



Policy Name: First Aid Policy

Owner: Deputy Head

Review Date: August 2022

Next Review date: August 2023

This Policy will be revised as regulations or review demands

## 1. Introduction

1.1. This Policy has been authorised by the Governors of Mayfield School (" the School").

Its status is advisory only. It is available to parents and pupils and to all members of School Staff.

1.2. The arrangements within this Policy (for example the number of First Aiders, Appointed Persons and First Aid boxes and contents of First Aid boxes) are based on the results of a suitable and sufficient first-aid needs assessment (see Appendix 1) carried out by the School in regards to all staff, pupils and visitors.

1.3. This Policy complies with S3(6) of the Independent School Standards, the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

## 2. Definitions

2.1. "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.

2.2. "First Aiders" are members of staff who have completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

2.3. "First Aid Guidance" means the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

2.5. "Staff" means any person employed by the School, volunteers at the School and self-employed people working on the premises.

2.6. The "School Doctor" is a Doctor from Woodhill Surgery who is contracted to provide medical services to pupils at the School and who is responsible for medical supervision.

3. **The Health Centre** is clearly signposted. It is used for the provision of medical treatment, including First Aid, when required. The Health Centre has essential First Aid facilities and equipment.

## 4. Aims of this Policy

4.1. To ensure that the School 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, no matter how major or minor.

4.2. To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

4.3. Nothing in this Policy should prevent 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 School site.

## **5. Responsibilities**

5.1. The Governors of Mayfield School, as the employer, have overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.

5.2. The Headmistress delegates to the Senior Nurse the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Senior Nurse will regularly (at least annually) carry out a First Aid Risk Assessment and review the School's First Aid needs to ensure that the School's First Aid provision is adequate.

The Headmistress delegates to the Senior 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.

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

### **5.3. First Aiders:**

The Headmistress is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders) with reference to the first-aid needs assessment (see Appendix 1)

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

The staff listed in Appendix 2 have completed an HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

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 Deputy Head.

The First Aiders will complete training to update their qualification at least every three years.

5.4. 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 welfare of the pupils.

5.5. Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## **6. First Aid Boxes**

First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in Guidance Note 37 of the First Aid Guidance. See Appendix 3 for further information.

6.1. First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:

- The Health Centre + Defibrillator;
- School Office + Defibrillator in Becket Hall;
- Lower School Staff Room;
- Defibrillator in Lower School;
- Defibrillator by Sports Pavilion;
- School Kitchen x 2;
- Science Prep Rooms (all labs and three prep rooms) - eye wash hose attached to the taps in each lab;
- Art Room;
- Maintenance Yard;
- PE department – shoulder bags for sport fixtures;
- Coffee staff room;
- All four Boarding Houses;
- Dining Hall;
- Washing up area outside main kitchen;
- Pastry room;
- School Shop;
- Ceramics Room;
- Music Administrator office;
- Food and Nutrition;
- Riding;
- Concierge's office;
- Concert Hall book cupboard;
- Drama Studio;
- Swimming Pool;
- The Hub;
- Fixed box in the Sixth Form block.

All requirements for the first aid kits are supplied by the Health Centre and are regularly stocked at request of individual departments. This should be done by email at least once per term.

6.2. School minibuses: The School'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.

6.3. Off-site activities: First Aid boxes for any off-site activities are kept in the Health Centre.

## **7. Information on Pupils**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. This includes the parents of prospective pupils attending tasters, as well as other visiting pupils. Parents are also requested to give full information on any medical conditions in order that the School may be aware of any specific needs in terms of First Aid and emergency medical treatment. This information will be stored in line with the School's Data Protection Policy, Privacy Notices and Retention of Documents Policy.

### ***Use of asthma inhalers, epipens, injections etc.***

The information held by the Health Centre will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information is shared with relevant staff.

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 Health Centre and Boarding Houses. Additional arrangements are included at Appendix 3.

### **8. Procedure in the event of illness**

- 8.1. Pupils may visit the Health Centre during break or lunch. If a pupil is unwell 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. The pupil will, accompanied as necessary, be told to go to the Health Centre. The Health Centre will decide on the next course of action and provide the First Aid as required.
- 8.2. Staff may visit the Health Centre as and when necessary, but appropriate cover must be arranged.

### **9. Procedure in the event of an accident or injury**

- 9.1. If an accident occurs, then the appropriate manager will be consulted. They will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The Health Centre should be called for as soon as is possible. First Aiders can also be called for if necessary and should be called if the Health Centre is not available immediately. However minor the injury, the Health Centre should always be informed even if not called for.
- 9.2. In the event that the First Aider does not consider that s/he can adequately deal with the presenting condition by the administration of First Aid, then s/he should arrange for the injured person to access appropriate medical treatment without delay from the Health Centre or by dialling 999.
- 9.3. Ambulances: If an ambulance is called then the Senior Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff. Parents will be contacted as soon as possible via pastoral staff. The appropriate Head of School and Deputy Head will also be informed.
- 9.4. If a spillage of blood or other bodily fluids occurs, the Head of Housekeeping/Housemistress must be informed. The Head of Housekeeping/Housemistress will then arrange for the proper containment, clear up and cleansing of the spillage site. The Health Centre, Housekeeping Department and all Boarding Houses have a body fluid disposal kit on site. All first aid bags have spillage granules in situ and instructions included.

