REVIEW DATE	September 2026
NEXT REVIEW DATE	September 2027
POLICY OWNER	School Nurse
AVAILABLE TO	Staff and Parents

NEWCASTLE HIGH SCHOOL FOR GIRLS

GDST

GIRLS' DAY SCHOOL TRUST

First Aid Policy

Introduction

This policy applies to all stages of Newcastle High School for Girls (NHSG), Senior, Junior and Early Years Foundation Stage (EYFS). It includes a statement on the policy for Administration of Medicine in the Early Years Foundation Stage (EYFS) and also applies to extended care in the school.

Policy Aims

This policy aims to promote the health, safety and welfare of pupils, staff and visitors at NHSG through the provision of first-aid facilities, equipment and trained personnel in accordance with the requirements of the H&S (First Aid) Regulations, ISI requirements and relevant DfE & HSE guidance.

More detailed guidance is available in the 'First Aid Procedures and Guidance' and 'Accident Recording and Reporting' sections on *myGDST,* and in the Medical Protocols listed in section 8, available in the 'Pupil Health and Wellbeing' section of *myGDST*.

School Provision

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI, DfE and HSE requirements, NHSG

A **first aid needs risk assessment** is carried out to ascertain:

- how many first aiders and mental health first aiders are required
- which first aid qualifications staff should complete

- the types and quantities of first aid equipment that are required in each department/building
- the medical facilities/accommodation that is required on each site.

The risk assessment considers factors such as:

- The number of staff/pupils on the site,
- The location of the school and higher risk parts of the school site
- 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 (e.g. before/after the school day, at weekends and during the school holidays).
- Whether any staff or pupils have particular physical or mental health problems.

A template First Aid Needs Risk Assessment is available on *myGDST*.

Detailed guidance is given in the 'First Aid' section on *myGDST*.

First Aiders

- **As a minimum**, at least one adult with a current '**First Aid at Work**' qualification (3-day training) who has also been trained in the CPR requirements for children and young people, is present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) **Paediatric First Aid** certificate will also be present. It may be sufficient for an '**Emergency First Aider in the Workplace**' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when **low risk** after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking **low risk** activities, however this will be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site. There are 49 trained first aid staff in senior school. This includes 7, 3 day first aid work, 8 Emergency first aid, 20 emergency paediatric first aid and 7 paediatric first aid. There are 51 first aid trained staff in junior school. This includes 7, 3 day first aid at work, 7 emergency first aid at work, 20 Paediatric fist aid and 13 emergency first aid. The School Nurse has been trained in Paediatric Immediate Life Support.

- **As a minimum**, at least one adult with a **Mental Health First Aid** qualification suitable for assisting adults and pupils is present on each identifiably separate school site during the normal school day. There are 4 members of staff qualified in Mental Health First Aid for adults, 3 in senior school and 1 in junior school. There are 2 Senior Mental Health Lead staff for pupils, and key pastoral staff have received additional training in mental health.

- Appropriately qualified and equipped first aiders accompany / will be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips** (eg Sports First Aid for PE staff, Activity First Aid / Outdoor First Aid / Rescue & Emergency

training for staff accompanying pupils on higher risk educational visits). All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate. There are 4 sports first aid trained staff across senior and junior school and 3 outdoor first aid trained staff.

- A member of staff with a valid paediatric first aid certificate will always be in the room with EYFS children whilst they are eating. [1] There are 33 paediatric first aid trained staff in junior school.

- Adequate training and guidance is provided for First Aiders and Mental Health First Aiders, including refresher training every 3 years.

- A register of First Aiders / Mental Health First Aiders is maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders / Mental Health First Aiders are appointed as necessary. Copies of training certificates are kept by the school and the individual first aider.

- Lists of First Aiders and Mental Health First Aiders names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them.

First Aid Equipment and Emergency Medicine

- First aid equipment and emergency medicine are provided at appropriate locations across the school. There is a medical room in senior school in the Dame Catherine Cookson building and in the John Dobson building in junior school.

- First aid kits are available on minibuses, school vehicles and outlying buildings.

- Emergency medications and defibrillators are available in outlying buildings.

- A list of the location of emergency medicines (eg automatic adrenaline injectors / inhalers), defibrillators (AEDs) and first aid equipment (stored in clearly marked containers), is maintained, and notices alerting people of their locations are prominently displayed in appropriate areas.

[1] EYFS Statutory Framework 2025

- The member of staff responsible for the first aid kits in their department will notify the School Nurse when supplies have been used in order that they can be restocked without delay.

- Arrangements are in place for the regular checking and recording of re-stocking of all the first aid kits, emergency medicines and first aid equipment and make appropriate records.

