

First Aid Policy

Brooke House College

2021/22 Version

1 Introduction

- 1.1 This is the first aid policy of Brooke House College (**College**). It is available to pupils, parents of pupils and of prospective pupils on request and to all members of College staff.
- 1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the College in regards to all staff, pupils and visitors.

This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the *First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).

- 1.3 This policy can be made available in large print or other accessible format if required.

2 Definitions

Appointed Persons: are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

EFAW: means Emergency First Aid at Work.

First Aid: means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

FAW: means First Aid at Work.

First Aiders: are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.

First Aid Guidance: is the *First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, L74, 3rd edition, 2013).

First Aid Personnel: means First Aiders or Appointed Persons or both.

Inhalers Guidance: means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, September 2014).

Adrenaline auto-injectors (AAI) Guidance: means the Guidance on the use of emergency AAI in schools. AAI may only be used in accordance with the DfE guidance contained in Human Medicines (Amendment) Regulations 2017.

Staff: means any person employed by the College, volunteers at the College and self-employed people working on College premises.

College: is the school defined in 1.1 above.

College Accident Book: has the meaning given in Paragraph 17.1 below.

College Nurse: is Jessica Barrs who is primarily located in Nurse's Office in the medical centre

Medical Centre: is located at the Wright's House building on the main campus, adjacent to the Brooke House Main Building rear drive, and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical treatment, including First Aid, when required. The Medical Centre has essential First Aid facilities and equipment as well as gender specific 'wards', a treatment room, a bathroom and toilet, with hot and cold running water, and kitchen area with refrigerator. As far as is possible, the College reserves this building exclusively for giving medical treatment.

3 Aims of this policy

3.1 To ensure that:

3.1.1 the College has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury;

3.1.2 all Staff and pupils are aware of the procedures in the event of any illness, accident or injury.

3.2 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the College site.

4 Responsibilities

4.1 The College will ensure that there are adequate and appropriate First Aid equipment, facilities and First Aid Personnel on the College site(s).

4.2 The Principal delegates to the College Nurse and Director of Student Support Services the day to day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the College.

4.3 The Principal in conjunction with the College Nurse and Director of Student Support Services will regularly review the College's First Aid needs to ensure that the College's First Aid provision is adequate. The review could include number of students, staff and visitors, layout and location of buildings, specific hazards, special needs etc.

4.4 The Principal delegates to the College Nurse responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

4.5 The Principal is responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in relation to First Aid.

4.6 **First Aiders:** The Principal is responsible for ensuring that the College has as an adequate number of First Aid Personnel on site at all times.

4.7 There will be at least one First Aider on the college site when children are present.

An up to date list of First Aiders can be found displayed on the notice boards in all main college buildings and residences and it is available upon request from the College Nurse.

4.8 The main duties of First Aiders are to give immediate First Aid to pupils, Staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Nurse and College Chief Operating Officer.

4.9 First aiders will undergo updated training at least every three years to maintain their qualification. The need for any refresher training for the first aiders will be considered on an annual basis by the Principal and College Nurse. All Staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All Staff will use their best endeavours, at all times, to secure the well-being and welfare of the pupils.

5 **First Aid boxes**

5.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the College's First Aid needs assessment and will usually be stocked with the following items:

- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads
- Two individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large sterile individually wrapped un-medicated wound dressings
- 2 medium sized sterile individually wrapped un-medicated wound dressings
- A pair of disposable gloves
- 6 non-alcohol moist wipes
- Blunt ended scissors and medical tape
- Ice pack
- Guidance leaflet

5.1.1 There are additional First Aid facilities in areas such as the Science and Technology building, which cater for burns (chemical or fire), eye wash stations etc.

5.2 First Aid boxes are located at these positions around the College site and are as near to hand washing facilities as is practicable. The list of first aiders also contains this list of locations of first Aid boxes.

- Biology labs
- Chemistry labs
- Physics lab 1
- Physics lab 2
- Brooke House kitchen 1
- Brooke House College Pastoral Office (2 x Travel Kits)
- Brooke House Reception

- College House kitchen
- First Aid treatment Room / Nurse's Office
- First Floor Tea and Coffee area
- High Street kitchen / staffroom
- Maintenance Shed
- Minibuses and Cars
- Paul Kitchener (PK) Building kitchen
- Summer School Office (during Summer School)
- Brooke House Accommodation kitchen
- Cottages Accommodation kitchen
- Cottages Accommodation kitchen 2
- Union Accommodation kitchen
- Georges Accommodation kitchen
- Burnmill Accommodation kitchen
- Northampton Accommodation kitchen
- Football Academy Office
- Sports Therapist's Office

5.3 If First Aid boxes are used, they should be taken to the College Nurse who will ensure that the First Aid box is properly re-stocked. The College Nurse will examine the First Aid box(es) at this point and otherwise termly in order to dispose of items safely once they have reached their expiry date.

