

## FIRST AID POLICY

Policy Lead	Deputy Head (Pastoral) & Head of Junior School
Reviewed By	Deputy Head (Pastoral) & Head of Junior School
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## **I. Introduction**

- 1.1 All staff at North London Collegiate School (the School) will use their best endeavours, at all times, to secure the welfare of its pupils, staff and visitors.
- 1.2 All staff should read and familiarise themselves with this policy, and ensure this policy is followed in relation to the administration of first aid.
- 1.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site.
- 1.4 This policy should be read in conjunction with the following:
  - Administration of Medicines and Supporting Pupils with Medical Conditions (internal document)
  - Health and Safety Policy
- 1.5 This policy applies to the whole School from the Early Years Foundation Stage (EYFS) to Sixth Form.
- 1.6 This policy is available on the School [website](#).
- 1.7 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at [Office@nlcs.org.uk](mailto:Office@nlcs.org.uk) to request hard copies which can be made available in large print or other accessible formats if required.

## **2. Aims and objectives**

- 2.1 This policy aims to ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 2.2 To ensure that all staff and pupils are aware of who to contact, and the applicable procedures, in the event of illness, accident or injury.

## **3. Statutory and regulatory framework**

- 3.1 This policy is drafted in accordance with:

- [Paragraph 3\(13\) of the schedule to the Education \(Independent School Standards\) Regulations 2014](#)
- [The Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety \(First Aid\) Regulations 1981 \(SI 1981/917\)](#)
- [The First Aid at work: Health and Safety \(First Aid\) Regulations 1981 Approved Code of Practice and Guidance.](#)
- [Statutory framework for the Early Years Foundation Stage \(September 2023\)](#)
- [Outdoor Education Advisers' Panel \(OEAP\) national guidance \(May 2020\)](#)

#### **4. Scope and responsibilities**

- 4.1 The School as employer has overall responsibility for ensuring that there is adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.
- 4.2 The School Nurse has day to day responsibility for ensuring that there is adequate and appropriate first aid equipment available and in conjunction with the Estates Director, is responsible for the provision and upkeep of the medical Centre.
- 4.3 The Head delegates to the School Nurse responsibility for collating medical consent forms and important medical information for each pupil, and ensuring the forms and information are accessible to staff as necessary. Capturing pupil medical information occurs at each entry point to the School and is updated as and when parents advise the School. All staff are informed of pupils with severe allergies, asthma, and serious medical conditions at the start of each term. Less significant medical information is shared on a need to know basis with select staff as appropriate e.g. annually, before trips and when advised by parents of concerns that might impact on the ability of the pupil to participate in daily School life.
- 4.4 The Assistant Head (Professional Development), Junior School Deputy Heads (Pastoral) and the Chief Operating Officer are responsible for ensuring the School has an appropriate number of first aiders for the Senior School, Junior School including EYFS, and support staff respectively. As required by the [Health and Safety Executive](#) the School will take into account relevant factors, including but not limited to, the number of children, staff and visitors, and the layout of the School when assessing the School's first aid needs.
- 4.5 The HR department is responsible for co-ordinating the School's first aid training needs working in conjunction with the Assistant Head (Professional Development) for Senior School, Head of Junior School for Junior School including the Early Years Foundation Stage (EYFS), and the Chief Operating Officer for support staff. The HR department is also responsible for ensuring that staff have the appropriate and

necessary first aid training, and sufficient understanding, confidence and expertise in relation to first aid.

- 4.6 The Senior and Junior School Deputy Heads (Pastoral) will liaise with the Assistant Head (Enrichment) to define the number of first aiders required to support PE activities, trips and Duke of Edinburgh programmes. The appropriate first aid provision will take into account factors set out in the [Outdoor Education Advisers' Panel \(OEAP\) national guidance](#), namely, the nature of the activity, the nature of the group, the likely injuries associated with the activity and the extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time), to ensure a basic level of first aid support will be available at all times.
- 4.7 Section 3.25 of the Statutory framework for the [Early Years Foundation Stage \(September 2023\)](#), sets out the minimum first aid requirements for the EYFS setting i.e., at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and on outings including children from the EYFS there must be at least one person who has a current paediatric first aid certificate. The Junior School Deputy Heads (Pastoral) will take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. A list of staff who have a current paediatric first aid certificate can be seen at Appendix A.
- 4.8 The Deputy Head (Pastoral) and the Head of Junior School will review the list of first aiders (Appendix A) against requirements noted in paragraphs 4.7 and 4.8 to ensure the School has adequate coverage and will report compliance to the Chief Operating Officer at the Health & Safety Committee, each June.
- 4.9 Anyone on School premises is expected to take reasonable care for their own and others' safety.

