

# FIRST AID POLICY

This policy applies when a pupil is in or at the School, on educational visits or at off-site events.

## Authority

This policy has been prepared in accordance with DfE [Guidance on First Aid in Schools](#). Its status is advisory only. It is available to parents, prospective parents and pupils via the website and, in addition, to all members of School staff via the Staff Handbook.

It is designed to comply with the common law and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in the event of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of The Education (Independent School Standards) Regulations 2014.

Nothing in this policy affects 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 at the site of the incident.

## Definitions

"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/or minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

"Staff" includes employees, governors, and volunteers.

## Responsibilities

The School, both as an employer and in providing appropriate care for pupils and visitors, through its Governors has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel, and for ensuring that appropriate First Aid procedures are followed.

The Director of Operations is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.

The Director of Operations 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.

The Director of Operations delegates the day to day responsibility for ensuring stocks of First Aid consumables are checked and maintained to the School Nurse.

The Medical Centre is staffed by the School Nurse during the School day Monday to Friday during term time. In the absence of the School Nurse during these hours, cover will be provided whenever

possible by an agency nurse. If no suitable cover is available pupils will be directed to Reception, who will call upon a suitably qualified member of staff. Where additional cover is required for identified events out of school hours or for sports fixtures this is usually provided by the School Nurse or a qualified First Aider.

The School Nurse will maintain a list of qualified First Aiders and recommend to the Director of Operations the need for training as and when it becomes appropriate.

The School Nurse produces up to date lists of qualified First Aiders and the Director of Operations is responsible for ensuring that all staff and pupils are made aware of these personnel by having these lists posted around the School site in all classrooms and office spaces.

This list includes those with First Aid at Work qualifications; those with other qualifications are recorded by the School Nurse.

The Head delegates to the School Nurse the responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible by staff as required.

Note: All staff who have attended First Aid at Work courses or Emergency First Aid courses are trained to use the defibrillators, but training is not necessary, as anyone can use it by following the verbal commands given by the automatic external defibrillator (AED).

When at School, at least one appropriately qualified First Aider will be on site when pupils are present.

For educational visits and off-site events the requirement for, and number of First Aiders, will be decided on a risk assessment basis by the visit leader in consultation with the Educational Visit Coordinator. The risk assessment will take into account specific pupil medical requirements and may also specify the level of First Aid qualification required (e.g. Advanced Medicine for far from help trips).

Staff are informed, by the School Nurse, about pupils at risk of anaphylaxis and any other significant medical concerns at the start of every academic year and EpiPen training and other relevant training is provided.

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 School Nurse, the Senior Teacher (Staff) and their Line Manager as appropriate. In practice the Senior Teacher (Staff) arranges refresher training in liaison with the School Nurse and communicates with First Aiders as required.

First Aid at Work certificates are issued for a three-year period only and at the end of this three-year period, further re-certification is necessary. These First Aiders will undergo full update training every three years.

Other First Aid qualifications are renewed on certificate expiry dates.

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

Anyone on School premises is expected to take reasonable care for their own and others' safety and to seek First Aid treatment if necessary.

### **School First Aid Provision**

The School site has been thoroughly risk assessed, and the need for First Aid has been covered in those risk assessments, taking into account in particular:

- The layout of the School site
- The nature of activities taking place on site
- The likely response time of emergency services
- Previous accident records
- Off-site activities

The Director of Operations will regularly ensure that risk assessments are carried out in accordance with the School's [Risk Assessment Policy](#) and review the School's First Aid needs to ensure that the School's provision is adequate. The completion of this risk assessment review is monitored via the School's Health and Safety Committee and any significant amendments would be reported to the Governors.

First Aid kits are available for use in the Main Building (CAT Office, ICT Office, Staff room and Science Labs), Oldfield (Meeting Room and MFL Office), Lyon Building (Boyd Campbell Hall and Maths Office), Sixth Form Centre (Kitchen), Ernest Young Building (Kitchen), Red House (Medical Centre), Le Beau House (Kitchen) and Sudbury Playing Fields (First Aid room and Pavilion Kitchen).

First Aid boxes are kept stocked with the contents described in [Appendix I](#) – Contents of School First Aid Kits in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 - Code of Practice and Guidance 1997 and BS 8599 (Appendix 2).

The contents of the First Aid cabinets/kits are to be regularly checked and maintained by the School Nurse.

Eye wash facilities are positioned in locations where there may be an increased risk of injury to the eye, as recommended by CLEAPSS – generally science laboratories and prep rooms.

The School also has a number of automatic external defibrillators (AEDs) sited at strategic places around the School: the sports hall corridor; the Medical Centre; and in the Pavilion at Sudbury Playing Fields.

