



**CHARTERHOUSE**

**FIRST AID POLICY**

## Introduction

1. This document sets out the policy to be followed for the provision of first aid within Charterhouse during term time and holiday periods. It also gives general guidance to staff for the provision of first aid to injured parties and to staff in control of visits away from the school. An assessment of the first aid requirements has been completed which takes into account the factors influencing our first aid requirements. These factors include: the size of the school; the proximity of supporting emergency services; the types of pupils, staff and visitors; specific hazards on site; availability of staff and resources at different times of the day and time of year; and previous accidents and incidents. Taking these factors into account this Policy ensures that there is an adequate provision of appropriate first aid at all times and that where individuals have been injured there are suitable processes in place to provide remedial treatment.
2. Charterhouse recognises its legal obligations in the provision of first aid and will comply with all legislative and regulatory requirements.
3. This policy applies to all Charterhouse employees.

## Legislation

4.
  - a. The Health & Safety at Work, etc, Act 1974
  - b. The Management of Health and Safety at Work Regulations (MHSWR) 1999
  - c. Health and Safety (First Aid) Regulations 1981 (L74 - 3<sup>rd</sup> Edition 2013)

## Resources

5. The Hunt Health Centre. The HHC is manned during term time and is an invaluable resource when dealing with accidents; however, its primary role is to maintain medical services to pupils within the HHC and not to attend at other locations on the School estate to provide treatment to casualties. If assistance is thought to be required from the HHC, the HHC duty staff will make a discretionary decision regarding their attendance at the scene, taking into account the nature of the emergency and the conflicting need to staff the HHC, especially if there are in-patients. As the HHC is not open during School holiday periods, Support Staff supervisors and line managers, and Events / Lettings staff need to take this into consideration when dealing with accidents and / or emergencies in the workplace during these holiday periods.

6. The Security Department. Charterhouse has a permanently manned Security Department. All Security Staff are fully trained First Aiders and can be called upon to assist with casualties and coordinating any response, including directing emergency services to a casualty.

7. First Aid Kits. First Aid kits are available in every department, House. There is no regulatory list of items to be included in a first aid kit, as this is dependent on the activities being undertaken and the number of pupils or staff at risk. However, as a minimum, the following should be included in all Charterhouse First Aid kits:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins

- Large sterile individually wrapped un-medicated wound dressings
- Medium sized sterile individually wrapped un-medicated wound dressings
- Disposable gloves

7.1 The beak (or supervisor / line manager of a department) in charge of an activity or work process should consider if additional items, appropriate for the activity being undertaken, are required. For example, a first aid emergency foil blanket might be considered a requirement for outdoor activities during Winter.

7.2 Out-of-School Visits. First Aid Kits, that are suitable and sufficient for the number of pupils and the type of activity planned, are to be taken on each out-of-school trip. Kits are available in Brooke Hall.

7.3 Replenishment of First Aid Kit Items. The Operations Manager is responsible for ensuring first aid kits are kept replenished, but staff are expected to advise the Operations Manager when items have been used, so that they can be replenished quickly.

8. Defibrillators. Defibrillators can be used by anyone and training is not required. Each defibrillator contains instructions on use and provide audible instructions. Note that they are designed in a way that it is impossible to deliver a shock to a casualty if it is not required. Defibrillators are located as follows:

- The Hunt Health Centre (this is a publicly available defibrillator: the access code is available from Security 07881 915674)
- The Queen's Sports Club
- The Security Vehicle
- Brooke Hall
- John Derry Technical Centre

9. Body Fluid Spillage Kits. The Operations Manager will ensure all (boarding) Pastoral Assistants and their reliefs, know how to deal with the spillage of body fluids and will ensure the appropriate equipment is available to them. In the event that help is required in a non-residential part of the School the Operations Manager will co-ordinate the response. A disposable Body Fluid Spills kit is available in each minibus.

