St Dunstan's College

PART OF
ST DUNSTAN'S EDUCATION GROUP

FIRST AID

Policy Owner:	Chief Operating Officer (COO)
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Approved by:	Group Board
Date of next review	Spring 2027

Version control information

Reason for Amendment	Role	Date	Main Changes
Annual review	Chief Operating Officer	Lent 2025	Transfer to new template
Annual review	Chief Operating Officer	Spring / Lent 2025	Minor updates to annual first aid needs assessment Reference to EYFS additional choking oversight (6.3.5) Addition of reporting to Ofsted for EYFS injuries (9.3)

1. Aims and introduction

This policy is applicable to staff, pupils, parents/carers, visitors and contractors.

St Dunstan's Education Group have overall responsibility for the health, safety and welfare of staff, pupils and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working at, or carrying out activities across St Dunstan's College's sites, which includes ensuring that there is adequate first aid provision in place.

St Dunstan's College will ensure that there is an appropriate number of first-aid qualified persons onsite when the school is in operation, including out of hours and school holidays. First aid provision is to be available at all times whilst pupils are on the school premises and off the school premises when on school visits.

St Dunstan's College (the school) aims to:

- Ensure the health, safety and wellbeing of all pupils, staff, visitors, contactors and other buildings users
- Identify, assess and manage risks effectively
- Provide a clear, structured framework for the effective management of accident, injuries and medical emergencies within the school
- Ensure that first aid procedures are accessible, appropriate and carried out in a timely and efficient manner
- Ensure that all staff understand their roles and responsibilities in the event of an emergency or medical situation
- Promote a culture of safety awareness and encourage reporting of hazards, incidents and near misses.

2. Legislation

This policy is based on advice from health and safety consultants XSELV, the Department of Education's first aid in schools advice, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, the Statutory Framework for Early Years Foundation Stage (paediatric first aid, supervision of eating, and the prevention and management of choking incidents) and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1999, which requires employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, and make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which sets out rules on the retention of accident records.

3. Roles and responsibilities

3.1 St Dunstan's Education Group

In accordance with health and safety legislation it is the responsibility of the Governing Body to provide safe, appropriate first aid (the initial assurance or treatment given to someone who is injured or suddenly taken ill) to pupils, staff and visitors. It includes arrangements for first aid within the school environment and for activities off site involving pupils and members of staff. Whilst the governing body has ultimate responsibility for the provision of first aid, it delegates day-to-day responsibility to the Chief Executive Officer.

The governing body has a duty to:

- Ensure that the school complies with all relevant health and safety legislation, including first aid requirements
- Review and approve annually the school's First Aid Policy
- Seek reassurance that there is adequate provision, appropriate equipment and facilities and personnel for providing first aid across both sites
- Seek reassurance that there is timely and competent administration of first aid, and the overall effective implementation of the First Aid Policy
- Ensure that adequate resources are available to ensure that the school has sufficient first aid provision

- Monitor and review the effectiveness of the first aid arrangements at the school through regular reports from the COO.

The governor who oversees first aid is the health and safety link governor.

3.2 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that this First Aid Policy and associated procedures are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements, including the annual review of the First Aid Needs Assessment
- Ensuring that staff are aware of the roles and responsibilities detailed in this policy
- Ensuring that there is an adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Accident Investigation Policy.

3.3 Heads of the schools

The Head of the Junior School and the Head of the Senior School are responsible for ensuring that this First Aid Policy and associated procedures are suitable for their school and are fully implemented. This involves:

- Ensuring the effectiveness of first aid arrangements for their setting, including the annual review of the First Aid Needs Assessment
- Ensuring that EYFS first aid arrangements, including paediatric first aid coverage and choking prevention and response procedures, comply with the EYFS Statutory Framework.
- Ensuring that staff in their schools are aware of the roles and responsibilities detailed in this policy
- Ensuring that there is an adequate accident reporting procedures and that serious accidents and near misses are investigated in accordance with the Group's Accident Investigation Policy
  Co-Chairing the school's Health and Safety Committee and ensuring that accidents, investigations and possible trends are reported to the Health and Safety Committee.

3.4 Chief Operating Officer

The Chief Operating Officer is responsible for:

- Overseeing the procedures outlined in the First Aid Policy
- Confirming that an appropriate number of trained first aiders are present in the school at all times
- Confirming that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that an annual first aid needs assessment is completed
- Receiving regular reports of any accidents, injuries or near misses that occur
- Investigating serious accidents and near misses; reporting those that fall within RIDDOR to the Health and Safety Executive and, where appropriate, notifying the Head of the Junior School of EYFS accidents that need to be referred to Ofsted
- Chairing the Group's Health and Safety Committee and ensuring that accidents, investigations and possible trends are reported by the schools to the Group Health and Safety Committee
- Notifying the Finance and Resources Committee or Full Governing Body regarding significant incidents or causes of concern regarding first aid management and provision
- Overseeing the work of the First Aid Training Coordinator
- Line management of the Head of Health and Safety.

3.5 Senior School Deputy Head (Pastoral)

The Senior School Deputy Head (Pastoral) is responsible for:

- Line Management of the College Nurse
- Overseeing the provision for individual pupils with medical conditions as outlined in the Supporting Pupils with Specific Medical Needs Policy
- Confirming that adequate space is available for catering to the medical needs of pupils.

