WHITGIFT SCHOOL

FIRST AID POLICY

Colleagues responsible for this policy:

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Whitgift School is mindful of the need to safeguard the wellbeing of all students, staff and visitors to the school and will ensure, as far as is reasonably practicable, that First Aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981. Whitgift School's intention is to provide a complete, safe, and effective team of first aid competent staff to ensure a high standard of emergency care is always available and that appropriate equipment is available and audited for compliance, at regular intervals.

In drawing up this policy, references have been made to The Department of Education Guidance on First Aid.

Whitgift School's medical practices are evidence based and follow guidelines and recommendations from the National Institute of Clinical Excellence (NICE), Department of Health (DoH) and the World Health Organisation (WHO). Medical policies are integral to ensuring the health, wellbeing, and safety of students while supporting their learning and development.

These policies are designed to address a variety of health-related issues, including first aid procedures, the management of chronic conditions, the administration of medication, and mental health support. Medical policies are closely linked with the safeguarding policies to provide a holistic approach to student care, ensuring that the school environment is not only physically safe but also emotionally supportive for all students. Whitgift School welcomes any student with long term medical conditions and will ensure that their needs are met so that students can fulfil their potential in all aspects of School life.

Both medical and safeguarding policies stress the importance of confidentiality in handling sensitive student information. Proper records of medical treatment, student health issues, and any safeguarding concerns must be securely kept, with only authorised personnel able to access them.

Both safeguarding and medical policies emphasise the importance of staff training. All teaching and support staff receive regular safeguarding training that includes the identification of health-related concerns such as unexplained injuries or sudden changes in behaviour that could signal underlying medical or psychological issues.

First Aid - is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

First Aider - someone in an organisation (in this case, Whitgift School) who has been trained to give immediate medical help in an emergency.

Management of First Aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for the training and retraining of First Aid staff, and for the provision of First Aid equipment.

The school aims:

- to provide a prompt and appropriate response in cases of sudden illness or injury
- to ensure compliance with all relevant legislation
- to ensure there are sufficient competent First Aid trained staff within the school environment
- to ensure there are suitable facilities to administer First Aid
- to identify and implement practical arrangements for dealing with First Aid incidents
- to keep accident records and report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (Director of Estates & Facilities)

The governors review matters of Health and Safety on a regular basis and delegate the responsibility for ensuring that the policies are put into practice to the Director of Estates and Facilities.

There is a qualified nurse on duty in the Medical Centre from Monday to Friday, 8:00 a.m. to 5:30 p.m. Medical cover during sports matches on Saturdays is provided by an on-site doctor and school nurse, who are supported by a bank nurse, when necessary.

The school will ensure that, where possible, all departments are adequately provisioned with First Aiders. The school has many staff, both teaching and non-teaching, who are trained as First Aiders. This provides for a far higher number of First Aiders than required under law. (A list of trained staff and certificate expiry is available here):
First Aid Trained - STAFF VIEW.xlsx

First Aid boxes are located throughout the school where an accident is considered possible or such as the Sports Hall, Design Technology (DT), the Science Block, and the Art Department. These are checked termly by allocated qualified first aiders or nominated persons in those departments. They should be returned to the Medical Center at the end of every term to be checked and replenished. The first aid location list can be found here: First Aid Boxes Location List.xlsx

First Aid kits are always taken to all off-site activities, such as sporting or entertainment events. It is the responsibility of the First Aider or nominated person in attendance to bring the necessary equipment and to ensure that they have the equipment that may be needed. First, Aid kits should be returned to the Medical Centre after each school trip so they can be replenished by the medical team. The team in the Medical Centre ensures that they are equipped to meet any First Aid requirements, and the students' safety is the main priority. It is the responsibility of the First Aider to ensure that the First Aid kit is replenished after use, by taking it to the Medical Centre.

Staff are given information on where to go for help in the event of an accident, as part of their induction into the school.

There is always a First Aider on duty within the boarding house, and the nursing team is available 24 hours a day to support the First Aid of boarding students.

Depending on the nature of and activities during the trip (as well as ready access to first aid and medical care), the trip may require a first aider as one of the accompanying members of staff. Each trip will be risk assessed on an individual basis.