5.4 All requirements for the First Aid kits are supplied by the Nurse and are regularly stocked at request of individual departments.

5.5 **College minibuses:** The College's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.

5.6 **Off-site activities:** First Aid boxes for any off-site activities are kept in the residential tutor staff office.

6 **Defibrillators:** The College stores defibrillators at the main building, London House and Northampton House. As a responsible school with its position within the community, the College is a member of the National network – Community Heartbeat Trust. First Aiders have been trained in their use, but clear instructions come with each item in the event of an emergency.

7 Information on pupils

7.1 Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or

withholding consent to medical treatment or from seeking advice or treatment in confidence. Procedures and forms for consent for medical treatment, including First Aid, are set out in the College's Administration of Medicines and Supporting Pupils with Medical Conditions Policy.

- 7.1 The College Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the College to the Principal, class teachers, resident tutor, activity supervisors and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the College community.

8 Procedures for pupils with medical conditions such as asthma, anaphylaxis, epilepsy, diabetes etc.

- 8.1 The information held by the College will include details of pupils who need to have access to asthma inhalers, AAIs, injections or similar and this information should be circulated to teachers, resident tutors and First Aiders.
- 8.2 Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Emergency Medicines box in Nurse's Office and in the Emergency Medicines Box in the College House Staff Room.
- 8.3 The College has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the College Nurse and Director of Student Support Services and they may be found in the appendices of the College's Administration of Medicines etc. Policy, which is available on request via enquiries@brookehouse.com.

- 9 **Asthma:** the College adopts the Inhalers Guidance in respect of the use of emergency salbutamol inhalers and holds stock salbutamol inhalers which can be used when a pupil is not able to access his or her own inhaler.

- 10 **Anaphylaxis:** the College adopts the DfE guidance contained in Human Medicines (Amendment) Regulations 2017. in respect of the use of AAIs and holds stock AAIs which can be used when a pupil is not able to access his or her own AAI.

11 Procedure in the event of illness and minor injury

- 11.1 Pupils may visit the College Nurse in the Medical centre during break or lunch. If a pupil is unwell or suffers a minor injury during lessons then they should consult the member of Staff in charge who will assess the situation and decide on the next course of action. Where necessary, the pupil will be accompanied to see the College Nurse in the Medical centre. The College Nurse will provide the First Aid as required and decide on the next course of action. In the event of a boarder falling ill or requiring first aid in the evening or at night or at the weekend then their resident tutor will be responsible for care and treatment. All resident tutors are First Aiders. In the event that the pupil requires medical attention at the hospital the Emergency Duty Phone holder will provide/organise immediate residential cover & the Residential tutor will accompany the pupil to the hospital. The resident tutor and College Nurse will liaise when the Medical centre reopens on the treatment given and further treatment required.

- 11.2 Staff may visit the College Nurse in the Medical centre as and when necessary, but appropriate cover must be arranged.
- 11.3 The College may discuss with parents the procedures for children who may become ill or infectious and it will take necessary steps to prevent the spread of infection and illnesses. Such measures may include isolation in the Medical centre or boarding house for a period of time.
- 12 Procedure in the event of an accident or injury**
- 12.1 If an accident occurs, then the member of Staff in charge or nearest First Aider should be consulted. That member of Staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the College Nurse should be called as soon as is possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called if the College Nurse is not available immediately. However minor the injury, the College Nurse should always be informed, even if not called.
- 12.2 In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the College Nurse or for an ambulance or making arrangements to transport the injured person to A & E or access other appropriate medical services.
- 12.3 **Ambulances:** If an ambulance is called then the College Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Where necessary GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met. A sign entitled Calling Emergency Services is displayed in all College buildings. The sign includes general instructions to those calling emergency services and it includes the exact address and postcode of the building in which it is displayed. An example sign is set out in Appendix 8 of the Administration of Medicines etc. Policy.
- 12.4 Staff should always call an ambulance when there is a medical emergency and / or serious injury.
- 12.5 Examples of medical emergencies may include:
- a significant head injury
 - fitting, unconsciousness or concussion
 - difficulty in breathing and / or chest pains
 - exhaustion, collapse and / or other signs of an asthma attack
 - a severe allergic reaction
 - a severe loss of blood
 - severe burns or scalds
 - the possibility of a serious fracture.
- 12.6 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of Staff if it is not possible to contact the pupil's parent(s) (or legal guardian(s)) in time.

