

# First Aid Policy and Guidance

Policy Owner(s)	Lead Nurse
Approved by	H&S Executive Committee
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## 1. Context and Legislation

The Health and Safety (First-Aid) Regulations 1981 ('the Regulations') place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees. However, this obligation under the Regulations does not extend to non-employees, including pupils. In its guidance, the Health and Safety Executive ('HSE') strongly encourages employers to consider others when carrying out their assessment of first aid needs and to make provision for them.

Giving consideration to the factors detailed in the Regulations, the School is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to both pupils and staff.

The arrangements for first aid provision are intended to be adequate to cope with all reasonably foreseeable incidents and are regularly reviewed to ensure provision is adequate. The policy is supplemented by a separate first aid risk ('needs') assessment.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurses are not readily available, the first response must be to dial 999.

This policy is written in accordance with Paragraph 13 of the Education (Independent School Standards) Regulations 2014 and aims to meet as a minimum the standards described in <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>.

## 2. First Aid Personnel and Accommodation

### 2.1. School Nurses

The School employs School Nurses. The School Nurses work in well-equipped medical facilities at both the Senior School site and at the Mills Centre on Bishopswood Road. There is also a medical room at the Junior School, which is covered by a first aider during school hours, who is supported by the Nurses. The duty times for the School Nurse are:

- Senior School: 8:00 - 4:30pm
- Mills Centre: 8:00 - 4:30pm

In the event of just one Nurse being on duty, they will be based at the Senior School site.

It is the responsibility of the School Nurses to keep detailed records of illnesses, accidents, and injuries of which they are aware, together with an account of any first aid treatments, non-prescription medicine and treatments given to a pupil or a member of staff who comes to see them. A record is kept whether or not treatment or medication is required. The School has an electronic record system for this purpose which is password protected.

This is in addition to the accident forms that are required to be completed (see reference to Accident Reporting below).

### 2.2. First Aiders

The number of certified first aiders needed and provided will not, at any time (including outside of the School term) be less than the number required by assessment and in accordance with legislative guidelines. This ensures the presence of at least one qualified person on site when pupils are present.

Lists of those trained in first aid at work are on view in key areas of each building across the whole School and on the [staff intranet](#). First aid responders also wear green lanyards.

### 3. First Aid Training

During Autumn INSETs the School aims to provide staff with a briefing in:

- Basic life support skills;
- CPR and the use of a defibrillator;
- Allergy awareness and the management of an allergic reactions, including the use of Adrenaline Auto-Injector (AAI) Pens;
- Empowerment in calling the emergency service.

First aid training may be delivered in-house by external providers.

The School will provide first aid personnel with sufficient training, information and support to undertake their responsibilities. Certificated first aid training is updated every three years. Other than for the Pre-Preparatory School, training for formally appointed first aiders will be to the standard set by St John Ambulance or Red Cross as covered in their 3-day first aid at work training.

First aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips or teaches/works in a high-risk department e.g. Science. Staff wishing to undertake first aid training should contact the Compliance Administrator.

Compliance Administrator is responsible for:

- Arranging training from an approved course provider;
- Arranging refresher training for School staff when required; and
- Maintaining training records for School first aid personnel.

Awareness of hazards in subject teaching, and first aid provision for the management of such hazards is covered in all departmental risk assessments, and first aid equipment is available in every department.

### 4. Paediatric First Aid Training

There must be a member of staff with Paediatric First Aid training at all times on the Pre-Preparatory School site. The standard of training must meet or exceed the level provided by the British Red Cross two-day Paediatric First Aid course. This is more suitable for EYFS staff than the Emergency Paediatric First Aid course.

It is mandatory for at least one member of staff accompanying educational visits and trips involving children in the EYFS settings to be trained to this level. As best practice, at least one member of staff accompanying educational visits and trips involving all Pre-Preparatory pupils to be trained to this level.

### 5. Making an Emergency Call

**In the event of an emergency, the first response must be to dial 999.**

All staff are empowered to call 999 without seeking further authority.

Instruction to the Emergency Services must be clear giving:

- Age of the casualty;
- Nature of the injury;

- Position of the casualty; and
- Exact post code.

The School will ensure that a member of staff is roadside following the 999 call in order to flag down any vehicle or ambulance arriving.

If staff are making an emergency call during school hours the School Nurses should be informed simultaneously by a different member of staff/pupil or immediately afterwards either by phone or in person (the casualty should never be left alone so someone should only be dispatched to the medical room if there are enough people present). If by phone, the person delivering the message must clearly communicate the exact location (building, classroom etc.) or if in person the staff/pupil must accompany the Nurse back to the location.

