

FIRST AID POLICY

(to be read in conjunction with Administration of Medicines Policy)

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Reviewed by:	School Nurse Bursar Assistant Bursar
Approved by Board of Governors:	14 February 2022

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1. Introduction

It is a requirement of the Education (Independent School Standards) (England) Regulations 2014 that schools in the independent sector have a written First Aid Policy. This policy is available to parents and students and to all members of staff from [the policies page of the school website](#) or on request from the school office.

d'Overbroeck's will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with:

- The Health and Safety at Work Act 1974 and subsequent regulations and guidance;
- The Health and Safety (First Aid) Regulations 1981 (S11981/917);
- The DfE guidance on First Aid in schools;
- Paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2014;
- The Independent School regulatory requirements as amended from time to time.

2. Definition

'First Aid' means the treatment of minor injuries which do not need treatment by a medical practitioner as well as treatment of more serious injuries prior to assistance from a medical practitioner for the purpose of preserving life and minimising the consequences of injury or illness.

'Staff' means any person employed by the school including volunteers, supply and part time staff.

3. Aims of this policy

- 3.1 To ensure that the school has adequate, safe and effective First Aid provision in order for every student, 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.
- 3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
- 3.3 To ensure that First Aid provision is available at all times while people are on school premises and while on school visits.

And in summary:

- To ensure compliance with all recent and relevant legislation;
- To undertake suitable and sufficient assessments of first aid needs;
- To identify and implement reasonably practicable arrangements for dealing with accidents;
- To provide competent persons for carrying out first aid treatment;
- To conduct regular checks on first aid equipment and the availability of consumables;
- To ensure all first aid training is at the appropriate level and is updated regularly;
- To ensure all records pertaining to first aid are accurate, accessible and stored efficiently;
- To ensure all first aid policies and procedures on site are clear and available to all.

4. Roles and Responsibility

- 4.1 The **Proprietors** of d’Overbroeck’s, as the employer, have overall responsibility for the health and safety of all employees and anyone else on the school premises. The **Board of Governors** has delegated responsibility for ensuring the school has a Health and Safety Policy (a copy of which can be found on the school [website](#)) and arrangements for first aid.

As part of this, the Board of Governors is responsible for ensuring that suitable and sufficient risk assessments of the school and the health and safety of employees, students and visitors (including contractors) are regularly carried out, identifying measures taken for controlling any identified risks. Risk assessments will take into consideration, for example, the size and location of the school and any specific vulnerabilities of students and staff such as those with specific health needs and/or disabilities.

- 4.2 The **Heads** of Years 7-11, Sixth Form and The International School are responsible for the health and safety of the students, staff, parents and visitors when on site, the implementation of this policy and the effective co-operation of staff at all levels with regard to the working of this policy in accordance with the Health and Safety Policy.

- 4.3 The **Bursar**, in conjunction with the **Principal** and the **Assistant Bursar**, is responsible for ensuring that this policy is put into practice (among other things through INSET and staff information and training) and that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy and the school's health and safety policy.

The **Bursar** is responsible for ensuring that those staff who are the school’s First Aiders have the appropriate and necessary First Aid training and guidance as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The **Bursar**, as authorised by the Proprietor, will regularly (at least annually) carry out a First Aid risk assessment and review the school's First Aid needs to ensure that the school's First Aid provision is adequate. The risk assessment will include an assessment of the school's insurance arrangements.

The **Bursar** is responsible for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed. The Bursar, with the assistance of the Assistant Bursar and the School Nurse, will review regularly the current number of First Aiders and whether they are all trained to meet the standards required.

- 4.4 The **School Nurse** will liaise with the Assistant Bursar to replenish first aid boxes and equipment around the school and the equipment taken off site. The post-holder acts as First Responder and as an advisor to staff.

- 4.5 The **Assistant Bursar** receives and holds accident and injury report forms via Sphera and reports RIDDOR as necessary.

- 4.6 **First Aiders:** Various staff have completed HSE approved First Aid courses and hold a valid certificate of competence in First Aid (**Appendix 1 – Duty of the First Aider**).

In addition to the School Nurse the school has many first aiders. A list of certificated First Aiders (relevant to that site) and the rooms in which they work are published on the noticeboards of all school sites.

- 4.7 **School Staff:** School staff who are not designated first aiders still have responsibility as a duty of care for first aid provision throughout the school. All staff should be aware of this policy, the school's Health and Safety Policy and basic first aid.
- 4.8 **Students:** Students should be familiar with this policy and should ensure they are aware who the first aiders are.