13 Hygiene and infection control

- 13.1 If a spillage of blood or other bodily fluids occurs, the College Nurse must be informed. The College Nurse will then arrange for the proper containment, clear up and cleansing of the spillage site. This will entail proper use of PPE and spillage kits, washing down contaminated surfaces with disinfectant and arrangements for disposal of materials used.
- 13.2 All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).
- 13.3 The First Aider should take the following precautions to avoid risk of infection:
- 13.3.1 cover any cuts and grazes on their own skin with a waterproof dressing;
 - 13.3.2 wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
 - 13.3.3 use suitable eye protection and a disposable apron where splashing may occur;
 - 13.3.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - 13.3.5 wash hands after every procedure.
- 13.4 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
- 13.4.1 wash splashes off skin with soap and running water;
 - 13.4.2 wash splashes out of eyes with tap water or an eye wash bottle;
 - 13.4.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - 13.4.4 record details of the contamination;
 - 13.4.5 report the incident to the College Nurse and take medical advice if appropriate.

14 First Aid in the Football Academy

- 14.1 **Location of first aid equipment:** the Football Academy and the Academy Sports Therapist are responsible for providing First Aid boxes and bags for training sessions and fixtures and for ensuring that they are taken to the sports ground/s.
- 14.2 There are three First Aid bags which can be used by Staff and team managers for home and away fixtures.
- 14.3 An emergency stretcher and thermos-blanket are available at the Harborough Town Training Ground for home fixtures and training.
- 14.4 The Academy Sports Therapist is responsible for taking the emergency stretcher, thermo-blanket and neck brace to any away fixtures and to training.
- 14.5 **Away fixtures:** A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty by a member of Staff.

Treatment and after-care should then be followed up by the College Nurse / Academy Sports Therapist / Health Centre. Any incident of treatment must be reported to the College Nurse on return to College.

15 **First Aid at the Leisure Centre**

15.1 Separately from the Football Academy, most physical education lessons and sports activities take place at the Market Harborough Leisure Centre and the Desborough Leisure Centre. For every organised College activity at the Leisure Centre, at least one College First Aider will accompany the pupils and carry with them a first aid kit. That member of staff is responsible for the administration of any first aid required. In addition, the College also relies on the leisure centres and their staff for the provision of first aid equipment and First Aid to College pupils. The College monitors the First Aid arrangements of both the Market Harborough and Desborough leisure centres by keeping and reviewing copies of their publicly available policies and written procedures. With reference to these documents, the College monitors the first aid equipment held by the Leisure Centre and the numbers of trained first aiders on each site.

16 **Reporting**

16.1 In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete a record of First Aid provision, as set out in section 17 below. These records will be regularly monitored by the Principal or a senior member of staff to identify whether review or change in practice is needed.

16.2 All injuries, accidents and illnesses, however minor, must be reported to the College Nurse and/or the College Chief Operating Officer as appropriate, and the College Chief Operating Officer is responsible for ensuring that the accident report forms and books are filled in correctly and that parent(s) or guardian(s) and HSE are kept informed as necessary.

16.3 **Reporting to Parents:** In the event of serious accident, injury or illness, parents or guardian(s)] must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Principal if necessary.

16.4 **Reporting to HSE:** Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**) to report the following to the HSE:

16.4.1 **Accidents involving Staff**

- (a) work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- (b) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- (c) cases of work related diseases that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or

- (d) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

16.4.2 Accidents involving pupils or visitors

- (e) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
 - (i) any College activity (on or off the premises);
 - (ii) the way a College activity has been organised or managed (e.g. the supervision of a field trip);
 - (iii) equipment, machinery or substances; and / or
 - (iv) the design or condition of the premises.

16.5 More information on how and what to report to the HSE, can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences)* (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is also possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

17 Records

17.1 **College Accident Book:** All injuries, accidents, dangerous occurrences and events which result in the administration of First Aid (unless very minor in the view of the College Nurse / College Chief Operating Officer) must be recorded in the College Accident and First Aid book.

