

# GORDON'S SCHOOL

## FIRST AID POLICY

The core principle that guides everything we do is **Putting Students First**.

### Introduction

Gordon's School will provide adequate and appropriate equipment, facilities and trained First Aiders to meet the reasonable needs of all staff, students, contractors and visitors at the school.

### First Aid Organisation

Heads of House, Heads of Department and Staff in charge of P.E. and co-curricular activities are responsible for ensuring that their staff, students, contractors and visitors are aware of the First Aid provisions that are in place for them. This includes First Aid arrangements for activities taking place both in and out of school, how to contact First Aiders, the locations of First Aid kits, how to report use of supplies, and the reporting of accidents and near misses. They are also responsible for considering First Aid in their risk assessments, and ensuring adequate controls are in place and communicated to all those who may be affected by the activity.

### First Aid arrangements

#### Provision

First Aid is provided by the Medical Centre and by the trained First Aiders. A current list of trained First Aiders is available on SharePoint, in the Medical Centre pages in the Pastoral Drive.

#### Contact information

The Medical Centre can be contacted as follows:

Monday to Friday 8am to 5pm

Internal calls: Ext 3333

External calls: 01276 859709

For Residential Boarders only, an On-Call School Nurse is available outside of these hours. Contact 3333 from an internal phone or Residential Houses have access to the on-call rota and direct dial numbers if required.

First aiders can be contacted as follows;

Via the School Office 8am to 5pm Monday to Friday. School Office – Internal calls – Ext 2313

or via School Reception 8am to 5.30pm Monday to Friday.

School Reception Internal calls - Ext 2242

School Reception – External calls – 01276 859700

A full list of qualified First Aiders is available on the Medical Page of SharePoint's Pastoral Drive (internal use only).

#### First Aid Kits

There are First aid kits in the following locations:

All Day and Residential Boarding Houses  
School Office  
School reception  
Sports Hub  
Food technology room  
Learning Support  
Science block  
Theatre  
Kitchen  
DT  
Maintenance  
Band Room  
Staffroom Fitness Suite  
Minibuses

Each first aid kit should be monitored by the relevant Head of House or Department who is required to advise the Medical Centre of any requirements for restocking.

It is the responsibility of the driver of the minibus to check the first aid kit is adequately stocked prior to departing on a journey, and to request restocking via the Medical Centre.

In addition, all members of staff in charge of a PE or Co-Curricular activity must have their own named first aid kit. It is the responsibility of this named member of staff to check the first aid kit is adequately stocked prior to the activity, and to request restocking via the Medical Centre. First Aid kits are provided to staff by the Director of Sport or School Medical Centre.

### Anaphylaxis Emergency kits

Schools are authorized to hold Adrenaline Auto-Injectors (AAI) for use in an emergency for Students with a diagnosed risk of Anaphylaxis only. Gordon's School has 3 Anaphylaxis Emergency kits; in main reception, the Staffroom and in the Sports Hub, complete with a list of students diagnosed with a risk of Anaphylaxis. The Medical Centre staff are responsible for checking the Anaphylaxis Emergency kits every month.

### Asthma Emergency kits

Schools are authorized to hold Ventolin (Salbutamol) Inhalers for use in an emergency for diagnosed Asthmatics only. Gordon's school has 3 Asthma Emergency Kits; in main reception, the Staffroom and in the Sports Hub, complete with a list of students diagnosed with asthma and a Spacer device. The Medical Centre staff are responsible for checking the Asthma Emergency kits every month.

### Automated Emergency Defibrillator (AED)

Gordon's School has 2 AED's on site available to all. One is located on the outside wall of the Sports Hub, and the other is located on the outside wall near the School Office/ Stibbon Room. The Medical Centre staff and First Aiders are trained to use the AED in the event of a non-breathing casualty. However, anyone can, and is encouraged to, use the AED by switching on the machine and following the voice prompts. In the absence of a trained First Aider, non-trained people are encouraged to use the AED, as it is a time-critical procedure in the chain of survival. The Medical Centre staff are responsible for checking the battery life and condition of the AED every month.

There is an additional AED in the Sports Hub Medical Room to take to away fixtures as required. It is locked away securely and therefore won't be signposted to, nor always accessible to, staff members outside of the medical team.

### Sports Hub Medical Room

First Aid facilities are available in the Sports Hub Medical Room which is manned according to medical staff schedules. Students should not be sent there unless advised to by a member of the medical team.

### Oxygen

Medical Oxygen is available to be used in an emergency by a trained person only. See separate Medical Gasses Policy.

### Entonox

Medical Entonox is available to be used in an emergency by a trained person only, School Physiotherapist. See separate Medical Gasses Policy.

### Other Medical Emergency Equipment

There is a wheelchair in the Medical Centre. A modified electric vehicle is also available to retrieve injured students from the playing fields and other areas and return them to the Medical Centre or nearest First Aid point. A metal 'Scoop' is available to transfer injured persons.

