



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

First Aid Policy

2024 – 2025

First Aid Policy 2023/2024

Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Proprietorial Board has a role that is different to many independent schools. It is the role of the Proprietorial Board to provide the school with strategic guidance and oversight. The Proprietorial Board, therefore, have powers of scrutiny and are enabled to make recommendations for change and improvement. The Proprietorial Board are supported by voluntary advisors who will offer their advice as a "critical friend". Board meetings are held every term.

The policy was last ratified by the Proprietorial Board on the 7th February 2023.

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Ipswich High School First Aid Policy Statement

This policy applies to all stages of Ipswich High School, Senior, Prep and Early Years Foundation Stage.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Ipswich High School through the provision of first-aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'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)

School Provision

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 and DfE requirements, Ipswich High School will ensure that:

A First Aid needs risk assessment is carried out to ascertain the needs of the school and the level of provision required.

It will take into account factors such as:

- The number of staff / pupils on the site,
- The location of sites 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. Boarding will have its own arrangements; however, these will follow this policy.

As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present, and at least one person with a current Paediatric First Aid certificate (2 day) if Early Years Foundation Stage' pupils are present. A paediatric first aider must also accompany all school trips/outings undertaken by Early Years Foundation Stage pupils.

Boarding staff are first aid trained. Boarding staff will always be in attendance when pupils are in the Boarding House or out on school trips.

It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when only employees are on the site, however this must be determined by risk assessment.

An adequate number of appropriately qualified First Aiders¹ are provided throughout the school. Adequate training and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist First Aid training, for example:

- Paediatric First Aid for Early Years Provision
- First Aid for Lifeguards
- Sports First Aid training for PE staff
- Schools First Aid / Emergency First Aid at Work 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 or visits to remote areas.

Lists of First Aider's names, locations and contact details are prominently displayed around the school where staff and pupils can see them. The First Aiders are listed below.

All staff are made aware of First Aid arrangements and such information is included in the induction process for new staff.

Parents are made aware of the school's First Aid arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received First Aid treatment at school. NB: wherever possible the parents of EYFS pupils must be informed on the same day as the accident/treatment.

A record is kept of any First Aid treatment administered.

Parents fill in a medical form for their child when they begin at the school and are asked to keep this up to date regularly.

It is also made clear to parents that they must keep their child away from school for 48 hours after the symptoms of vomiting and/or diarrhoea have ceased, and that they must alert school should their child contract a notifiable disease. If a pupil has an isolated vomit/diarrhoea (not both) and is otherwise clinically well, this should be discussed with the school nurse team regarding return to school.

Care of Boarders who are unwell and access to mental health and sexual health services:

Boarders are supported and educated to understand their health needs, develop, and maintain a healthy lifestyle and make informed decisions with the help from the PSHE program, posters on display in the boarding house, meetings with the school nurse and staff parenting in house. Boarders have access to local medical, dental, and optometric services/provision and other health agencies such as CAMHS, sexual health services and counselling. Referrals made by school nurses or relevant staff to external health agencies. 4YP is available in school and students can self-refer. Boarders are registered with local NHS GP services and private Dentist. All house staff can call 111 or 999 and all other appointments are made by Matron.

¹ The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid **in the Workplace**, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.

