



The Oratory Schools Association First Aid Policy Statement

The Oratory Schools Association recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 to ensure as far as is reasonably practicable the health and safety of pupils, staff and others using or visiting the school premises. To this end, and in compliance with The Health and Safety (First Aid) Regulations 1981, as amended up to 2014, the following measures have been put in place.

First Aid Risk Assessment

A First Aid risk assessment has been carried out in all areas of the school. Control measures have been put in place according to need. This assessment is recorded and open to re-examination on a regular basis or when circumstances change.

Key Points

All staff are expected to use their best endeavours in the event of a first-aid emergency.

All staff must know:-

- How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
- The location of the nearest first aid box.
- The locations of the defibrillation equipment (during term time, one is in the Health Centre and one is in the Sports Centre).
- How to contact the Health Centre – dial 01491-683666 or internal 666 (Emergency), or 01491 683535, internal 3535 (Non- Emergency)
- That the senior management must be informed via the headmasters' PAs whenever the Emergency Services are called. The PAs will inform the Headmasters, the Bursar and the Estates Manager.

First Aid Training

It is the policy of the OSA that as many staff as possible are first aid trained. There is no limit on numbers and the aim is to significantly exceed the minimum ratios that are recommended for schools of our size. This training meets the requirements of the Boarding Schools National Minimum Standards.

Pupils with Medical Conditions

A list of pupils with medical conditions is compiled by the Health Centre and posted on the Common Room noticeboard in the Houses, and the HealthCentre. Other important Pupil health information can be found on SIMS.

First Aid Equipment

First aid equipment is available in The Health Centre and in each department of the School. First Aid kits are taken to all sports fixtures and on Out-of-School Trips. They are also located in each minibus and at the Boathouse. All first aid equipment is checked on a termly basis and First Aid kits are replenished when required.

Defibrillators

Defibrillators are kept in the following locations:

1. OS:
 - a. Health Centre (moved to the Ref during holiday times)
 - b. Sports centre
2. OPS:
 - a. Reception
 - b. Health Centre

First Aid Room and First Aid boxes

First aid rooms are available in the Health Centres. First aid boxes are held in numerous locations throughout both schools and any member of staff should be able to advise the nearest location.

First Aid Personnel

Nursing care is available 24 hours a day, 7 days a week during term time. All pupils who are unwell or have an accident are referred to the Health Centre where they are treated and all records of their illness or injury kept. The Nursing Staff are responsible for contacting parents should this be necessary. Other personnel are trained to 'First Aid at Work' standard and are contactable year round. Their names and contact numbers are displayed on the School notice boards in the Common Room, by the Main Kitchen and in the Sports Centre. It is the policy of the School that all staff in charge of an activity, sporting or otherwise, should have at least minimum First Aid training.

Record Keeping

Records of all staff that have had first aid training are kept by the Health and Safety Adviser. This information is available on the OSA database. Any accidents / incidents are recorded on the accident report forms available on the school intranet they are then logged onto the Accident Reporting Database which is monitored by the Bursar's office. All staff accident reports are kept on a database by the Bursar in order to maintain confidentiality under the Data Protection Act 1998. The Bursar will also report any staff or visitor accidents reportable under RIDDOR 1995, as amended 2012. Accidents to pupils reportable under RIDDOR will be reported by the Health Centre staff.

Dealing with Bodily Fluids

Bio Hazard Spill kits and gloves are issued to each Boarding House and kept in the Health Centre for dealing with bodily fluids. Domestic staff are trained in the use of these.