



King Edward's

W I T L E Y

First Aid Policy

1 Authority and circulation

- 1.1 This policy is advisory only. It is available to parents and pupils and to all members of School Staff.
- 1.2 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents) are based on the results of a First Aid needs assessment carried out by the School in regard to all Staff, pupils and visitors.
- 1.3 This policy complies with Part 3(6) 1 of the Education (Independent School Standards) (England) Regulations 2014 (SI 20143283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981, 2002 and 2013 amendments and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

2 Definitions

- 2.1 **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.
- 2.2 **First Aiders** are members of staff who as a minimum have completed a Health and Safety Executive (**HSE**) approved First Aid course or recognised equivalent and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).
- 2.3 **First Aid Guidance** is Guidance on First Aid for Schools (*DfE 2000 updated February 2014*)
- 2.4 **Appointed Persons** are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.
- 2.5 **Staff** means any person employed by the School, volunteers at the School and self employed people working on the premises.

- 2.6 **School Doctor** is a Doctor from the Witley Surgery who is contracted to provide medical services to pupils at the School and who is responsible for medical supervision
- 2.7 A team of school nurses led by The Medical Centre Manager is available in the Medical Centre.
- 2.8 **The Medical Centre** is located near to the Chapel. The Medical Centre is open 24 hours each day whenever the School is in session. It is used for the provision of medical treatment, including First Aid, when required. The Medical Centre has essential First Aid facilities and equipment. As far as is possible, the School reserves this area exclusively for giving medical treatment.

3 **Aims of this policy**

To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

- 3.1 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.2 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

4 **Who is responsible?**

- 4.1 The Governors of King Edward's School as the employer have overall responsibility for ensuring that the School has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 4.2 The Head delegates to the Medical Centre Manager the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Deputy Head in conjunction with the Medical Centre Manager will regularly (at least annually) review the School's First Aid needs assessment to ensure that the School's First Aid provision is adequate.
- 4.3 The Head is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4.4 The Head delegates to the Medical Centre Manager responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

- 4.5 The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 4.6 **First Aiders:** The Head is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons) with reference to the advice to be found at <http://www.hse.gov.uk/firstaid/legislation.htm>.
- 4.7 A list of staff who have completed an HSE approved First Aid course and hold a valid certificate of attendance in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) is accessible on Firefly.
- The Medical Centre Manager is responsible for reporting all reportable accidents to the Director of Finance and Operations.
 - Accident records are compiled and stored by the Estates Bursar and Medical Centre Manager.
 - The Director of Finance and Operations is responsible for reporting accidents when necessary to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 as amended in 2013.

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Health and Safety Officer.

The First Aiders will undergo update training at least every three years.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

- 4.8 **Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

5 First Aid Boxes

- 5.1 First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid Guidance.
- 5.2 First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable. The locations include as a minimum:
- The Medical Centre (open 24 hours a day seven days a week when pupils in School)
 - Reception
 - School kitchen
 - Science School*
 - Food and Resistant Materials classrooms
 - Art room*

- Sports Hall
- Estates Department Office
- Boarding Houses

The First Aid boxes marked * are only to be used in an emergency when unable to get to the Medical Centre. If these First Aid boxes are used, a request should be made to the Medical Centre to ensure that the box is properly re-stocked.

All requirements for the First Aid kits are supplied by the Medical Centre and are regularly stocked at request of individual departments.

- 5.3 **School minibuses:** The School's minibuses should have a prominently marked **First Aid box** on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 2.
- 5.4 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Centre.

6 Defibrillator

- 6.1 The School is in the fortunate position of having an Automated External Defibrillator (AED), increasing the chances of survival post a cardiac arrest.
- 6.2 The AED is kept in the Medical Centre during term time which is manned 24 hours a day, 7 days a week. All staff in the Medical Centre are trained to use the defibrillator.
- 6.3 There is a nurse on duty or on call 24 hours a day, 7 days a week, who is able to assist in an emergency and all staff who are first aiders are now trained in the safe use of the AED.
- 6.4 In holiday time the AED is kept in the Reception. Administration Staff are among the first aiders trained in the safe use of the AED.
- 6.5 The AED is designed to assist a lay person in its safe use and talks the user through the procedure, giving clear instructions and support. The risk to users is low if instructions are followed.
- 6.6 The AED will only administer a shock if the heart is in a shockable rhythm. However, if the first aider touched the patient when the shock was administered they too would receive an electric shock. Clear instructions are audible from the AED during use telling all to stand clear from the patient therefore reducing the risk.