3.6 College Nurse

The College Nurse is responsible for:

- Running the medical area of the Wellness Centre, a pupil-facing provision, supported by a qualified first aider, 0830 to 1630 Monday to Friday, during term-time
- Any medical administration of over the counter or prescribed medication for individual pupils in accordance with the Supporting Pupils with Specific Medical Needs Policy
- Determining if a pupil, following an injury or sudden illness, should be sent home, liaising with parents /carers as appropriate
- Ensuring that first aid kits and equipment are appropriately maintained and updating digital logs to evidence checks
- Ensuring suitable and sufficient first aid signage is provided and maintained
- Reviewing and closing-down all accident forms, reporting trends to the school's Health and Safety Committee.

3.7 Educational Visits Coordinator

The Educational Visits Coordinator is responsible for:

- Ensuring that all educational visits and adventurous activities' risk assessments give sufficient consideration to first aid
- Advising trip leaders on first aid provision
- Ensuring that the first aid kits used for specific trips contain the necessary equipment.

3.8 Head of Health and Safety

The Head of Health and Safety is responsible for:

- Completing termly spot checks of first aid kits and signage and reviewing the College Nurse's checklists
- Ensuring records of AED equipment are maintained, to demonstrate a suitable and sufficient maintenance and testing program and arranging for any items that are due to expire to be replaced
- Ensuring new starter induction information includes details regarding first aid provision.

3.9 First Aid Training Coordinator

The First Aid Training Coordinator is responsible for:

- Maintaining a First Aid at Work instructor qualification
- Delivering First Aid at Work training at least four times per year
- Coordinating the recruitment of first aiders
- Monitoring first aider training records and arranging training sessions for those with qualifications due to expire
- Supporting departments with arranging supplementary first aid training where this is identified
- Communicating to first aiders any changes to practice or arrangements; and managing logs of this communication
- Promoting a first aider 'community of practice'.

3.10 First aiders

First aiders are trained and qualified to carry out the role, and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment
- Ensuring that an ambulance or professional medical help is summoned as appropriate
- Suggesting individuals go home to recover where necessary, referring pupils to the Wellness Centre and staff to their line manager where appropriate
- Always using single-use disposable gloves when dealing with bodily fluids
- Ensuring waste from bodily fluids is 'double-bagged' in yellow plastic bags and then secured and deposited in the yellow clinical waste bins provided in the Wellness Centre, EYFS areas and Jubilee Ground First Aid room
- Filling out the online accident form on the same day as, or as soon is reasonably practicable after, an incident, and informing the estates team of any remedial actions if required to prevent a reoccurrence
- Notifying the College Nurse of any gaps in first aid supplies following use
- Ensuring their qualification is in date and attending refresher training.

First aider details will be displayed prominently around the two sites and a formal log maintained by the First Aid Training Coordinator.

3.11 Estates Team and Jubilee Ground Enterprise Team

The estates team and Jubilee Ground enterprise team are responsible for:

- Carrying out checks and organising maintenance of AED devices. This will be based on the manufacturer's handbook and where applicable will include checking for correct storage, any flashing / warning lights, battery low/failures, pads present and in date, cables intact, any other damage, requirement for service
- Safely cleaning up bodily-fluid spillages using spill kits and appropriate PPE
- Ensuring the timely collection of yellow bin clinical waste.

3.12 All staff

All staff are expected to use their best endeavours, particularly in emergencies, to secure the health, safety and welfare of pupils, staff and visitors. All staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring that they know who the first aiders at the school are
- Completing an online accident form for all incidents they attend
- Completing an online near-miss form for incidents they witness that could have resulted in injury
- Highlighting gaps in the first aid provision that they may observe
- Using precautions to avoid infection and following basic hygiene procedures
- Ensuring that spilt bodily fluids are cleaned up quickly by reporting to the estates team
- Informing People Operations, or their line manager, of any specific health conditions or first aid needs.

4. First Aid Needs Assessment

The level of first aid provision required at the school will be assessed by considering the following factors:

The nature of the school environment and associated hazards and risk	Local risk assessments will identify if there are any specific high-risk activities or hazards within the area. For example, areas where machinery or chemicals are used would be a higher risk than in areas or floors of general classrooms. These higher risk

	areas require a greater level of first aid provision and may require additional specific equipment such as burn kits, or eyewash stations. Where different work activities are carried out in different parts or floors of the school, separate First Aid Needs Assessments may need to be carried out. There areas include, but are not limited to, Early Years, Design Engineering, Science, Sport, Drama, the swimming pool and the Jubilee Ground.
Size and layout of the school	With the school site comprising of more than one building, and commercial activities also being run across the year, first aid provision will be assessed for each building and the time of year (e.g. term-time or holidays). Where there are multi-floored buildings, consideration will be given to the number of first aiders required to provide prompt attention to an event occurring on each floor.
Type and number of occupants	Consideration will be given to the number of occupants in an area and how this may vary during the school day, or out of hours.
Work patterns	When the school is occupied outside normal working hours, sufficient provision will be made to ensure that there is always first aid cover to meet the minimum requirement identified in the First Aid Needs Assessment. Lone working will be discouraged, and activities limited to low risk, to reduce the likelihood of injuries occurring. For further information see the Lone Working Policy.
Proximity of site to hospital	The closest A&E to St Dunstan's College is Lewisham Hospital, which is 1.2 miles away, eight to ten minutes in a car.
History / likelihood of accidents and near misses	The monitoring of the number, type, frequency and location of accidents may assist to ensure appropriate first aid provision is focused in specific areas.
The use of shared or multiple occupied sites	Where a site is a shared or there is multiple occupancy, any specific shared arrangements for the responsibility of first aid provision must be considered and the arrangements must be formalised in a written agreement, this includes lettings agreements such as for after school clubs, holiday camps and the MyOhana Nursery. For further detail see the Lettings Policy.