## **5. Definitions**

- 5.1 **First Aid:** The treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.

For the avoidance of doubt, first aid **does not** include giving any tablets or medicines. Note that that Aspirin should **NOT** be given to under 16s unless told to do so by a call with 111 / 999 in an emergency

- 5.2 **First Aiders:** Members of staff who have completed an approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or Paediatric First Aid training (PFAT).
- 5.3 **First Aid Guidance:** First Aid at work: Health and Safety (First Aid) Regulations 1981: Approved Code of Practice and Guidance (Health and Safety Executive, L74, 3rd edition, 2013).
- 5.4 **Staff:** Any person employed by the School, volunteers at the School and self-employed people working on the premises.
- 5.5 **Medical Centre:** The Medical Centre is located behind the Junior School and is clearly signposted. The Medical Centre is used for the provision of medical treatment, including first aid when required, and has essential first aid facilities and equipment. As far as is possible, the School reserves the Medical Centre exclusively for giving medical and appropriate emotional support to students. The School Nurse and Health Care Professional are based within the Medical Centre.
- 5.6 **School Counsellors:** The School Counsellors are located in the Cedar Space within the ITS.

## 6. First aiders

- 6.1 The main duties of first aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First aiders are to ensure that their first aid certificates are kept up to date through liaison with the HR Officer.
- 6.2 The first aiders will undergo update training at least every three years.

## 7. First aid boxes

- 7.1 First aid boxes are marked with a white cross on a green background. The content of the first aid boxes will be determined by the School's first aid needs assessment and stocked as appropriate, but with guidance from *Workplace first aid kits. Specification for the contents of workplace first aid kits*, BS8599-1:2019, Jan 2019
- 7.2 First aid boxes are located at positions around the School - see **Appendix E** and are as near to hand washing facilities as is practicable:
- 7.3 The first aid box which is nearest to the EYFS classrooms is located by the First School Hall. In addition, first aid bags are kept in each Reception Classroom.

- 7.4 The first aid boxes marked are only to be used in an emergency when unable to get to the Medical Centre. If first aid boxes are used, they should be taken to the School Nurse who will ensure that the first aid box is properly re-stocked.
- 7.5 All requirements for the first aid kits are supplied by the Medical Centre and are regularly stocked at the request of individual departments.
- 7.6 The School's minibuses should have a prominently marked first aid box on board which is readily available for use and which is maintained in a good condition. The first aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078). The Operations Manager is responsible for ensuring that the minibus first aid boxes are checked and restocked.
- 7.7 First aid bags for any off-site activities are kept in the Medical Centre and stocked appropriately by the School Nurse.

## **8. Information on pupils**

- 8.1 Parents are requested to provide written consent for the administration of first aid and medical treatment before pupils are admitted to the School. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 8.2 The School Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Deputy Head (Pastoral) and Head of Junior School, class teachers and first aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

## **9. Pupils with medical conditions such as asthma, epilepsy, diabetes, etc.**

- 9.1 The School Nurse will hold a record of pupils who need to have access to asthma inhalers, Adrenaline Auto Injectors, injections or similar and this information should be circulated to teachers and first aiders. Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, at the Medical Centre.

## **10. Review process**

10.1 The application/implementation of this policy will be reviewed annually in accordance with the schedule set out in the Health & Safety policy.

- The Estates Director will provide the Chief Operating Officer with a termly summary of all accidents at each Health and Safety Committee meeting. This will inform any changes required to the first aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.
- The Chief Operating Officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.
- The HR Director will provide an update on training delivered against requirements to each Health and Safety Committee meeting.
- The Senior and Junior School Deputy Heads (Pastoral) will confirm compliance against the requirements noted in paragraphs 4.7 and 4.8 to the Chief Operating Officer annually via the Health and Safety Committee.
- The School Nurse will provide a termly update on trends with medical/welfare issues and in accordance with paragraphs 4.1, 4.2, 4.4, 7, 8.2 & 9 via the Health and Safety Committee.

## **11. Monitoring and review**

11.1 The Head and Senior Team will regularly monitor and evaluate the effectiveness of this policy.

11.2 This policy will be subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the School Nurse, Deputy Head (Pastoral) and Head of Junior School.

11.3 This policy will be subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the relevant committee of the Governing Body.

