



FIRST AID POLICY

Last reviewed:	February 2026
Next review due:	February 2027
Reviewed by:	Lead Nurse Vice Principal Pastoral Operations Manager
Approved by Board of Governors:	February 2026

1. Policy statement

d'Overbroeck's takes appropriate steps to safeguard the health, safety and wellbeing of students, staff and others on the school's premises or engaged in school activities. This First Aid policy sets out the school's arrangements to ensure that suitable First Aid provision is in place and implemented effectively across all sites, including boarding accommodation, educational visits and off-site activities.

The policy is approved by the Governors and is available to parents, students and staff via the school [website](#). It is implemented consistently and is supported by appropriate procedures, training and monitoring. The policy is reviewed annually to ensure it remains effective and compliant.

The school ensures, so far as is reasonably practicable, that First Aid provision reflects the nature of its activities, the size and layout of its premises, and the medical and welfare needs of its students and staff.

2. Legal compliance

This policy is designed to ensure compliance with all relevant legislation and statutory guidance, including but not limited to:

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- Department for Education guidance on First Aid in Schools
- The Education (Independent School Standards) (England) Regulations 2014
- Independent school regulatory requirements as amended from time to time

3 Definition of First Aid

For the purposes of this policy, 'First Aid' refers to the treatment of minor injuries or illnesses that do not require the attention of a medical practitioner, as well as the initial management of more serious conditions prior to professional medical assistance being obtained.

Staff refers to all employees of the school, including volunteers, supply staff and part-time staff.

4. Aims

The school's First Aid arrangements are intended to:

- Ensure that appropriate and effective First Aid provision is available at all times
- Ensure that students, staff and visitors receive timely assistance in the event of illness, accident or injury
- Provide clear guidance to staff and students on what to do in an emergency
- Maintain full compliance with legal and regulatory requirements

In order to achieve these aims, the school will carry out regular First Aid risk assessments, appoint and train competent First Aiders, maintain suitable equipment and facilities, and ensure that records are kept accurately and securely.

5. Responsibilities

The Governors have overall responsibility for ensuring that effective arrangements are in place to safeguard health and safety, including appropriate First Aid provision. They ensure that relevant policies are implemented, supported by risk assessment and reviewed regularly.

Senior leaders are responsible for the effective day-to-day management of First Aid arrangements and for ensuring that staff understand and fulfil their responsibilities. This includes promoting a culture of vigilance and care, ensuring cooperation between staff, and taking prompt action where concerns arise.

The Operations Manager, supported by the Principal and the Assistant Facilities Manager, oversees the practical implementation of this policy. This includes ensuring that sufficient numbers of trained First Aiders are available, that training is kept up to date, that First Aid needs are reviewed annually, and that appropriate equipment and facilities are maintained. They also maintain accident and incident records and ensure that statutory reporting requirements, including RIDDOR where applicable, are met.

The Nursing Team provides professional advice and support in relation to medical and First Aid matters, contributes to staff training, supports the management of student medical needs, and ensures that medical information is handled appropriately.

Designated First Aiders are suitably trained and competent to carry out their role. They respond promptly to staff incidents, provide appropriate treatment in line with their training, and ensure that incidents are recorded accurately. First Aiders complete 'First Aid at Work' training (three-day qualification), and Trip leads complete 'Emergency Response' training (one-day qualification).

Boarding Staff All boarding staff are trained in First Aid at Work (three-day qualification) and in the safe administration and storage of medicines, in line with the Administration and Storage of Medicines policy. Students are permitted to self-medicate only where a risk assessment has been completed by the School Nurse and shared with the boarding team.

Boarding staff work closely with the School Nurses, to ensure the safe and effective medical care of students. This includes arranging appointments with GPs and other health professionals as required. During evenings and weekends, boarding staff may also seek medical advice from the NHS out-of-hours service via NHS 111.

