



# First Aid Policy and Procedures

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Date of next review:	March 2023
Owner:	Bursar
SLT committee responsible:	Health and Safety Committee
Intended audience:	Pupils, Parents, Staff
Location:	School Portal and Website

## 1. Introduction

- 1.1 The policy outlines the arrangements at Haileybury to ensure that the School has adequate First Aid arrangements in place for its pupils, staff and visitors. This policy, along with relevant Health Centre policies and procedures provide a framework to facilitate the care of a sick or injured pupil whilst in the care of the School or a sick or injured member of staff. Haileybury aims to ensure First Aid provision is available at all times.
- 1.2 The Health and Safety (First Aid) Regulations 1981 require the School as an employer to provide adequate and appropriate First Aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. The Independent School Standards Regulations demand that the School ensures that First Aid is administered in a timely and competent manner by the creation and effective implementation of a written First Aid Policy.

## 2. Definitions and Clarifications

- A *First Aider* is someone who has completed the 'First Aid at Work' (three day) training course and is competent to provide First Aid treatment.
- An *appointed person*, having completed the Emergency First Aid at Work (one day) course, can provide the initial emergency response in a First Aid situation, whilst waiting for, and/or summoning additional First Aid assistance e.g. from an appointed First Aider or the ambulance service. The First Aider or appointed person would typically be responsible for calling the emergency services in the event of a serious injury or illness.
- The purpose of First Aid is to reduce the effects of an injury or illness. Haileybury has undertaken an assessment of First Aid needs and associated risk assessment to determine adequate and appropriate provision.
- The "First Aid at Work" qualification does not include giving tablets or medicines to treat illness. Within Haileybury, this falls within the remit of the Health Centre and only if required.

## 3. Legal Indemnity of First Aiders

- 3.1 It is unlikely that First Aid personnel giving assistance to a pupil, colleague or visitor will become subject to legal action as a result of the deterioration in the individual's condition. However, the School will guard against this possibility through its insurance policies. These provide indemnification for any trained member of staff who assists an individual on the School site or in a School activity who becomes ill or is injured.

## 4. Responsibilities

### Health and Safety Manager

- 4.1 The Health and Safety Manager is responsible for overseeing the overall provision of First Aid at all the times the School is occupied. The Health and Safety Manager will work with key staff across the School, in particular the Health Centre Manager, Sports Complex Manager, the Director of Sport and Deputy Head (Co-curricular), to ensure suitable arrangements are in place.
- 4.2 In conjunction with the Health Centre Manager, the Health and Safety Manager will make an assessment of First Aid needs appropriate to the circumstances of Haileybury.

- 4.3 The Health and Safety Manager will provide advice regarding First Aid requirements and training, working with SLT and Heads of Departments to ensure appropriate staff complete the required First Aid training.
- 4.4 The Health and Safety Manager, the Health Centre Manager, the Director of Sport and Deputy Head (Co-curricular) will meet regularly to review First Aid arrangements and plan for upcoming activities requiring dedicated First Aid provision.

#### Heads of Departments/Managers

- 4.5 Heads of Departments/Managers should ensure First Aid requirements are considered within their risk assessments for regular tasks and all foreseeable risks associated with the work of the department, including identifying staff training requirements and liaising with the Health and Safety Manager on this matter.
- 4.6 Heads of Department/Managers should ensure their members of staff are aware of and implement the arrangements for First Aid and details in this policy.

#### First Aiders

- 4.7 First Aiders and appointed persons must ensure their nearest First Aid kit is easily accessible and well stocked. First aiders are expected to assist in a flexible approach if called upon to provide First Aid treatment e.g. they may be required to attend a different location to where they are working, in order to provide First Aid.

#### All Haileybury Staff

- 4.8 All staff must ensure they are aware of and follow the First Aid arrangements at Haileybury:
- The member of staff that a pupil first approaches to inform of an injury is responsible for completing the online accident report form via iProtectU.
  - If an injury occurs to a pupil or a member of the public on the School's premises that results in their removal from site for hospital treatment, this must be immediately reported to the Health and Safety Manager via telephone or the online accident report form.
  - If a pupil becomes unwell ensure they are escorted by an adult or another pupil to the Health Centre.
  - If they discover an injured person, take responsibility for their care.