### Staff Training

#### First Aid training

Training needs are considered and reviewed termly by the Safeguarding committee. Trained First Aid Instructors Julie Unsworth and Emma Light deliver the Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) training, under the umbrella of NUCO First Aid training and accredited by First Aid Awards Ltd. All records of first aid training are kept in the Medical Centre. A current list of trained First Aiders is available on SharePoint, in the Medical Centre pages in the Pastoral Drive.

#### First Aid briefing

The Medical Centre delivers First Aid briefings at Inset days for teaching and support staff to include updates and training on Anaphylaxis/Adrenaline Auto-Injectors, Asthma etc. A training log of subjects and attendees is kept in the Medical Centre.

### Incident management

Please refer to the First Aid algorithm in Appendix 1

#### Calling an ambulance

When an ambulance is called the following procedure should be adhered to:

- Contact reception to inform them of the call and the location of the incident
- Reception may then be asked to contact the following;
  - Medical Centre or Nurse On Call
  - Head of House
  - Parent /guardian of injured student

Send a member of staff / other adult or reliable student to stand at the School gates to show the emergency services to the location of incident. Position other staff members / students in appropriate locations to direct the ambulance to the correct location.

## Spinal Injury

- In cases of a suspected spinal injury do not attempt to move the injured student and keep them still.
- Keep the injured person warm, insulating from below as well as above unless a neck or other spinal injury is suspected.
- Reassure and keep the casualty calm.
- Ensure the area around the casualty is safe and secure.

## Head Injury

If a Student sustains a head injury they should be removed from the activity/lesson and the member of Staff supervising them should contact the Medical Centre or School Office for help or, if the Student is alert and orientated, staff should send the Student to the School Office with another Student to chaperone them.

The following situations indicate a medical emergency and require emergency medical assistance whereby the student should be transported immediately to the nearest emergency department via emergency vehicle.

- A student who exhibits any of the following symptoms – also known as 'Red Flags';
  - Unconsciousness or lack of full consciousness
  - Decreasing level of consciousness
  - Rapid deterioration of neurological function
  - Decrease or irregularity of breathing
  - Any signs or symptoms of neck or spine injury
  - Any signs of skull fracture or bleeding
    - Signs include clear fluid running from the ears or nose, black eye with no associated damage around the eyes, bleeding from one or both ears, bruising behind one or both ears, penetrating injury signs, visible trauma to the scalp or skull of concern to the professional.
  - Seizure activity
  - High energy head injury

For further information please see the Gordon's School Head Injury and Concussion Policy. This covers head injury assessment, emergency management, referral to hospital, communications, Return to Play/Participation, and training.

See also the Gordon's School Concussion Flowchart (appendix 2).

## Dealing with Bodily Fluids

Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering First Aid. Staff should wear disposable gloves when dealing with bodily fluids, which are provided in all First Aid boxes. Plastic aprons are also available from the Medical Centre.

Contaminated waste bins are situated in the Medical Centre for the disposal of all waste (other than laundry) contaminated with bodily fluids. Yellow 'sharps' bins are also in the Medical Centre for the disposal of sharp implements including medical needles, which have been contaminated with blood.

All spillages must be cleared up as soon as possible. Bodily Fluid Spillage (Biohazard) clean up kits are available from the domestic services store, Boarding Houses, Staffroom and the Medical Centre. Once used, dispose of the waste and used contents of the kit as per the instructions and return the empty yellow plastic container to the Domestic Services Manager.

The Domestic Services Manager is to be informed of any spillages of bodily fluids, and the area closed off wherever possible until cleaning, including steam cleaning has taken place.

### Reporting of Student Injuries

The Staff member supervising or witness to the injury must complete a Student Injury form.

The Student Injury form is available either on SharePoint in the Medical Centre pages in the Pastoral Drive or in the Forms section of SharePoint.

Hard copies are also in the Medical Centre and Sports Hub Medical room.

Every effort must be made to complete the front page before handing it in to the Medical Centre.

The form will be kept on the Student's file for no less than seven years after the incident.

An Injury Form should be completed when;

- The injury is significant enough to need external help such as from a minor injuries unit, A&E, walk-in centre or GP. Examples include; obvious swelling or deformity of a limb or joint, non weight-bearing on a lower limb, loss of function in a joint or limb, a wound that needs closing with sutures or glue, eye injuries, severe and persistent pain and distress.
- Any injury resulting from foul-play/aggression
- Any injury where the condition of the premises or equipment used was a factor in the incident
- Any injury where there was inadequate supervision to prevent an incident or failings in the organisation and management of an event
- When a member of the Medical team request a form to be completed

Head Injuries that are registered with Return to Play do not need to be reported again on a Student Injury Form unless they meet any of the following;

- Any injury resulting from foul-play/aggression
- Any injury where the condition of the premises or equipment used was a factor in the incident
- Any injury where there was inadequate supervision to prevent an incident or failings in the organisation and management of an event
- When a member of the Medical team request a form to be completed

### Reporting of Staff and Adult Visitor Injuries

Staff and adult visitor injuries should be reported in the 'Accident Book'. This is kept by the HR Director in Louvain building.