17.2 The date, time and place of the event or accident must be noted with the personal details of those involved with a brief description of the nature of the event or accident and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored in accordance with the College's policy on data retention.

17.3 **Accident and First Aid report form:** The College Nurse and/or the College Chief Operating Officer will ensure that an accident report form is completed for every serious or significant accident that occurs on or off the College site if in connection with the College's activities. Accident report forms are collated chronologically in order to make-up the College Accident and First Aid Book. Records are retained in accordance with the College's normal practices. Where there is a risk of claim, records will be retained according to the college's data retention Policy. A template form is set out at in Appendix 2.

17.4 **Accident to Staff causing personal injury:** An accident report form will be filled in respect of any accident causing personal injury to Staff a copy of this accident report form will be provided to the College Chief Operating Officer. The College Chief Operating Officer will take reasonable steps to investigate the circumstances of such accidents once (s)he receives notice of it. If it is found that there are discrepancies between the information reported and the College Chief Operating Officer's findings these should also be recorded on the form. These records will be kept by the College Chief Operating Officer for at least three years or if the person injured is a minor (under 18), until they are 21. The form to be used in respect of accidents causing personal injury to staff is the same as that to be used for reporting accidents and First Aid generally. It is to be found at Appendix 2.

18 Monitoring

- 18.1 The Principal or Director of Student Support Services will regularly monitor and review the College's systems and management of medical welfare and any trends in accidents, injuries and illnesses at the College in order to identify whether a review or change in welfare practice is needed.
- 18.2 The Directors undertake a formal annual review of this policy for the purposes of ensuring it complies with statutory requirements, assessing its effectiveness in safeguarding the welfare of employees and students, and monitoring the efficiency with which the related duties have been discharged.

Authorised by	resolution of the Board of Directors
Signed [Director]
Date	August 2021

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
June 2016	MCO / SD / JP / RP	Updated as part of College review of all statutory policies – Spring 2016.	Dropbox – SMT – Policies Final
May 2017	SD	8.1 Additional information on care of unwell boarders at night/weekends	Dropbox – SMT – Policies Final
July 2018	MCO	Updated in response to new DfE guidance	Dropbox – SMT – Policies Final
July 2019	MCO	Updated in response to new defibrillator and 'gas & air' provision	Dropbox – SMT – Policies Final
July 2020	MCO	Updated in response to ISA compliance check	Dropbox – SMT – Policies Final
July 2021	MCO	Updated to reflect change in location of Medical Centre	Dropbox – SMT – Policies 2021-2022

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2017	MCO	July 2018
July 2018	MCO	July 2019
July 2019	MCO	July 2020
July 2021	MCO	July 2022

**Appendix 1 Part 2 of schedule 7 of the Road Vehicles (Construction and Use)
Regulations 1986 (SI 1986/1078)**

First Aid equipment:

- Ten antiseptic wipes, foil packed
- One conforming disposable bandage (not less than 7.5 cm wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rust-free blunt-ended scissors

Appendix 2 ACCIDENT & FIRST AID RECORD

1.About the person who had the accident		
Name:		
Address:		
Postcode:		
<input type="checkbox"/> Staff Position:	<input type="checkbox"/> Visitor	<input type="checkbox"/> Student
2.About you, the person filling in this record. Please sign the record & date it.		
■ If you did not have the accident, write your address and occupation.		
Name:		
Occupation:		
Address:		
Postcode:		
Signature:		Date:

3.About the accident (continue overleaf if you need to)		
■ Say when it happened	Date:	Time:
■ Say where it happened. State which room or place.		
■ Say how the accident happened. Give a cause if you can.		

- If the person who had the accident suffered an injury/illness, give details of the injury/illness

4.About the first aid administered (continue overleaf if you need to)

- Say who administered the first aid
- Say what first aid was administered
- Location of administration of first aid
- Say what happened to the person immediately afterwards (returned to class/taken to hospital/went home etc)

5.For the employee only

- By ticking this box I give my consent to my employer to disclose my personal information & details of the accident which appear on this form to safety representatives & representatives of employee safety for them to carry out the health & safety functions given to them by law

Signature:

Date:

6.For the employer only

- Complete this box if the accident is reportable under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). To report, just call the ICC on 0845 300 9923

How was it reported?

Date Reported:

Signature: