



FIRST AID POLICY

Note that this policy should be read in conjunction with the Whitgift Health Care Policy.

Whitgift School is mindful of the need to safeguard the wellbeing of all pupils, staff and visitors to the School and will ensure, as far as is reasonably practicable, that First Aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981.

In drawing up this policy reference has been made to The Department of Education [Guidance on First Aid](#)

First aid- is the assistance given to any person suffering a sudden [illness](#) or [injury](#),¹¹ with care provided to preserve life, prevent the condition from worsening, and/or promote recovery

First Aider - someone in an organisation who has been trained to give immediate medical help in an emergency

Management of First Aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for the training and retraining of First Aid staff, and for the provision of First Aid equipment.

The School aims:

- To provide a prompt and appropriate response in cases of sudden illness or injury
- To ensure compliance with all relevant legislation
- To ensure there are sufficient numbers of competent First Aid trained staff within the School environment
- To ensure there are suitable facilities to administer First Aid
- To identify and implement reasonably practical arrangements for dealing with First Aid incidents
- To keep accident records and report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (Estates Manager)

The Governing Body review matters of Health and Safety on a regular basis and delegate the responsibility for ensuring that the policies are put into practice to the Estates Manager.

There is a qualified Nurse on duty in the Medical Centre from 8.00am-6.00pm Monday-Friday and 9.00am–5.00pm on Saturdays **only when** there are sports fixtures. In the Rugby season, there is added assistance on Saturdays from a trained Paramedic.

The School will ensure that, where possible all departments are adequately provisioned with First Aiders. The School has a large number of staff, both teaching and non-teaching, who are trained as First Aiders. This provides for a far higher number of First Aiders than required under law (a list of trained staff is available from the Medical Centre, see **Appendix A**). Trained Staff will be on site throughout the School Day from 08.00am-6.00pm

First Aid boxes are placed in all the areas of the School where an accident is considered possible or likely such as the Sports Hall, the Design and Technology Block, the Science Block and the Art Department. These are checked termly. (A list of locations of First Aid boxes is in **Appendix B**). First Aid bags will be taken by a member of staff when groups of pupils go out of school on organised trips or to participate in sporting events.

Staff are given information on where to go for help in the event of an accident as part of their induction into the School.

If a pupil is suddenly taken ill or injured during the school day, he must inform a teacher if possible, who will then send for a School Nurse/First Aider or send him to the Medical Centre. A pupil may go directly to the Medical Centre.

The individual will remain under the care of the School Nurse/First Aider. If a pupil is unable to return to class the pupil will be kept in the Medical Centre and parents/guardians contacted. The Form Tutor and School Office will be notified if a pupil goes home. If there is doubt or concern about an individual's condition, they will be taken to hospital by ambulance accompanied by a member of staff.

The School Nurse / First Aider will inform the Senior Management Team if a pupil, staff member or visitor has been taken to hospital.

The School will keep records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. The School will keep a record of any First Aid treatment, given to a staff member, pupil or visitor. Further guidance is given in the Accident Reporting Procedure including requirement and process for RIDDOR.

In the event of an injury to a staff member or visitor, an accident report form should be completed by the individual concerned and forwarded to a School Nurse. In the event of a serious injury, the Estates Manager should be notified immediately. He will then arrange for any necessary investigations or reporting, and the line manager of the injured staff member will be informed as soon as possible.

First Aiders

First Aiders are volunteer members of staff, who have completed one of the following courses:

First Aid at Work - 3 day course

Emergency First Aid at Work - 1 day course.

Qualifications last for 3 years and updated training will be undertaken within this time frame to ensure the maintenance of qualifications.

At School, the main duties of a First Aider are to:-

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called. An ambulance should always be called where serious or life threatening injury or illness is suspected.

All Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use gloves (in First Aid Boxes) and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings and equipment.

Used sharp boxes are held in the Medical Centre, these are periodically collected by a registered clinical waste company.

Used clinical bags are stored in a designated yellow clinical wheelie bin in the waste compound, until they are collected weekly by a registered clinical waste company.