### Reporting of visiting Student accidents and injuries

Injuries of visiting Students (such as visiting schools' team members) should be reported on the Gordon's School Medical Centre Patient Tracker database if seen by a member of the Gordon's School Medical team.

If First Aid is provided on Gordons' School site by the injured visitor's own School staff member then it is the responsibility of that person to document and report the accident and subsequent actions taken.

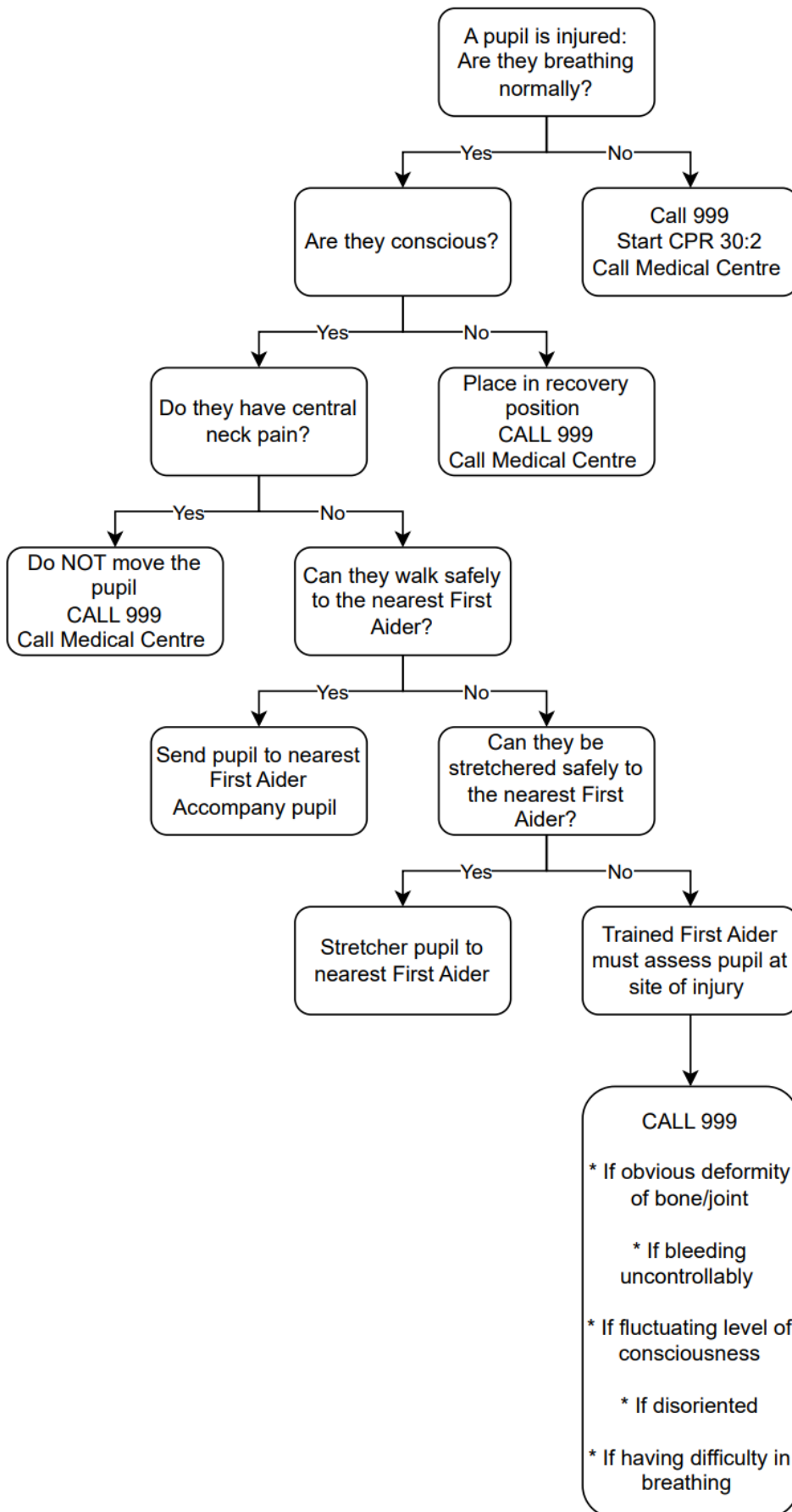
## RIDDOR

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. As such, the School has a duty to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive. Most incidents that happen in schools or on school trips do not need to be reported. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, ie. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

**Julie Unsworth**  
**Lead Nurse**  
**October 2025**

# Appendix 1





# Gordon's School Concussion Flowchart

