



First Aid Policy

1. Scope

- 1.1 This guidance is applicable to all those involved in the provision of first aid related to school activities.

2. Objectives

- 2.1 To ensure that there is an adequate provision of appropriate first aid at all times.
- 2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

3. Guidance

- 3.1 The Senior Sister will be responsible for the implementation of this policy.
- 3.2 The Senior Sister will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites/levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents/incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave/absence of first aiders
- Offsite activities, including trips
- Practical departments, such as science, technology and PE
- Out of hours activities
- Contractors on site and agreed arrangements

in order to identify and confirm that the first aid capabilities needed to keep pupils, staff and visitors safe during College operations are in place.

4. Pupil Illness

- 4.1 We have a modern Medical Centre at Bishop's Stortford College, currently staffed by qualified nurses and health care assistants, in addition pupils will have access to NHS 111 and 999 emergency responses, the College provides the following first aid medical cover in term time:

- Medical Centre available Monday to Friday, from 7.45am – 5.15pm and weekend medical provision is available on an on-call basis.
 - The on call Registered General Nurse will be available outside of clinic hours to respond to a medical incident within approximately 30 minutes.
 - Senior RGN resident on site to support as needed and available.
 - For exeat weekends where there is a limited number of boarders who are not placed with guardian's and who are resident on site, first aid cover is provided by house staff and where needed referred immediately to primary care GP, NHS 111 or in emergency 999.
- 4.2 The school or the Medical Centre will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.
- 4.3 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.

5. Response to an Accident

- 5.1 In accordance with control measures identified in the First Aid Needs Assessment, the Senior Sister and Medical Centre Team is to develop capacity to effectively deal with someone who is injured, or becomes unwell and needs help. In outline:
- 5.1.1 The nearest First Aider should be contacted and asked to attend. **In serious cases, dial 999.** The First Aider will assess the situation, provide help, request assistance from other First Aiders if necessary, and stay with the casualty until recovered or arrangements for further care, if needed, are made by the Medical Centre or Emergency Services.
- 5.1.2 Individuals suffering head injuries during a sports activity must be removed from play and assessed by a medically trained person. If someone suffers a head injury resulting in a diagnosis of concussion they must be cleared by a doctor to resume playing any sport. Graduated return to play rules must be followed (GRTP).
- 5.1.3 First Aid boxes are located around the campus. The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.
- 5.1.4 AAls should always be carried by the form tutors in Pre-Prep and Shell and by pupils prescribed them in the Prep School and Senior School. In addition, emergency AAls are located in the Dining Hall with the Duty Manager and the Medical Centre. All sports takers and trip leaders should ensure that pupils with AAls, Inhalers and Insulin and any other emergency medication have them on their person.
- 5.1.5 Children who have severe intolerance to gluten, for example, should be identified along with the preventative measures to be taken and if needed, any treatment should they suffer an incident.

- 5.1.6 A list of First Aiders is available as a live document and can be accessed via Sharepoint - CPS docs/medical centre/all trackers/First aid trained list and tracker, or via this link [CPSDocs - First Aid Trained list & Tracker - All Documents \(sharepoint.com\)](#).

5.2 Pre-Prep (EYFS/KS1)

- 5.2.1 The Pre-Prep is to have:

- (a) Staff who are current Paediatric First Aid Qualified to administer basic First Aid and help children with inhalers for asthma and the administration of Epi-Pens for serious allergies.
- (b) First Aid boxes, an incident book. First Aid boxes are taken on all Pre-Prep trips and are checked regularly by Medical Centre staff.
- (c) Ability to inform all parents immediately of any serious injuries; the College Medical Centre is to be informed. A head injury letter is sent home for all head injuries, which is to be signed and returned to the school by the child's parent/guardian.
- (d) Systems for managing non-prescribed medicines, EpiPens and inhalers for pupils, if the parents have pre-dispensed the medicine and provided specific authorisation. Prescribed medication is given by nominated Pre-Prep staff with parental permission. All medicines are to be stored safely and correctly in the Pre-Prep.

6. Accident Reporting

- 6.1 All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the House Staff), must be recorded. This is the responsibility of the Medical Centre staff who will enter the appropriate information on the Accident/Incident tracker for every significant or serious accident/incident that occurs on the campus or off the campus in connection with a College activity.

7. Record Keeping

- 7.1 The College keep records of all accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence by both Medical Centre staff and the College Health and Safety Officer. The reporting procedure is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. This is carried out by the Health and Safety Advisor. See separate Accident Reporting Policy and Guidance.
- 7.2 All reported accidents are summarised and presented at the regular health and safety meeting in order to identify trends and patterns.
- 7.3 Parents are always to be contacted if their child suffers anything more than a trivial injury, if he or she is unwell or injured while at school, or if we have any worries or concerns about his or her health. Parents should not hesitate to contact the Medical Centre, Housemaster, Housemistress or Form Tutor if they wish to discuss any concern that they may have relating to their child's health.

8. Specific First Aid Provision

8.1 First Aiders

- 8.1.1 Sufficient trained first aiders to cover day to day and other school activities will be provided. The numbers required will be influenced by the First Aid Risk Assessment and individual event or activity risk assessments.
- 8.1.2 A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school. (a minimum of 1:100 pupils and staff)
- 8.1.3 First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

First aid and appointed person training will be refreshed every 3 years.

8.2 First Aid Boxes

- 8.2.1 First aid boxes will be provided in areas of the school where accidents are considered most likely.
- 8.2.2 A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- 8.2.3 First aid boxes will be checked by departmental heads/designated person at the beginning of each term and replenished on request by the Medical Centre.
- 8.2.4 The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

8.3 First Aid Notices

Lists of members of staff who are qualified first aiders or paediatric first aiders can be accessed via dashboard, CPS docs, Medical Centre, all trackers.

8.4 Access to First Aid

- 8.4.1 All pupils and staff will be given information on the provision of first aid at their induction.

8.5 Records

- 8.5.1 Details of any incident which requires treatment will be recorded in the school accident book.

8.6 Calling an Ambulance

- 8.6.1 The person attending the casualty will normally be responsible for summoning an ambulance, parent/guardian should be contacted immediately in order to escort casualty to hospital. Boarding students will be escorted by house parent or nominated member of staff.

- 8.6.2 Call Prep School Office on 01279 354138 or Senior School Office on 01279 354141 to notify of expected arrival or escalate directly to Estates Manager, Maintenance Supervisor, Head of Grounds or Estates Project Manager if no response from either office.

Always call emergency services on 999 if deemed appropriate, prior to calling the Medical Centre for support and attendance.

- 8.6.3 Parents and guardians are to be called immediately to attend and escort casualty to hospital, if unable then a nominated member of staff will be required to escort.

8.7 Emergency Medical Treatment

- 8.7.1 In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

- 8.7.2 Automated external defibrillators (AED) are available for use on school site in the following areas:

- Opposite the Dining Hall on the wall of Benson House.
- Opposite the Medical Centre on the wall of the DC Building
- The Doggart Pavilion
- Swimming Pool foyer

9. Medical Care

- 9.1 This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- 9.1.1 dealing with pupils who have special educational needs or specialist medical needs;
- 9.1.2 provision of medical examinations and immunisations;
- 9.1.3 holding medical records; and
- 9.1.4 dealing with medicines and treatments brought to school for pupils.