### **10. Procedure in the event of contact with blood or other bodily fluids**

- 10.1. The First Aider should take the following precautions to avoid risk of infection:
  - 10.1.1. cover any cuts and grazes on their own skin with a waterproof dressing;
  - 10.1.2. wear suitable disposable gloves when dealing with blood or other bodily fluids;
  - 10.1.3. use suitable eye protection and a disposable apron where splashing may occur;
  - 10.1.4. use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
  - 10.1.5. wash hands after every procedure.
- 10.2. 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:
  - 10.2.1. wash splashes off skin with soap and running water;

- 10.2.2. wash splashes out of eyes with tap water or an eye wash bottle;
- 10.2.3. wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- 10.2.4. record details of the contamination;
- 10.2.5. report the incident to the Senior Nurse and take medical advice if appropriate.

## 11. First Aid in the PE Department

- 11.1. **Location of First Aid Equipment:** The Health Centre is responsible for providing first aid boxes and bags for the relevant sporting areas within the School.

There are a number bags which can be used by team managers for home and away fixtures. The Head of PE/Games is responsible for ensuring that the boxes are stocked correctly.

- 11.2. **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 staff. If necessary, the pupil should be taken to the nearest A&E department by a member of staff. Treatment and after-care should then be followed up by the Health Centre. Any incident of treatment must be reported to the Health Centre on return to School.

## 12. Reporting

- 12.1. The First Aider should make a written record of first aid administered and send a copy to the Health Centre.
- 12.2. All injuries, accidents and illnesses, however minor, must be reported to the Health Centre staff who are responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.
- 12.3. **School Accident Book:** all injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Senior Nurse) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded.
- 12.4. **Accident Report Form:** The Senior Nurse will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the Senior Nurse and a copy sent to the Facilities Manager, the School's Health & Safety Officer.
- 12.5. **Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practical. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Health Centre and with the Headmistress, or member of SMT on duty, if necessary.
- 12.6. **Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the HSE (during term time, this is done by the Health Centre and outside term time this is most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

### 12.6.1. Accidents involving Staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, thumbs or toes);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;

- cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- 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).

#### 12.6.2. Accidents involving pupils or visitors

- 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:
  - any School activity (on or off the premises);
  - the way a School activity has been organised or managed (e.g. the supervision of a field trip);
  - equipment, machinery or substances;
  - the design or condition of the premises.

Reporting will be carried out by the Senior Nurse in conjunction with the Bursar.

### **13. Monitoring**

There are regular reviews of the Accident Book in the Boarding Houses in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid Risk Assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Headmistress will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

### Appendix 1 – First Aid Needs Assessment

First Aid Personnel	Required Yes/No	Number Needed/other considerations
First-aider with a First Aid at Work Certificate	Yes	At least three on duty at all times when full staff group are on site. However because of the size of the site and number of pupils this is increased to seven during term time.  During school holidays at least one on duty at all times.
First-aider with an Emergency First Aid at Work Certificate	N/A	N/A
First-aider with additional training	Yes	First aiders trained in anaphylaxis. First aiders trained in the use of defibrillator. Specialist nurse support available from the Health Centre.
Appointed Person	N/A	N/A
First-aid Equipment and facilities	Required Yes/No	Number needed/other considerations
First-aid box	Yes	<p>First-aid boxes are located in:</p> <ul style="list-style-type: none"> <li>• The Health Centre + Defibrillator;</li> <li>• School Office + Defibrillator in Becket Hall;</li> <li>• Lower School Staff Room;</li> <li>• Defibrillator in Lower School;</li> <li>• Defibrillator by Sports Pavilion;</li> <li>• School Kitchen x 2;</li> <li>• Science Prep Rooms (all labs and three prep rooms) - eye wash hose attached to the taps in each lab;</li> <li>• Art Room;</li> <li>• Maintenance Yard;</li> <li>• PE department – shoulder bags for sport fixtures;</li> <li>• Coffee staff room;</li> <li>• All four Boarding Houses;</li> <li>• Dining Hall;</li> <li>• Washing up area outside main kitchen;</li> <li>• Pastry room;</li> <li>• School Shop;</li> <li>• Ceramics Room;</li> <li>• Music Administrator Office;</li> <li>• Food and Nutrition;</li> <li>• Riding;</li> <li>• Concierge's office;</li> <li>• Concert Hall book cupboard;</li> </ul>