### **5. Pupil Welfare and the Haileybury Health Centre**

- 5.1 Haileybury has a Health Centre on campus, staffed by the Health Centre Manager and nursing staff who all provide access to medical care for pupils 24 hours a day, seven days per week in term time. GP services are provided via a local surgery, Hailey View, who work from the Health Centre for pupil appointments.
- 5.2 The School will carry out all First Aid measures in the event of an accident or emergency.
- 5.3 Where a pupil has a medical condition which may suddenly surface at school or on a school trip, relevant staff are given access to appropriate information to assist with managing the situation via iSams. Parents are required to provide this information on joining the School. This is especially important where the pupil has to have special medicine close at hand or administered by the Health Centre.

- 5.4 Pupils are cared for at the Health Centre if they are unwell and unable to attend lessons. Nurses provide 24-hour care in term time. If boarders are unwell, they will be cared for in the Health Centre until they have recovered sufficiently to return to school.
- 5.5 The Health Centre has in place a policy for the care of boarders who are unwell, and a policy concerning the administration of medication outside the Health Centre, which are available on the School Portal and which link to this general First Aid Policy. Key points covered by those policies are:
- Medical care at Haileybury.
  - Medication in Houses.
  - Medicines and treatments brought to school for pupils.
  - Emergency medical treatment.
  - Pupils with particular medical conditions.

## **6. First Aid Arrangements at Haileybury**

- 6.1 In an emergency the following procedures should be followed:

### **In a life threatening emergency**

**Call an ambulance on 999. Haileybury's postcode is SG13 7NU.**

Use What 3 Words to provide a precise location.

Term time: call the Health Centre on 6494 or 01992 706494.

Every time: Then inform the Estates Helpdesk on 6225 or 07827 344184.

### **If general First Aid is required**

Contact the nearest qualified First Aider.

If there is no First Aider in the immediate vicinity, ring the emergency First Aid number, operational 24 hours a day: **Externally: 01992 706494 or Internally: 6494.**

This number is only to be used when emergency First Aid is required, i.e. a pupil, colleague or visitor is significantly injured/unwell.

A list of all staff First Aiders is provided on the School Portal.

### During Term Time

- 6.2 The above emergency First Aid number will go directly to the nurses in the Health Centre. The nurses undertake a triage to decide on the best course of action.
- 6.3 If the injured person cannot move the nurse will attend to such First Aid requests. If the injured person can move a member of staff should escort them to the Health Centre. If helpful, a member of staff can drive a pupil to the Health Centre in their car as this is covered by the insurance policies held by Haileybury.
- 6.4 If the nurse is unable to leave the Health Centre to attend the injured person, the nurse will advise the best course of action e.g. the member of staff should try to find a First Aider or use their own First Aid skills or contact the ambulance service on 999.

- 6.5 The HM or an appropriate member of staff is responsible for escorting a pupil to hospital, depending who is overseeing the situation. A member of staff will always stay with a pupil in hospital as appropriate, and until further arrangements are implemented.

#### During School Holidays

- 6.6 The above emergency First Aid number will divert to the Estates Helpdesk .The Operations team will ensure the number is diverted at the appropriate times. The Operations team is provided with a list of all staff First Aiders on site during the school holidays, via the Health and Safety Manager.
- 6.7 The Duty Operations Assistant will contact the First Aider nearest to the injured person and arrange for the First Aider to attend the incident. Although the Duty Operations Assistant is not required to attend the incident they will liaise with the First Aider and be responsible directing the ambulance to the location of the injured person.
- 6.8 Support staff First Aiders will receive a small remuneration to reflect the additional responsibilities of being a First Aider, in particular for providing First Aid during the School holidays.

### **7. Access to First Aid Equipment/Kits**

- 7.1 There are a number of First Aid kits around the School; a full list is available on the School Portal. Each appointed First Aider will also have easy access to a First Aid kit and keep it suitably stocked. Each department is responsible for maintaining their First Aid kit. House Matrons are responsible for ensuring First Aid kits are suitably stocked in their House, details are recorded via their monthly Health & Safety inspections. First aid kits will be located by the House Matron's office.
- 7.2 Audits of First Aid kits will be completed at least annually.
- 7.3 Additional First Aid kits or stock is available via the School Office or the Health and Safety Manager (covered by the Health and Safety budget).
- 7.4 The Health Centre, via the School sports therapist, are responsible for overseeing and ensuring suitable First Aid equipment is provided for sports coaches to use pitch side during training and fixtures. Each sport will be provided with a dedicated First Aid kit bag for use at home and away games. The sports coaches will be responsible for the safekeeping of the First Aid kit bag and liaising with the Health Centre for additional stock and returning the bag at the end of term.