FIRST AID TRAINED STAFF LIST

Prep School Staff

Name	Department	Qualification	Re-train
Penelope Watts	Teaching assistant	Paediatric (12 hour)	2026-09
Lisa Carrington	Teaching assistant	Paediatric (12 hour)	2025-09
Nicole Mayhew	Teaching assistant	Paediatric (12 hour)	2025-09
Armita Forouhar	Prep teacher	Paediatric (12 hour)	2026-09
Amy Palin	Prep teacher	Paediatric (12 hour)	2025-09
Fiona Clark	Teaching assistant	Paediatric (12 hour)	2026-09
Clare Sherman-Potts	Learning Support Assistant	Paediatric (12 hour)	2026-09
Anna Spaul	P.E.	Paediatric (12 hour)	2025-09
Joanna Lingford-Wood	Cover Officer Prep School	Paediatric (12 hour)	2025-09
Tracy Ruffell	Midday Assistant	Paediatric (12 hour)	2026-09
Ruth Rowe	EYFS & KS1 manager	Paediatric (12 hour)	2025-09
Alex Gwynne	Prep Deputy Head	Paediatric (12 hour)	2025-09
Rachel Clover	Learning Support Assistant	Paediatric (12 hour)	2026-09
Maddy Mayne	Learning Support Assistant	Paediatric (12 hour)	2027-08
Zoe Lees	Librarian	Paediatric (12 hour)	2027-08
Sarah Sheppard	Admin Support Assistant	Paediatric (12 hour)	2027-08
Lisa Finch	Prep Head Teacher	Paediatric (12 hour)	2027-08
Charlie Creed	GAP student	Paediatric (12 hour)	2027-08
Maddison Taylor	GAP student	Paediatric (12 hour)	2027-08
Sarah Harris	Reception	EFAW (1 day)	2027-04

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Senior School Staff

Name	Department	Qualification	Re- train	Qualification	Re- train
Sarah Smith	Science	EFAW (1 day)	2028-02	Outdoor & Wild Country (16 hours)	
Lisa Richards	Geography	EFAW (1 day)	2028-02		
Kayleigh Pettit	Science	EFAW (1 day)	2026-02		
Naomi Looker	Art	EFAW (1 day)	2026-01		
Thomas Taylor	P.E.	EFAW (1 day)	2026-01		
Sahar Adamson	Science	EFAW (1 day)	2026-09		
Claire Wilesmith	P.E.	EFAW (1 day)	2026-01		
Lizzy Wheelhouse	P.E.	EFAW (1 day)	2027-04	SFA Level 3	2027- 04
Hannah Harrison	P.E.	EFAW (1 day)	2027-04	SFA Level 3	2027- 04
Susanne Eddis	Science	EFAW (1 day)	2027-04		
Julie Catchpole	Swimming	EFAW (1 day)	2027-04	SFA Level 3	2027- 04
Rebecca Stewart	P.E.	EFAW (1 day)	2027-04	SFA Level 3	2027- 04
Sean Sturman	Science	EFAW (1 day)	2024-07		
Kate Bagley	Science	EFAW (1 day)	2027-07		
Imogen Vickers	Art	EFAW (1 day)	2024-07		
Rebecca Curtis	Dance	EFAW (1 day)	2024-07	SFA Level 3	2027- 04
Alison Pugh	Swimming	EFAW (1 day)	2027-04	SFA Level 3	2027- 04
Angela Chillingworth	Music	EFAW (1 day)	2028-02		
Bella Mandry	Geography	EFAW (1 day)	2028-02		
Richard Adams	Chemistry	EFAW (1 day)	2027-04		
Ian Tope	History	EFAW (1 day)	2025-05		
Jocelyn Bagnall	Geography	EFAW (1 day)	2027-04		

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Irena De Voy	Classics	EFAW (1 day)	2027-04
Naomi Limer	English	EFAW (1 day)	2025-05
Christelle Savary	French	EFAW (1 day)	2025-05
Victoria Przybyl	Tennis	EFAW (1 day)	2025-05
Michaela Rice	DT	EFAW (1 day)	2026-01

Support staff

Name	Department	Qualification	Re-train	Qualification	Re-train
Julian Lambe	Caretaker	FAW (3 day)	2025-03		
Brendan Brilley	Caretaker	FAW (3 day)	2025-03		
Frank McKeegan	Minibus Driver	EFAW (1 day)	2026-01		
Wendy Offord	Safeguarding manager	EFAW (1 day)	2026-01		
Bob Wignall	Minibus Driver	EFAW (1 day)	2027-04		
Jonathan Fillis	Caretaker	EFAW (1 day)	2027-04		
Karen Ward	Reception	EFAW (1 day)	2027-04		
Zoe Lees	Librarian	EFAW (1 day)	2027-05		
Sarah Clover	Art	EFAW (1 day)	2027-04		
Steve Spaulding	Caretaker	EFAW (1 day)	2026-01		
Nicola Sanders	Marketing	EFAW (1 day)	2025-05		
Tracy Hunter	Cover Officer	EFAW (1 day)	2026-01		