Any incident where the emergency services attend school should be communicated to key staff using [Significant Incident Comms Plan](#).

## 6. First Aid Equipment

All first aiders and any member of staff have access to first aid equipment with appropriate content for use with children. The School's first aid equipment includes a number of defibrillators which are located at key sites:

### 6.1. Defibrillators

#### 6.1.1. Top Site

- Charter Building Reception
- Entrance Lodge Reception
- School Office
- Dyne House – Ground Floor and 4<sup>th</sup> Floor
- 6<sup>th</sup> Form Common Room

#### 6.1.2. Bottom Site

- Mills Centre Reception
- Mallinson Sports Centre (MSC)
- MSC Swimming Pool
- Pre-Preparatory School Reception
- Junior School Reception
- Dining Hall
- Far Field

## 6.2. Emergency Boxes

There are emergency response kits for Asthma and Anaphylaxis located around the school.

Emergency Anaphylaxis kits which contain Adult AAI Pens (the boxes in Junior School and Pre-Preparatory also contain Junior AAI pens) and Emergency Asthma Kits are located:

### 6.2.1. Top Site

- Senior School Staff Common Room
- Dyne House Staff Office Ground Floor
- Dyne House Drama Department
- Entrance Lodge Reception
- Charter Building Reception
- Medical Room
- Sixth Form Common Room

### 6.2.2. Bottom Site

- Pre-Preparatory Dining Hall
- Pre-Preparatory Main Reception
- Main Dining Hall
- Mills Centre Medical Room
- Mills Centre Reception
- Mallinson Sports Centre Reception
- Far Field Changing Room
- Caen Wood Hall
- Junior School Main Entrance

## 6.3. First Aid Kits

The kits contain basic first aid dressings and plasters etc. as well as burns dressings and pressure dressings in the event of a more serious wound and are located in key areas such as:

- Medical Centres
- Junior School Welfare Room
- Pre-Preparatory Staff Room
- Senior School Staff Common Room
- Dining Halls

- Mallinson Sports Centre
- Main Receptions
- DTE Department
- Art Department
- Science Department
- ICT Department
- Field House

Members of the SpEx team carry their own first aid kits and are responsible for restocking them according to their own sport specific needs.

The Pre-Preparatory School also has a number of small first aid kits which can be used to treat minor injuries, which are checked and restocked by Pre-Preparatory support staff.

All first aid equipment is BS-8599-1 compliant.

Medicines and tablets are not to be kept in first aid boxes.

Contents are checked during regular safety walkarounds and any deficiencies are reported to the Nurses and made good without delay. The School Nurses (or the Mallinson Sports Centre for sports first aid kits) will supplement the first aid kits on request and will also carry out a full contents audit termly.

First aid kits should contain:

- 2x pairs of nitrile gloves
- 10x sterile wound cleansing wipes
- Assorted plasters
- 2x Bandages
- 2x medium breathable dressings (e.g. soft pore)
- 5x small breathable dressings (e.g. soft pore)
- 1x Triangle bandage
- 2x sterile saline for eye washes
- 1x medium burns dressing (10cm x 10cm)
- 1x small burns dressing (5cm x 5cm)
- 4x Sterile gauze packets
- 1x Micropore
- 1x Blunt ended scissors
- 1x Foil Blanket
- 1x Resuscitation face shield
- 1x Pressure Dressing

Adequate and appropriate first aid provision is provided to the Sport and Exercise Department and the Mallinson Sports Centre for use in all sports activities. A rescue board is provided at the swimming pool.

The regular maintenance of the equipment, including battery and “pad” replacement is the responsibility of the School Nurses.

## 7. Reporting of Accidents

Reports of all accidents, are made in accordance with the separately published [Accident Reporting Policy and Guidance](#). The Head of Health and Safety is responsible for the reporting of accidents to the relevant enforcing authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR Regulations).

Using the School’s [Accident Form](#), a record is made of any instance where a member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school-related activity.

This information will be used by the School to help identify trends and possible areas for improvement in the control of health and safety risks. Accident data is reported to the Governing Body on a termly basis.

Parents should be notified of all serious accidents involving pupils on the same day.

## 8. Pupils with Known Medical Conditions

Parents of pupils who are known to have a chronic medical condition are required to complete a health care plan which must be signed off by the School Nurse. A health care plan provides details of the usual course of events in a crisis along with the detailed course of action and treatment required should such an emergency occur. A copy of the health care plan is kept digitally on SIMs.