Foreseeable absences of first aiders	First aid cover must be maintained to the level identified in the first aid needs assessment. Potential staff absence will be taken into consideration when determining the number of first aiders. For example, whenever EYFS pupils are onsite there must be at least one person who has a current Paediatric First Aid (PFA) certificate on the premises at all times. To ensure sufficient coverage in times of staff absence, all EYFS staff are PFA trained.
First aid provision for visitors	The First Aid Needs Assessment will consider the likely presence of visitors on site and the specific need for additional first aid provision during large events, such as concerts and theatre performances.

See Appendix C for the First Aid Needs Assessment for the main school site and the Jubilee Ground.

5. Appointment of first aiders

Any member of staff may be asked to undertake first aid tasks, but they cannot be required to, unless it is included in their job description. All staff are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of pupils, in the same way that parents might be expected to act towards their children. In general, the consequences of no action taken are likely to be more serious than of those trying to assist in an emergency.

New members of staff should be asked at induction whether they are trained in first aid and willing to act as a first aider. If so, their details should be passed on to the First Aid Training Coordinator with a view to them being added to the first aider list and their qualification dates being noted.

6. First aid rooms and equipment

6.1 First aid rooms

6.1.1 Main school site, Stanstead Road

The main first aid area on the main school site is located within the Wellness Centre. It includes:

- Two medical beds, with enough space at each side for first aid to be administered
- Clean washable surfaces and adequate heating, ventilation and lighting, tidy, accessible and available for use at all times
- Sink with hot and cold running water
- Drinking water and disposable cups
- Secure store for first aid materials
- A refrigerator
- Foot-operated bins lined with disposable yellow clinical waste bags or a container for safe disposal of clinical waste
- Shower and toilet facilities.

6.1.2 Jubilee Ground, Pavilion, Canadian Avenue

The main first aid area at the Jubilee Sports Ground is located within Changing Room 2, however some treatment may be provided pitch side if the casualty cannot be moved, or it is more practical. The first aid area includes:

- A fold-up bed, with enough space at each side for first aid to be administered
- Clean, washable surfaces and adequate heating, ventilation and lighting, tidy, accessible and available for at all times
- Drinking water and disposable cups can be provided from another room
- A secure store for first aid materials
- Foot-operated bins lined with disposable yellow clinical waste bags or a container for safe disposal of clinical waste
- Shower and toilet facilities in another, nearby, room.

6.2 First aid kits

The minimum level of first aid equipment is suitably stocked and properly identified first aid kits. These must be readily available and accessible and contain at least several individually wrapped sterile plasters, wound dressings, triangular bandages and eye pads as well as disposable gloves and safety pins. The number of items will vary depending on the size of the kit. The size of the kit, number of items and addition of any other items such

as sterile water, scissors, adhesive tape and disposable apron will be identified in the First Aid Needs Assessment.

First aid kits will be in areas as identified in the First Aid Needs Assessment, including all high-risk areas. First aid kits will not be locked away to ensure that anyone in the building can always have access to them, for example kitchens or reception areas. The contents of first aid kits at both sites will be checked half-termly by the College Nurse and all first aiders are required to notify the College Nurse when first aid kits have been used.

First aid kits for trips are available from the Wellness Centre and are also maintained and checked by the College Nurse. All minibuses will also contain a first aid kit, maintained and checked by the College Nurse.

The PE department hold their own set of first aid kits which are used onsite and at fixtures, these are maintained and checked by the College Nurse half-termly and the PE department are required to notify the College Nurse when first aid kits have been used.

First aid kits must not contain medicine. First aid does not include administering medication. The Supporting Pupils with Specific Medical Conditions Policy details of how medication administration is managed.

6.3 Additional first aid facilities

6.3.1 Automated External Defibrillator

The school recognises that there is an increase in chance of survival following a cardiac arrest if an Automated External Defibrillator (AED) is used. There are three AEDs on the main school site, Stanstead Road. They are located in the Main College Foyer, the Sports Hall and the Wellness Centre. At the Jubilee Ground there are two AEDs, one next to the MUGA and the other in the Pavilion on the Ground Floor next to the fire alarm panel, opposite the toilets.

The main site AEDs are maintained by the estates team. The Jubilee Ground AEDs are maintained by the Jubilee Ground enterprises team. The AEDs are checked monthly and recorded as a service desk ticket.

While the UK Resuscitation Council guidelines state that training is not necessary to operate this equipment, provision of training is considered best practice, therefore AED training is incorporated into First Aid at Work, Emergency First Aid at Work and

Paediatric First Aid courses.

6.3.2 Eyewash stations

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers will be provided. Once the seal has been broken, the containers must not be kept for reuse.

Additionally, eye wash stations may be required, informed by the First Aid Needs Assessment, in high-risk workshops or science lab areas. For example, where wood or metal is being machined or chemicals are being used. These stations will be installed as close as possible to the risk area, kept clean and checked half-termly by the College Nurse at the main site and the enterprises team at the Jubilee Ground.

