



**LEIGHTON PARK**  
FOUNDED 1890

## **First Aid Policy**

### **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students, and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### **2. Legislation and guidance**

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state 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 1992](#), which require employers to make an assessment of 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, 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 such accidents must be kept.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.

This policy meets the standards set out in the DfE National Minimum Standards for Boarding Schools.

### **3. Roles and responsibilities**

The school has completed a First Aid Needs Assessment and has a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

Section 3.1 below sets out the expectations of first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### **3.1 First aiders**

First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- First aiders are trained and qualified to carry out the role (see section 7).
- 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.
- Notifying the Health Centre as appropriate.
- Keeping a record of any first aid treatment administered.
- Completing an accident report form in EVOLVE on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Informing parents of the accident in liaison with Health Centre or House staff (depending on the circumstances).
- Keeping their contact details up to date.
- Providing occasional support for school fixtures such as firework displays or other such events.

### **3.2 Health Centre medical staff**

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits termly or sooner when staff notify, they have used something from the first aid kit.
- Sending students home if they have been injured or are unwell.
- Making sure student medical forms are completed by parents/guardians on admission.
- Ensuring that parental consent is given for the administration of first aid.
- Providing occasional support for school fixtures such as firework displays or other events.
- Making sure trip medication forms for residential trips are completed
- Training staff on the use of autoinjectors, inhalers and supporting students with their medical needs

A list of the schools' First Aiders can be found on the Health & Safety notice board in the common room and adjacent to all first aid boxes. It is also circulated on a termly basis.

### **3.3 The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Bursar and staff members.

### **3.4 The Bursar**

The Bursar is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are always present in the school.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.

- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of students.
- Ensuring that funds are made available for first aid training and equipment.
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports on Evolve for all accidents they attend to where a first aider is not called.
- Informing the First Aider, HR Manager or Director of Medical Services of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury, and decide if further assistance is needed from a colleague, the Health Centre, or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain in school, the Health Centre or First Aider will contact the parent/guardian who will be asked to collect their child. Upon their arrival, the Health Centre will recommend next steps to the parents/guardian.
- The first aider will inform the Health Centre of the accident and any treatment given on extn. 566
- If emergency services are called the first aider should contact the caretaker to ensure the external gates are manned and that the emergency services are directed to the scene of the accident
- Where the emergency services are called the Health Centre will contact parents/guardian immediately and alert a member of SLT.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

The Health Centre will organise a student's transfer to hospital. If the accident occurs out of usual school hours a member of the boarding house will accompany the student or in the case of a day student another member of staff will be allocated.

The Health Centre is staffed from 08.00 until 20.00pm Monday to Thursday and 08.00 until 17.30pm Friday term time.

The Head and the Health and Safety Advisor should be informed if any student is sent to hospital, or an ambulance is called. In the case of a member of staff being injured, the HR Manager should be informed as soon as is reasonably practicable.

Further information on unwell/injured students can be found in the Medical Policy as well as access to healthcare arrangements, head and neck injury management and the administration of medication policies.

#### **4.2 Off-site procedures**

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit (based on the HSE's recommendation for a minimum travelling first aid kit).
- At least one first aider in attendance
- Parents' contact details and parents' consent for the administration of first aid in emergency.
- All names of students with inhalers, auto-injectors or emergency medication must always carry this with them, including whilst out on trips. Copies of any relevant care plans and any emergency procedures to follow.
- Staff attending should have completed online first aid essentials training on Educare.

All school minibuses are equipped with a clearly marked first aid box. The Health Centre should be informed of any items used so that they can be replenished.

Risk assessments will be completed in advance by the teacher responsible for any educational visit that necessitates taking students off school premises.

If a student attending an off-site visit cannot self-medicate, if possible, they will be accompanied by a member of staff who has received appropriate training to administer the medication. Any staff administering medication, will have completed the Educare medication online training.

Parents are advised to update their contact details should there be a change in the student's circumstances and at a minimum annually.

#### **Information about the specific medical needs of students.**

- The group leader should contact the Health Centre and ask them / to check personal files to ensure that all relevant student information is provided in advance of the off-site visit.

#### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive plaster dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 medium-sized individually wrapped sterile unmedicated wound dressings.

- 2 large sterile individually wrapped unmedicated wound dressings.
- 2 pairs of disposable gloves
- 1 Conforming bandage
- 10 non-alcohol cleaning wipes
- Tape

No medication is kept in first aid kits.

First aid boxes are available within each building, we have 30 kits placed around school and one on each of our minibuses. A list of the first aid box locations can be found on the bottom of the first aiders list.

## **6. Automated External Defibrillator (AED)**

The AED is to be used for the treatment of Sudden Cardiac Arrest (SCA) for all students, staff, and visitors over the age of 1 year. If used a post event debriefing is to be held to identify whether any future changes are required.