## **Staff and Training**

10. Number, Location and Training of First Aiders. Under the existing Regulations, there is no defined number of first aiders: the number is determined by using the recommended Risk Assessment methodology. In accordance with the findings of the RA, the number of first aiders required, and the level of training they require, has been established. Due to the nature of the School it is not possible to provide a prescriptive location of all first aiders at any one time. As a minimum the School will provide the following:

a. Trained to First Aid at Work (FAW) Standard

All House (Boarding) Pastoral assistants and their reliefs (22)  
 QSC staff (12)  
 All HHC Staff (11)  
 Dep Bursar and all direct reports  
 All Security Staff

At least one member of IT, Estates and Enterprises departments

Length of Course: Three Days

Certificate Validity: 3 Years

Re-training Requirement: Annual Half-Day Refresher

b. Trained to Emergency First Aid at Work (EFAW) Standard

At least 25% Grounds staff

At least 30% Estates / Maintenance staff

At least 10% Operations staff

Length of Course: One Day

Certificate Validity: 3 Years

Re-training Requirement: Annual Half-Day Refresher

c. Trained to "Ofqual-certificated Training for Schools Staff" Standard

All beaks. (See below for requirements relating to hazardous activities)

Length of Course: 4 Hour Course

Certificate Validity: 3 Years

Re-training Requirement: Annual Half-Day Refresher

d. Hazardous Activities. A number of sports and activities have been defined by the School as hazardous and these require an additional approval process. These are:

- Rock Climbing (Indoor & Outdoor)
- Mountaineering, Hill Walking, Scrambling
- Swimming, Surfing, Sub Aqua
- Canoeing, Rowing, Sailing
- Off-road Driving, Off-road Cycling
- Horse Riding
- Skiing
- DoE Activities

As part of the approval process to undertake these activities, first aid support is one of the considerations made. The group leader will ensure that there is sufficient first aid cover for the group, eg. Mountain First Aid qualified personnel.

Length of Course: Dependent on Course

Certificate Validity: Dependent on Course

Re-training Requirement: Dependent on Course

It is possible that first aid cover may be provided by an external instructor joining the group ie. not a member of the School staff. Where this is the proposed method for providing first aid, activity leaders must ensure that the external providers' training is 'in date'.

e. Targeted Training. Specific guidance and recommendations for training in relation to specific conditions and illnesses (such as dealing with asthma, allergic attacks, general illness, etc) is available from the HHC.

f. Re-Training and Training Records. The HR Dept will maintain a record of all individual training and manage re-training as required.

## **First Aid Action(s)**

11. The following first aid procedures are to be adopted when dealing with casualties:

### Serious / Life-Threatening Injuries

All Casualties. When injuries to any casualty on campus are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site, AN AMBULANCE IS TO BE CALLED IN THE FIRST INSTANCE BY DIALLING 999. Security should then be contacted to assist with the casualty and coordinate the arrival of the ambulance crew and direct them to the casualty.

#### *Note:*

- *Casualties with suspected serious fractures or back or neck injuries must not be moved unless ambulance or other suitably qualified medical personnel are present. For the patient's safety, they must NOT be moved on the instructions of ANY bystander.*
- *If the casualty is unconscious or their airway is at risk, they should be placed in the recovery position regardless of suspected spinal injury.*

### Significant Injuries

Pupils. For pupils who have suffered a significant injury, adults in charge should contact Security for assistance in the first instance. This assistance may include help to transfer the casualty to the HHC. While HHC staff may be called to provide advice and guidance in the treatment of the casualty, their attendance at an incident may not always be possible (See "The Role of The HHC" at para 5 above)

Staff or Visitors. For staff or visitors who have suffered significant injuries, suitable transport arrangements should be made to transfer the casualty to the nearest (NHS) treatment facility.

### Minor Injuries

Pupils. Adults in charge of injured pupil should seek the assistance of a qualified first aider to assess and / or treat the casualty. If further treatment or assessment is required, adults in charge should whenever possible accompany those with minor injuries to the HHC for treatment / assessment.

Staff and Visitors. Minor injuries to staff or visitors should be treated by a qualified first aider.

## **Reporting Accidents**

12. Reporting Accidents / Injuries. All accidents must be reported using the appropriate form on Greyhound. It is the responsibility of the adult in charge of a pupil who has suffered an injury, to submit the form. (*See Accident, Near Miss and Incident Reporting Policy*)

13. Arrangements for Employees and Visiting Young Persons During School Holiday Periods. First aid cover for anyone on site during holiday periods will be provided by members of Charterhouse staff who are trained and qualified first aiders. Note that the arrangements for treatment, calling of the Emergency Services and help from the Security Dept are as described above, but the HHC is not available during school holidays.