



First Aid Policy and Practice

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1.1 Introduction

Giggleswick School ('The School') must ensure the timely and competent administration of first aid to all persons who may become ill or are injured on site, be they employees, pupils, contractors or members of the public visiting the School.

1.2 Aim

This policy sets out the responsibilities and methods by which the School intends to make provision for the timely and competent administration of first aid. This policy has been developed with due regard to the requirements to provide a safe place of work stated in Section 2 of the Health and Safety at Work etc. Act 1974. Suitable provision for first aid is also a requirement under the Health and Safety (First Aid) Regulations 1981.

1.3 Commitment

The School is committed to providing sufficient numbers of first aiders to deal with accidents and injuries occurring on site and to providing these personnel with sufficient training and equipment to ensure that they are able to carry out their duties competently.

All appointed first aiders will be briefed fully on their responsibilities and provided with information and training on first aid to ensure that the statutory requirements and the needs of the School/their department are met.

1.4 Concerns

Should any member of the School community have any concerns about the provision of first aid within the organisation, they should refer them to:

- the Bursar;
- the Health & Safety Advisor;
- the School Nurse; or
- their line manager.

These concerns will be investigated and an assessment will establish if any rectification action is required.

1.5 Responsibilities

The governors of Giggleswick School are responsible for health and safety across the site; this includes the provision of first aid. The governing body will monitor the effectiveness of the implementation of this policy and will direct review and revision of the policy when necessary.

The Bursar is responsible to the governing body for the implementation of this policy. The Bursar chairs meetings of the Health and Safety Committee which normally take place each term and the Committee will monitor the effectiveness of this policy and its implementation at all levels. The Bursar will bring to the attention of the governors any relevant changes in legislation or other events that may require this policy to be reviewed.

The Bursar has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint and the level of training that they should receive;
- ensuring appropriate and sufficient training is provided for all appointed first aiders, and that refresher courses are planned and delivered; and
- monitoring all first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used.

The Health & Safety Advisor and the Senior Master will assist with these activities.

1.6 First aiders

First aiders are qualified personnel who have received appropriate training and passed an examination. Refresher training will be provided at regular intervals to ensure that skills are maintained. The Health & Safety Advisor maintains a list of all staff who hold a first aid qualification and at what level and liaises with the Senior Master to organise refresher training. First aid personnel will be provided with retraining at least every three years in order to ensure that their skills are maintained.

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of deterioration in the injured person's condition. However, the School has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill or injured either on or off the School premises, but only in association with School business.

The list of qualified first aiders includes names, qualifications and expiry dates. A First Aider's main duty is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.

First aiders are employees who have volunteered for the role and who have been assessed as competent. (Where there are insufficient numbers of volunteers, the School will nominate a person from each area to take charge of the situation where an employee becomes injured or ill and requires attention).

In the Early Years setting, at least one person on the premises and at least one person on any outings must have a current paediatric first aid qualification.

The names of First Aiders are provided in Annex B.

2.0 Arrangements

The School implements this policy through:

- Considering first aid requirements in risk assessments of activities that take place on campus and off-site.
- Ensuring there are suitably trained personnel to act as First Aiders at all times when people are on the school premises and off premises whilst on school visits. There should be at least one qualified person on each school site when pupils are present.
- Maintaining a dedicated Medical Centre and a dedicated first aid room for administering first aid out of term time.

- Keeping detailed records of accidents and injuries together with an account of any first aid treatment given and that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible. Accidents are reviewed at each SLT meeting.
- Providing an up-to-date list of First Aiders including their qualifications and expiry dates, and arranging training and refresher training as recommended by HSE guidance on First Aid for Schools.
- Providing suitably equipped first aid boxes and kits in designated areas, minibuses and for trips or away matches and that these are checked at regular intervals or following use by the designated Nurse in the Medical Centre.
- Reporting to the HSE any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

2.1 The Medical Centre

The Medical Centre is the central First Aid point. It is staffed by qualified medical/first aid personnel who are available 24 hours a day in term time.

The Medical Centre personnel will treat all staff and students during term time. All staff, especially new employees, must be made aware of the location of the Medical Centre.