7 Information on pupils

- 7.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School.
- 7.2 The School Doctor will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's

functioning at the School to the Housemasters and Housemistresses, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

- 7.3 The Medical Centre collates and makes available to staff details of the medical needs of pupils. In addition, advice about accidents and illness procedures, anaphylaxis, eating disorders and medicines is available from Medical Centre staff and in the Medical Centre.

8 Procedure in the event of illness

- 8.1 **Pupils** may visit the Medical Centre during break or lunch. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will be told to go to the Medical Centre, accompanied as necessary. A member of staff will decide on the next course of action and provide the First Aid as required. The member of staff who is sending a pupil to the Medical Centre must produce a written permission slip for that pupil.
- 8.2 **Staff** may visit the Medical Centre as and when necessary, but appropriate cover must be arranged.

9 Procedure in the event of an accident or injury

- 9.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the Medical Centre should be contacted as soon as is possible. Appointed Persons or First Aiders can also be called for if necessary should a member of staff from the Medical Centre not be available immediately. However minor the injury, the Medical Centre should always be informed even if not called out to attend the incident as an accident form may be required.
- 9.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.
- 9.3 **Ambulances:** If an ambulance is called then a member of staff from the Medical Centre or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents or guardian in time. Parents should in any case be informed as soon as possible.
- 9.4 If a spillage of blood or other bodily fluids occurs, the Medical Centre must be informed. The member of staff will advise on the proper containment, clear up and cleansing of the spillage site in accordance with the Procedure for the disposal of all bodily fluids and faeces.

10 **Procedure in the event of contact with blood or other bodily fluids** (and in accordance with the Procedure for the disposal of all bodily fluids and faeces)

10.1 The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

10.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Medical Centre and take medical advice if appropriate.

11 **First aid in the Physical Education Department**

11.1 **Location of first aid equipment:** The Director of Sports is responsible for ensuring that the Department provides first aid boxes and bags for the relevant sporting areas within the School and for liaising with the Medical Centre in respect of filling / replenishment of the boxes / bags.

There are four bags which can be used by team managers for home and away fixtures.

11.2 **Away fixtures:** A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school first aid staff. If necessary, the pupil should be taken to nearest casualty by a member of staff. Treatment and after-care should then be followed up by the Medical Centre. Any incident of treatment must be reported to the Medical Centre on return to School.

12 **Reporting**

12.1 The First Aider should complete a record of first aid provision, as set out in Appendix 3.

12.2 All injuries, accidents and illnesses, however minor, must be reported to the Medical Centre and the Medical Centre Manager is responsible for ensuring that the accident report forms and books for pupils are filled in correctly and that parents and HSE are kept informed as necessary.

- 12.3 **School Accident and Illness book (pupils):** All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Medical Centre staff) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. These records are held by the Medical Centre and should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.
- 12.4 **Accident report form (staff and visitors):** These forms are held in Reception who can assist with completion of the same. The Director of Finance and Operations will review the accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School and undertake or instruct an investigation, as appropriate. The records will be kept by the Director of Finance and Operations. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 12.5 **Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head or Housemaster / mistress, if necessary.
- 12.6 **Reporting to Health & Safety Executive (HSE):** The School has legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and 2013 amendment.

The Director of Finance and Operations should be made aware of all incidents (unless very minor) and will provide advice on reporting to the HSE.

Accidents involving Staff

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days.
- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- Any School activity (on or off the premises)
- The way a School activity has been organised or managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

13 **Monitoring**

- 13.1 The Head will organise a regular review taking place at least once a term of the School Accident and Illness book in order to take note of trends and areas of improvement. This will form part (at least) of the annual First Aid needs assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Head will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Appendix 1

Consent for first aid

I consent to my child receiving first aid by an appropriately trained member of staff.

.....
[name of child]

.....
[child's date of birth]

Signed

Relationship to child

Date

Appendix 2

Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)

First aid equipment:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors

Appendix 3

Record of first aid

It is good practice for a book to be kept to record incidents. Where there are a number of First Aiders it is advisable that there is one central book, if possible. The book will be kept in accordance with the requirements of the General Data Protection Regulations 2018.

Record of first aid	
Date	
Name of pupil who required first aid	
Location of administration of first aid and location of incident (if applicable)	
Details of the injury/illness and what first aid was administered	
What happened to the person immediately afterwards (did they go home/to hospital etc)	
Name of first aider/appointed person	
Signature	
Date of signature	