6.3.3 Spillage kits

The First Aid Needs Assessment will identify where spillage kits for clearing up and disinfecting spillages of blood or other body fluids should be located. The locations will include all cleaning cupboards. Spillage kits will contain absorbent granules, a disinfectant (unless incorporated in the granules), gloves and a scoop for picking up the granules. The position of these kits will be checked half-termly by the estates team and recorded as a service desk ticket.

6.3.4 Actions to be taken for specific medical conditions

The specific conditions of asthma, epilepsy and allergies are covered in the Pupils with Specific Medical Conditions Policy and for instructions on the use of the emergency salbutamol inhaler, the school refers to the Department of Health document Guidance on the use of emergency salbutamol inhalers in schools (March 2015).

6.3.5 EYFS-specific provision

Where EYFS pupils are present, first aid provision reflects the additional statutory requirements of the EYFS Statutory Framework. In addition to paediatric first aid training requirements (see Section 8), staff are trained to recognise and respond to choking incidents and to log all such incidents accordingly. Snack and lunch times are supervised at all times and food preparation follows age-appropriate guidance to reduce choking risk.

EYFS areas are equipped with appropriately stocked first aid kits and clear access to emergency communication.

6.4 Off site provision

Risk assessments must be completed by the Trip Leader and reviewed by the EVC prior to any educational visit. There will always be at least one appropriately trained first aider on school trips. For trips including EYFS pupils, there will be at least one first aider with a PFA certificate, as required by the statutory framework for the EYFS. The nominated first aider for the trip will be responsible for taking a suitable and sufficient first aid kit with them which is obtainable from the College Nurse. The contents of the first aid kit should be determined during the risk assessment approval process, so additional items can be requested and supplied as necessary.

7. Communication

Communication is key in ensuring first aid arrangements operate efficiently in an emergency and this will require everyone at the school to be aware of, understand, and accept them. Arrangements will be clear and easily understood. All staff, pupils and other site users will be informed of first aid arrangements including the location of:

- Equipment
- Facilities
- Signage
- The use of radios to call for immediate assistance
- Emergency phone numbers
- First aiders and how to contact them.

This information is provided to building users in a variety of ways:

- New starter staff inductions
- Mandatory health and safety awareness training for all staff
- Termly health and safety briefings for new staff
- Termly health and safety refresher sessions for all pupils, delivered by the Form Tutor
- A visitors guide that details how to obtain first aid and accident reporting procedures.

The Head of Health and Safety will ensure that briefing information is kept up to date. The College Nurse is responsible for posting signs on doors indicating where first aid kits, EpiPens and inhalers are located and detailing the nearest first aiders.

8. Training

8.1 Selecting a first aid training provider

Following the guidance provided by HSE GEIS3 - Selecting a first aid training provider - A guide for employers to support with the selection of a competent first aid provider, the First Aid Training Coordinator will ensure that the provider has:

- The correct qualifications

- Relevant quality assurance systems and teaching standards in place
- Offers accredited training with appropriate syllabus content.

8.2 Levels of training

All school staff, regardless of role, can undertake first aid training if they would like. All first aiders must have completed a training course and hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This register is maintained by the First Aid Training Coordinator.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, staff will need to retake the full qualification.

Those staff that hold an up-to-date National Pool Lifeguard Qualification (NPLQ) are also first aiders, because the syllabus covers the First Aid at Work syllabus.

The courses offered to staff include:

First Aid at Work (FAW)	Three-day course covered in 18 hours over a minimum of 3 days. On completion of training, successful candidates should be able to: (a) provide emergency first aid at work (see below) (b) administer first aid to a casualty with: injuries to bones, muscles and joints, including suspected spinal injuries chest injuries burns and scalds eye injuries sudden poisoning anaphylactic shock. (c) recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid. Certificates last for three years. Before the certificates expire, first aiders will need to undertake a two-day requalification course as appropriate, to obtain another three-year certificate.
Emergency First Aid at Work (EFAW)	One day course covered in a minimum of 6 hours. On completion of training, successful candidates should be able to:

	(a) understand the role of the first aider including reference to: the importance of preventing cross-infection the need for recording incidents and actions use of available equipment (b) assess the situation and circumstances in order to act safely, promptly and effectively in an emergency (c) administer first aid to a casualty who is unconscious (including seizure) (d) administer cardiopulmonary resuscitation (e) administer first aid to a casualty who is choking (f) administer first aid to a casualty who is wounded and bleeding (g) administer first aid to a casualty who is suffering from shock (h) provide appropriate first aid for minor injuries including small cuts, grazes and bruises, minor burns and scalds, small splinters). Certificates last for three years. The full course must be re-completed to obtain further three-year certificate.
Paediatric First Aid	Two-day course covered in a minimum of twelve hours with resuscitation and other equipment including baby and junior models, as appropriate. On completion of training, successful candidates should be aware of the appropriate contents of a first aid kit and the need to record accidents and incidents. The course will cover the following areas: planning for first aid emergencies dealing with emergencies (a) resuscitation procedures appropriate to the age of children being cared for (b) recognising and dealing with shock (c) recognising and responding appropriately to anaphylactic shock (d) recognising and responding appropriately to electric shock (e) recognising and responding appropriately to bleeding; (f) responding appropriately to burns and scalds (g) responding appropriately to choking (h) responding appropriately to suspected fractures (i) responding appropriately to head, neck and back injuries