The location of the Medical Centre has been arranged so that corridors etc. are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

- Pupils must attend the Medical Centre for first aid/assistance or treatment for all but the most minor injuries/illnesses, or if they are unable to obtain basic first aid assistance for minor injuries/illnesses. Members of staff must ensure that pupils do so wherever appropriate. Pupils who feel unwell should always be accompanied to the Medical Centre either by a member of staff or fellow pupil as appropriate.
- Members of staff injured or taken ill whilst at work must, for all but the most minor injuries/illness, attend the Medical Centre for initial first aid /assistance or treatment.
- The Medical Centre staff must examine all cases of sickness or injury referred to the Medical Centre and record the examination and treatment (if any) given in a Treatment Book. Any further action taken or advised (e.g. to see a Doctor, or sent to Hospital), must also be recorded. Members of staff and pupils must co-operate by acting on any advice given by the Medical Centre staff.
- If the Medical Centre staff has any doubts as to the extent or seriousness of an illness or injury, they must refer the case to a Doctor or the hospital and record in the Treatment Book that this has been done. Members of staff and pupils must co-operate by acting on advice given.
- At times when the Medical Centre is closed (e.g. outside of school term time) cases of sickness or injury whilst at work must report to the first aid post in the nearest department and call the nominated first aider. The first aider must record the treatment in the treatment book and inform the Bursary.

The first aid room is located at the Medical Centre.

2.2 Sporting activities – first aid

The School employs a private company to provide emergency first aid treatment at most of the senior home rugby fixtures and some other sporting events in the School calendar. The company provides an equipped vehicle with emergency trained technicians and they liaise with and assist the nurse on duty at the School Medical Centre.

The Director of Sports is responsible for briefing staff on first aid procedures to be followed during sporting activities.

2.3 School transport – first aid

Each of the School's minibuses has a supply of vomit bags and first aid kits for use in an emergency. Portable first aid kits for school trips will also include a vomit bag. Additional supplies can be obtained from the Medical Centre.

2.4 Informing parents

In the event of illness/injury to a Senior School day pupil whilst at school the Medical Centre staff will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home. Parents will be told the nature of the injury and provided with details of the first aid treatment given.

For pupils at the Junior School, in the case of a minor incident not requiring attention at the Medical Centre, details will be recorded on a Junior School Incident/Accident form, which must be signed by the parents when they collect their child if the child concerned is in Nursery or Reception class.

Any form of head injury, however minor, should be reported to parents and written advice given to day parents regarding ongoing observation.

In the event that an ambulance is called parents will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with them until a parent or guardian arrives.

In accepting a place at the School, parents are required to give their consent for the Headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

2.5 Arrangements for pupils with particular needs

Pupils with particular medical conditions are identified on the medical centre database and this list is reviewed and updated each term. The needs of these pupils should be considered in the planning and risk assessment for any trip and for residential trips should always be discussed with the Senior Sister at an early stage. For each of these pupils an individual Health Care Plan is produced and circulated to House Staff and shared appropriately with staff.

2.6 First aid kits

The location of first aid boxes and the name of the person responsible for their upkeep are shown in Annex A to this policy. The kits contain adequate supplies for the nature of the hazards in that location. All boxes will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. First aid boxes will display the following information:

- a) The name of the person responsible for their upkeep
- b) The nearest location for further supplies
- c) The contents of the first aid box and replenishing arrangements
- d) The location of the accident book
- e) The date of the next inspection of the kit.

First aid boxes are maintained by the person responsible for their upkeep and restocked when necessary by the designated nurse, who is aware of the procedure for re-ordering supplies.

2.7 Portable first aid kits

A First Aid kit must be taken on all school trips. Portable first aid kits are available from the Medical Centre for those members of staff who take trips away from the school site or who are required to work away from the normal workplace, where access to facilities may be restricted.

2.8 Defibrillators

The School defibrillators are located in alarmed cabinets:

- a) Senior School Common Room (inside main door)
- b) Catteral House
- c) Eshtons Pavilion
- d) the Chapel.

Defibrillator equipment can be used by anyone. All staff with first aid training also receive training in the operation of the defibrillator.

2.9 Reporting accidents

In all cases where an injury results from an accident in School or at work, the following procedures for reporting/recording must be strictly adhered to:

Accident involving a pupil or visitor:

The member of staff supervising the activity or to whom the accident is first reported must record the details on the School Accident Report Form. When additional details have been added by Medical Centre staff copies of the report are to be sent to SLT, Housemaster/mistress and the Health & Safety Advisor and kept in the Medical Centre.

If the accident takes place away from the school site, an Accident Report form must be completed by the member of staff in charge of that trip or activity as soon as they return.