### **8. First Aid on School Trips and Co-Curricular Activities**

- 8.1 Planning for all school trips requires a risk assessment to be completed via the Evolve system, which must include details of First Aid provision. First Aid will be provided either by Haileybury staff or by an identified provision at the site being visited. The risk assessment should identify any specific hazards requiring dedicated First Aid provision. First Aid provision must include all times when pupils are on a school trip. For example if First Aid is provided by a trip/activity organiser whilst pupils are at an activity centre, Haileybury staff must also ensure appropriate First Aid and care arrangements are in place for pupils when they are in their overnight accommodation.
- 8.2 The teacher responsible for the trip must liaise with the Health Centre to ensure that, before departure, pupils identified as requiring special medical items have got them (e.g. asthma inhalers, allergy epipens). Tablets or medicine are likely to be kept in First Aid kits whilst on

school excursions. Details of pupil medical needs are also found on the Evolve system for planning trips.

- 8.3 The Health Centre will provide First Aid kits for school trips; the trip leader must:
- provide the Health Centre with two weeks' notice of when a specific First Aid kit is required; and
  - include a pupil list for the excursion to ensure specific medical needs for individuals can be catered for
- 8.4 Risk assessments for co-curricular activities will include consideration of First Aid provision, particularly if the activity is taking place in a remote location. The Health Centre should be made aware of co-curricular activities that they might reasonably be expected to attend to provide First Aid treatment.

## **9. First Aid for School PE and Sports Training**

- 9.1 First Aid during the school day will be covered by the Health Centre staff, sports teaching staff and qualified First Aiders. Indoor sports taking place in the sports complex will have First Aid provided by the Sports Complex Staff, who are fully qualified First Aiders.
- 9.2 Sports Coaches overseeing sports training and PE lessons must be capable of responding confidently and correctly to a First Aid incident in their training session. Sports coaches will complete the Emergency First Aid course for sports.
- 9.3 The emergency First Aid number, 01992 706494 should be used to request further First Aid assistance. The Health Centre staff, where possible, will attend the incident.

## **10. First Aid for Home Sports Fixtures**

- 10.1 First Aid cover for sports fixtures is overseen and arranged by the Health and Safety Manager, Deputy Head (Co-curricular) and Director of Sport.
- 10.2 In addition to the Sports Coaches, an external organisation will be used to provide dedicated pitch side First Aid cover (on a risk-based approach) for fixtures involving visiting schools held at Haileybury. A paramedic level medic will be available on campus for such fixtures involving contact sports i.e.rugby and hockey. The paramedic will take the lead in such medical situations. The number of external medics will depend on the sports involved, the number of fixtures and the location of pitches being used.
- 10.3 During rugby matches a number of teaching staff will be alongside the pitches to act as spotters for injuries and to report concerns to the medic or overseeing coach.
- 10.4 Haileybury staff will be responsible for ensuring injured pupils are appropriately escorted where necessary, as directed by the medic e.g. in an ambulance, to the health centre or back to house.
- 10.5 The Health Centre will be open during fixtures to receive injured pupils if required and for administration purposes; however immediate First Aid treatment will be given pitch side. A dedicated golf buggy is available for transport - staff present should assist with the transporting of injured pupils to enable the game to continue with those holding higher level First Aid or medical skills to remain pitch side. Radios are used for communication.

## **11. First Aid Provision at Haileybury Events**

- 11.1 The person organising an event on school premises will ensure that First Aid provision (i.e. appropriate trained First Aiders and equipment) is considered and implemented as part of the overall event risk assessment. The Health Centre should be advised of such events and requirements. If any support or guidance is required please contact the Health and Safety Manager.

## **12. First Aid Provision for External Lets/Hires**

- 12.1 The external hirer is responsible for delivering suitable First Aid provision and equipment for their event. This includes events where Haileybury facilities or premises are used with no charge and Haileybury pupils take part.

## **13. First Aid in the Science Department**

- 13.1 The School is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). CLEAPSS is an advisory service providing support and guidance in science and technology for schools.
- 13.2 Science technicians will complete the necessary training to be qualified First Aiders, using their specialist knowledge to provide suitable First Aid treatment in the Science Department.
- 13.3 Please see the Science Department Health and Safety Policy for full details of the Haileybury Science Department First Aid arrangements, including a list of immediate remedial actions and liaison with First Aiders.

