
Policy: First Aid

1. Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation the school must provide adequate and appropriate equipment, facilities and qualified first aid personnel to administer first aid to students, staff and visitors. Adequate first aid provision is required at all times while people are on school premises. This policy is based on Department for Education "[Guidance on first aid for schools](#)", together with risk assessment of local needs.

2. Risk Assessment

- 2.1. There must be enough equipment and trained staff to meet both statutory requirements and assessed needs. Suitable and sufficient risk assessment is to be carried out by school nurse and deputy head with advice as needed from school doctor (SMO).
- 2.2. Specific risk factors to be considered include:
 - a) Size of school (number in senior school, number in prep, number of borders, number of staff)
 - b) Number of buildings (teaching areas, boarding houses, other)
 - c) Number of levels (up to 3)
 - d) Location: remote, which affects accessibility of NHS emergency facilities
 - e) Lunchtime and breaks
 - f) Specific hazards (eg chemicals, machinery etc)
 - g) Specific subjects (Science, Technology, Home Economics, sport, swimming)
 - h) Out of hours activities
 - i) Off-site activities
 - j) Age groups (students 3-18yrs)
 - k) Special health needs or disabilities
- 2.3. Accident statistics are compiled as a tool in ongoing risk assessment to highlight areas to concentrate on.
- 2.4. Regular review of school's first aid needs at least annually, and after any changes, to ensure provision is adequate, by school nurse, deputy head and SMO. Governors and Headmasters have overall responsibility, and are invited to be involved.

3. Personnel

- 3.1. School nurse takes charge of first aid arrangements and is always available to support first aiders: on site during school day (contactable via school medical centre or by mobile phone), on call from home out of hours. Mrs Kate Pouncey is the school nurse, relieved on Wednesdays by Mrs Geraldine Davis.
- 3.2. There is a minimum of one first aid personnel to 50-100 students/staff/visitors. (1:100 for low risk situations, 1:50 for medium risk (e.g, sport, chemistry.) Every houseparent and sports teacher should be a first aider.
- 3.3. First aid personnel are voluntary but should be selected on the basis of:
 - a) Reliability and communication skills;
 - b) Ability to absorb new knowledge and learn new skills;
 - c) Ability to cope with stressful and physically demanding emergency procedures;

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- d) Ability to leave normal duties to attend emergencies.
- 3.4. Each first aider must complete a Health and Safety Executive (HSE) approved training course and hold a valid certificate of competence. This certificate is valid for three years: refresher training and retesting is to be arranged before certificate expires. School (deputy head) to keep record of first aiders and their certification dates. Training to include resuscitation procedures for children. Training must give staff sufficient understanding, confidence and expertise.
- 3.5. As of September 2018 the staff with First Aid at Work Qualifications are:

| Qualified First Aiders | | | | |
|-------------------------------|-----------------------|--------------------|----------------------|---------------------|
| Name | Date Qualified | Expiry Date | Qualification | Area of Work |
| Mr D Flynn | May 2017 | May 2020 | FAW | CCF |
| Mr A Holder | November 2015 | November 2018 | FAW | Main Kitchen |
| Mr R Hathway | November 2015 | November 2018 | FAW | Outdoor Ed |
| Mr G Turner | January 2016 | January 2019 | FAW | PE |
| Mr D Price | December 2016 | December 2019 | FAW | CCF/Design Tech. |
| Mrs J Witheridge | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield |
| Mr J Conlon | November 2015 | November 2018 | FAW | Parker's |
| Mrs A Booker | May 2017 | May 2020 | FAW | Parker's |
| Mrs A Melchior | May 2017 | May 2020 | FAW | Bamfylde |
| Mr B Lee | May 2017 | May 2020 | FAW | Grounds |
| Mrs A Morrison | November 2015 | November 2018 | FAW | Boyer |
| Mrs L Parkinson | May 2017 | May 2020 | FAW | Tuck Shop |
| Mrs T Down | May 2017 | May 2020 | FAW | Bursary |
| Mr S Morrison | November 2015 | November 2018 | FAW | Boyer |
| Mr N Bailey | May 2017 | May 2020 | FAW | 150 Building |
| Mr A Calder | April 2015 | April 2018 | St John FAW | PE |