The AED battery charge is monitored regularly by the School Nurse.

### **Out of School Activities**

#### **Sporting Injuries**

If a pupil is injured while playing sport, the teacher in charge will assess the injury and provide First Aid. If the injury is severe the teacher will contact the School Nurse and ask her to attend. The

School Nurse will make her way to the scene. If the incident occurs at Sudbury Playing Fields, the School Nurse will inform Reception that she will be off site and display a notice on the Medical Centre door.

Once the School Nurse has assessed the injury she will treat it and inform the pupil's parents, asking the parents to collect their child and take directly to A&E or protect the injured person from further harm and call for an ambulance. The School Nurse will remain with the injured pupil until his or her parents arrive. Should parents not be able to get to the School, then the School Nurse will travel in the ambulance with the injured pupil.

Once the incident has been dealt with the teacher will send the details of the accident to the School Nurse by email. The School Nurse will then record the details in the accident report book, create a PI accident report if necessary and report to RIDDOR if necessary. The full accident report is then passed on to the Director of Operations.

### **Sports Fixtures First Aid Provision**

At the start of each term the Sports department provides the names of all pupils selected to represent the School to the School Nurse. The School Nurse creates a list of medical and dietary needs for each team. The School Nurse also creates flash cards for each team, stating which pupils should be carrying medication, such as inhalers or EpiPens. This is kept in the Sports department and checked ahead of every away fixture. If a pupil needs emergency medication, such as an EpiPen, the team coach will collect it from the School Nurse, before leaving for the fixture. The coach will also check that pupils who need their own emergency medication are carrying it. The coach will carry a small First Aid kit to the fixture and return it to the Sports department on their return. Any emergency medication will be returned to the School Nurse.

### **Injuries that occur in Activities away from the Main School site**

If a pupil is injured whilst taking part in an Activity, the teacher in charge will assess the injury and provide First Aid. The teacher will then contact the School Nurse for advice and if necessary, she will attend or make arrangements to bring the pupil back to the Medical Centre. If it is necessary for the School Nurse to travel to the injured pupil, she will inform Reception that she will be off site and display a notice on the Medical Centre door.

Once the School Nurse has assessed the injury she will treat it and contact the pupil's parents. She will ask the parents to collect their child, advising parents on what further action needs to be taken, for example monitoring for a period of time, attending A&E or calling for an ambulance immediately. The School Nurse will remain with the injured pupil until his parents arrive. Should parents not be able to get to the School, then the School Nurse will travel in the ambulance with the injured pupil.

Once the incident has been dealt with the teacher will send the details of the accident to the School Nurse by email. The School Nurse will then record the details in the accident report book, create a PI accident report if necessary and report to RIDDOR if necessary. The full accident report is then passed on to the Director of Operations.

### **Off-site Activity First Aid Provision**

The School Nurse will be alerted to all off-site activities via Evolve. Once alerted, she will create a list of medical and dietary information for all pupils due to attend the trip. This list is emailed to the

educational visit leader and a hard copy is provided by the School Nurse. A First Aid kit and any necessary emergency medication will be prepared by the School Nurse; this can be collected the day before the visit goes out. See also [Medical Risk Assessment for Educational Visits](#), below.

### **Information on Pupils**

The School Nurse will collate up to date important medical information in regard to each pupil in accordance with the School's Medical Administration Procedures. This will involve 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 staff as required. This information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the School community. This information is available from the School Nurse and made available confidentially to staff on the R: Drive and in the Staff Common Room.

Each member of teaching staff should read this information at least annually. The School Nurse is responsible for keeping this list up to date and for updating staff as necessary, for example where a pupil develops a severe allergy.

Arrangements for pupils with known medical conditions (such as asthma, epilepsy or diabetes) are set out in detail in the Medical Administration Procedures, which is available in the Staff Handbook.

### **Chronic Medical Conditions**

When the School is notified that a student has a chronic medical condition, the School Nurse will discuss the details with the child's parents. She will record the condition on iSAMS and also on the medical information page on the R: Drive.

Any medication that the pupil needs to take during the school day will be held in the Medical Centre and the School Nurse will arrange for the pupil to come to the Medical Centre at the appropriate time each day. The School Nurse will also ask parents to complete a medicine administration form, which parents can download from the School website, via the Parent Portal. If medication is for emergency only, it will be held in the cupboard in the Medical Centre until it is needed.

Pupils with conditions such as asthma, epilepsy and diabetes should carry their medication with them at all times and a spare set of medication will be held in the Medical Centre.

The School Nurse will ensure that any regular or emergency medication is included in First Aid kits for trips and will explain to the trip leader when and how it should be administered.