Detailed information regarding first aid equipment and materials can be found in the 'First Aid' section on *myGDST*.

Medicines

- Medications are stored safely and any medications administered are given by trained staff and documented on Epraise for senior school and CPOMS for junior school.

- All staff who are authorised to administer medicines receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents when medicine has been administered.

- No child under 16 is given any medicine without their parent's written consent, except in emergency circumstances where immediate treatment is necessary to preserve life or prevent immediate deterioration, eg AAIs.

- Prescribed medicine is only administered to pupils if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed.

- The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

Detailed guidance is given in the 'Administration of Medicines' protocol available in the Pupil Health and Wellbeing section on *myGDST* .

First Aid and Accident Records

- Records are kept on CPOMS of first aid treatment administered by the school nurse / first aiders and all medication administered by school staff, documented on Epraise or CPOMS.

- A record is kept of all accidents and injuries to staff, pupils and visitors occurring both on and off the school premises as a result of school activities. (NB Photographs should not be taken of a child's injury or bruising[2], although it is acceptable to make a record / drawing on a body map). First aid and accident records relating to pupils will be kept until pupils attain the age of 25. Records for all other categories of people will be kept for a minimum for 6 years. Accidents are reported on the Sphera system.

- The HSE is informed of injuries that are reportable under RIDDOR without delay.

- 'Dangerous occurrences' and significant 'near misses' (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded on the Sphera system.

- First-aid and accident reporting arrangements are regularly reviewed, and discussed during health and safety meetings.

Detailed guidance is available in the 'First Aid Procedures and Guidance' and 'Accident Recording and Reporting' sections on *myGDST*.

School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

In the event of injury or illness, the School Nurse or qualified First Aiders / Mental Health First Aiders will administer first aid in a timely and competent manner and organise an injured person's transfer to hospital in the case of an emergency or serious injury. Pupils will be taken to RVI if they need hospital care.

All First Aiders are aware of and implement the guidance on infection control which can be found in the 'Pupil Health and Wellbeing' section of *myGDST*.

All First Aiders / Mental Health First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school.

All staff are made aware of the school's first aid arrangements as part of the induction process for new staff and during the inset days at the start of each academic year.

[2] Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

The NHSG First Aid Policy is available on the school website and parents are informed of first aid arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment / medication at school or on an off-site school activity. Wherever possible the parents of EYFS pupils are informed on the same day as the accident / treatment occurs. If a pupil of any age sustains a head bump / injury at school or on an off-site school activity their parents must be informed on the same day.

NHSG has systems in place to ensure all relevant staff are aware of any medical conditions a pupil has which may require treatment whilst they are at school and in the care of school staff, e.g. on a school trip, and how they should be cared for. Initially this information is collected as part of the admissions process. The school has a system in place to ensure that the information is regularly updated, when it is received from parents. Health care plans are available with necessary information to support the pupils in school with medical conditions.

NHSG informs parents and pupils of the times when they can seek help or advice from the School Nurse for non-emergency situations, e.g. headaches, or to discuss the management of medical conditions in school, or any medical / healthcare concerns. The School Nurse or Pastoral Lead is available to talk/discuss problems/worries with pupils. An appointment can be arranged within the recognised break times or may be arranged at another mutually convenient time. These arrangements are designed to allow a greater degree of privacy to pupils wishing to see the School Nurse or Pastoral Lead and should also help pupils to benefit from full attendance at lessons. The school nurse is usually available:

Start of School Day (before lessons)	08:30 – 08:55
Morning Break	11:10 – 11:25/11:15-11:30
Lunchtime	12:30-13:25

Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Cardiac arrest / severe chest pain
- Stroke
- Severe allergic reactions and anaphylaxis
- Asthma attacks
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency, eg hypoglycaemia
- Severe bleeding

- Severe burns
- Breaks
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion
- Mental ill health episodes, eg depression, anxiety, psychosis, substance abuse.

All staff and pupils are aware of the procedures in the event of a first aid / mental health first aid emergency. Steps include:

Inform a member of staff and ask for immediate first aid assistance

If you witness an incident and the injured person is well enough to walk, take them to the medical room. If the School Nurse or First Aider is not there, contact Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of allergic reactions and anaphylaxis, asthma attacks, seizures and hypoglycaemia / hyperglycaemia can be found in the 'Allergies Policy', 'Asthma Protocol' and 'Chronic / Long Term Illness Protocol' available in the 'Pupil Health and Wellbeing' section of *myGDST*.