Disposable gloves and absorbent granules are available to all Staff from the Cleaners, Matron and the School Nurses. The Cleaners are trained in dealing with body fluids and should be called in this eventuality.

It is the responsibility of the First Aider to ensure that the First Aid Kits are replenished after use. (Stock for refilling can be obtained from the Medical Centre).

Whitgift School is equipped with four AED (automated external defibrillator) machines situated in the following areas:

Medical Centre

Sports Hall - Main Office

Founders House - Office

Design and Technology Department - Main Corridor

The AED machines in each of the above areas are checked daily by an appointed member of staff and are maintained on an annual basis.

Responsibilities

The Governors

The Whitgift Foundation, as Proprietor and Governing Body, is responsible, in law, for the safety of all persons on the School premises or whilst involved in school activities. The Whitgift Foundation has delegated responsibility to the School Committee and, therefore, the Governors will ensure that:

- the First Aid policy is kept up to date, in line with existing legislation and reviewed annually;
- insurance policies are maintained to provide full cover for claims arising from actions of staff;
- the statutory requirements for First Aid are met;
- appropriate training is provided;

The Headmaster

The Headmaster is responsible for putting the Governors' policy into practice. He will:

- appoint the Medical Team to be in charge of the day-to-day implementation of the First Aid policy;
- ensure the Medical Team has sufficient time to undertake such training as is required to carry out the tasks competently;
- ensure that parents and pupils are aware of the First Aid Policy including arrangements for First Aid.

All staff, including those without First Aid training, have a duty of care to the pupils. These include ensuring that:

- pupils are sent to the Medical Centre following sudden illness or injury;
- pupils are aware of First Aid procedures.

The following Policies are available to parents on the School website under Medical Centre.

Asthma Policy

Epilepsy Policy

Diabetes Policy

Life-Threatening Allergies Policy

Disability and Accessibility Policy

First Aid Policy

Medicine Protocol

Administration of Medication to Pupil Parental Request Form

Reviewed by The Second Master and The Senior Nurse: June 2016

Next review: June 2017

Appendix A: list of first aiders

Course Date	Mar-17		EFAW March 2017 Course		
Clackworthy	Paul	F	Senior Chemistry Technician	Chemistry dept	EFAW
Nicholls	Angela	F	Design Technology Assistant	DT dept	EFAW
Onisiforou	Linda	F	Reprographics Technician	Estates	EFAW
Owen	Jennifer	T	Head of Initial Teacher Training	Chemistry Teacher	EFAW
Janonyte	Ramune		Cleaning Supervisor		EFAW
Way	Charles	F	Gardener	Gardener	EFAW
Williams	Michael	F	Grounds Assistant	Grounds	EFAW

Course Date	Jun-17		EFAW June 2017 Course		
De Souza	Amala	F	Science Technician	Science dept	EFAW
Myall	Fiona	F	Music Assistant	Music dept	EFAW
Rynes	Pavel	T	Classics Teacher	Classics	EFAW
Trotter	Freya	F	Assistant Modern Pentathlon Coach	Sport dept	EFAW

Course Date	Jun-17		FAW June 2017 Course		
McKenna	Marian	T	Swimming & Water Polo Coach	Sports dept	FAW
Mills	Christina	F	Receptionist	Office	FAW
Norris	Adrian	T	Head of Lower School & Head of Boarding	Lower School	FAW
Parsons	Caroline	F	Music Administrator	Music dept	FAW

Course Date	Mar-18		Sports FA March 2018		
Robe	Angela	F	Assistant Matron	Founder's House	EFAW
Mulcahy	Rebecca	F	Graduate Sports Assistant	Sports dept	SFA
Munro	Ross	T	Head of Strength & Conditioning	sports dept	SFA
Stead	Thomas		Design and TechTeacher	D& t depart CPR AED	EFAW
Wilkins	Chris	T	Director of Rugby	Sport dept	SFA
Daniels	Andrew	F	Sports Centre Manager	Sports dept	SFA
Kibble	Christopher	T	Director of Sports Facilities & Development	Sports dept	SFA
Litchfield	Stuart	T	Assistant Director of Sport	Sports dept	EFAW
Webb	Daniel	T	Head of Swimming & Athletics	Sport dept	SFA