	(j) recognising and responding appropriately to cases of poisoning (k) responding appropriately to foreign bodies in eyes, ears and noses (l) responding appropriately to eye injuries (m) responding appropriately to bites and stings (n) responding appropriately to the effects of extreme heat and cold (o) responding appropriately to febrile convulsions (p) recognising and responding appropriately to the emergency (q) needs of children with chronic medical conditions, including (r) epilepsy, asthma, sickle cell anaemia, diabetes (s) recognising and responding appropriately to meningitis and other serious sudden illnesses. Certificates last for three years. The full course must be re-completed to obtain a further three-year certificate.
National Rescue Award for Swimming Teachers and Coaches	The NRASTC LIGHT course is six hours plus assessment and is delivered in one day. On completion of training, successful candidates should be confident in recognising casualty's in difficulty and how to risk assess the pool environment. The course will cover the following areas: (a) The teacher, swimming pool, and class management (b) Intervention rescue (c) Emergency action (d) CPR and drowning/effects of drowning
National Pool Lifeguard Qualification (NPLQ)	The National Pool Lifeguard course is over five days, and assessment is on the last day. On completion of training, successful candidates should be confident in lifeguarding and lifesaving and understand water safety and life support skills. The course will cover the following areas: Section 1 – The Lifeguard and the Law, Swimming Pool Supervision Element (a) The Lifeguard and the Law (b) Swimming Pool, Hazards and Control Measures (c) Swimming Pool Supervision

	Section 2 -Intervention and Rescue and Emergency Action Plans (a) Intervention and Rescue (b) Rescue of a Casualty with a Suspected Spinal Injury (c) Emergency Action Plan Section 3 -Cardiopulmonary Resuscitation, AED and first aid (a) Cardiopulmonary Resuscitation (CPR) (b) First aid Element (c) Automated External Defibrillation (AED)
Remote first aid / Outdoor first aid	16-hour course, spread over two days normally with practical activities and scenarios. Designed to instruct on the provision of first aid in remote settings where medivac /casevac is likely to take some time. Training syllabus includes: Scene management DRABCDE - Incident protocol (or similar) Airway opening & safe airway position Choking Heart attack & angina CPR - remote protocols Catastrophic haemorrhage - including tourniquet application and wound packing Management of head injuries Management of spinal injuries Management of bone & joint injuries Monitoring vital signs Hypothermia & dehydration - remote protocols Hyperthermia - remote protocols Asthma - remote protocols Anaphylaxis - remote protocols Diabetes Epilepsy Drowning & secondary drowning Triage

9. Record keeping

9.1 Accident book

Accidents or incidents that happen on the premises, regardless of if the patient is a member of the school or not, must be recorded in the school's online accident book. In the case of pupil incidents, the accident book should be completed by the member of staff initially responsible for supervising the respective pupil. The online accident book is reviewed half-termly by the College Nurse and Head of Health and Safety to ascertain the nature of the incidents and to spot trends and areas of concern. Summaries of the data and observations are shared with the Health and Safety Committee, the executive and governors as appropriate.

Any non-employee that experiences an accident or incident whilst on the premises, for example a contractor, must also report the incident immediately to the person responsible for their presence on site.

A record of all first aid treatment is to be recorded using the online accident and incident report form. The form should be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in sudden illness or injury.

As much detail as possible should be supplied when reporting an accident or sudden illness, including all the information included in the accident form which is detailed in Appendix B. This includes:

- The date, time and location of the incident
- The name, year and class (if applicable) of the injured or ill person
- The injured or ill person's contact details if they are not a member of the school
- Details of the injury and illness
- What first aid was given
- What happened to the person immediately afterwards
- The name of the first aider and / or person who dealt with the incident
- Whether the accident needs reporting elsewhere or further investigating.

Junior School parents / carers are notified on the same day of significant accidents and any head injuries via the online accident report form, which triggers an email. Senior school pupil accidents are logged on iSams.

When necessary, the College Nurse will call the parent /carer following an injury or sudden illness and inform the parent of what action has happened.

Records held in the accident book will be retained for a minimum of three years. In accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

9.2 Reporting to the HSE

The COO will keep a record of, and formally investigate, any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

The COO will report these to the HSE as soon as is reasonably practicable and in any event within ten days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within ten days.

Further information is provided in the Group's Accident Investigation Policy.

9.3 Reporting to Ofsted

In relation to EYFS provision, the Head of the Junior School will notify Ofsted of any serious accident, injury or illness to a child in its care, and of any death of a child, as required by the EYFS Statutory Framework. Notification will be made without delay and within 14 days of the incident.

10. Monitoring and review

This policy will be reviewed by the COO and the Senior School Deputy Head (Pastoral) annually.

This will include a review of the adequacy and effectiveness of emergency arrangements and will include feedback received from the school's external annual health and safety audit. Significant changes to departmental activities, site organisation (e.g. moving to a new building) will demand at least a partial review of first aid arrangements.

At every review, the policy will be approved by the Group board.