Accident involving a member of staff:

All accidents must be recorded, however minor. It is the responsibility of employees to ensure that they complete an entry in the accident book. The member of staff (or, if incapacitated / prevented from doing so, a friend/or colleague) must report the accident to the relevant Head of Department/Supervisor giving the name(s) of any witness(es) to the incident.

Where the injured person is unable to enter his or her account into the accident book, the nurse or first aider (where relevant) should enter details on the employee's behalf. The Accident Book for staff is held in the Bursary.

Where an accident results in admittance to hospital, or inability to continue work, the Headmaster or Bursar must be informed immediately. In cases of accidents causing serious injuries resulting in death, or which could have resulted in death, of a member of staff, the Headmaster and Bursar must ensure that the Health and Safety Executive is notified of the accident/injury in accordance with the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Policy revised: November 2019

Responsibility: M Z Hodge - Bursar, F E J Hamilton – School Nurse

Next revision: November 2020

Annex A – Location of first aid kits

Location	Responsible member of staff
Carr	Mrs Wright
Morrison	Mr Giles
Nowell	Mr Galley
Paley	Mr Western
Shute	Mr Keron
Style	Mrs Watambwa
Brookside	Miss Baskeyfield
Carr Annexe	Mrs Wright
Little Howsons	Rev'd Ladds
Catteral	Mrs Gemmell
Partridge Building	Mrs Kirwin
Mill House	Mr Shuttleworth
Early Years Unit Forest Sessions	Mr Shuttleworth
Art Department (Junior School)	Mrs Barton
Junior School Science Laboratory	Miss Davison
Art Department	Ms Rowles
DT Centre (2 boxes)	Mr Huxtable
Home Economics	Mrs Gemmell
Languages Dept.	Mr Meneses
Main School Classroom Block Room 1	Mr Richmond
Biology Laboratories	Dr Walker
Chemistry Laboratories	Dr Taylor
Physics Laboratories	Dr Hucknall
Music School	Mrs Simper
Sharpe Library	Mrs Cheng
Chapel	Rev'd Ladds
Dining Hall	Mrs Airey
RW Theatre	Mr Offland
Catteral Hall Pavilion	Mr Cook
Sports Hall	Mr Cook
Swimming Pool	Mr Cook
Gym	Mr Cook
Eshtons Pavilion	Mr Cook
Lords Pavilion	Mr Cook
Cricket Pavilion - Top pitch	Mr Cook
CCF Ranges	Mr Scott
Field Gun Club (when in use)	Mr Waters
Outdoor Pursuits	Mr Roberts
Games (away)	Mr Cook, Mrs Wright, Mr Simpson, Mrs Wharton, Mr Taylor, Mrs McGoldrick, Mr Gemmell, Mr Giles
Minibuses	Mr Burgess
HM Office/Common Room	Mr Gemmell
Bursary	Mrs Shepherd
Summer Schools (3 boxes)	Mrs Eldridge
Domestics (Facilities) (2 boxes)	Mr Cardus
Properties (Facilities) (6 boxes)	Mr Wright
Boiler Room	Mr Dawson
Medical Centre (for Emergency Response)	Mrs JL Wood
Gatehouse (2 boxes)	Mr Worthington

The designated member of staff is responsible for ensuring that other members of staff and/or pupils in their teaching department/House/extra-curricular activity know where the First Aid Kit is.

The designated member of staff is responsible for liaising with the designated School Nurse to ensure, so far as is reasonably practicable, that these First Aid Kits are kept in a clean and serviceable condition and are properly stocked and that each use of the Kit is recorded on the record pad which forms part of the Kit.

Annex B – List of First Aiders

Mr Adamson
Mrs Bagot
Ms Baskeyfield
Mr Berry
Mrs Byrne
Miss Cilgram
Mr Cook
Mr Curry
Mrs Darch
Miss Follows
Mrs Francmanis
Mrs Frank
Mr Hamilton
Miss Hamilton
Dr Hucknall
Mr Huxtable
Rev Ladds
Mr Offland
Mrs Redfern
Mr Rice-Bowen
Mr Richmond
Mr Scott
Mr Shread
Mr Shuttleworth
Mr Smith
Mrs Taylor
Mr Waters
Mr Wharton
Mr Western
Mr Wigfield
Mrs Whitaker
Mrs Wood
Mrs Wright