Felsted

FIRST AID POLICY

WHOLE SCHOOL
INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Regulatory, Compliance & Governance Group
Date last formally approved by the Governors :	Spring Term 2026
Date policy became effective :	May 2010

Period of Review:	Annually
Next Review Date :	Spring Term 2027

Persons responsible for implementation and monitoring :	**Director of Operational Services** Safety, Health, Environment and Fire Advisor (SHEF) Estates Manager Senior Deputy Head (Senior School) Deputy Head (Prep School) Medical Centre staff Head of Sports Head of PE

Other relevant policies :	• Medical Policy • Health & Safety Policy • Pandemic Flu Policy • Administration of Medicines by Felsted School Medical Team • Safeguarding (Child Protection) Policy • Staff Behaviour Policy • Drugs & Drug Testing Policy (Senior) • Concussion Policy • Drug (Substance) & Drug Education Policy (Prep)

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Contents:

1. INTRODUCTION

2. OBJECTIVES

3. PERSONNEL, TRAINING, RESOURCES AND MANAGEMENT

4. PROCEDURES IN THE EVENT OF INJURY OR ILLNESS

5. RECORDING AND REPORTING

6. COMMUNICATION

7. RELATED POLICIES AND DOCUMENTS

8. MONITORING AND EVALUATION

Appendix 1 - Content of First Aid at Work Training

1. INTRODUCTION

Felsted School ("the School") is mindful of the need to safeguard the wellbeing of all pupils, 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 The Health and Safety (First Aid) Regulations 1981 (revised 2013) and The Education (Independent School Standards) (England) Regulations 2014.

2. OBJECTIVES

Management of first aid arrangements will be undertaken in such a way:
● To ensure that there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment.
● To ensure that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment.
● To ensure that all staff are aware of the procedures to be followed in the event of illness or injury at work.
● To ensure that appropriate staff know what to do in the event of specific first aid situations.
● To ensure that staff, pupils and parents know how to summon help and whom to contact in the event of an emergency.
● To ensure that an appropriate number of first aid personnel are recruited and trained and that a sufficient number are present in the workplace at any given time.
● To maintain adequate first aid equipment and facilities appropriate to the degree of risk.
● To make appropriate provision for recording, reporting and monitoring and evaluating illness and injury at school.
● To ensure that all staff are familiar with the protocols to reduce risk of accident or injury.

3. PERSONNEL, TRAINING, RESOURCES AND MANAGEMENT

3.1 First Aid Personnel

● The School has its own Medical Centre with a visiting GP; the Medical Centre employs School Nurses who staff the Centre 24 hours a day during term time.
● There is a qualified nurse on duty in the Medical Centre who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during term time. A paediatric first aid trained member of staff (for EYFS pupils) is always on the premises during the school day.
● GP surgeries will normally be provided within the Medical Centre five times a week during term time, and at other times will be available for emergency care via the Blandford Medical Centre Surgery or the out of hours service based in Braintree.
● The School has staff who are trained and qualified as First Aiders (including Paediatric/Early Years First Aiders) with requalification undertaken every three years. In addition, a number of staff have attended Basic First Aid Workshops and refresher courses are taken every three years.
● All new early year's staff included in EYFS staff ratios have either a full PFA or an emergency PFA certificate within three months of starting at Felsted School.
● An appropriately trained first aider (paediatric first aid for EYFS pupils) accompanies pupils on visits (including sports fixtures) out of school.
● A list of First Aiders (in the immediate area) is displayed in each building on the Health and Safety Noticeboards, next to the First Aid boxes and at Reception. All staff in the School are expected to do all they can to safeguard the welfare of pupils, other staff and visitors.

● All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the School.
● Pupils are encouraged to understand particular medical conditions through the Personal Social, Health and Education (PSHE) programme.
● Any staff or pupil responding to a serious or significant first aid emergency would be provided with appropriate wellbeing support by the School, as required.

3.2 First Aid Training

● First Aid training is delivered by an approved trainer through the Safety, Health, Environment and Fire (SHEF) Advisor. Appendix 1 shows the content of the First Aid training. A programme of induction and refresher first aid training is in place, see 'List of First Aiders' (available internally for all staff) for a full list of staff trained. A current list is available from SHEF Advisor upon request.
● The content of first aid training is in accordance with the guidance given in HSE document "Basic advice on first aid at work INDG 347" and the first aid needs assessment completed by the SHEF Advisor
● A number of staff roles are identified to require higher level training, (e.g. Early Years and Paediatric First Aid) and this training is renewed at least every three years.
● The School ensures that any additional first aid training is related to the needs of the children.
● Pupils are encouraged and educated in sports injury awareness and prevention. It is the responsibility of all involved with any contact sport to contribute to injury prevention through the application of best practice.

3.3 Resources for First Aid

First aid boxes are located in various areas of the School, they are clearly signed, are accessible at all times and contain details of trained first aid staff in the immediate area. The SHEF Advisor is responsible for completing new first aid needs assessments and initial provision of first aid boxes, upon request from Heads of Departments / Heads of Operational Departments. Heads of Department are responsible for the restocking of first aid box consumables used in their area, including those in school minibuses.