11.4 The date of the next review is shown on the front page.

## Appendix A: First Aiders

### Whole School Qualified First Aiders (September 2023)

If the School Nurse,(mobile no: 07717 291 011) is not available, the following staff are qualified First Aiders:

#### Emergency Paediatric First Aid at Work

NAME	DEPARTMENT	EXPIRY DATE
Aaliya Noble	Junior School	October 2024
Angela Wright	Junior School	September 2026
Beverley Miller	Junior School	October 2024
Christine Bonner	Junior School	September 2026
Elaine Chapman	Junior School	September 2026
Kathleen Trainor	Junior School	September 2026
Louise Pearson	Junior School	November 2025
Margaret Walsh	Junior School	October 2024
Mary Andrews	Junior School	September 2026
Nicola Golson	Junior School	February 2025
Pauline O'Callaghan	Junior School	September 2026

#### Paediatric First Aid at Work

NAME	DEPARTMENT	EXPIRY DATE
Alexis Brown	Junior School	August 2024
Anju Shah	Junior School	August 2024
Claire Bedford	Junior School	August 2025
Claire Ingate	Junior School	August 2024
Debbie Nathan	Junior School	October 2026
Emma Kern	Junior School	April 2025
Lyn Feldman	Junior School	August 2024
Poonam Garcha	Junior School	October 2026
Ruth Amdur	Junior School	October 2026
Shaheen Siddiqui	Junior School	August 2025
Sue Johnson	Junior School	August 2024



## Emergency First Aid at Work

NAME	DEPARTMENT	EXPIRY DATE
Adele Venter	Senior School	November 2025
Alan Phipps	Estates	November 2025
Alex Sanchez	Estates	August 2025
Ana Santos	Senior School	November 2025
Ane Berchie	Senior School	March 2026
Benjamin Adams	PAC	March 2026
Chris Browning	Senior School	March 2024
Chris Lokko	Estates	February 2025
Corey Hennelly	Senior School	March 2026
Dave Piddington	Estates	September 2026
Dean Clements	Estates	September 2026
Eugene Van Zyl	Senior School	March 2026
Gayle Mellor	Cedar Space	March 2026
Gill Conway	Senior School	March 2024
Holly Jobling	Canons Sports	February 2025

NAME	DEPARTMENT	EXPIRY DATE
Kristina Koehnlein	Senior School	November 2025
Lindsay Garsin	Senior School	November 2025
Lucy Tierney	Chandos	March 2024
Kate Ivory	Junior School	March 2024
Majella Henson	Senior School	October 2024
Mei Yuan	SNR SCH Office	February 2025
Monika Pampus	Senior School	November 2025
Muhammed Nadeem	Senior School	March 2026
Nicolas Arte	Estates	February 2025
Poonam Garcha	Junior School	March 2026
Ruth McLoughlin	Senior School	October 2024
Sarah Amdur	Senior School	March 2026
Xiomara Yerbury	Senior School	November 2025

## First Aid at Work

NAME	DEPARTMENT	EXPIRY DATE
Alex Wilkes	Junior School	June 2024
Andrew Duffey	Senior School	October 2026
Anne-Marie Hickman	Senior School	May 2026
Anya Swanepoel	Senior School	October 2026
Carmel Hanson	Estates	July 2024
Celia Ortiz	Senior School	May 2026
Charlotte Britton	PE	June 2024
Che Gannarelli	Senior School	October 2026
Claire Hill	PE	June 2024
Daniella Mardell	Senior School	May 2026
Deborah Cooper	Senior School	June 2024
Eleanor Livingston	Senior School	July 2024
Eleanor Makower	Senior School	July 2024
Emma Horncastle	PE	June 2024
Erez Cobb	Senior School	June 2024
Gabrielle Glover	Senior School	June 2024
Gill Aldcroft	Senior School	February 2024
Harriet Woods	Medical Centre	February 2026
Helen Rice	Senior School	June 2024
Henry Linscott	Senior School	May 2026
Jai Majithia	Senior School	October 2026
Jaqueline Mari	PE	June 2024

NAME	DEPARTMENT	EXPIRY DATE
Josie Rafter	PE	June 2024
Karine Bonnal	Senior School	May 2026
Katie O'Leary	Canons Sports	August 2025
Kate Kiernan	PE	June 2024
Lawrence Haigh	Senior School	July 2024
Lorna Soares-Smith	Medical Centre	June 2024
Lucile Aubic	Senior School	May 2026
Mariah Siddiqui	Senior School	June 2024
Natalia Timoshina	Senior School	June 2024
Natasha Doole	PE	June 2024
Nathan McMinn	Senior School	July 2024
Nicola Ibba	Senior School	May 2026
Olivia D'Cruz	Senior School	June 2024
Richard Silverman	Senior School	June 2024
Sam Daniels	Senior School	October 2026
Samantha Wettreich	Senior School	June 2024
Sarah May	Senior School	October 2026
Scott Bryers	Senior School	June 2024
Steven Ballantyne	Senior School	August 2025
Thomas Boase	Senior School	August 2025
Wanda Hu	Senior School	May 2026

## **OUT OF SCHOOL HOURS**

The School keepers or Duty School keeper can be contacted on 07721 022 807 after 5pm.