11. Links with other policies

This First Aid Policy links to the following policies:

- Risk and Compliance Policy (Group)
- Accident and Investigation Policy (Group)
- Critical Incident Plan (school)
- Fleet Vehicles Policy (Group)
- Health and Safety Policy (Group)
- Lettings Policy (school)
- Minibus Policy (school)
- Supporting Pupils with Specific Medical Conditions (school)
- Trips and Visits Policy (school)

Appendix A: Accident and illness procedures for pupils

1. Pupil reports to member of staff that they feel ill, or that they have sustained an injury.
2. Staff member assesses whether the illness or injury requires a first aider, or support of the College Nurse.
3. For injuries, if a first aider is nearby and able to support (e.g. during playtime) the pupil is referred to first aider. Otherwise, the pupil is referred to Wellness Centre.
4. If the illness or injury is considered serious, an ambulance will be called immediately and the College Nurse (if available) called to the scene.
5. If the emergency services are called parent/carers must be informed as soon as possible by telephone. The relevant SLT must also be informed as soon as possible after the ambulance has been called. The pupil must be accompanied to hospital by an adult.
6. For routine illness, the pupil is referred to the Wellness Centre.
7. All accidents and near misses must be recorded in the online accident book. The form should be submitted by the staff member that initially witnessed or dealt with the incident. The College Nurse then receives an email alert.
8. If a Junior School pupil suffers a significant accident or any head injury completion of the accident form will trigger a same-day notification email to the parents / carers.
9. Significant senior school accidents and illnesses are recorded on iSAMS.
10. When necessary, the Nurse will call the parent /carer following an injury or sudden illness and inform the parent /carer of what action has happened.
11. Should a pupil suffer an accident/incident whilst not on school premises (e.g. during a trip or sports visit), the individual supervising or witnessing it must still complete the online accident book form. In the absence of an online form, when off school premises, the individual must notify the Wellness Centre.
12. If injury or illness requires the pupil to be sent home, they must be referred to the Wellness Centre who will liaise with parents /carers and update the iSAMS register.

Appendix B: Example of accident form



Was a First Aider required?

Yes

First Aider Name

Find items

Was an Ambulance/Hospitalisation required?

No

Attachments

There is nothing attached.

Attach file

Appendix C: First Aid Needs Assessment

Main school site, Stanstead Road

The level of first aid provision required at the school has been assessed by considering the following factors.

1. Activities, types of hazards and injuries and high-risk areas

A review of activities across the school indicates the likelihood of moderate injury, increasing to high-risk in Science, Art, Design Engineering, Drama, Estates, IT, Sport and Swimming.

Area	Hazards	Possible cause of accident	Possible injuries	Additional first aid equipment / support
Use of general classrooms	Slips, trips, falls	Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets	Cuts, bruises, slips, trips, head injuries	
Playtime	Slips, trips, falls	Uneven outdoor surface or grounds, adverse weather, obstructions, collisions	Cuts, bruises, slips, trips, head injuries	Ice packs Additional sterile wipes and plasters
Refectory	Burns Choking Slips, trips, falls	Contact with hot items or surfaces, slippery surfaces, uneven flooring	Allergic reaction, burns, cuts, bruises, slips, trips, head injuries, choking	
Early Years	Slips, trips, falls, exposure to bodily fluids, Burns	Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets, use of mobile oven	Cuts, bruises, slips, trips, burns, head injuries, choking, infection	Ice packs Additional sterile wipes and plasters Burns kit

				Age-appropriate food preparation Supervised snack and lunch times All EYFS staff Paediatric First Aid trained
Science	Chemicals Heat Sharps	Exposure to chemicals whilst handling, spillages, splashing, leaks, incorrect use of sharp tools	Cuts, burns, allergic reaction, breathing difficulties, eye injury	Burns Kit Eye wash station
Art	Chemicals Heat Sharps	Exposure to chemicals whilst handling, spillages, splashing, leaks, hot surfaces when using kiln, incorrect use of sharp tools	Cuts, burns, allergic reaction, eye injury, breathing difficulties	Eye wash station
Design Engineering	Chemicals Heat Machinery Sharps	Loose hair or clothing becoming tangled in machinery. Being hit by moving parts or material thrown from machinery	Cuts, burns, allergic reaction, eye injury, breathing difficulties	Burns kit Eye wash station
Drama	Electricity Machinery Chemicals, Working at	Failure to securely isolate electrical systems and equipment, poorly	Electric shock, burns, head and physical injuries, allergic reaction,	

	height Manual handling	maintained equipment, exposure to chemicals, incorrect working at height or manual handling	eye injury, musculoskeletal injury	
Estates	Electricity Machinery Chemicals, Working at height Manual handling Exposure to bodily fluid Workplace transport	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, exposure to chemicals, incorrect working at height or manual handling, involvement in road traffic accidents	Electric shock, burns, head and physical injuries, allergic reaction, eye injury, musculoskeletal injury, infection	Burns kit Eye wash stations
IT	Electricity Working at height	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, incorrect working at height or manual handling	Electric shock, burns, head and physical injuries, musculoskeletal injury	
Sport	Manual handling Workplace transport	Incorrect manual handling, collisions in sport, involvement in road traffic accidents	Head injuries, sprains, fractures, breathing difficulties, musculoskeletal injury	Ice packs
Swimming	Slips and trips Drowning	Slippery surfaces	Head and physical injuries, allergic reaction, breathing difficulties	

2. Size and layout of the school

The main school site is split across several buildings and multiple floors. The playgrounds, Junior School and STEM building are approximately 65m from the Wellness Centre. The main building is 115m away from the Wellness Centre, with the Refectory the farthest away at 265m.

3. Type and number of occupants on a typical school day

EYFS	60
Junior School	330
Senior School	800
Staff	~255 onsite at any one time
Visitors	~ 50
TOTAL	**1,463**

There are on average 70 staff trained as first aiders at one time (allowing for some flex with certificates expiring, staff leaving etc.) Assuming that 80% of first aiders are on site at any one time, that is 56 first aiders on site during the normal school day, this is a ratio of 27 occupants to each first aider. This is a more than sufficient ratio, given that the HSE consider it to be good practice to have one first aider for every 50 occupants.