Boarding house

Name	Department	Qualification	Re-train	Qualification	Re-train
Hannah Harrison	P.E.	EFAW (1 day)	2027-04	SFA Level 3	2027-04
Tracy Hunter	Cover Officer	EFAW (1 day)	2026-01		

Bobbie Silen	Dance	EFAW (1 day)	2025-05
Thomas Taylor	P.E.	EFAW (1 day)	2026-01
Jac Taylor	Art	FAW (3 day)	2025-09

Youth Mental Health First Aid

Name	Department	Qualification	Contact
Bobbie Silen	Boarding staff/ dance teacher		
Hannah Harrison	Boarding tutor/ P.E		2090/2021
Tracy Hunter	Cover Officer/ Boarding Tutor		
Wendy Offord	Learning resources manager		2032
Kim Steer	Pastoral Manager	Youth MHFA (1 day) 2024-11	2084

Key

FAW – First Aid at Work (18 hour)

Paediatric – Paediatric First Aid (12 hour)

EFAW – Emergency First Aid at work (6 hour)

Incident & Accident Reporting

Although high standards of health, safety, welfare and risk management are maintained, accidents and incidents do occur. It is important to record all accidents and significant incidents:

- In order that action can be taken to prevent similar accidents/incidents occurring in the future
- In order that trends can be identified which will help to identify the underlying causes of accidents/incidents so that appropriate measures can be identified and taken to prevent them reoccurring
- Because it is a legal requirement.

An '**accident**' is defined as 'a separate, identifiable, unintended incident that causes physical injury'.

'**Incidents**' are **dangerous occurrences**, e.g. fires, gas leaks, collapse of ceilings, or incidents which result in significant property damage, or **near misses**, e.g. an incident in the car park where a person nearly got knocked over by a car. These are events that, while not causing harm to a person, have the potential to cause injury or ill health. (HSE Guidance - HSG 245 – Investigating Accidents & Incidents).

All significant incidents will be reported to the Health and Safety Co-ordinator and accurate and complete records made.

Recording Incidents & Accidents

All accidents and incidents must be reported. A written record will be kept of any incident or accident and of any First Aid administered. The school's accident reporting procedure is included as part of staff induction procedures. Records will be kept in accordance with GDPR regulations. In practice this means that records relating to pupils will be kept until pupils attain the age of 25, and records for all other categories of people will be kept for a minimum for 6 years.

A record of minor injuries and ailments is maintained on SIMS in the Senior School and Prep School. With a message sent home on the same day to parents/ carers of all pupils in the prep school via SIMS message. Prep school have accident logbooks, which minor injuries are documented in, with a copy sent home on the same day to parent/carers. All significant incidents and accidents occurring to staff, pupils, parents or visitors on school premises must be recorded on Evolve accident book. Or on paper form if unable to access Evolve on the school accident form: <H:\Admin\Nurse\Accident Form.pdf> available in Prep and Senior reception and in all First Aid boxes. All significant accidents must be reported to and recorded by the Nurse/Health and Safety Co-Ordinator or, in the absence of those, one of the trained teachers/staffs listed below, on the Evolve Accident book Reporting System. Parent/carers must be informed of all significant incidents and accidents on the same day.

Staff trained to report on Evolve Accident book:

- Health and Safety Co-Ordinator
- All PE staff
- Prep receptionist
- Early Years support staff
- School Nurse
- Estate Manager
- Boarding staff

Through the use of the school's reporting database, a record is maintained of all significant injuries to staff and students occurring both on and off the school premises as a result of school activities.

All **injuries to staff** and **pupils requiring treatment** beyond that provided by the School Nurse/First Aider are **reported to the Health and Safety Co-ordinator**.

The Nurse will forward reports to the health & safety committee, together with measures taken to prevent or reduce the risk of reoccurrence.

For accidents / incidents involving People Attending Activities Run by Organisations Hiring the School Premises - It is the responsibility of the person running the club / activity to record the accident. If the incident involves one of the school's pupils or was caused by a fault with the school's facilities or equipment, the school will be advised and given a copy of the accident report.