| Appointed Persons – Qualified to give treatment for which they have been trained | | | | |
|---|---------------|---------------|----------------------|--------------------|
| Mr J Palin | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Mrs R Hawkins | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Mrs J Regan | Aug 2018 | Aug 2021 | Paediatric First Aid | Nursery (Prep) |
| Miss K Venner | April 2018 | April 2021 | EFAW & AED | Orchard-Lisle |
| Mr N Shawcross | June 2016 | June 2019 | EFAW & Outdoor | Biology |
| Mr A Kimberley | June 2016 | June 2019 | EFAW & Outdoor | Chemistry/Biology |
| Mr D Hymer | June 2016 | June 2019 | EFAW & Outdoor | Geography |
| Mrs L Napier | June 2016 | June 2019 | EFAW | PE |
| Mrs R Thompson | June 2016 | June 2019 | EFAW | PE |
| Mr M Brimson | June 2016 | June 2019 | EFAW | Geography |
| Miss S Garcia-Rodriguez | December 2016 | December 2019 | EFAW | MFL |
| Miss L Swaine | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mr D Rudge | November 2017 | November 2020 | EFAW & AED | PE |
| Mr A Priest | December 2016 | December 2019 | EFAW | PE |
| Mr M Bohl | June 2016 | June 2019 | EFAW | ESL |
| Mr C Allin | November 2017 | November 2020 | EFAW & AED | History |
| Mrs J Beech | June 2016 | June 2019 | EFAW & Outdoor | Chemistry |
| Mrs L Voce | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mr G Monk | November 2015 | November 2018 | EFAW | ESL |
| Mr D Minns | June 2016 | June 2019 | EFAW & Outdoor | Design Technology |
| Mr P Brand | December 2016 | December 2019 | EFAW | Maths |
| Mr R Ford | October 2016 | October 2019 | EFAW | Caretaker |
| Mrs E Hancock | November 2017 | November 2020 | EFAW & AED | Catering |
| Ms C Baker | November 2017 | November 2020 | EFAW & AED | Catering |

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|----------------|------------|------------|----------------------|--------------------|
| Mrs R Highman | April 2018 | April 2021 | EFAW & AED | Bursary |
| Mrs J Keech | April 2018 | April 2021 | EFAW & AED | PLS |
| Mr P Molton | April 2018 | April 2021 | EFAW & AED | Music (VMT) |
| Mrs E Kent | April 2018 | April 2021 | EFAW & AED | Music |
| Mrs L Pugsley | June 2018 | June 2021 | EFAW & AED | English |
| Mr G Dale | June 2018 | June 2021 | EFAW & AED | IT |
| Miss L Hanner | June 2018 | June 2021 | EFAW & AED | PE |
| Miss S Edwards | June 2018 | June 2021 | EFAW & AED | Bursary |
| Mrs G Lee | June 2018 | June 2021 | EFAW & AED | Bursary |
| Mrs L Moon | Jan 2017 | Jan 2020 | EFAW | Maths |
| Mr D Carter | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Mrs E Spear | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Miss C Humber | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Mrs K Dole | Aug 2018 | Aug 2021 | Paediatric First Aid | Symonds (Prep) |
| Mrs L Robinson | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mrs R Monk | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mrs S Cook | Aug 2018 | Aug 2021 | Paediatric First Aid | Langholme (Prep) |
| Mrs B Smith | Aug 2018 | Aug 2021 | Paediatric First Aid | Symonds (Prep) |
| Mr M Hughes | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mr N Robinson | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |
| Mr S Huxtable | Aug 2018 | Aug 2021 | Paediatric First Aid | Delderfield (Prep) |