5. First Aid boxes

The contents of the First Aid boxes should be used for the purpose of ensuring that the patient is protected prior to receiving assessment and appropriate treatment from qualified staff and if appropriate a paramedic, the emergency services or a doctor (**Appendix 2** – First Aid box contents).

First Aid boxes are marked with a white cross on a green background and are located around the school and are as near to hand washing facilities as is practicable.

First Aid boxes are inspected by the designated member of staff before the start of every term to ensure, as a minimum, the box contains the items listed in **Appendix 2**. If First Aid boxes are used, items should be replaced immediately by notifying the School Nurse who will ensure that the First Aid box is properly re-stocked.

6. Requirements for excursions

First Aid boxes for any off-site activities are kept in each school site. The Extracurricular Visits Co-ordinator should be notified when the first aid box has been returned following an excursion. The first aid box will be checked and re-stocked by the member of staff who led the excursion.

- 6.1 The member of staff leading the excursion should collect a first aid bag and ensure it is fully stocked before leaving the school site.
- Years 7-11 – from Leckford Reception
 - TIS – from Swan Reception
 - Sixth Form – from Sixth Form Office
- 6.2 If attending the premises of a third party, the persons in attendance should be provided with relevant information of the first aid arrangements prior to attending and made familiar with the arrangements on their arrival at the third party venue.
- If they are not happy with arrangements provided by the third party and they do not feel in a position to make their own arrangements that would cover them to an adequate level, the excursion should be cancelled.
- 6.3 All first aid provisions for excursions are covered in the risk assessments completed by staff prior to the excursion.

7. Requirement for sports matches

At least one First Aid qualified person is present at the pitch during all on-site sports matches. The lead member of staff at an away match will normally have 3-day first aid training (one-day training is a minimum). Not all away matches have external first aid cover and it is important that teaching staff who teach sport should have at least basic first aid cover and ideally first aid training. All sports teaching staff will have their own first aid kits and they should take these with them to both home and away matches.

First Aid is considered as part of the risk assessment (venue, first aid provision).

8. School vehicles

Each school minibus has a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition (**Appendix 2** – First Aid box contents). The Facilities & Compliance Manager in consultation with the School Nurse may determine that additional items are necessary for specialised activities taking place on or off the school site.

9. Information about students

d'Overbroeck's takes student privacy and confidentiality very seriously. The School Nurse will be responsible for sharing information to other staff on a need-to-know basis.

- 9.1 Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before the child is admitted to the school.
- 9.2 Medical information on students is held within the school's management information systems – PASS and CPOMS.
- 9.3 The non-sensitive medical information on each student is available to relevant senior staff for the purposes of ensuring that they have knowledge about students that they are responsible for taking on school trips.

10. Policy for students with medical conditions that are known to the school

10.1 Information is collated from the Medical Forms to compile a 'Special Medical Needs' list of students with on-going and established medical conditions, allergies and any other relevant medical information which is available to staff. The list will be updated regularly throughout the school year. A photograph of students with serious allergies or medical conditions will be appended to the list. The lists will be held in the following locations:

- At Leckford (Years 7-11) – in Reception.
- At the Swan (TIS) – in Reception and in the Nurse's Clinic.
- At 333 (Sixth Form) – in Reception.
- At Milford House (Arts Centre) – in the Staff Room.

Appropriate lists will also be distributed to the Senior Leadership Team, Senior Management Team and Heads of House. As they contain personal and confidential information the lists should not be photocopied more than necessary.

- 10.2 The School Nurse will support each Head of Site and provide in-service training as appropriate for First Aiders and other members of the team in the emergency treatment of students with particular medical conditions.
- 10.3 The School Nurse will ensure that individual Health Care Plans are available to staff as required. If a student has a Health Care Plan it will be uploaded onto PASS or CPOMS for easy access.

11. Procedure in the event of illness

- 11.1 If a student feels unwell they should go to Reception and advise a member of staff. If a student is unwell during lessons, they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The student will be told to go to see the nearest qualified First Aider, and accompanied as necessary. The qualified First Aider will decide on the next course of action and provide First Aid as required.

Most teaching sites have a medical room (Milford Arts Centre has no medical room). Students may be taken to the nearest medical room as and when necessary. Medical rooms are located as follows:

- Leckford (Years 7-11) – located on the first floor
- The Swan (TIS) – located the ground floor
- 333 (Sixth Form) and Islip House – located on the ground floor of Islip House. (This is directly opposite 333).

