



# First Aid Policy

## POLICY STATEMENT

The Health and Safety at Work Etc. Act was introduced in 1974 and is designed to protect all workers. In addition, the Health and Safety (First Aid) Regulations were introduced in 1981 and placed duties on employers to provide adequate and appropriate equipment, facilities and personnel to ensure that their employees could receive immediate attention if they injured themselves or were taken ill whilst at work.

The purpose of this policy is to ensure we take an active approach towards complying with legislation and thereby reducing the risk to pupils, employees and other users of the College.

The policy outlines the need for a first aid assessment and who is responsible for completing and implementing the assessment and for evidencing actions the College are taking or have taken to reduce any risks.

## SCOPE

This policy applies to the Upper School, Preparatory School, Pre Preparatory School and all associated commercial and support activities of Clifton College.

## AIMS AND OBJECTIVES

In line with our moral, legal and financial responsibilities at Clifton College, the aim of this policy is to outline the need for a first aid assessment and to clearly identify accountabilities, roles and responsibilities.

In order to achieve the aims of this policy, we shall:

- I. Ensure that we have an up to date first aid assessment.
- II. Ensure that we have an adequate number of suitably qualified first aiders.
- III. Ensure that suitable and adequate first aid facilities and provisions are available and present at all times.
- IV. Ensure that first aid is always available for staff and pupils when they are off the premises, e.g. school trips and sports fixtures etc.

## LEGISLATION AND GUIDANCE

- Health and Safety (First-Aid) Regulations 1981 (as amended)
- Health and Safety Executive document L74

## ROLES AND RESPONSIBILITIES



The Head of College and Senior Leadership Team are responsible for:

- Making suitable and adequate arrangements for the full creation and implementation of this policy, ensuring that any identified resources are procured and made accessible.

Area Custodians and Activity Leads are responsible for ensuring that:

- They are familiar with the College first aid risk assessment.
- First aid arrangements have been communicated to staff visitors and pupils through inductions, briefings and relevant signage.
- Any first aid kits that are held locally by the department are periodically checked and stocked.
- A College Accident and Near Miss report form is completed and sent to the H&S team where an individual has sustained an injury or experienced work related ill health.
- Any pupil who has sustained a bump or injury to the head is taken to the Health Centre to be assessed by a nurse for the risk of concussion.

In addition, Area Custodians are required to read the College Area Custodian guidance document which includes information on assessing first aid requirements.

First aiders are responsible for ensuring that they:

- Respond promptly to all requests for assistance.
- Summon further help if necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Report details of any treatment provided to the person completing the College Accident/Incident Recording form.

House staff are responsible for ensuring that:

- Parents or guardians are informed of any incident where their child received first aid.

Health centre personnel are responsible for ensuring that:

- There are up to date concussion/head injury protocols in place.
- All head injury related incidents treated at the Health Centre are reported to the Health and Safety Team.
- All head sports related incidents treated at the Health Centre are reported to the Health and Safety Team.

The Health and Safety Team are responsible for ensuring that:

- A first aid needs assessment is undertaken to ascertain the needs of the College.
- The required levels of first aid training are budgeted accordingly.
- All first aid training requests are evaluated.



- Appropriate first aid training is arranged.
- The Learning Management System is maintained and up to date for health and safety training, including first aid.
- A list of trained first aiders is maintained and that staff are notified of impending renewals.
- A core bank of first aid “stations” across the site is established, to ensure first aid equipment is readily available at all times.
- All first aid stations and defibrillators are checked every 6 months and that stock is replenished as necessary (or at the request of a member of staff).

	Head of College	Senior Leadership Team	Area Custodians	House Staff	First Aid Personnel	People & Organisation	H&S	Health Centre
Create Policy	A	C	I	I	I	I	R	C
Approve Policy	A	R	I	I	I	I	I	I
Create first aid assessment	A	I	I	I	I	I	R	I
Identify first aid requirements	A	I	I	I	I	I	I	I
Requesting first aid training	A	R	R	R	R	C	C & I	R
Procuring first aid supplies	A	R	R	R	R	C	C, R & I	R
Arranging first aid training	A	I	I	I	I	I	R	I
Arranging refresher training	A	I	I	I	I	I	R	I
Auditing the Policy	A	I	I	I	I	I	R	I
Update the policy	A	I	I	I	I	I	R	

## RELATED COLLEGE POLICIES



- Health and Safety Policy
- Risk Assessment Policy

## **MONITOR AND REVIEW**

This policy shall be reviewed by the Health & Safety Committee (HSC) and the Audit, Compliance and Risk Committee (AC&R) annually or in response to changes in legislation, regulatory guidance, good practice or changes in our practices and procedures.

Regular auditing and monitoring of the policy shall be conducted by the H&S team to ensure that control measures are effective and regulatory compliance is achieved. In particular, monitoring will be used to identify unsafe conditions or deviations from safe methods of working identified in safety policies and procedures.

There is nothing in this policy which constitutes confidential data and therefore, it can be shared with all interested parties and publicly displayed

The full policy shall be made available to all concerned parties, e.g. parents, students, staff, contractors, service providers, solicitors, insurers and enforcing bodies. The policy shall also be accessible through the College resource centre.



# First Aid Procedures

## 1 FIRST AID ASSESSMENT

Clifton College comprises the Upper School, Preparatory and Pre-Preparatory Schools, and publicly accessible sports facilities both on the main campus and at Beggars Bush. The College also operates a number of boarding houses and office buildings surrounding the main campus. There are approximately 1,250 students and 650 staff (academic and support).

Typical hazards are slips and trips, and sporting fixtures, which can lead to injuries such as cuts, bruises and fractures. Within the College there are also areas where higher risk work takes place, such as laboratories, workshops and kitchens, as well as construction activities undertaken by the Estates Team.