The School Nurse will brief all staff about pupils with chronic medical conditions at the start of every academic year and remind staff where the information can be located on the R: Drive.

The School Nurse will create an Individual Healthcare Plan (IHP) for any pupil with a chronic condition. IHPs are kept by the School Nurse in the Medical Centre.

### **Pupils with Allergies**

When the School is notified that a student has an allergy, the School Nurse will contact the pupil's parents and discuss the details of the allergy. She will record all triggers and medication required on iSAMS and on the R: Drive. She will inform the Catering department of pupils with allergies, and where appropriate, introduce the pupil to the chef. Where appropriate the Catering team will

prepare pre-plated meals for pupils with allergies, to ensure that they are free from allergens. The School Nurse will encourage the pupils to ask for help at lunch if they are not sure what is safe for them to eat. A list of allergens is clearly visible at point of sale in the servery.

Photographic lists are provided by the School Nurse, for display in the catering areas. There are two lists available: one detailing boys at risk of anaphylaxis; and one detailing minor food allergies.

Any pupil who is at risk of anaphylaxis should carry an EpiPen with them at all times. A spare EpiPen is held by the School Nurse in the Medical Centre. The School Nurse will also maintain a stock of EpiPens for pupils who are not able to provide a spare EpiPen. There are two spare EpiPens held at Sudbury Playing Fields, in case of an emergency.

Staff are informed, by the School Nurse, about pupils at risk of anaphylaxis at the start of every academic year and EpiPen training is provided.

Emergency medication is included in First Aid kits for educational visits involving pupils at risk of anaphylaxis.

### **Procedure in the event of illness**

If a pupil becomes unwell in School he or she should attend the Medical Centre. The School Nurse will assess him or her and where appropriate administer medication. Medication can be administered to pupils once parents have completed the annual parental contact details and medical consent form. This gives consent for the Nurse to administer simple medications such as paracetamol, ibuprofen and antihistamines.

If the pupil is not well enough to return to his lessons, the School Nurse will contact their parents and arrange for him or her to be collected. The pupil will remain in the Medical Centre until he or she is collected from School.

Should a pupil need to be hospitalised, due to a serious health concern, the School Nurse will travel in the ambulance to the hospital and stay with the pupil until their parents arrive.

All visits to the Medical Centre are recorded, by the School Nurse, in the Medical Centre day book and in the individual pupil diary on iSAMS.

### **Procedure in the event of an accident or injury**

If a medical incident occurs, then the member of staff in charge of the class/area/activity should be consulted who will assess the situation and decide on the next course of action as follows:

- For minor injuries – sending the casualty to the Medical Centre.
- For more serious injuries, or when the casualty should not be moved – calling immediately for the School Nurse telling her the nature of the emergency, so that she can bring the appropriate equipment and medication. In her absence, a First Aider should be called. An ambulance should be called immediately if felt appropriate (see [below](#)).

On assessing the injury or condition the School Nurse or First Aider will decide if the casualty needs to attend the Accident and Emergency department and will organise for an ambulance to be called if required.

### **Spillage of Body Fluids**

However minor the injury, if a spillage of blood or other bodily fluids occurs, the School Nurse must be informed as soon as possible and the member of staff dealing with the incident should contact the Estates Team, who have a body fluid kit to ensure hygienic disposal of the spillage.

### **Ambulances:**

An ambulance will always be called where there is a medical emergency and / or serious injury, for example where there is:

- a significant head injury
- seizure that has never happened before or lasts 5 minutes or more
- difficulty in breathing and / or chest pain
- signs of an asthma attack
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture, or
- if the Nurse or First Aider deems it necessary.

If an ambulance is called Reception must be informed immediately. The School Nurse or member of the Central Administration Team then contacts the SMT by email to alert them.

The ambulance should be met and directed to the correct location. Estates should be informed so that the gates are opened to allow access and that the access route is free from obstruction including pedestrians.

If an ambulance is called when away from the School, a senior member of staff must be contacted as soon as possible as outlined in the Educational Visits and off-site events protocols.

Should the pupil need to go to hospital via ambulance, the School Nurse should travel with him or her, unless the pupil's parents arrive at school in time. The School Nurse will then stay at the hospital with the pupil until his parents arrive. The School Nurse should take the annual parental contact details and medical consent form with her to the hospital.

### **Medical Risk Assessment for Educational Visits**

Once an educational visit is approved, a list of pupils attending the visit will be passed to the School Nurse. The School Nurse will create a medical information sheet which gives details of all pupils with medical conditions, any medication they need and what to do in case of an emergency.

