

**Document Control Template**

<b>Document Control</b>	
Document title:	First Aid Policy
Author:	Shaun Fleming / Pauline Kenyon
Version number (original):	Original 2109 (version 1.1)
Document status:	Approved by Health and Safety Executive Committee
Effective Date:	September 2024
Version number:	2409 (2.1)
Effective date:	September 2021
Date of next full review:	September 2025
Documentation Location	Website/About Us/Polices or Firefly/ *amend as required

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.1	Who changed	Date completed	General view of changes made since last version

## **First Aid Policy**

Last reviewed/revised: September 2024 (copy to be reviewed by Medical Centre)

### **INTRODUCTION**

This document should be read in conjunction with the First Aid Information Sheet (see page 3 of this procedure) which together constitute the College's policy on First Aid.

The College acknowledges its duties under the Health and Safety (First-Aid) Regulations 1981 to provide adequate first aid equipment, facilities, and personnel to their employees. The obligation under these Regulations does not extend to non-employees, including members of the public. However, as Bradfield College provides services to others (e.g. visitors, guests, etc), non-employees have been considered in the assessment of first aid needs and provisions.

The Education (Independent School Standards) (England) Regulations 2003 requires that independent schools have and implement a policy on First Aid and have appropriate facilities for pupils in accordance with the Education (School Premises) Regulations 1999.

Bradfield College provides adequate first aid provision for persons who may become ill or injured as part of the schools undertaking. Through assessment of the nature of activities within the school, the number and appointment of first aiders has been determined. Those trained at the higher (3-day) level are listed on the First Aid Information Sheet that is displayed in key locations throughout the school.

Prior to a pupil attending Bradfield College, a parent or guardian is required to sign the Acceptance Form, giving their consent for first aid treatment to be administered to the pupil as the need arises. Any refusal of this consent is asked for in writing and a copy is forwarded to the Medical Centre so that all medical staff are alerted.

### **STRUCTURE AND ORGANISATION**

Key College staff such as Matrons and Sports Coaches are trained and updated every three years on First Aid skills. Secondary to this is the College's main first aid facility, the Medical Centre. The Medical Centre is staffed in term-time, manned by qualified Nurses 24 hours a day Monday- Saturday, with an on-call service provided Sunday 0900-1600 due to only 5-15% of pupils remaining onsite at weekends. All necessary equipment needed for treatment of minor injuries is available there. In addition, supplementary equipment is provided and managed by Medical Centre staff and is situated throughout the school. The Medical Centre nurses will attend a casualty at the point of need by request. The Medical Centre landline telephone diverts to a mobile phone to ensure that a member of the medical staff is always available by phone, and for times that stand-alone night/weekend staff are contactable out of the building attending to an event on the wider campus grounds. Transport of the casualty to the Medical Centre can be provided by the boarding house staff and (if available) using one of the pool cars onsite. For safeguarding reasons, security staff do not transport unsupervised pupils to the medical centre.

During school holidays first aid cover is provided by appropriately trained support staff.

### **QUALIFICATIONS AND TRAINING**

The intention of the College is to ensure a suitable number of competent members of staff is available throughout the College that can deal with the treatment of those who have had accidents or suffer sudden illness.

First Aid training appropriate to each individual's role will be given to staff on a three-yearly basis. All members of teaching staff are given Emergency First Aid at Work training (1/2 day) on dealing with an emergency (including CPR, treatment of injuries and illnesses, and identification of emergencies). Members of staff who have greater responsibilities, such as Medical Centre Staff, Matrons and Sports Centre Managers are trained to the full First Aid at Work (3-day) level. A list of all those currently trained is updated and maintained by a member of the reception team.

The Health and Safety department will ensure that an updated copy of the First aid equipment locations and contact numbers are available on the College firefly pages and main notice boards.

The academic staff attend an annual first aid refresher training session as part of the start of term inset day. This is organised by the Academic department and the dates booked by a member of the reception team.

The medical centre teaches all domestic staff about anaphylaxis and the use of Adrenaline auto-injector devices.

## FIRST AID KITS AND EQUIPMENT

White wall mounted First Aid boxes are distributed around the College in all academic, support buildings, and in the main foyer of every Boarding house. Each First Aid box contains:

- A First Aid pack, including gloves.
- A spare Asthma inhaler (blue box)
- A spare Adrenaline pen auto-injector (yellow box)
- Eye Wash
- A Green First Aid sign to instruct the location of the nearest Defibrillator

Mobile kits are also available for sporting events on the College playing fields, as well as within minibuses which can be taken to other venues.