Given the ever changing dynamic of the College, it is impractical to calculate an exact number of first aiders required. For this reason, a first aid needs assessment should be carried out by all Area Custodians and Activity Leads for their area of responsibility. The Health and Safety Team can assist. In assessing the first aid need, the Area Custodian or Activity Lead should consider, amongst others:

- Workplace hazards and risks (including specific hazards requiring special arrangements).
- Occupancy and work patterns of staff.
- Holiday and other absences of those who will be first aiders.
- Size of the individual school/building and whether on split sites.
- Any particular features of the location of each school/building.
- Any staff/students with special health needs or disabilities.
- The history of accidents in the area.
- The needs of travelling, remote and lone workers.
- The remoteness of any of the sites from emergency medical services.

Activity Leads should assess the first aid provision required for activities they are responsible for taking place off site, or in areas not under their direct control e.g. educational visits. They should consult with the applicable Area Custodian or external organisation as appropriate, to ensure adequate first aid provision is in place. With respect to sporting fixtures:

- All school matches at Beggars Bush have first aid support.
- All school matches on the main campus are overseen by the Health Centre.

The assessment of first aid provision required should be recorded and arrangements should be made to ensure that the required number of trained first aiders is available at all times when people are using the area.



Within the EYFS setting, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

When the first aid needs assessment indicates that a first aider is unnecessary, the minimum requirement is to appoint a person to take charge of first aid arrangements. The appointed person is responsible for looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count). First aid provision should be kept under review, with a formal review taking place at least annually

## **2 FIRST AID TRAINING**

All members of Teaching Staff are now required to hold a first Aid certificate as follows:

- Boarding HoMs and Assistant HoMs - Full First Aid Certificate (3 Day)
- Heads and Directors of Sport - Full First Aid Certificate (3 Day)
- All members of Science Staff - Full First Aid Certificate (3 Day)
- All members DT - Full First Aid Certificate (3 Day)
- All other members of Teaching Staff and Matrons - Emergency First Aid at Work Certificate (1 Day)

All other requests for training should be as a result of a risk assessment, the Area Custodian/Activity Lead's assessment, or as a requirement of a staff member's job description. All training requests should be sent to the Health and Safety Team for approval. The Health and Safety Team will arrange the most appropriate training based on the need and in accordance with current legal requirements. Appointed persons do not require formal training.

## **3 ADMINISTRATION OF FIRST AID**

Where first aid has been administered, an Accident and Near Miss Report form must be completed and forwarded to the Health and Safety Team. House staff are responsible for ensuring the parents are informed of any incident involving first aid.

### ***Early Years Foundation Phase (EYFS)***

Where a pupil sustains an injury or receives first aid treatment whilst under the supervision of school, a representative will contact the parent or guardian as soon as is reasonably practicable. All attempts will be made to contact parents/guardians by telephone following a serious injury, e.g. head injury or dental injuries. All minor injuries and treatment carried out is recorded with a note provided to the parent/guardian at the end of the school day.

## **4 FIRST AID KITS**

First aid stations are situated throughout the College and are maintained by the Health and Safety Team. There is no approved list stating what the contents of a first aid kit



should be, however the kits held on these stations are stocked with a number of basic items such as dressings, plasters and wipes<sup>1</sup>. The Health and Safety Team checks the kits every 6 months and stock is replenished as necessary (or at the request of a member of staff).

The first aid needs assessment produced by the Area Custodian/Activity Lead for their area of responsibility should determine whether additional items are required. Area Custodians and Activity Leads are responsible for sourcing these items from reputable suppliers and should ensure that they are periodically checked and appropriately stocked in line with the assessment.

In relation to the first aid kit provision:

- All first-aid containers must be marked with a white cross on a green background.
- Each school minibus must carry a first-aid kit.
- First aid kits must accompany PE and games staff off-site - all games first aid kits are red bags with a white cross.
- All staff responsible for offsite educational visits must take adequate first aid kits with them.
- Spare stock is available from the College Health Centre.

Whenever a first aid kit is used, the member of staff using it is responsible for informing the Area Custodian or Activity Lead whether stock requires replenishing.

## **5 FIRST AIDER LIST AND SIGNAGE**

The Health and Safety Team maintains a record of all trained first aiders (including mental health first aiders and mental health champions), and all associated training providers. The list of first aiders is available on the Resource Centre. New starters are required to provide information about any existing first aid qualifications they hold to the P&O Department, who will in turn provide this information to the Health and Safety Team so that their details can be added to the list.

The Area Custodian is responsible for ensuring that lists displaying the names of first aiders are updated regularly. This includes those on the first aid stations as well as any others printed locally and displayed throughout the building.

## **6 OTHER FIRST AID PROVISION**

During term time, the College Health Centre has trained nurses available to administer first aid and other medical treatment.

There are defibrillators at the following locations:

- Sports Centre (reception).
- Theatre (foyer area by the bar).

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<sup>1</sup> The suggested list of contents for a small first aid kit as per BS 8599-1:2019 has been used as guidance.



- Health Centre (in the doctor's appointment room).
- Beggar Bush Sports Facility (reception).
- The Preparatory School (outside the main office).
- There are wheel chairs situated in the Health Centre, SCR and Prep School Main Building

The defibrillators are checked by the Health and Safety Team every 6 months.

## **7 RECORD RETENTION**

Accident and Near Miss Report forms relating to pupils who have received first aid are retained by the Health and Safety Team for a minimum of five years beyond their 18th birthday. Records for other individuals are kept for a minimum of five years.

First aid certificates should be retained by the individual, but a copy (or original if preferred) should be sent to the P&O Department to be held on their personnel file.

The 6 monthly first aid station and defibrillator checks are recorded and are available to view on the Resource Centre.