The school will contact parents/guardians in the event of an emergency (see section 13.4 'Reporting to parents').

- 11.2 If a member of teaching staff is unwell they should advise the Senior Vice Principal and ensure that appropriate cover is arranged.
- 11.3 If a member of the administrative staff is unwell they should advise their line manager, who will log their absence with HR.

12. Procedure in the event of an accident or injury

- 12.1 If an accident occurs, the member of staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. First Aiders are to be alerted if necessary.
- 12.2 If a spillage of blood or other bodily fluids occurs, the member of staff should contact the nearest, qualified First Aider to arrange for the proper containment, clear up and cleansing of the spillage site. All qualified First Aid staff receive appropriate training (**Appendix 3 – Guidelines for dealing hygienically and safely with spillages of bodily fluids**).
- 12.3 If an accident occurs off the school site and during an activity managed by a member of school staff then that member of staff should liaise with the staff at the site (if appropriate) and take the appropriate course of action that may include calling an ambulance.
- 12.4 The member of staff in charge has responsibility to complete an Accident Report and forward it to the Facilities & Compliance Manager.
- 12.5 The school will contact parents/guardians in the event of an emergency. (See section 13.4 'Reporting to parents').

13. Accident reporting and record keeping, including RIDDOR

- 13.1 All injuries, accidents and illnesses, however minor, must be recorded on CPOMS, by which the Principal, DSL and School Nurse are alerted.

For Years 7-11 at Leckford, all injuries are also recorded on PASS.

- 13.2 Accident records: All injuries, accidents and near misses should be recorded on the school health and safety management system (Sphera). The Assistant Bursar is responsible for ensuring that accidents are recorded correctly and that RIDDOR reporting is done. An accident report should be completed on Sphera for every serious or significant accident that occurs on or off the school site if in connection with the school. This will be kept by the Assistant Bursar. Records of staff incidents should be stored for at least three years, and student records until the student reaches the age of 25.

- 13.3 Any accident /incident that requires a student, employee or visitor to be taken to hospital by car or ambulance must be recorded on Sphera by the Assistant Bursar as soon as possible. From these reports, contact will be made to Authorities as required.
- 13.4 Reporting to parents: in the event of an emergency, the Principal, a senior member of staff or the School Nurse will attempt to contact a student's parents or guardian as soon as possible by telephone. However, in accepting a place at the school, parents authorise the Principal (acting in 'loco parentis') to give consent on the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure, if the school is unable to contact them in time. Parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible.
- 13.5 Reporting to the Health and Safety Executive: The school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23) any accidents involving staff during an activity connected with work, or self-employed people while working on the premises:
- 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 3 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 students or visitors 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 (eg, 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.

14. Monitoring

The Bursar and School Nurse will organise an annual review of the School Accident and Boarding House Treatment Books in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

15. Policy Review

The Board of Governors, in conjunction with the Principal and Bursar, regularly review the school's first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The number of trained first aiders is also monitored to ensure that the school's obligations for first aid standards are being met.

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Appendix 1

Duty 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 Facilities & Compliance Manager.
3. Every effort is made to ensure that there is always at least one qualified First Aider on site when people are on school site.
4. The First Aiders will undergo 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 (particular in an emergency), to secure the welfare of the students.
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 are expected to attend First Aid courses as early as possible in their employment. All staff should take precaution to avoid infection and must follow basic hygiene procedures.
8. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

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Appendix 2

First Aid Box Contents

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

- First Aid leaflet
- Resuscitation face shield
- Single use nitrile gloves
- Clothing cutters
- Assorted wash-proof plasters
- Triangular bandage
- Sterile, assorted dressings
- Conforming bandages
- Microporous tape
- Sterile moist wipes
- Burn dressing
- Safety pins
- Sterile eye dressing
- Finger dressing
- 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

- Guidance leaflet
- Alcohol free wipes
- Gloves
- Large dressing
- Medium dressing
- Eye pads
- Plasters
- Safety pins
- Triangular bandage

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Appendix 3

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)
 - Reception at Leckford, the Swan and 333
 - School Nurse
- Before dealing with any 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. Contact the School Nurse who will collect the sack and store in a Yellow Hazardous Waste bin in a safe and secure location.

Please note that Emergency Spillage Compound may damage soft furnishings and carpet so shouldn't 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.

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