Rooms (x2)	Art Room
DT Room	Entrance to Playground
First Aid Room	EYFS
Kitchen (x2)	First aid room
Minibus (x2)	Kitchen
PE Bag (x5)	PE Bag (x2)
Science Labs & Classroom (x4)	Science Lab
Science Prep Room	Trip Pack
School Office	
Staff Room	
Sixth Form Office	
Trip Pack (x3)	

Each first aid box should be audited before each H&S meeting (at least termly). A register should be signed to indicate the date the audit took place.

9.3.2 Burn first Aid kits are located at:

Senior School/Sixth Form	Junior School
First Aid Room	First aid room
Kitchen	Kitchen

9.3.3 Eye washes are in all first aid kits and:

Senior School	Junior School
First Aid Room	First aid room
Science Labs (x3)	
Science Prep Room	

9.4 Automated external defibrillators

An automated external defibrillator (AED) is available in the Senior School First Aid room at the Grove and in the cabinet in the Junior School Office at West Avenue.

All staff have received training on how to operate an AED.

The front office staff are responsible for checking the AED is in working order on a monthly basis and for replacing any accessories that have expired or have been used.

10. First aid for off-site sports and school trips

The PE teacher or Group Leader must ensure that an appropriate level of first aid cover is provided following a risk assessment. At least one person who has a current paediatric first aid certificate must accompany EYFS children on outings.

The contents of First Aid packs kept in the PE department or taken offsite should be checked by the Group Leader before leaving school.

Any accidents or injuries must be reported to parents and documented as soon as possible and RIDDOR guidelines must be adhered to.

11. Body fluids

All body fluids are considered infectious. To prevent contact with body fluids the School follows the following guidelines:

- Disposable gloves must be worn when dealing with any body fluids
- Hands must be washed thoroughly with soap and warm water after the incident
- Abrasions must be covered with a plaster

Spills of the following body fluids must be cleaned up immediately:

- Blood
- Nasal and eye discharges
- Saliva
- Vomit
- Faeces

Disposable towels should be used to soak up the excess and then the area should be treated with a disinfectant solution.

All contaminated material must then be placed in a yellow clinical waste bins which are situated as follows:

Junior School	First Aid Room
Senior School	First Aid Room

12. Pupils who are unwell

A pupil should be kept at home if they are ill or infectious. Parents should telephone the school office before 9am on the first day that they are ill.

The School will telephone parents and ask them to collect their child if they become ill during the day.

The School will always contact parents at once if a pupil suffers anything more than a trivial injury, or if they become unwell during school day, or if the School has any worries or concerns about their health.

13. Staff taking medication/other substances

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

14. Emergency Medical Treatment

In accepting a place at the School, parents are required to authorise the Head, or an authorised deputy acting on thier behalf, to consent on the advice of an appropriately qualified medical specialist to a pupil receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the School is unable to contact you in time.

15. Medical Care

All new parents are sent a medical questionnaire to complete before a pupil joins the school. Any new medical condition must be reported to the school as soon as possible. A new medical form may be issued.

Staff will update our records in a timely manner.

16. Children with medical needs or special education needs who require special adjustments

If a pupil has medical needs, special education needs or requires any special adjustments, parents will be invited to a meeting with the appropriate school staff and any outside specialist who has been involved with the care of the pupil, to discuss thoroughly the regime that is most appropriate for their individual care, well before they join the School.

A list is available in each staffroom of all pupils who have a serious allergy or medical condition. The information is also used for risk assessments prior to a school trip.

Staff are made aware of any pupil with an emergency care plan. These care plans are kept in the relevant School Office. Pupils with a serious medical condition with have an individual healthcare plan drawn up and agreed with parents and, where appropriate, relevant healthcare professionals. Emergency boxes must always be taken if the pupil is out of School and returned to the school office after each trip.

17. Records

The School records all accidents and injuries to pupils and of all medicines that are given to them.

The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

POLICY CONTROL – FIRST AID POLICY

Status & Review

Statutory policy or document	Yes
Publish on school website	Yes
Review frequency	Annually
Approval date	October 2026
Review date	September 2027

Version Control

Author	Creation / Revision Date	Version	Status
COO (MAD)	December 2025	**1.0**	Final approved version for publication. Update lists of first aiders and first aid kits. Contents of PE first aid bags. Frequency of AED checks changed to monthly. Section numbering. Introduction of version control
Executive Assistant (TA)	March 2026	1.1	List of first aiders updated.
Executive Assistant (TA)	March 2026	1.2	Location and contents of burn first aid kits. Staff must notify School Office when item in first aid kit/ bag is used
Executive Assistant (TA)	March 2026	1.3	Eye wash locations. Changed who should receive completed accident reporting forms.
Executive Assistant (TA)	April 2026	1.4	Removed references to the North Avenue site. First Aid Box held in EYFS
Executive Assistant (TA)	April 2026	1.5	List of first aiders updated following staff leaving school.
COO (MAD)	September 2026	**2.0**	Reviewed the policy to ensure continued compliance with the **Health and Safety (First-Aid) Regulations 1981**, DfE guidance, and ISI expectations for pupil welfare and staff safety. Confirmed suitability for **co-educational provision**, including EYFS, Junior, Senior and Sixth Form settings. **Removed all references to North Avenue**, reflecting the closure of this site and ensuring first aid arrangements accurately reflect the School's current premises. Updated list of **first aiders**. Updated site-specific first aid arrangements to confirm adequate cover, facilities and equipment across remaining School sites.

Author	Creation / Revision Date	Version	Status
			Confirmed arrangements for **paediatric first aid provision** where EYFS pupils are present and for off-site activities and school trips. Clarified responsibilities for accident response, parent communication, emergency services contact and record-keeping, aligned with the First Aid Needs Assessment and Supporting Pupils with Medical Conditions Policy. No substantive change to first aid principles; amendments ensure accuracy, consistency, and alignment with the School's current structure and wider health and safety framework.
Executive Assistant (TA)	September 2026	2.1	Added an additional paediatric first aider.
Executive Assistant (TA)	October 2026	2.2	Accident form must be completed as soon as reasonably practical, and completed for injuries on school fixtures. Investigation procedure outlined. List of first aiders updated