4. First aider coverage

First aid coverage across the buildings and levels is summarised in the table below. Coverage is good across the buildings, including in all 'high risk' areas.

Main Building	
Basement	0
Ground Floor	4
Floor 1	6
Floor 2	1
Junior School	
Lower Ground Floor	1
Upper Ground Floor	14
First Floor	7
STEM	
UG - Level 1	3
Level 2	1
Level 3	5
Leisure Centre	
Ground Floor	10
Wellness Centre	
Ground Floor	2
The Lodge	
Ground Floor	11
Jubilee	
	5

The table below summarises the arrangements for the school day and out of hours. During a typical out-of-hours day (e.g. school holidays) there are normally a maximum of 50

employees on site. Where out of hours pupil events are arranged, first aid provision must be allocated before the activity is approved.

School day	All staff onsite: Approximately 56 first aiders available, with good spread across buildings and floors Wellness Centre open 0830 – 1630 (qualified nurse and first aider)	EYFS: all EYFS staff Paediatric First Aid trained Junior School break times: always at least one member of staff on duty is a first aider (playground and refectory) and first aid kit carried at all times. Science: minimum of one first aider Art: Cuts: minimum of one first aider Design Engineering: minimum of one first aider Sport: all sports staff trained Swimming: all swim teachers reach and rescue trained
Out of hours	Whenever the building is open there is always at least one member of the estates or enterprises team on site, generally significantly more. All enterprise staff are first aid trained and the majority of the estates team. Events: all event risk assessments require a nominated first aider, with a ratio of one first aider to 120 visitors.	If EYFS children are onsite out of hours, there will always be a paediatric first aider assigned to the activity (e.g. Saturday admissions-related activity). If pupils are onsite the activity is treated as 'out of hours' event, requiring a risk assessment that includes the event organise to allocate a first aider.

Given the regular work patterns of most staff at the school, foreseeable and unforeseeable absences during term-time can be managed due to the number of first aid trained staff. During the holidays and out of hours, foreseeable absence is addressed by ensuring that both the estates team and enterprises team (the two teams that oversee out

of hours activities), have at least one qualified first aider due to be on shift, with rotas adjusted to ensure this. Going forward, the requirement to be a first aider will be an expected duty of all estates team roles.

For all off-site activities involving pupils, the educational visits risk assessment requires an appropriately trained first aider to be assigned to the trip, based on an appropriate ratio of pupils to first aiders, informed by the likely risks associated with the visit. The EVC is competent to advise on such provision, which will occur during the normal risk assessment process. Where possible, when using an external provider, providers that have appropriate first aid training will be chosen to deliver trip provision and adventurous activities.

5. Proximity to A&E

The closest A&E to St Dunstan's College is Lewisham Hospital, which is two km away, eight to ten minutes in a car. Based on the UK statistic that the average distance from a home to A&E is ten km, there is a reduced need for additional emergency treatment arrangements than if the school was in a more remote location. The presence of a School Nurse also means that during the school day there should nearly always be a trained medical professional available.

6. Review of accident data

A review of 2024/25 accident data indicates the highest risk areas are:

- Playtime and use of play equipment: cuts, bruises, a small number of fractures and minor head injuries
- Sport: bruises, sprains and a small number of fractures
- Science: minor cuts and burns
- DE: minor cuts and a small number of burns
- Swimming: minor cuts

The majority of accidents happen during the school day, with some accidents during the hours the Leisure Centre operates separately to the school.

The accident data indicates that first aid has been promptly available, either via the Wellness Centre or local first aiders. Given the level of first aid coverage and the nature of injuries most often incurred, the current first aid provision is considered appropriate.

7. First aid provision for visitors

During the normal school day, due to the school being a secure site, there are unlikely to be more than fifty visitors or ad-hoc contractors onsite at any time. These numbers are manageable due to the number of first aiders available during the school day.

The majority of visitors out of hours are to the Leisure Centre, where all members of the enterprises team are first aid trained.

Where events exceed 120 visitors, the events risk assessment requires identification of an 'allocated first aider' for the event.

8. Shared site arrangements

The table below summarises the first aid arrangements for external users of the site (e.g. hirers).

Forder club providers	Required to hold first aid qualification as part of room hire agreement
Out of hours hirers	If a group activity (e.g. netball) required to confirm the level of first aid provision in place. First aid provision is an additional, bookable service.
Long-term lets e.g. Munchkins and MyOhana	Hirer expected to evidence own first aid provision as part of agreement, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.
Holiday Camps	Providers expected to evidence own first aid provision as part of agreement, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.
Service contracts (cleaning & catering)	Contractors expected to organise own first aid provision, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.

Jubilee Ground, Canadian Avenue

The level of first aid provision required at the Jubilee Ground has been assessed by considering the following factors.

1. Activities, types of hazards and injuries and high-risk areas

A review of activities across the Jubilee Ground indicates the likelihood of moderate injury, increasing to high-risk in grounds, maintenance and sport.