All staff have a duty of care towards students and others and are expected to act reasonably and proportionately in the event of illness or injury, seeking assistance from a qualified First Aider when required.

Students are encouraged to seek assistance promptly if they are unwell or injured.

See **Appendix A** for duties of a First Aider.

6. First Aid facilities and equipment

First Aid boxes are clearly marked with a white cross on a green background and are located throughout the school sites, including boarding areas, in positions that are readily accessible. Where practicable, they are located near handwashing facilities.

The contents of First Aid boxes complies with recognised guidance and is intended to provide immediate protection and support until further treatment is available (see **Appendix B**). Boxes are checked at least termly and replenished as required. Used or missing items should be reported promptly to the Medical Team to ensure timely restocking using the barcode on the reverse of the boxes.

First aid provision is also maintained within school vehicles and may be supplemented for specific activities following a risk assessment.

The school has three Automated External Defibrillators (AEDs), located at Receptions in the Senior School, the International School, and the Sixth Form. All First Aid trained staff are also trained in the use of AEDs and know how to locate the nearest device, which may be on or off site depending on the location of the situation

7. Educational visits, excursions and sports activities

Appropriate First Aid provision must be in place for all educational visits, excursions and off-site activities. Visit leaders are responsible for ensuring that a suitable First Aid kit is taken, that it is fully stocked prior to departure, and that First Aid arrangements are considered within the visit risk assessment.

Where activities take place at third-party venues, staff must satisfy themselves that adequate First Aid arrangements are in place. If suitable arrangements cannot be confirmed, the activity should not proceed.

For sports activities, at least one suitably qualified person must be present at fixtures. Sports staff are expected to carry First Aid kits for both home and away matches and should hold, as a minimum, basic First Aid training.

8. Student medical information and known medical conditions

d'Overbroeck's recognises the importance of confidentiality and data protection in relation to medical information. Student medical details are handled sensitively and shared with staff strictly on a need-to-know basis.

Parents are required to provide medical information and written consent for emergency First Aid treatment prior to a student's admission. Medical information is held securely on the school's management information systems and made available to relevant staff to support student welfare, including during boarding and educational visits.

The Nursing Team maintains a register of students with known medical conditions, allergies or ongoing health needs. Where appropriate, individual Health Care Plans are prepared and shared with staff. Training and guidance are provided to staff supporting students with specific medical needs. All information can be found on iSAMS and CPOMS

9. Illness, accidents and injuries

Students who feel unwell should report to Reception or to a member of staff, who will assess the situation and refer the student to a qualified First Aider, as appropriate. Medical rooms are available on each site for assessment and treatment.

In the event of an accident or injury, the member of staff in charge will take immediate action to secure the area, assess the situation and summon First Aid or emergency services, as required. Spillages of blood or bodily fluids must be managed in accordance with the school's hygiene procedures (see **Appendix C**).

Parents or guardians will be informed as soon as practicable in the event of serious illness, injury or emergency.

10. Accident reporting and record keeping

All accidents, injuries and significant illnesses, however minor, must be recorded using the school's reporting system, Sphera.

Records are retained in accordance with statutory requirements. Where incidents meet the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Operations Manager will ensure that appropriate notifications are made to the relevant authorities.

11. Monitoring and review

The effectiveness of First Aid arrangements is monitored through monthly checks of equipment, review of incident records and an annual assessment of First Aid needs. Senior leaders use this information to evaluate whether arrangements remain suitable and to identify any areas for improvement.

This policy is reviewed annually by the school to ensure that it remains effective, reflects current practice and continues to meet statutory and regulatory requirements.

12. Associated policies

This policy should be read in conjunction with the d'Overbroeck's Administration and Storage of Medicines policy, available from the school [website](#) or from the school office on request.