## **14. Visitors and Contractors**

- 14.1 Haileybury will ensure the provision of First Aid and required numbers of First Aiders includes general visitors to the School.
- 14.2 Visitors are provided with details of First Aid arrangements when they sign in at reception. Visitors or their host should follow emergency First Aid procedures as detailed above, if First Aid treatment is required.
- 14.3 Any non-employee who is involved in an accident or near-miss incident whilst on the School's premises they must report the incident immediately to their host. The host should report this on the accident report form via the Portal. Contractors are required to include First Aid provision in the planning of the work they are undertaking on behalf of Haileybury, such details should be documented in their risk assessments and provided to Haileybury prior to works starting. Haileybury will provide details of emergency arrangements and nearest hospitals to contractors. Haileybury does not provide general First Aid cover for contractor activities. If there was an emergency involving a contractor Haileybury would of course assist wherever possible.

## **15. First Aid Training**

- 15.1 First aid training is provided by an in house qualified First Aid trainer. Courses are timed to fit around teaching and operational commitments and take place at Haileybury. All First Aid training courses include the use of automated defibrillators and the emergency use of adrenaline auto- injectors (e.g. Epipen). In line with the First Aid needs assessment and risk assessment, the following roles require dedicated First Aid training:

- Sports Coaches – Sports Emergency First Aid (one day).
- Technicians – 'First Aid at Work' training (three day course).

- 'All House Masters and Mistresses (HMs) - 'Emergency First Aid at Work' (EFAW one day course).
- Matrons – 'First Aid at Work' training (three day course).
- Appointed First Aiders - approved 'First Aid at Work' training (three day course).
- Duty Porter/Operational Assistants – 'First Aid at Work' training (three day course).

15.2 Opportunities for refresher training will be provided on a regular basis. Significant updates on First Aid requirements are also provided to First aid staff e.g. changes to First Aid practices during the COVID pandemic.

15.3 A list of appointed First Aiders is created via iSams and published to staff on the portal and on notice boards around the School.

## **16. Defibrillators**

16.1 Automated defibrillators are located in:

- Attlee Cloisters;
- Sports Complex;
- Estates Helpdesk; and
- the Health Centre.

16.2 All First Aid training courses include the use of defibrillators. However, automated defibrillators are designed to be used by anyone (trained or not), therefore all staff are encouraged to use the defibrillator if it is required.

16.3 Annual checks are made of the defibrillators, via the Health and Safety Manager. The defibrillators sound an alarm when the battery or pads should be replaced.

## **17. Emergency Use Adrenaline Auto-Injectors (known as adrenaline pens)**

17.1 Two Adrenaline Auto Injectors are kept with each Defibrillator and in the Dining Hall for emergency use. These can be used by pupils or staff if they suffer a severe allergic reaction (known as 'anaphylaxis') and do not have an Auto-injector with them.

17.2 In the event of such a severe allergic reaction an ambulance must be called: Dial 999 and inform the controller that the patient is suffering from anaphylaxis.

17.3 The Health Centre will oversee the provision of the Adrenaline Auto-injectors. Annual checks are made of the Adrenaline Auto-injectors, via the Health and Safety Manager.

## **18. Policies and forms associated with this procedure**

- Haileybury Accident/Incident Report Form.
- Accident Reporting and Investigation Policy (including Investigation form).
- Care of Pupils with Specific Health Needs Policy.
- Infection Prevention and Control Policy.

## **19. References**

- Health and Safety (First Aid) Regulations 1981.



- Health and Safety at Work etc. Act 1974.
- HSE Home page: [First aid at work](#).
- Department for Education – Guidance on First Aid for Schools: A Good Practice Guide.
- Department for Education: First aid in schools, early years and further education.
- HSE, Contents of a First Aid Kit: <http://www.hse.gov.uk/firstaid/faqs.htm#First Aid-box>.
- ISI Handbook for the Inspection of Schools: The Regulatory Requirements Medical Officers of Schools Association (MOSA) Guidance: "[First Aid Provision and Training in Schools](#)" October 2006.
- HSE's leaflet "[Incident-reporting in schools - accidents, diseases and dangerous occurrences](#)".
- MOSA "Protocol for the Administration of Medication, including OTC, in Schools".

<b>Version history</b>		
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March 2021	Health and Safety Committee; SLT	Minor updates. Approved.
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