● The location of first aid boxes and the name of the person responsible for their upkeep are indicated on notice boards throughout the School.
● There are additional first aid resources available at the Medical Centre.
● Defibrillators are located at the LRH, Colts Pavilion, Senior and Prep School Reception Offices, Senior School Sports Hall (Gym) and the Medical Centre.
● For school sporting activities, a trained first aider is present and at least one basic first aid box is provided for each activity, which should contain all relevant medication for pupils (available via the School Management Information System (iSAM's)) on team sheets. Each first aid box is collected from the Medical Centre (Senior) prior to the activity and are replenished appropriately.
● First aid boxes will be taken when groups of pupils go out of school on organised trips or to participate in sporting events. It is the responsibility of the first aider accompanying the trip to ensure that sufficient quantities of all items are available and usable.
● First aid boxes are located in all school minibuses and are maintained by the Transport Manager

3.4 Arrangements for pupils with particular medical conditions

● A medical questionnaire outlining significant medical problems and specific medical needs (including asthma, epilepsy, diabetes, allergies and other declared medical conditions, current and past treatment, allergies and dates/nature of all

immunisations), must be completed by a parent or guardian for every new pupil, prior to entry to the School. This information is made available to relevant staff via the iSAM's.
● Written parental permission will be obtained on admission to the School for all pupils for the administration of first aid and appropriate non-prescription medication to boarders and to seek medical, dental or optical treatment when required.
● The Medical Centre must be notified by parents immediately of any change to a pupil's medical health and/or treatment which occurs outside school time.
● Activity staff are responsible for checking pupils' specific medical needs prior to any school trips. These needs should be indicated as part of the risk assessment process.

3.5 Managing Medicines for pupils

The School Medical Policy and the Administration of Medicines Policy provide further information on the management of medicines within the School. EYFS staff are to seek medical advice if they are taking medication which may affect their ability to care for children. Staff are not to take their medicine into an EYFS setting and medication must be stored securely at all times.

3.6 Management of First Aid

● The Director of Operational Services has overall management responsibility for first aid provision in the School and is supported by the SHEF Advisor, and the Medical Centre in its day to day management. The Governing Body reviews matters of first aid on a regular basis and delegates the responsibility for ensuring that the policies are put into practice to the Director of Operational Services.
● The Health and Safety Committee meets regularly to update and review best practice.
● The First Aid Policy is reviewed annually by the Governance Committee.

4. PROCEDURES IN THE EVENT OF INJURY OR ILLNESS

4.1 General procedures

● First aiders will give immediate help to those with injuries or illnesses and, where necessary, ensure that an ambulance or other professional medical help is called.

Pupils
● If a pupil is injured or is ill during the school day, he/she must inform the teacher/responsible adult immediately who will then send for or send them to the Medical Centre (Senior). If this occurs during a sporting activity, the match or training session will be stopped. The individual will then be assessed at the Medical Centre (Senior) or a qualified first aider who will assess, treat (where appropriate) and record all details of illness, injury and treatment.
● The pupil will remain under the care of the first aider or the Medical Centre until appropriately recovered.
● In the event of there being no prospect of immediate recovery, the pupil will be kept under medical supervision and parents or guardians contacted to collect them.
● The School will always contact parents/guardians if a pupil suffers anything more than a trivial injury, if they become unwell or if the School has any worries or concerns about their health.
● In particular, the School will always contact parents/guardians and the Housemaster/ Housemistress (HM)/ HouseParent (and anyone else who has direct care for the pupil), when any injury or blow to the head is involved. Parents of EYFS pupils will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practical, and also of any first aid treatment given.

● The HM/ HouseParent and the School Office will be notified if a pupil goes home.
● If there is doubt or concern about an individual's condition they will either:

- Be taken to hospital by ambulance

or

- be taken to hospital by car accompanied by the appropriate staff member.

In all cases of hospitalisation one or both parents/guardians will be contacted and requested to go directly to the hospital where they will be met by a member of the School staff.

The nearest hospital to the School is Broomfield Hospital in Chelmsford, where there is an Accident & Emergency Unit. The address is:
Broomfield Hospital,
Broomfield,
Chelmsford,
Essex,
CM1 7ET
Tel: 01245 362000

Parents are made aware of the procedure for responding to children who are ill or infectious within the Parent Handbook.

4.2 Hygiene Procedures

All staff should take precautions to avoid infection and are required to follow basic hygiene procedures.

School staff dealing with an incident must:
● Always wear suitable 'single use' disposable gloves when handling blood and body fluids during first aid procedures (these are available via the Medical Centre and First Aid kits).
● Wear a face covering if required, (these are provided in all First Aid Kits).
● Always cover any open wounds/cuts/sores/burns of the skin with a waterproof dressing.
● Place any soiled dressings/gloves in a small yellow clinical waste bag available from or the Medical Centre.
● Ensure that yellow clinical waste bags are disposed of safely in an appropriate bin which is then disposed of by the Medical Centre.
● Wash hands thoroughly following removal of gloves.
● Arrange for spillages to be cleaned up as quickly as possible following the procedures in place.