For all trips involving an overnight stay, the responsible member of staff will request and obtain a first aid kit from the Medical Centre (if there is not one available at the overnight destination). A first aid kit is to be requested by the responsible person in charge of away school trips from the Medical Centre. Staff may also need to assess the requirement to take a spare inhaler or Adrenaline Pen on overnight trips.

For longer trips away, the responsible member of staff will request a first aid kit and will state the nature of the trip, the duration of the trip and number of pupils on the trip. The nurse will advise and supply any additional first aid supplies necessary.

For all sports events or trips, the responsible member of staff will request a sports first aid kit.

Where necessary, higher risk departments will hold additional equipment pertinent to the risks present. For example, the Grounds Department hold a chain saw specific first aid kit and the Chemistry labs each have 3 x 500ml bottles of sterile normal saline for eye irrigation. It is the responsibility of the Head of Chemistry to ensure that the bottles are stored correctly and that they are in date. Any out of date stock is to be returned to the Medical Centre and a replacement requested by email.

It is the responsibility of the First Aider who uses the first aid kit to ensure that the stock is replenished by putting a request to the Medical Centre. This can be done by email to the Medical Centre. A comprehensive list of all First Aids kits around the school is held at the Medical Centre. Routine spot-checks on all the first aid kits are conducted and logged by the Medical Centre termly, to ensure that stock is present and in-date. All First Aid kits also contain a First Aid advice leaflet within.

## FIRST AID INFORMATION SHEET

The Health and Safety department will distribute an information sheet, updated annually, to all Houses and Departments, giving details of:

- Medical Emergencies protocol including guidance on when to call an Ambulance
- Emergency contacts
- Location of first aid equipment

- Names and contact numbers of College staff who are qualified first aiders: higher (3-day) level.

These sheets marked by a large green cross will be displayed on Boarding Houses' and all Departments' notice boards and are included here as policy.

## **ACCIDENTS AND EMERGENCIES** (Including Asthma, Epileptic and Diabetic Emergencies)

The First Aider who is first at the scene of the emergency will administer any appropriate immediate treatment to the person and contact the Nurse at the Medical Centre for assistance and advice. The First Aider will dial 999 as appropriate or as advised by the Nurse. The First Aider or the Nurse will inform the Matron and HsM. The Nurse will inform the parents/ guardians if the pupil is taken to hospital or admitted to the Medical Centre and then inform the Matron and HsM that the parents have been informed. Pupils transferred to hospital will be accompanied by a Matron, HsM or a Tutor.

## **FIRST AID REPORTING**

All accidents in the College are to be reported to the Health & Safety and Security Manager using the online form that is available on Firefly - [H&S Accident Form](#) as soon as possible. Where an incident is reportable under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013, reports will be made by the College Health & Safety and Security Manager.

The person who witnessed the accident or was first informed of the incident by a pupil/contractor is responsible for reporting the accident on Firefly H&S Accident Form - [H&S Accident Form](#).

## **RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

The type of Accidents that should be reported are detailed on the following HSE link  
<https://www.hse.gov.uk/pubns/edis1.pdf>

- Fractures, other than to finger thumbs and toes.
- Amputations
- Permanent loss of sight
- Crush of head / internal organs
- Serious burns + 10% of body
- Scalping
- Loss of consciousness caused by head injury or asphyxia.

## **FIRST AID TREATMENT: Infection Control Precautions to Reduce the Risk of Transmitting or Contracting Blood Borne Infections**

General Precautions:

In any situation requiring First Aid, certain standard precautions must be taken to reduce the risk of transmitting/contracting infections such as Hepatitis and HIV.

First Aid kit contents include a pair of rubber gloves and a yellow bag for disposing of soiled dressings. In order to reduce the risk of infection, the following precautions should be taken:

- If possible, the casualty should administer the first aid him/herself.
- Whenever available, First Aiders should use the rubber gloves provided in the First Aid kit.
- If gloves are not available, whether any infection is suspected, First Aiders should wash their hands both before and after applying dressings.

- First Aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty.
- First Aid kit contents include a pair of rubber gloves and a yellow clinical waste bag for disposing of soiled dressings. The yellow clinical waste bags should be safely disposed of within specific clinical waste bins (located behind Faulkners and in front of Stevens House)
  
- Cleaning up body fluid/blood spills.
- Spills of body fluids: blood, urine faeces and vomit must be cleaned up immediately.
- Wear disposable gloves and use Body Spills Kit according to instructions on packaging. If necessary, call the Medical Centre and ask for one to be provided immediately to your location.
- Never use mops for cleaning up body fluids spillages.
- Waste soiled with body fluids should be disposed of in a clinical waste bag (yellow).
- If there are large quantities of first aid waste soiled with body fluids, Call the Medical Centre and ask for assistance.

This is the link to the MC policy on infection control : [20220511-Infection Prevention & Control Policy.docx](#)