**Note:** There are defibrillators sited at:

- Medical Centre
- Senior School Reception
- PAC Technical Manager's Office
- Canons Sports Centre
- Exterior Sports Pavilion
- Entrance Marshall Huts
- Estates Office

**TRAINING IS NOT REQUIRED TO USE THE DEFIBRILLATORS.**

## **Appendix B: Procedure in the event of an illness**

Pupils may visit the School Nurse in the Medical Centre during break or lunch. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to see the School Nurse in the Medical Centre. The School Nurse will decide on the next course of action and provide the first aid as required.

The School Nurse is responsible for regular checking of pupils who are injured or unwell and are resting in the Medical Centre.

Staff may visit the School Nurse as and when necessary, but appropriate cover must be arranged.

The School will discuss with parents the procedure for children who may become ill or infectious and will take appropriate action if pupils are ill and take all reasonable steps to prevent the spread of infection.

## **Appendix C: Procedure in the event of an accident or injury**

If an accident occurs onsite or during an off-site Educational Visit, then the member of staff in charge should immediately be consulted. That person will assess the situation and decide on the next course of action.

In the event that the first aider does not consider that they can adequately deal with the presenting condition then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling NHS 111 (for non-emergency advice) or if the injury is serious/deemed an emergency, 999 for an ambulance. The member of staff in charge may also need to make arrangements to transport the injured person to A&E or access other appropriate medical services.

It may be appropriate for the member of staff to take photos of any injuries to assist the medical services in the triage process – particularly if there is a concern with the specific nature of the injury. Any photos may only be taken with a school mobile phone, must protect the dignity / privacy of the injured person (ie not be sexually explicit in any way) and must be reported to the DSL. The photos may also be required for a follow-up investigation and so should not be deleted from the mobile until this has been confirmed with the Estates Director.

In all instances the School Nurse should be alerted to the incident as soon as is possible, but this should not delay the process of getting immediate first aid or calling NHS 111 or 999 in an emergency. For on-site injuries the School Nurse will contact the student's parents to alert them to the injury and what arrangements have been made to access the medical services. For off-site injuries, the Educational Visit leader is better placed to contact the parents.

**Ambulances:** If an ambulance is called then the School Nurse or first aider in charge should make arrangements for the ambulance to have access to the accident site. For the avoidance of doubt, the address and/or GPS co-ordinates should be provided (or What3Words ([App](#)) location), and arrangements should be made for the ambulance to be met.

Staff should always call an ambulance when there is a medical emergency and/or serious injury, and also notify the Deputy Head (Pastoral) for cases involving Senior School pupils or the Head of Junior School for cases involving Junior School pupils.

Examples of medical emergencies include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood

- severe burns or scalds
- the possibility of a serious fracture

Arrangements should be made to ensure that a pupil is accompanied in the ambulance or followed to hospital, by a member of staff, if it is not possible to contact the parents in time.

If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed. The School Nurse will then arrange for the proper containment, clear up and cleansing of the spillage site (see Appendix D).

**Reporting:** Immediately after the injured person has been treated, the member of staff most closely associated with the incident is to record the accident on EVOLVEAccidentBook – see accident reporting policy. This is to ensure that the circumstances of the injury are quickly captured and key staff alerted to the issue. If photographs were taken of the injury the trip leader is to alert the Estates Director before they are deleted from the mobile phone.

## **Appendix D: Procedure in the event of contact with blood or other bodily fluids**

The first aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination on Evolve;
- report the incident to the School Nurse and take medical advice if appropriate.

## **Appendix E: Location of First Aid Boxes**

Junior School Reception  
First School Corridor  
Junior School Art room  
Junior School Science Room  
First School Hall  
Engineering Design and Technology department  
Art/ pottery Rooms ground floor  
Art rooms upstairs  
Estates office  
Grounds Dept Potting Shed  
PE office & Fitness Suite  
Richardson Building Ground Floor Corridor  
Richardson Building 2nd Floor Corridor  
Richardson Building 1st floor Staff and Visitor Cloakroom  
Drama Corridor  
Senior School Library  
Old House Reception  
All Senior school Science labs  
Reprographics room  
Old House Staffroom  
Athena Café  
PAC  
PAC Control Room  
JC Building stairwell each level  
JC Building chemistry labs top floor  
Music School Staffroom  
Loop Rd HR/ Development Team Kitchen  
ITS hall  
Cedar Space kitchen  
Chandos kitchen (International Team)  
Dalkeith kitchen