If a student is suddenly taken ill or injured during the school day, they should inform a member of staff and attend the Medical Centre. They will remain under the care of the school nurse. If a student is unable to return to class or their co-curricular activity, they will be kept in the Medical Centre, and their parents/guardians will be contacted. Registers will be updated promptly if a student goes home. If there is significant concern about the student's condition, they will be taken to hospital by ambulance, accompanied by a member of staff.

The Medical Centre staff or the First Aider will inform the Senior Leadership Team if a student, staff member, or visitor is taken to hospital via ambulance.

All accidents must be reported promptly by the member of staff who witnessed the incident, using the Evolve accident book on Firefly. The Director of Estates and Facilities, along with the Medical Centre staff, will maintain records of all on-site accidents. The Director of Estates and Facilities also have a procedure in place to ensure these records are reviewed regularly, with the aim of reducing the likelihood of similar incidents occurring in future. The Medical Centre staff will also keep a record of any First Aid treatment provided to students, staff, or visitors. Further guidance, including the requirements and processes for RIDDOR, can be found in the Accident Reporting Procedure. The school uses the Evolve accident book to report all injuries involving students, staff, or visitors.

Where staff or students are advised by a qualified nurse, or senior leaders to seek further medical attention (e.g., GP, A&E or LAS), and choose not to follow this advice, the school will document the recommendations given and the staff member's decision on Evolve Accident Book. The school accepts no liability for any deterioration in health resulting from the refusal to follow medical advice, provided all reasonable steps are taken to safeguard the individual.

First Aiders
First Aiders are volunteer members of staff, who have completed one of the following courses:

- First Aid at Work - 3-day course
- Emergency First Aid at Work - 1-day course

Qualifications last for 3 years, and updated training will be undertaken within this time to ensure that all First Aid certifications remain up to date and are in line with government standards.
At school, the main duties of a First Aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called (an ambulance should always be called where serious or life- threatening injury or illness is suspected)

All staff should take precautions to avoid infection and follow basic hygiene procedures. Staff have access to PPE, including single-use gloves (in First Aid boxes), and hand washing facilities. They should take care when dealing with blood or other bodily fluids, disposing of soiled dressings, and equipment in the yellow clinical bags. Used sharps boxes are held in the Medical Centre, and these are periodically collected by a registered clinical waste company.

Used clinical bags are stored in a designated yellow clinical wheelie bin in the waste compound, until they are collected weekly by a registered clinical waste company. Disposable gloves and absorbent granules are available from the cleaners, Founder's House matron, and the Medical Centre staff. The cleaners are trained in dealing with bodily fluids and should be called in this eventuality.

Emergency Equipment
All emergency equipment is maintained with termly checks conducted by the medical team to ensure readiness and compliance with safety standards. Please refer to Appendix 1. for a list of locations throughout the school.

Defibrillators
There are 5 Automated External Defibrillators (AEDs) located on the school site and 1 offsite as follows:

- The Medical Centre
- North Entrance (Main) Reception
- The Sports Centre Reception
- Founder's House
- The main corridor in the Design, Technology and Engineering (DTE) Department
- The Whitgift Sports Club, Croham Manor Road (OFFSITE)

The Automated External Defibrillators (AEDs) in each of the above areas are checked daily by an appointed member of staff and are maintained by an external company that services them on an annual basis. The Whitgift Sports Club Automated External Defibrillator (AED) is maintained directly by the Sports Club.

Adrenaline Boxes
There are Four KITT medical emergency adrenaline boxes located on the school site. These provide a supply of generic adrenaline pens in case of anaphylaxis. Generic adrenaline pens are also held in the following locations:

- The Medical Centre (generic pens)
- North Entrance (Main) Reception
- Sports Centre Reception
- Founder's House
- Dining Hall

Emergency Asthma Boxes
There are four emergency asthma boxes located around the school. Each box contains a supply of salbutamol (a reliever inhaler) for use in the event of an asthma attack. These boxes are essential for providing quick access to medication in emergencies, especially if a student's own inhaler is missing, broken, or empty. Prompt treatment can help prevent serious complications and ensure the safety and wellbeing of students with asthma. The emergency asthma boxes can be found in the following locations:

- The Medical Centre (generic inhalers)
- North Entrance (Main) Reception
- Sports Centre Reception
- Founder's House

In the event of a medical emergency (consider critical incident plan):

Medical Emergency Procedure
Initial Response

- A trained first aider or staff member will assess the situation and provide appropriate first aid.