Procedures for Pupils who are Unwell

NHSG has systems and procedures in place to respond to pupils who are ill and/or infectious in order to prevent the spread of infection. Parents and pupils are informed of the procedures to follow if a pupil is not well enough to attend school, or if they become ill at school and need to be taken home. If a pupil is too unwell to stay in school, the school nurse or trained first aid reception staff will contact parents to collect the pupil, or inform them if the pupil needs to be taken to hospital.

Further information on infection control can be found in the 'Pupil Health and Wellbeing' section of *myGDST* and in the GDST Common Childhood Ailments Protocol.

Further Information and Guidance

myGDST

- First Aid Procedures and Guidance
- Accident Recording and Reporting
- Pupil Health and Wellbeing
- Pupil Mental & Emotional Health
- Staff Mental Health and Wellbeing

- First Aid in Schools, Early Years and Further Education – DfE - 2022
- First Aid at Work – Guidance on the Regulations – HSE – L74 - 3rd edition with 2024 amendments
  Exclusion periods for sickness and infectious diseases

Appendix 1

Document links to NHSG Policies:

- Allergy Policy NHSG Allergy Safety Policy.docx
- Chronic Illness Policy Chronic Illness and Long-Term Conditions Protocol 26-27.docx
- Eating Disorders Policy Eating Disorders Protocol (Senior) 26-27 (002).docx
- Mental Health Policy – Mental Health Policy
- Infection Control Policy GDST Infection Control Policy (Whole School) 26-27.docx
- Medication Policy New Admin of Medicines Policy - July 2026.docx
- EYFS Intimate Care Guidance – EYFS Intimate Care Guidance

Appendix 2

Senior School First Aiders List

FIRST AID AT WORK (3 DAY)			
Name	**Department**	**Contact No**	**Location**
Isobel Care	Marketing	16099	MAD Office
Tim Horner	Facilities	07772162533	Facilities
Debbie Hylton	Dance	16042	Dance Studio
Jon Jacobs	Data & Admin Team	16044	Admin Office
Victoria Lawson	Dance	16042	Dance Studio
Sarah Penny	Assistant Head	16016	Hub
Barry Walls	Facilities	07517830173	Facilities

EMERGENCY FIRST AID AT WORK (1 DAY)			
Name	**Department**	**Contact No**	**Location**
Elinor Barwick	Science	16025/16083	Science Office
Antonia Estevez-Blanca	MFL	16050	DCC

SPORTS FIRST AID (1 DAY)			
Name	**Department**	**Contact No**	**Location**
Sally Bryson	PE	16056	PE
Emma Hamer	PE	16056	PE
Zoe Hodges	PE	16056	PE
Alex Wilson	PE	16056	PE

MENTAL HEALTH FIRST AID (ADULTS)			
Name	**Department**	**Contact No**	**Location**
Elinor Barwick	Science	16025/16083	Science Office
Sarah Emmett	English/HOY	16065	HOY Office
Carol Proom	Science	16066	Science
Matthew Proudfoot	Maths		Adamson 1st Floor

OUTDOOR FIRST AID			
Name	**Department**	**Contact No**	**Location**
Nina Cameron	Classics		DCC Ground Floor
Cath Chambers	Geography		Adamson 1st Floor
Laura Hall	Maths		Adamson 1st Floor

SENIOR MENTAL HEALTH LEADS (children and adults)			
Name	**Department**	**Contact No**	**Location**
Lucy Franks-Doyle	Deputy Head	16013	DCC Ground Floor

Victoria Wilson	Pastoral	16014	Nurses Office

PAEDIATRIC IMMEDIATE LIFE SUPPORT			
Victoria Wilson	Pastoral	16014	Nurses Office

EMERGENCY PAEDIATRIC FIRST AID			
Name	**Department**	**Contact No**	**Location**
Greg Bignot	MFL	16065	DCC
Sam Brown	Transport	N/A	Off Site
Jean Campbell	Admin	16301	Reception
Amy Couch	Admin	16098	Admin Office
Polly De Giorgi	Marketing	16049	MAD Office
Eileen Dobson	Transport		Off Site
Laura Dodd	RS	16097	DCC
Holly Donowho	Admin	16030	Admin Office
Angela Douglas	Transport		Off Site
Helen Douglas	Transport		Off Site
Steven Dowey	H&S / Science	16051	H&S Office
Saffrey Frayling	Lettings	16003	MAD Office
Karen Gourley	Transport		Off Site
Helen Hamilton	Art	16034	Art Office
Julie Henderson	Transport		Off Site
Julie Hordon	Transport		Off Site
David Hyde	History	16087	DCC 1st Floor
Matthew Liddiard	IT	16039	IT Office
Karen Lindsey	Transport		Off Site
Sarah Mawhinney	Geography		Adamson 1st Floor
Mark Penny	Transport	07734428153	Admin Office
Chris Reed	Science	16025/16083	Science Office
Kirsty Ridley	Careers	16017	LRC
James Roake	IT	16040	IT Office
Kate Routledge	Lettings	16036	Admin Office
Sandra Soulsby	Walking & Transport	07999714332	Reception
Eva Steell	Lettings	16003	MAD Office
Paul Tully	Transport		Off Site
Gary Voysey	Maths		Adamson 1st Floor
Emma Waton	Science	16025/16083	Science

