



Haileybury  
International Summer School

# Haileybury International Summer School

## First Aid and Care of Unwell Pupils Policy and Procedures

Policy date:	June 2025
Date of next review:	April 2026
Owner:	Commercial Operations Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and Summer School Handbook

## 1. Statement of intent

- 1.1 The policy outlines the arrangements at Haileybury International Summer School (“Summer School”) to ensure that the School has adequate First Aid arrangements in place for its pupils, staff and visitors. This policy provides 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.
- 1.3 This policy relates to the International Summer School and should be read in conjunction with Haileybury’s overarching Health and Safety Policies.
- 1.4 Legal indemnity of First Aiders
  - 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.

## 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 administer 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.

## 3. Responsibilities

- 3.1. Head of Health and Safety and the Commercial Operations Director
  - The Head of Health and Safety is responsible for overseeing the overall provision of First Aid at all the times the School is occupied. The Head of Health and Safety will work with the Commercial Operations Director and Summer School Coordinator to ensure suitable First Aid arrangements are in place.
  - The Head of Health and Safety and the Commercial Operations Director will make an assessment of First Aid needs appropriate to the circumstances of Summer School.
  - The Head of Health and Safety will provide advice regarding First Aid requirements and training.

- The Commercial Operations Director and Summer School Coordinator will ensure that appropriate staff complete the required First Aid training.

### 3.2. Staff

- Staff overseeing Summer School activities should ensure First Aid requirements are considered within their activities and risk assessments.
- All staff must ensure they are aware of and follow the First Aid arrangements at Haileybury Summer School, in summary staff must:
  - Inform the senior team on any injuries or accidents.
  - online incident report forms must be completed as promptly as possible via iProtectU.
  - If they discover an injured person or pupil, take responsibility for their care.

### 3.3. First Aiders

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.

### 3.4. Haileybury

The School continues to be in operation throughout the school holidays, with a number of operations staff fulfilling the requirements to have First Aiders on site. The Haileybury staff who are trained First Aiders will be able to provide support and advice. If required, Summer School staff should use the general emergency First Aid number, operational 24 hours a day:

- externally: 01992 706494; or
- internally: 6494.

## 4. Pupil welfare and the Haileybury Health and Wellbeing Centre

- 4.1. Haileybury has a Health and Wellbeing Centre on campus that will provide a nurse clinic for all Summer School pupils and staff. The nurse clinic will run from 9:00 - 11:30 am on Mondays, Tuesdays, Thursdays and Fridays whilst the Summer School is taking place.
- 4.2. If an urgent situation dictates, the nurse clinic staff can request assistance from the GP services provided via a local surgery, Hailey View. Hailey View Surgery works closely with the Health and Wellbeing Centre during Haileybury term time.
- 4.3. All Summer School pupils are required to complete a Safeguarding and Medical form before they start the course. The completed form is shared with the Health and Wellbeing Centre Nurses prior to the start of the Summer School. This form includes the following key details:
  - Prescribed medication the pupil will bring them and will need to be administered during their stay.
  - Details of food related and non food related allergies.
  - Consent from the parents/guardian that Summer School staff can administer over the counter (OTC) medication, if required during the pupil's stay.
- 4.4. The Commercial Operations Coordinator will meet with the Catering Department prior to the Summer School start date, to inform them of any allergies/dietary requirements.

## **5. Caring for unwell pupils**

- 5.1. If a Summer School pupil feels unwell they should inform their House parent or teacher as soon as possible.
- 5.2. The House Parent then informs the senior team and the senior team will arrange an appointment with the Health and Wellbeing Centre nurse clinic.
- 5.3. Safeguarding forms are shared with nurses in advance. Forms are completed as part of booking a place. Pupils cannot attend if the form is not completed.
- 5.4. The School will also carry out all First Aid measures in the event of an accident or emergency.

## **6. Administering pupil medication**

- 6.1. Medication brought to the Summer School by pupils must be handed over to the House Parents upon arrival. The medication will be kept securely in the house medication cupboards.
- 6.2. The only caveat to the above requirement for safe storage of pupil medication is regarding Auto Immune Injectors (e.g. Epipens) and inhalers. These forms of medication must be kept by the pupil on their person, so they are available for appropriate use in an urgent situation.
- 6.3. Staff administering medication to Summer School pupils will record the details in the medication record book.
- 6.4. All Summer School Staff administering medication to pupils will complete the basic level training "Medication Awareness (Education)" as a minimum. This course is provided online via iHasco, facilitated by the Haileybury Health and Safety Department.

## **7. Staff training**

- 7.1. Haileybury will ensure the required training is provided for Summer School staff. The First Aid and training requirements have been identified as:
  - First Aid at Work (three day) course: Director of Studies, House Parents, and Pupil Services Manager.
  - First Aid Awareness training: Activity Leaders and Pupil Support Staff.
- 7.2. The Summer School senior team will all be trained as full First Aiders: Director of Studies, Activities Manager, Assistant Activities Manager and Pupil Services Manager.
- 7.3. Refresher training will be provided annually at the start of the Summer School course.

## **8. First Aid arrangements at Haileybury**

- 8.1. 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.
- Inform the senior team:
  - Director of Studies

- House Parent
- Inform the Estates Helpdesk on 6225 or 07827 344184
- Commercial Operations Director.

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

- Contact the nearest qualified Summer School First Aider.  
(Details of First Aiders will be provided during the induction day.)
- If there is no First Aider in the immediate vicinity, ring a member of the senior team.

8.2. In addition to the above Summer School arrangements, Haileybury staff who are trained First Aiders will be able to provide support and advice. If required, Summer School staff should use the general emergency First Aid number, operational 24 hours a day:

- externally: 01992 706494; or
- internally: 6494.

8.3. Summer School staff must ensure all incidents are reported on the incident report form via iProtectU. Hard copy accident report forms will be used when the Summer School are on trips off campus, to ensure details are suitably recorded. This information will then be transferred to iProtectU. Details for access and reporting requirements will be provided during the Summer School staff induction.

8.4. RIDDOR Reporting

## **9. Access to First Aid equipment/kits**

- 9.1. Small First Aid kits in “bum bags” are kept by the Activity Leader for on campus activities. Teachers will carry a First Aid kit on trips. The Activity Leader for Sunday evening activities will ensure they have a First Aid kit with them whilst overseeing the activity.
- 9.2. Full First Aid kits are available for use in the Boarding Houses, these should be supervised by House Parent staff.
- 9.3. There are also a number of First Aid kits around the School; a full list is available on the School Portal.
- 9.4. Audits of First Aid kits will be completed at least annually by the Health and Safety Department.
- 9.5. Additional First Aid kits or stock is available via the School Office (covered by the Health and Safety budget).
- 9.6. Defibrillators are available throughout the school campus for any staff to use in an emergency situation. Details of locations are available [HERE](#).

## **10. Record keeping**

- 10.1. The nurses in the Haileybury Health and Wellbeing Centre will keep all medical records in a suitably secure location on the departmental shared Google drive. Within this drive will be separate folders containing the medical information of the Spring School pupils and Summer School pupils. These folders will include medical records and consultation notes.

<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
April 2024	Head of Health and Safety and Clinical Lead Nurse	New policy
May/ June 2025	Commercial Operations Coordinator Summer School Coordinator Health and Safety Team Commercial Operations Director	Reviewed and updated