Next Steps

- If the patient can be safely moved, escort them to the Medical Centre.

If the situation is serious or life-threatening:

- **Call emergency services immediately (999).**
- **Contact the on-site medical team (ext. 5555).**
- **Inform a member of the Senior Leadership Team.**

Hospital Transfer
Follow guidance from the London Ambulance Service (LAS) regarding hospital transfer procedures.

Aftercare and Reporting
Record the incident on Evolve accident book.
Notify the patient's next of kin as soon as possible.

Injury Handover for Away Students
This procedure outlines the expectations and responsibilities for managing and handing over student injuries sustained during school fixtures and events. It ensures that all students receive appropriate follow-up care and that communication between medical staff, school staff, and parents is clear and consistent.

Senior School Staff (years 6-13):
The attending Whitgift school doctor is responsible for handing over any injuries or ongoing medical concerns to the away team coach once all games have concluded, regardless of the sport played. Once the team has returned to their own site, it is the responsibility of the visiting school's coach to communicate any relevant injury information to the students' parents or guardians. It is the responsibility of the Head of Sport to ensure that this handover has taken place before the team departs. Any student seen by the Whitgift sports doctor will have their injury recorded on the Return to Play system. Notifications of these injuries will be sent to the medical team and the Whitgift Director of sport. In cases where further medical attention is required, the medical team may also contact the pupil's parents or guardians directly to ensure they are informed and involved in any necessary follow-up. Whitgift staff should complete an evolve accident form for any accident that meet the threshold for reporting as per this policy states.

Primary School Project Pupils (year 6 and below):
A member of the primary school staff must always accompany the pupil to the Medical Centre during fixtures and events. In the event of an injury, minor cases are handed over directly to the accompanying staff member, who will continue to monitor the pupil and provide any necessary care, Once the school has returned to their own site, it is the responsibility of the visiting school to communicate any relevant injury information to the students' parents or guardians. For more serious injuries, or where further medical intervention is required, the medical team will contact the pupil's parents directly to ensure timely communication and appropriate next steps. Visiting staff are expected to ensure that pupils are safely returned to their group and that any follow-up care is arranged in line with their own school procedures. All incidents, regardless of the pupil's age or the severity of the injury, must be recorded on the Evolve Accident Book system. Each record should include the pupil's name and year group, a description of the injury, the treatment provided, details of the handover (including the name of the person receiving the handover), and any follow-up actions required.

Responsibilities

The Governors
The John Whitgift Foundation as proprietor and governing body is responsible, in law, for the safety of all persons on the school premises or whilst involved in school activities. The Foundation has delegated responsibility to the School Committee and, therefore, the governors will ensure that:

- the First Aid Policy is kept up to date, in line with existing legislation and reviewed annually
- insurance policies are maintained to provide full cover for claims arising from the actions of staff
- the statutory requirements for First Aid are met
- appropriate training is provided

The Headmaster

The Headmaster is responsible for putting the governors' policy into practice. He will:

- assign the medical team to oversee the day-to-day implementation of the First Aid Policy
- ensure the medical team has sufficient time to undertake such training as is required to carry out their tasks competently
- ensure that parents and students are aware of the First Aid Policy, including arrangements for First Aid

All staff, including those **without** First Aid training, have a duty of care for the students. These include ensuring that:

- students are sent to the Medical Centre following sudden illness or injury
- students are aware of First Aid procedures.

The school has separate policies covering the following:

- Asthma
- Epilepsy
- Diabetes
- Head Injuries
- Accident Reporting
- AED/CRP Policy
- Oxygen

The school has separate risk Assessments for:

- First Aid
- AED
- Transfer of students using a medical buggy.
- Oxygen and Entonox

Appendix 1. Emergency Medical Equipment Locations