### **6.1 AED Location**

The school has 3 AED's available at the following locations:

1. Outside the MMC
2. Inside the main entrance to Old School
3. Outside Fryer Boarding House

After the AED is used, the Health Centre should be informed as the AED and its facilities will need to be restocked.

### **6.2 Trained AED Operators**

First aid courses include a section on AED training. In addition, the Health Centre will provide regular familiarisation training to other staff.

The Resuscitation Council states that 'while it is highly desirable that those who may be called upon to use AEDs are trained in its use, persons with no previous training may use the AED if required.' Once opened, the schools AEDs will give verbal instructions on how they should be used. School staff are encouraged to use them in emergencies.

### **6.3 AED Inspection**

The Health Centre is responsible for inspecting the AED during term time every week. The Director of Medical Services will appoint a deputy to conduct these checks during school holidays. Records of inspection are kept with the defib.

### **6.4 AED Use on Children**

The use of an AED is not recommended on children aged less than 1 years, however the Resuscitation Guidelines state that if the standard AED is the only defibrillator available its use should be considered. Standard adult AED pads can be used from 8yrs of age. Adult pads can also be used on a child if no paediatric pads are available. As the school is for secondary years 11 to 18, adult pads can be used for students as well as adults.

### **6.5 AED Use During Pregnancy**

The AED can be used if the casualty is pregnant.

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

The first aider should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or other bodily fluids.
- Wear a disposable apron where splashing may occur.
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water.
- Wash splashes out of eyes with tap water or an eye wash bottle.
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- Record details of the contamination.
  - Report the incident to the Health Centre and take medical advice if appropriate from 111.

## **8. Accident reporting and Record-keeping**

All accidents where an injury has occurred must be reported and recorded. The EVOLVE accident and near miss system can be found on the staff portal.

- An accident report should be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be given when reporting an accident
- Records held in the first aid and accident book will be retained in line with the schools document retention policy.

## **9. Reporting to the HSE**

The Health & Safety Advisor or the Bursar will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health & Safety Advisor or the Bursar will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

## **10. Notifying parents**

The Health Centre or member of staff in charge will inform parents/guardians of any accident or injury sustained by a student, and any first aid treatment given as soon as reasonably practicable.

The Health Centre/member of staff in charge will decide how and when this information should be communicated, in consultation with the House staff and/or the appropriate Housemaster/mistress or Head, if necessary.

Parents will also be informed if emergency services are called.

## **11. Training**

All school staff are invited to volunteer as a first aider.

All first aiders must have completed a relevant first aid training course and must hold a valid certificate of competence to show this. The Health & Safety Adviser will keep a register of all trained first aiders, what training they have received and when this is valid until (usually for 3 years). The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

All first aiders are fully indemnified by the school against claims for negligence if they are suitably trained and are acting within the scope of their employment and within the school's guidelines for the administration of first aid.

## **12. COVID-19 (or similar situation)**

A situation like Covid-19 is likely to create boundaries to first aid and treatment being administered, due to concerns of the virus being spread. All Leighton Park staff will be trained at the on the use of personal protective equipment (PPE) that may be required for certain roles and staff will be advised where this is needed.

PPE will be readily available in first aid boxes, the Health Centre, Boarding Houses, and any other identified key areas for staff to use and to provide both reassurance and keep them safe in any concerns of infectious disease outbreaks. All Leighton Park staff will be trained to recognise symptoms and have pathways to in any pandemic or outbreak situations.

The school operates in line with all guidance, regulations, and advice (NHS, BSA general advice and BSA COVID-19 Charter, DfE, PHE, NIHP). NIHP (National Institute for Health Protection (previously referred to as PHE in guidance).

Posters and guidance on good hand and respiratory hygiene will be placed around the school. Procedures for staff/students to follow will be issued should circumstances change.

This guidance is subject to change at any time by the UK government.

## **13. Monitoring arrangements**

This policy will be reviewed by the Director of Medical Services/H&S Adviser annually.

At every review, the policy will be approved by the Director of Medical Services/Health & Safety Advisor/Bursar/headteacher and the governing body.

## **14. Links with other policies**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- First Aid Needs Assessment
- Educational Trips and Visits policy
- Medical Policy
- Asthma Policy

- Diabetes Policy
- Allergy and Anaphylaxis Policy
- Epilepsy and Non-Epileptic Seizure Policy
- Head, Neck, and Spine Injury Policy (Including Concussion)
- Administration of Medication Policy
- Infectious Diseases and Pandemic Control Policy (Inclusive of Covid-19)
- Supporting Students with Medical Conditions Policy
- Health Centre Confidentiality Policy

Author: Sarah Collis, Health & Safety Advisor,  
Donna Fearn, Director of Medical Services

Reviewer: Health and Safety Committee

Governor: Alex Hitchens, Governor

Sign off: Matthew Judd, Head

Date of last review: July 2024

Date of next review: July 2025

Publication: <https://portal.leightonpark.com/>