The health care plans of Pre-Preparatory and Junior School pupils who have been prescribed an inhaler or AAI pen are kept with their emergency medication. The inhalers and AAI pen is stored in a plastic wallet with the pupil’s picture on the front, a copy of the health care plan is inside the wallet. One AAI pen is kept in the dining hall and one in the reception area (Pre-Preparatory) / Medical Room (Junior School).

Teachers and staff have access to the list of pupils with allergies. Information regarding pupils with other medical conditions will be shared on a ‘need to know’ basis. Risk assessments for Educational Visits must describe how specific medical needs will be met.

## 9. Arrangements for those suffering from a transmissible disease

This paragraph applies to infectious diseases which may easily be transmitted in the school setting – examples are respiratory infections such as Flu and Coronavirus (e.g. COVID-19) and childhood infectious diseases such as Measles, Mumps, Rubella and Chickenpox.

- Members of staff or pupils with any confirmed (or suspected) disease that is readily transmissible within the School setting should remain at home or go home;

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<sup>1</sup> All references to ‘parents’ in this policy includes parents/carers/guardians.



- Whilst awaiting collection, pupils will remain in one of the two Medical Centres or elsewhere with no or limited contact with other members of the School, under staff supervision
- The School will follow any relevant PHE, DfE and NHS guidance;
- If required, the School will identify as far as possible close contacts of people who are unwell.

## 10. Hygiene Procedures for Spillage of Body Fluids

If a spillage occurs outside of the Medical Centres or Treatment room, the School cleaners are generally responsible for the clearing up and should be contacted immediately. Spill Kits are available from all School Offices/Reception areas and should be used as soon as is practicably possible to avoid the spread of infection.

Any affected areas must be cordoned off as soon as possible and that universal precautions e.g. gloves, aprons etc. provided in the Spill Kits are to be worn before any contact is made, and fluid spillage bags must be used and disposed of in special collection yellow clinical bags via the Medical Centre. Any affected area must be thoroughly cleaned using the appropriate cleaning materials.

If there is a concern that an area may be contaminated with pathogens to such an extent that there is a risk to other occupiers, the area will be thoroughly cleaned and / or quarantined.

## 11. Arrangements for Out of School Hours

In term time, after 16:30, first aid trained staff are available at the Mallinson Sports Centre until 21:30. In the event of an emergency, call the emergency services using '999' (see protocol at [Section 5](#) above).

During holiday periods, a number of first aid trained staff are available across the School site. Details can be obtained from the first aid notices clearly displayed around the School site and [staff intranet](#).

## 12. Arrangements for Off-site Activities/School Trips

Reference must be made to the separately published Sport and Exercise Department Handbook and Educational Visits guidelines.

The risk assessment for every educational visit will include consideration of the first aid requirements including ensuring provision of competent staff and any necessary equipment.

Every residential trip should include at least one member of staff who has a 3 day First Aid at Work Qualification. Every trip involving Pre-Prep pupils will include a paediatric first aider. A first aid kit must be carried on every vehicle in which pupils are carried including school and third party vehicles. First aid kits for educational visits are obtained from the School Nurses. School Nurses will check the contents before and after each issue.

## 13. Provision of Information

Staff meetings and individual briefings for appropriate teachers or tutors are the medium whereby staff are informed of significant illness/conditions of pupils for risk assessment purposes. Staff who are pregnant will be provided with information about possible contact with anyone who has an illness that may present a risk to the health of a pregnant person or their unborn child.

Notification of areas within the School where pupils are known to have carried infectious diseases e.g. measles, slap cheek etc. are shared with all staff via e-mail as soon as is possible.

Notification to parents of cases of ill health that require them to take action will be managed by consultation with the Senior Team.

## 14. Table of substantive changes

Paragraph	Change	Date	Owner
Appx 1 Section 5	Added requirement to record all incidents including ill health	February 2019	RGP
	Added clarification about level of paediatric first aid required in Pre-Preparatory School	February 2019	RGP
Paragraph 10 Paragraph 13	Updated with COVID-19 arrangements	October 2020	RGP
	Deleted Appendix (reporting of accidents is covered under separate guidance)	November 2020	RGP
	Reviewed; minor edits	September 2021	RGP
Changes to content about Covid-19 Minor textual changes	Generalised to cover all transmissible diseases	August 2022	RGP
All	Update of format and responsibilities	August 2023	AT/RGP
All	Updated Locations of Emergency Kits; Content of Kits; Information storage; Training Reference to the first aid risk/needs assessment added	March 2024	AT

**HIGHGATE**

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