- 3.6. A number of staff as identified above are Paediatric First Aid qualified.
- 3.7. Either the school nurse or a person with a First Aid at Work qualification is on site when children are present.
- 3.8. Training equipment available in school: includes “Resusci-Annie”.
- 3.9. Main duties at school
 To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and when necessary to ensure that an ambulance or other professional medical help (e.g, school nurse, school medical officer or GP out of hours service) is called.
- 3.10. Hygiene/infection control
 All staff must follow basic hygiene procedures and should take precautions to avoid infection. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with the spillage of blood, other body fluids or contaminated dressings/equipment.
- 3.11. Procedure for contacting first aiders
 All supervising staff should be aware of trained first aiders and how to contact them in an emergency.

4. Equipment

- 4.1. All first aid kits to be easily accessible and clearly labelled with white cross on green background.
- 4.2. Appropriate number and location of kits: at least one per building. Additional kits for split levels, kitchen, laboratories/workshops, swimming pool, distant sports fields or playgrounds. Pool of kits available in staff room for school trips during which a kit should always be carried.

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- 4.3. Contents: suitably stocked: minimum requirements stated in [DFE guidelines](#) (paragraph 58).
- 4.4. First aid kits to be kept sealed until used. Used kits to be returned to school nurse as soon as possible. School nurse to check contents of kits termly and restock as soon as possible after use or expiry. Spare stock to be kept in school Medical Centre.
- 4.5. In addition to the statutory equipment, adrenaline Epipens to be kept at agreed strategic points around the school.
- 4.6. Salbutamol inhalers with spacer devices are contained within all first aid kits. To be used in emergency.(see separate asthma policy for more detail)
- 4.7. Automated External Defibrillator for use by trained First Aiders is situated outside school medical centre

Location of First Aid Kits

| <u>First Aid Kit</u> | <u>Room</u> | - | <u>No.</u> | <u>Responsible for monthly check</u> |
|----------------------|-----------------|------------------------|--------------|--------------------------------------|
| Biology | B7 | | 2 + Eye wash | Biology Technician |
| Biology | B6 | | 1 + Eye Wash | Biology Technician |
| Biology | B5 | (for field trips) | 1 + Eye Wash | Biology Technician |
| Food & Nutrition | B8 | | 1 | Biology Technician |
| Gym | Office | | 1 | PE Dept |
| Pool | Office | | 1 | PE Dept |
| Art Dept | Classrooms | (in each) | 1 | Art Technician |
| CDT | CDT | | 2+ Eye wash | DT Technician |
| Maintenance | | | 1+Eye wash | Maint' Manager |
| Cricket Pavilion | | | 1 | Sch Nurse |
| PE Dept | JESC Office | On & off site | ???? | Sch Nurse |
| Catering | Kitchen/Wash up | (in each) | 1 | Cat' Manager |
| Orchard-Lisle Centre | Work Room | | 1 | Physics Technician |
| Nursery | Art Room | | 1 | Nursery Manager |
| Langholme | Kitchen | | 1 | Caretaker |
| Symonds Block | Main Entrance | | 1 | Caretaker |
| Langholme | Staff Room | | 3 | Prep Sec' |
| Delderfield | Store | (used for activities) | 1 | Prep Sec' |
| Minibuses | In bus | (in each bus) | 1 | SSI |
| Domestic Bursar | Bottom stairs | | 1 | Caretaker |
| CCF | In store | (used on and off site) | 2 | SSI |
| Main Building | Reception | | 1 | Office Supervisor |
| Boyer | Office | | 1 | Lead Hsp |
| Bamfylde | Office | | 1 | Lead Hsp |
| IT | Work Room | | 1 | IT manager |

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|-------------|------------|-----------|--------------|----------------------|
| Chemistry | x 3 Labs | (in each) | 1+ Eye Wash | Chem' Technician |
| Chemistry | Prep Room | | 1 + Eye wash | Chem' Technician |
| Tuck Shop | Stock Room | | 1 | Tuck Shop Supervisor |
| Parker's | Office | | 1 | Lead Hsp |
| 150 Theatre | Green Room | | 1 | Theatre Technician |
| Physics | Prep Room | | 1 | Physics Technician |
| Physics | x 3 Labs | (in each) | 1 + Eye wash | Physics Technician |

5. Medical information

Details of individual students' telephone contact numbers and important medical history (eg asthma, severe allergy, diabetes, epilepsy) is available on the school computer database. This information is updated in September each year at the request of the school; the school also expects parents to inform the school of changes at other times.