Should the School Nurse feel that a pupil's medical condition would be an added risk on the trip, she should discuss this with the Educational Visit Coordinator (EVC). Where possible all pupils should be allowed to attend all visits, however, with visits that are far from help, certain pupils could be at a greater risk. In this instance the School Nurse should speak to the EVC and discuss whether the risk to the pupil outweighs the value of the visit. The final decision on this should be made by the Head.

Where appropriate a separate risk assessment should be created for any pupil with specific medical needs.

## Reporting and Recording of Medical Accidents or Incidents

All injuries to pupils, staff, parents or visitors no matter how small will be reported to the School Nurse as soon as possible after the accident has taken place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be reported to the School Nurse whose report is sent to the Health and Safety Manager, who takes measures as appropriate.

The accident report book is kept in the Medical Centre. The First Aider should email all details of the incident to the School Nurse, who will complete a PI form, if necessary. In the case of staff accidents, the staff member will complete an SI form and pass it to the School Nurse, who will complete the accident book and pass the information to the Director of Operations. Records are stored in accordance with HSE requirements and the School's data retention procedures.

### Communication

Serious accidents, injuries or illness off-site must be reported to the School as soon as practicable.

The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils on the same day or as soon thereafter as is reasonably practicable.

### Onwards reporting

The School has a duty to report incidents that involve:

- Health and Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)<sup>1</sup>

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. The Director of Operations delegates responsibility to the School Nurse, who ensures that accident forms and books are filled in correctly and that the incident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed as necessary.

In accordance with [How to report a serious incident in your charity](#) (Charity Commission, October 2018), the School has a responsibility to report serious incidents to the Charity Commission.

Further information on reporting requirements can be obtained from the Director of Operations, who acts as the School's Privacy Officer.

### Record Keeping

The School will keep a record of all First Aid administered under this policy, which is held by the School Nurse. The School also keeps an Accident Log, which is administered by the Director of Operations and accessed on the R: Drive.

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<sup>1</sup> For detail on what needs to be reported see: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>



All records created under this policy are managed in accordance with the School's Data Asset Register and may contain personal data. Details of how the School obtains and uses this information is set out in the School's Privacy Notice and the School's Data Protection Policy.

### **Monitoring**

Accidents are reviewed by the School's Health and Safety Committee on a termly basis to consider any patterns of recurring accidents that may be present (e.g. in terms of the nature of accidents or specific locations or activities), which might require further investigation. The minutes of these meetings are shared with Governors for review.

More informally, the Director of Operations, as Health and Safety manager, reviews each incident as it occurs and discusses with relevant senior staff when immediate action is required.

Reviews of accidents help to identify training or other needs and can be useful for investigative or insurance purposes.

### **Risk Assessment**

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as Individual Healthcare Plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy lies with the Director of Operations.

*Charlotte Robinson  
July 2021*

## Appendix I – Contents of School First Aid Kits<sup>2</sup>

Leaflet for First Aid Advice  
Assorted Plasters  
Sterile Eye Pads  
Triangular Bandages  
Safety Pins  
Medium Wound Dressings  
Large Wound Dressings  
Pair of Disposable Gloves  
Packet of Antiseptic Cleansing Wipes  
Eye Wash Vials

### **Contents of Travel/PE First Aid Kits**

Assorted Plasters  
Triangular Bandages  
Safety Pins  
Large Wound Dressings  
Pair of Disposable Gloves  
Alcohol Wipes  
Eye Wash Vials

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<sup>2</sup> <http://www.hse.gov.uk/pUbns/priced/l74.pdf>

## Appendix 2 – Coronavirus

If the School Nurse suspects a pupil as being symptomatic of Coronavirus, she will isolate them in the well-being room until they are able to be collected. Whilst providing treatment to anyone suspected of having Coronavirus, the School Nurse will wear appropriate PPE – Apron, Gloves and Mask. The School Nurse will ensure that all PPE is in place before entering the isolation room and remove it before leaving. Hand Hygiene protocols will be adhered to meticulously. Temperatures will be taken using an infrared forehead thermometer, to reduce the risk of cross-infection.

If Staff have symptoms of Coronavirus, they will be asked to leave school immediately.

Anyone with symptoms of Coronavirus will be asked to self-isolate at home for 10 days (starting from the day after symptoms started or, if asymptomatic, the day after the positive test. Members of their household will also be advised to self-isolate for 10 days, in line with current government guidelines.

Coronavirus symptoms include: Persistent Cough, Shortness of Breath, Tight Chest, Loss of Smell and Loss of Taste and Temperature of 37.8° or above.

The School Nurse is responsible for ensuring adequate supplies of PPE are available.