4.3 Sporting Activity for pupils

● For pupils who have incurred an injury, advice and an assessment of fitness to return to sport from a medical professional should be undertaken before returning to play or training.
● During sporting activities, access for emergency vehicles onto the site and directly to the pitch side is maintained at all times during matches or practices. All coaches and staff in charge should familiarise themselves with the location of the emergency access routes in order to enable them to assist in directing an ambulance if required and to avoid blocking the access routes at any time.
● At Away Fixtures, coaches and/or team managers are to check in advance as to what first aid facilities are available and how first aid assistance may be summoned if required and this information is to be recorded as part of the Trip Risk Assessment.

5. RECORDING AND REPORTING

● **Pupils** - In the event of an accident or injury occurring to a pupil, this should be reported to the Health & Safety Dept as quickly as possible (and within 48 hours) via the AIR form on the Felsted School Homepage, under Staff Processes. Accidents are recorded on the Form by eitherl Stewart House Medical Room staff, the Medical Centre staff, the relevant member of staff on duty, or the supervising adult present at the time of the accident/injury occurring. The forms will be automatically forwarded to the SHEF Advisor (via hands@felsted.org) on submission of the electronic form. Where necessary, Medical Centre staff or School Physio may commence pupils on the GRAS (Graduated return to Sport & Activity) if a concussion or sports injury is suspected.

● **Staff, volunteer or visitor** - In the event of an accident or injury occurring to a member of staff, a volunteer or a visitor (including pupils from other schools), this should be reported to Health & Safety Dept as quickly as possible (and within 48 hours) via the AIR form on the Felsted School Homepage, under Staff Processes In the event of an injury to an employee or visitor a form should be completed by the individual concerned, or by the line manager or member of staff responsible for the visitor if the individual is unable to and forms will automatically be submitted to the SHEF Advisor.

.

● In the event of serious injury, notifiable disease or dangerous occurrence, the SHEF Advisor and the relevant Departmental Head should be notified immediately. The SHEF Advisor will arrange for any necessary investigations or reporting. In the absence of the SHEF Advisor, the Estates Manager should be informed immediately. In the absence of the relevant Departmental Head, the appropriate Deputy Head should be informed immediately.

● The School will keep records of all submitted accident and incident reports, including:

- the name and contact details of the person reporting the incident
- the date the report was submitted
- Name of injured party/affected person
- Year group
- Boarding House
- Date of Birth
- Date/time location of incident
- Whether unfit for work or study
- Nature and extent of injury
- Treatment administered - with photos where possible
- Details of any witnesses and statements
- Any action taken

The School has a procedure in place for ensuring that all incidents are reviewed regularly in order to minimise the likelihood of recurrence.

● If necessary, the SHEF Advisor will refer to the HSE under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) within the appropriate timelines.

6. COMMUNICATION WITH PARENTS / GUARDIANS

● Parents are required to provide the School with up to date medical details about any condition or medication relevant to their child after any change to a pupil's medical health or treatment and via an annual update form.
● Medical Centre staff will meet with students annually to discuss medication associated with their specific medical conditions.
● The School encourages parents/guardians to contact the School Nurses at the Medical Centre (Senior), to discuss any concerns they may have regarding their child's health.
● As included within The Felsted School Parent Agreement, the School is entitled to 'act in every way as though it has full parental responsibility while the Pupil is at the School and in particular to arrange and authorise both routine and emergency medical assessment and care'.

7. RELATED POLICIES AND DOCUMENTS

This policy is limited to the provision of first aid. Within the School Medical Policy and the Administrations of Medicine Policy the School has arrangements in place for:

● dealing with pupils who have special educational needs or specialist medical needs
● provision of medical examinations and immunisations
● holding medical records
● dealing with medicines and treatments brought to School for pupils

These policies are available on the School website: http://www.felsted.org/Policies

8. MONITORING AND EVALUATION

This Policy is monitored annually as part of the Health and Safety Review Committee and annually by the Governance Committee.

Appendix 1 – Content of First Aid at Work training

The QA Level 3 Award in First Aid at Work (QCF) qualification is specifically designed for individuals who wish to act as a first aider in their workplace. Successful candidates will learn how to manage a range of injuries and illnesses that could occur at work and will be equipped with the essential skills needed to give emergency first aid.

What is covered;

- The role and responsibilities of a first aider
- Assessing an incident
- Managing an unresponsive casualty
- CPR
- Recovery Position
- Heart Attack
- Stroke
- Choking
- Epilepsy
- Asthma
- Diabetes
- Anaphylaxis
- Shock
- Head and spinal injuries
- Chest injuries
- Wounds and bleeding
- Fractures
- Sprains, strains and dislocations
- Minor injuries
- Burns and scalds
- Poisoning
- Eye injuries