6. Arrangements for Pupils with Particular Medical Conditions

Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), relevant staff are informed, and training or guidance is provided. All staff receive regular training from the school nurse on the appropriate use of epi-pens and salbutamol inhalers with spacer devices.

Where pupils need immediate medical care, the following arrangements are followed:

- The school nurse is contacted immediately, including at times outside the school day;
- An ambulance is called if adequate care cannot be provided by personnel on site (see below).

8 Calling an Ambulance

If in the judgement of the member of staff in attendance there is a serious risk to the injured person, and that adequate care cannot be provided by personnel on site, an ambulance should be summoned immediately. The School Nurse may make this decision once she has assessed the injury but any other member of staff may make this judgement if the Nurse is not present.

9 Facilities/Accommodation

9.6 School Medical Centre First Aid Room in Jonathan Edwards Sports Centre is main first aid post. This has good ambulance access.

9.7 Prep school first aid post: Prep Headmaster secretary's office.

10 Medical Cover for Sports

School nurse to cover competitive sports fixtures including rugby, hockey, netball. There should always be suitably FA qualified staff at pitch side for Rugby in addition to the school nurse.

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11 Procedure for Contacting Child's Parent or Guardian

All serious or significant incidents to be reported to parent/guardian as soon as possible. First aider is responsible for doing so or delegating. Contact details available on school database.

12 Information for Staff

Procedures in place need to be known, understood and accepted by all staff. Information on first aid arrangements including location of equipment and facilities together with names/locations of first aiders and telephone contact numbers for school nurses, out of hours GP service and "999": to be listed on notices in staff rooms and houseparents' offices.

14. Reduced Medical Cover

Occasionally there may be a scenario whereby the duty Nurse is absent from duty and alternative cover needs to be established. The absence may be pre-planned or unforeseen. If pre-planned, providing there is sufficient time, the Assistant Bursar or in his absence the Deputy Head will look to engage either the second school nurse or, if not available attempt to secure a RGN qualified "bank" nurse (this nurse must have qualification for dispensing of medications).

If it is not possible to provide temporary cover as above, the Assistant Bursar, or in his absence the Deputy Head, will notify all staff by email of the reduced Medical Cover and advise all staff not to send ill or injured pupils to the Medical Centre but to the Main School Reception initially. Qualified First Aiders should be sought near to the place of the injury/illness to provide a first line assessment of the illness/injury. In such situations Reception staff will have a key to the Medical Centre and will notify the Pastoral Deputy or Assistant Bursar of the requirement to open up the Medical Centre. Either of these staff may make the decision to call an ambulance or arrange contact with home to advise of the individual's situation, which may require collection and care at home. The issue of any form of medication to pupils or adults without the appropriate authorisation (parental form/contact and approval) is forbidden in all circumstances.

15 Records

- a. To be kept of first aid treatment given by first aiders at moderate to severe incidents:
 - Date, time, place of incident
 - Name of injured
 - Details of injury/illness
 - What first aid given
 - Outcome (eg went home, resumed normal duties, went to hospital)
 - Name and signature of first aider
 - Need to be kept for three years from incident
- b. Minor accidents to be reported to school health and safety officer.
- c. There is a statutory requirement for school to report to the HSE accidents resulting in death, major injury or transfer to hospital and accidents which prevent the injured person from working for more than three days (see school Health & Safety File for details).



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16 Insurance

School must have full insurance cover to indemnify employed and voluntary staff against potential negligence claims in respect of first aid provision, as well as personal accident cover for pupils and staff.

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Next Review Date: Autumn 2019