		<ul style="list-style-type: none"> <li>• Drama Studio;</li> <li>• Swimming Pool;</li> <li>• The Hub;</li> <li>• Fixed box in the Sixth Form block.</li> </ul>
Additional equipment – Automated External Defibrillator	Yes	<p>AED are located in:</p> <ul style="list-style-type: none"> <li>• Health Centre;</li> <li>• Reception;</li> <li>• Lower School;</li> <li>• Sports Pavilion.</li> </ul>
Travelling first-aid kit	Yes	<ul style="list-style-type: none"> <li>• Six bags kept by PE Department for travelling to away fixtures;</li> <li>• All School minibuses carry first-aid kits;</li> </ul>
First-aid room	Yes	Health Centre



## Appendix 2 – List of First Aiders

Name	Location	Telephone	Qualification	Expires
<b>Debbie Streeter</b> <b>Health Centre Manager – RN</b>	Health Centre	Ext 228 or 874611	<b>FAW First Aider 3 day course</b>	24/09/2023
Emily Baldwin <b>(2<sup>nd</sup> FOR RIDING)</b>	Riding	Ext 212		19/10/2023
Jill Barker <b>(1<sup>st</sup> CONTACT FOR RIDING)</b>	Riding	Ext 212/07770 576787		19/10/2023
Shawn Bond	Maintenance	Ext 338		08/07/2024
Kelly Brennan	HR Manager	Ext 240		08/07/2024
Carol Jones	Gabs or Micks Boarding Houses - Day Matron	231 (Gabs)/216 (Micks)		24/09/2023
Jessica Jones <b>(3<sup>rd</sup> FOR RIDING)</b>	Riding	Ext 212		19/10/2023
Petra Kotesovska	Leeds House	Ext 259		08/07/2024
Matthew Mendes	IT Technician/Minibus Driver	07785 610980		08/07/2024

Juliet Alcaraz	Textiles	Ext 224	<b>Emergency First Aid at Work</b>	04/07/2024
Richard Bidois	Catering	Ext 261		22/05/2025
Jan Blagden	Librarian	Ext 230		22/05/2025
Janet Clarkson-Hope	Catering Manager	Ext 258		22/05/2025
Manal El Adel	Boarding (Leeds)	Ext 259		04/07/2024
Emily Turner	Riding	Ext 212		19/10/2023
Jana Carpinato	Boarding (Dunstan's)/Maths	Ext 291		04/07/2024
Jason Cross	Maintenance	07834 838007		04/07/2024
Daniel Edwards	Catering	Ext 261		22/05/2025
Emma Furlong	Chemistry Technician	Ext 243		22/05/2025
Stephanie Gilpin	Boarding (Mick's)/Chemistry	Ext 216		04/07/2024
Imogen Jones	PE and St Gabriel's	Ext 245/231		22/05/2025
Christopher Moore	Director of Hospitality	Ext 280		22/05/2025
Emily Nixon	PE	Ext 245		04/07/2024
Charlotte Prince	Riding	Ext 212		22/05/2025
Hannah Robertson	Boarding (Mick's)	Ext 216		04/07/2024
Josefina Ruival	Boarding (Dunstan's)	Ext 291		04/07/2024
Adam Smith	Senior Science Technician	Ext 279/243		22/05/2025
David Warren	Head of History/DofE			22/05/2025
Milena Wolmarans	Biology Technician	Ext 274		22/05/2025

Sophie Auer	PE	Ext 245	<b>NRASTC – National Rescue Award for Swimming Teachers - valid for two years</b>	26/05/2023
Georgina Fletcher	Head of Academic PE/Director of Partnerships and Outreach	Ext 245		
Fiona Morris	Geography			
Imogen Jones	PE and St Gabriel's	Ext 245/231		
Julia Jones	PE and Timetabling	Ext 220		
Emily Starr	PE and St Michael's	Ext 245/216		
Pippa Whitby	PE and St Gabriel's	Ext 231/245		

Mary Saunders	DofE Co-ordinator and Head of Careers (Tues/Thurs/Fridays)	Ext 282	Level 3 Award in Outdoor First Aid	06/03/2024
---------------	--	---------	---------------------------------------	------------

### **Appendix 3 – Content of First-Aid Kits**

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic Advice on First Aid at Work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, sterile, individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves (see HSE's leaflet Latex and you).

Employers may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

#### ***Travelling first-aid kit contents***

There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet Basic Advice on First Aid at Work);
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two individually wrapped triangular bandages, preferably sterile;
- two safety pins;
- one large, sterile, un-medicated dressing;
- individually wrapped moist cleansing wipes;
- two pairs of disposable gloves (see HSE's leaflet Latex and you).

Either of the above should be considered as suggested contents lists only.