Area	Hazards	Possible cause of accident	Possible injuries
Use of general areas	Slips, trips, falls	Uneven flooring, obstructions, trailing cables, slippery surfaces, worn carpets	Cuts, bruises, slips, trips, head injuries
Jubilee hall	Burns Choking Slips, trips, falls, Alcohol poisoning	Contact with hot items or surfaces, slippery surfaces, uneven flooring, Excessive consumption of alcohol (out of hours events).	Allergic reaction, burns, cuts, bruises, slips, trips, head injuries, choking
Cleaning Cupboards	Chemicals	Exposure to chemicals whilst handling, spillages, splashing, leaks, incorrect use of Chemicals	Cuts, burns, allergic reaction, eye injury, breathing difficulties
Grounds Maintenance	Chemicals Heat Machinery	Exposure to chemicals whilst handling, spillages, splashing, leaks, incorrect use of tools/machinery	Cuts, burns, allergic reaction, breathing difficulties, eye injury, entrapment
Estates	Electricity Machinery Chemicals, Working at	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, exposure to	Electric shock, burns, head and physical injuries, allergic reaction, eye injury,

	height Manual handling Workplace Transport	chemicals, incorrect working at height or manual handling, involvement in road traffic accidents	musculoskeletal injury, infection
IT	Electricity Working at height	Failure to securely isolate electrical systems and equipment, poorly maintained equipment, incorrect working at height or manual handling	Electric shock, burns, head and physical injuries, musculoskeletal injury
Sport	Manual handling Workplace Transport	In correct manual handling, collisions in sport, involvement in road traffic accidents	Head injuries, sprains, fractures, breathing difficulties, musculoskeletal injury

2. Size and layout of the site

The site is situated on approximately 24 acres of land. The Jubilee Building consists of two floors. The Jubilee Nursery operates separately with its own first aid provision and is not factored into the figures. The lease agreement with the nursery provider sets out our expectations regarding compliance with Ofsted and HSE requirements.

The astro pitches are located approximately 150m from the building. There is a defibrillator located at the pitches, and one located in the reception area. As injuries could happen anywhere on the grounds, first aid kits are portable with the intention to take the aid to the person rather than bringing the person into the building, unless they are easily able to do so.

There are several storage areas on the grounds that the grounds team use for equipment. There is also a first aid kit in the main hut and the grounds team have easy access too.

3. First aider coverage

First aid coverage across the buildings and levels is summarised in the table below. Coverage is good across the ground, including in all 'high risk' areas.

Jubilee ground	
Before the school students arrive on site	2
After school students arrive on site	Between 3-6 depending on the number of classes attending
Grounds team	1

The table below summarizes the arrangements for the school day and out of hours. During a typical out-of-hours day (e.g. school holidays) there are a maximum of 15 employees on site. Where out of hours pupil events are arranged, first aid provision must be allocated before the activity is approved.

School Day	Minimum of one trained first aider from Enterprise on shift plus the First aid trained sports staff	Sport: all sports staff trained
Out of hours	Whenever the building is open there is always at least one member of Enterprises team on site, generally two or more. Most enterprises staff are first aid trained. Events: all commercial hires require a Duty Manager who is first aid trained, with a ratio of one first aider to 120 visitors.	If pupils are onsite the activity is treated as 'out of hours' event, requiring a risk assessment that details the identified first aider.

Given the regular work patterns of most staff at the Jubilee Ground, foreseeable and unforeseeable absences during term-time can be managed due to having almost all Enterprise staff first aid trained.
During the holidays and out of hours, foreseeable absence is addressed by ensuring that Enterprises Team have at least one qualified first-aider due to be on shift, with rotas adjusted to ensure this.

4. Proximity to A&E

The closest A&E to St Dunstan's Jubilee Ground is Lewisham Hospital, which is less than two km, eight to ten minutes in a car. Based on the UK statistic that the average distance from a home to A&E is ten km, there is a reduced need for additional emergency treatment arrangements than if the site was in a more remote location.

5. Review of accident data

A review of 2024/25 accident data indicates the highest risk areas are Sport, with a combination of bruises, sprains, and a small number of fractures. The majority of accidents happen during the school day, with some accidents during the hours Enterprise operates. The accident data indicates that first aid has been promptly available, either via the Enterprise Staff or the Sports staff first aiders taking the sessions. Given the level of first aid coverage and the nature of injuries most often incurred, the current first aid provision is considered appropriate.

6. First aid provision for visitors

During the normal school day, there are unlikely to be more than 40 visitors or ad-hoc contractors onsite at any time. These numbers are manageable due to the number of first aiders available during the school day.

The majority of visitors out of hours are Sports customers, during which times all Duty Managers of the Enterprise Team are first aid trained.

Where events exceed 50 visitors, the events risk assessment requires identification of an 'allocated first aider' for the event.

Any external/public sports events will have their own first aid provision, and first aid trained staff. This expectation is set out in the hire agreement and Lettings Policy.

7. Shared site arrangements

The table below summarizes the first aid arrangements for external users of the site (e.g. hirers).

Out of hours hirers	If a group activity (e.g. netball club) required to confirm the level of first aid provision in place. Request for enterprises team to provide first aid provision is an additional, bookable service. If the booking is for a member of the public i.e. individual booking a 5-a side pitch this would be covered by the Duty Manager.
Long-term lets e.g. Munchkins and MyOhana	Hirer expected to evidence own first aid provision as part of agreement, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.
Holiday camps	Providers expected to evidence own first aid provision as part of agreement, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.
Service contracts (cleaning & catering)	Contractors expected to organise own first aid provision, keeping school appraised of any accidents / incidents that relate to fabric of building, poor facility management etc.