For accidents / incidents involving CONTRACTORS, e.g. cleaners and caterers – It is the responsibility of the contractor's employer to record accidents / incidents that involve their staff. However, if a member of the school is aware that an accident / incident occurred, especially if it could be attributed to a failure on the part of the school details of the incident will be recorded by the School Nurse or Health and Safety Co-ordinator.

Reporting Pupil's Accidents & Injuries To Parents

The School Nurse, or teacher in charge of the pupil at the time of the incident, will inform the pupil's parents as soon as possible if their child has a serious accident or injury whilst at school or in an off-site activity organised by the school.

All accidents or injuries involving EYFS pupils must be reported to their parents on the same day as the incident occurs.

Reporting Accidents & Incidents To The HSE

Certain accidents and dangerous occurrences must be reported to the HSE under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Information on RIDDOR reporting is at: <http://www.hse.gov.uk/riddor/report.htm>.

It is the **School Nurse's/Health or Safety Co-ordinators** responsibility to report all notifiable **accidents** to the HSE. They must be reported **as quickly as possible**, and in any event **within 10 days of the incident** (15 days of the incident if it is an over 7-day incident) either:

- Online www.hse.gov.uk/riddor/report.htm
- By telephone (fatal and specified injuries only) - 0345 300 99 23 (Monday to Friday 8.30am to 5pm)

If an incident is reported to the HSE online, a unique reference number will be provided, which will be noted on the Evolve Accident book Report in the 'Additional Notes' section. A copy of the report will be sent to the school. This will be scanned and added to the Accident Report in the 'Attachments' section.

It is the Health and Safety Co-ordinator's responsibility to ensure that any notifiable dangerous occurrence is reported.

Reporting Accidents & Serious Incidents To EYFS Pupils To Ofsted

The Statutory Framework for the Early Years Foundation Stage requires Ipswich High School to make a report to Ofsted if there was a **death, or a pupil died as a result of an injury in school**. This requirement is in addition to the HSE (RIDDOR) reporting requirements.

Telephone 0300 123 1231.

First-aid and accident reporting arrangements are regularly reviewed.

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.

Ipswich High School completes a risk assessment to determine the number of First Aiders needed and invites staff to volunteer to become appropriately qualified and provides the necessary training to enable them to administer First Aid, or to organise an injured person's transfer to hospital in the case of an emergency.

The School Nurse/any first aider as part of their responsibilities, will administer First Aid and organise an injured/unwell person's transfer to hospital in the case of an emergency. The school Nurse should be notified where possible.

There are a wide range of First Aid qualifications. Which courses staff will attend will be determined by the minimum requirements set down by the DfE and the school's first aid risk assessment.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

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

Ipswich High School has systems and procedures in place to ensure that all medicines are administered safely. The systems and procedures must be formally documented. All staff who are authorised to administer medicines will receive training on the procedures; essential precautions; possible side-effects of the medicine and the importance of making appropriate records. No child under 16 will be given any medicine without their parent's written consent. No prescribed medicine will be administered to an Early Years Foundation Stage pupil unless they have 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, and the parents must be informed, wherever possible on the same day, if any medicines are administered. More guidance is given in the 'Administration of Medication Protocol' document.

First Aid Equipment & Materials

A list of the location of defibrillators (AEDs) and First Aid equipment, stored in containers marked with a white cross on a green background, will be kept (Appendix 1) and notices alerting people of this fact will be prominently displayed in appropriate areas. NB: ensure travel First Aid kits, kits in minibuses or school vehicles, mobile First Aid kits carried by specific personnel, and First Aid kits in outlying buildings, e.g. pavilions are included.

Defibrillator Locations

- Senior School Reception, Woolverstone Hall in an unlocked cupboard marked with AED signage.
- Sports centre in an unlocked alarmed cabinet.

Heads of Departments in areas where boxes are located will notify the School Nurse when supplies have been used in order that they can be restocked without delay. The School Nurse is responsible for stocking and checking the First Aid equipment on a regular basis and making records of when the first aid boxes and defibrillators have been checked. Additional supplies are available from her if necessary.

Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures.

They must have access to single use disposable gloves situated in all first aid boxes and the medical room and must wash their hands after any incident.

Surfaces which have been contaminated by body fluids/or have an infection risk will be disinfected as soon as possible by a member of IHS cleaning staff or caretaker by means of using:

Absorba Gel which is poured on to the fluid and turns it into a solid. The solid is then picked up and disposed of; or

Trigene disinfectant is sprayed on to the contaminated area. Trigene will kill HIV, Hepatitis A & B and all bacteria; or alternatively, a chlorine-based cleaning agent can be used – the area must be thoroughly dry before being used again.

Protective gloves and apron must be used when dealing with spillages of blood, vomit or any other body fluids. Vomit may be placed in a WC but blood and other fluids must be placed inside a biological disposal bag and collected by an authorised waste disposal contractor.

PPE should be removed and disposed of before leaving the room. PPE should be removed in the following order: - Gloves- removed by turning inside out from the wrist downwards. - Apron- removed by snapping back ties, then from body side folded inwards. - Mask- removed by ear strap (if required due to infectious disease risk).

Spillage kits are located around the school (see Appendix 1)

Procedures In The Event Of An Emergency

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

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing

- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

If you witness an incident and the injured/unwell person is able to walk, take them to the medical room. If the School Nurse is not there send a message to reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured/unwell person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, **do not hesitate** to call an ambulance (999).

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 Protocol' and 'Allergies protocols.'

Procedures For Pupils Who Are Unwell (Including EYFS Pupils)

Ipswich High School has systems and procedures in place to respond to pupils who are ill and infectious to prevent the spread of infection. The school will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if the pupil becomes ill at school and needs to be taken home.

If, during the school day, a boarder becomes unwell or has an accident, he/she will make his/her way to the medical room where the school Nurse will assess and treat accordingly. If not well enough to return to lessons, the school Nurse will care for him/her in the medical centre until the end of the school day when Matron will take over the care. If available and deemed necessary, Matron may take the pupil back to boarding where they can rest. The school Nurse will inform the boarding team about the pupil.

Parents and pupils are made aware of the times when they can seek help or advice from the school nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

Further Information & Guidance

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

Approved Code of Practice and Guidance to the H&S (First Aid) Regulations - L74 - HSE 2013 - 3rd Edition

Appendix 1 – Location Of First Aid Equipment & Emergency Medication

Location	Equipment
Nurses Office – senior school	First Aid equipment AND emergency inhaler AND emergency auto-injectors
Art Department	First Aid box
Design & Technology	First Aid box
Home Economics	First Aid box
Prep Medical Room	First Aid equipment AND emergency inhaler AND Emergency Auto-Injector
Nursery	First Aid box
Prep Cookery Room	First Aid box
Kitchen	2 x First Aid boxes
Laboratories 1-6	First Aid boxes, eye wash AND emergency inhaler in Lab 1
Senior Reception	First Aid box AND Defibrillator
Senior Staff Room	First Aid box
Boarding House	First aid equipment AND emergency inhaler and emergency auto-injector
Sports Centre Foyer	Defibrillator
P.E. Kitchen	First Aid box AND emergency inhaler
Sports Pavilion	First Aid box
Swimming Pool (office)	First Aid box AND emergency inhaler
Minibuses	First Aid boxes in each vehicle
Sixth Form Centre	First Aid box
Canteen (Orangery)	First Aid box
Woodside	First Aid box
LRC	First Aid box + Spill Kit
(Prep Room 4)	Spill kit
Prep/Senior Medical Room	Spill kit
Theatre (kitchen – opposite PE)	Spill kit
Swimming Pool (office)	Spill kit
Boarding House	Spill Kit

Ipswich High School

Policy Written: September 2004

Policy Reviewed: 16 June 2025

Minor updates: 16 June 2025

Person(s) responsible: School Nurse/Health and Safety Co-ordinator

The policy was last ratified by the Proprietorial Board on the 7th February 2023.

Next review: September 2025

Ratified by Chair of the Proprietorial Board

Signature: ----- Date: -----

Mr Jamie Smith