13. Appendices

Appendix A – Duties of the First Aider

Appendix B – First Aid Box Contents

Appendix C – Guidelines for the Safe Management of Bodily Fluid Spillages

Duties of the First Aider

1. The main duty of First Aiders is to give immediate First Aid to students, staff or visitors when needed, and to ensure that an ambulance or other professional medical help is called when necessary.
2. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Assistant Facilities Manager.
3. Every effort is made to ensure that there is always at least one qualified First Aider on site when people are on the school site.
4. The First Aiders will update training within every three-year period. All new staff are made aware of the First Aid procedures (which include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs) and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times (particularly in an emergency), to secure the welfare of students and staff colleagues.
5. All staff have a responsibility to familiarise themselves with this policy, the school's First Aid procedures and ensure that they know who the First Aiders are and how they can be contacted.
6. The school is keen for as many staff as possible to possess some knowledge of First Aid and to have enough knowledge to consider particular hazards in relation to the subjects taught by them.
7. The opportunity to take part in First Aid training provided by St John's Ambulance is offered to all new staff as part of their induction. New PE staff, new administrators, and Boarding Staff are expected to attend First Aid courses as early as possible in their employment.
8. All staff should take precaution to avoid infection and must follow basic hygiene procedures.
9. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

First Aid box contents

The contents provided in First Aid Boxes are in accordance with BS8599-1

- First Aid guidance leaflet
- Resuscitation face shield
- Single use nitrile gloves
- Clothing cutters
- Sterile moist wipes
- Assorted wash-proof plasters
- Triangular bandage
- Sterile large dressings
- Sterile medium dressings
- Sterile small (finger) dressings
- Sterile eye dressings
- Burn dressing and/or gel
- Conforming bandages
- Microporous tape
- Safety pins
- Foil blanket

Additional items specific to individual departments are provided in First Aid boxes after discussion with the Head of Department or authorised member of staff.

School vehicle First Aid box contents

- Microporous tape
- Ambulance dressing
- Biohazard waste bag printed with s/a strip
- Heat spray
- Ice cold skin coolant spray
- Instant cold pack
- Polyester aluminium foil blanket
- Revive aid personal resuscitator
- Fabric dressing strip (7.5cm x 1m)
- Elastic adhesive bandage
- Crepe bandages
- Washproof plasters assorted 3 sizes
- Hypo allergenic adhesive dressing
- Eye pad with bandage
- First aid dressing large
- First aid dressing medium
- Non-alcohol wipes

Guidelines for dealing hygienically and safely with spillages of bodily fluids

This guidance is provided for d'Overbroeck's employees who may be dealing with, or be responsible for, the cleaning up of bodily fluids as part of their work within the school.

The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines will help employees to deal with bodily fluids safely.

Procedure

- Bodily Fluids Disposal Kits are available from:
 - All boarding houses (Head of House office)
 - Receptions at Senior School, the International School and Sixth Form
 - Medical Team
- Before dealing with a body fluid spillage you must wear disposable gloves and apron.
- Use Emergency Spillage Compound and leave for at least one and a half minutes.
- Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag.
- Take off your apron while still wearing the gloves and dispose of it into yellow clinical waste bag. Then wash your hands in hot soapy water with your gloves still on, dry with absorbent paper towel and remove your gloves by peeling them off from the inside out and dispose of them in the yellow clinical waste bag.
- Wash and dry hands thoroughly in hot soapy water.

Infected waste must be disposed of as clinical waste in a proper clinical waste sack. The Operations team organise the collection of clinical waste through the relevant organisations. Please note that Emergency Spillage Compound may damage soft furnishings and carpet so should not be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

Soiled clothing

- Do not manually rinse/soak soiled items.
- Flush any solid material (vomit, faeces), into the toilet, carefully avoiding any splashing.
- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- In a boarding house: use the pre-wash/slucice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.

Blood spills on clothing

- Change clothes (immediately if possible).
- Do not manually rinse/soak.
- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- Place the plastic bag in a yellow clinical waste bag.
- In a boarding house: use the pre-wash/slucice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.