PAEDIATRIC FIRST AID			
Name	**Department**	**Contact No**	**Location**
Nicola Bardett	Admin	16068	Admin Office
Alex Clifford	History		DCC 1st Floor

Ray Cummings	Transport	N/A	Off Site
Annika Loov	Transport	N/A	Off Site
Victoria Mansueto	Home Economics	16020	DCC Ground Floor
Matthew Proudfoot	Maths		Adamson 1st Floor
Anne Simm	LRC	16015	LRC

Appendix 3

Junior School First Aiders List

FIRST AID AT WORK (3 DAY)			
Name	**Department**	**Contact No**	**Location**
Natasha Croce	Admin Team	16075	Reception
Sam Donaldson	Year 5		Wilkinson Room
Tim Horner	Facilities	07772162533	Facilities
Debbie Hylton	Dance		Dance Studio
Jon Jacobs	Data & Admin Team		
Victoria Lawson	Dance		Dance Studio
Barry Walls	Facilities	07517830173	Facilities

EMERGENCY FIRST AID AT WORK (1 DAY)			
Name	**Department**	**Contact No**	**Location**
Kirisha Aarvold	Year 3		McCraken Room
Sam Caisley	Admin	16081	Reception
Angela Douglas	Transport		Off Site
Karen Gourley	Transport		Off Site
Margaret Hill	EYFS	16087	EYFS
Karen Lindsay	Transport		Off Site
Rachel Smith	Year 5		Bonfield Room

EMERGENCY PAEDIATRIC FIRST AID (1 DAY)			
Name	**Department**	**Contact No**	**Location**
Sam Brown	Transport		Off Site
Eileen Dobson	Transport		Off Site
Angela Douglas	Transport		Off Site
Helen Douglas	Transport		Off Site
Karen Gourley	Transport		Off Site
Julie Henderson	Transport		Off Site
Julie Hordon	Transport		Off Site
Karen Lindsey	Transport		Off Site
Mark Penny	Transport		Off Site
Kate Routledge	Lettings	07395605237	Conference Room
Sandra Soulsby	Transport		Off Site
Eva Steell	Transport		Off Site
Paul Tully	Transport		Off Site

PAEDIATRIC IMMEDIATE LIFE SUPPORT			
Name	**Department**	**Contact No**	**Location**
Victoria Wilson	Pastoral		SLT Office

PAEDIATRIC FIRST AID			
Name	**Department**	**Contact No**	**Location**
Emma Barnett	SLT	16077	Heads Office
Saim Caisley	Admin	16081	Reception
Sam Calcutt	EYFS Nursery	16084	Potter & Rowling Room
Natasha Croce	Admin	16075	Reception
Ray Cummings	Transport		Off Site
Holly Cuthbert	SLT	16080	Deputy Heads Office
Amy Dargan	EYFS/ASC	16087/16064	EYFS
Louise Douglas	EYFS	16087	EYFS
Conrad Franks	Year 2		Cookson Room
Louise Gibson	EYFS	16087	Bawden Room
Abigail Hay	EYFS	16087	EYFS
Margaret Hill	EYFS	16087	EYFS
Alex Hughes	EYFS	16087	EYFS
Anika Loov	Transport		Off Site
Eleanor Main	EYFS	16087	Alcott/Bawden Rooms
Moira Perrin	EYFS	16087	EYFS
Anne Simm	LRC		LRC
Andrea Spraggon	EYFS	16087	EYFS
Joanne Wilde	EYFS Reception	16084	Alcott Room
Wendy Wilson	EYFS	16087	EYFS

MENTAL HEALTH FIRST AID (ADULTS)			
Name	**Department**	**Contact No**	**Location**
Louise Stairmand	Year 4/ASC	16004	Darling Room/ASC

SPORTS FIRST AID (1 DAY)			
Name	**Department**	**Contact No**	**Location**
Sally Bryson	PE		PE
Emma Hamer	PE		PE
Zoe Hodges	PE		PE
Alex Wilson	PE		PE