Course Date	Jun-18		EFAW L2 June 2018		
McCluskey	Louise		Summer School	Summer School	EFAW
Petschi	Marion	F	Senior School Nurse	Medical	EFAW
Bates	David	T	Summer School - Director of Studies	EAL Teacher	EFAW
Doust	Ronald	F	Junior ICT Technican	ICT	EFAW
Elliott	Paul	T	Head of Science	Chemistry Teacher	EFAW
Fernie	Oliver	T	Head of Economics and Business Studies	Economics	EFAW
Mulley	Carolyn	T	Physics Teacher	physics dept	EFAW
Stremes	James	F	Estates Manager	Estates	EFAW
Turner	Benjamin	T	Assistant Head of Fifth Form	History Teacher Politics Teacher	EFAW
Stanley	Sheila		Medical Clerical Offer/First Aider	Medical Centre	EFAW
Kramer	Clemens		Languages Support	Languages Dept	EFAW

Course Date	Jun-18		Outdoor First Aid June 2018		
Docherty	Gary	F	School Staff Instructor	CCF Administrative/Training Officer	EFAW
Green	Ben	T	Geography Teacher	Geography Teacher	EFAW
Marlow	Andrew	T	Head of Fifth Form	Science Teacher Physics Teacher	EFAW

Course Date	Aug-18		FAW L3 Aug 2018		
Crook	Peter	F	Performance Director	Performance director	FAW
Goucher	Lesley	F	Assistant to the Estates Manager	Estates	FAW
Jenkinson	David	F	AV Technician	Performance dept	FAW
Maccioni	Romano	F	Gardener	Gardener	FAW
Nicholls	Claire	F	Facilities Co-ordinator	Facilities	FAW
Thompson	Miles	T	Head of Classics	Critical Reflections Teacher	FAW
Toko	Daniel	F	Waste Management/General Assistant	Maintenance	EFAW

Course Date	Dec-18		SFA Dec 2018		
Covel	Stephen	F	Groundsman	Grounds	SFA
Davenport	Tim		Hockey Deveopment Officer		SFA
Hardy	Marc		Sports Teacher	Sports Dept	SFA
Kember	Steve		Football Coach	Sports department	SFA
Smith	Andrew				SFA
Ward	David	T	Head of Cricket & Games	Sport dept	SFA

Course Date	Mar-19		EFAW March 2019		
Chaloner	William	T	Deputy Housemaster	Sports dept	EFAW
Dixon	Jillian	F	Junior Chemistry Technician	Chemistry dept	EFAW
Kendrick	Neil	T	Head of Golf & Cricket Performance	Sports dept	EFAW
Mann	Susan	F	Laboratory Assistant	Science	EFAW
Martin	Nicholas		Sports Teacher	Sports dept	EFAW
Pates	Colin	T	Football Coach	Sports dept	EFAW

Appendix B: list of First Aid Boxes

SCIENCE BLOCK
Prep Room
Outside Science teachers office
DESIGN & TECH: DEFIBRILLATOR
Shop 6
Shop 7
Shop 8
Shop 3
Shop 4
HEAT TREATMENT ROOM
COMMON ROOM KITCHEN
SPORTS HALL: DEFIBRILLATOR
RAEBURN LIBRARY
JUNIOR LIBRARY
OLD LIBRARY KITCHEN
6th FORM SNACK ROOM
FOUNDER'S HOUSE: DEFIBRILLATOR
ART DEPARTMENT
FOUNDERS HOUSE
GROUND
MAINTENANCE
RIFLE RANGE CCF
SCHOOL OFFICE
STAFF ROOM
BIRDKEEPER INST ANDREW'S QUAD
WHITE HOUSE
Box 1
Box2
PHOTOCOPYING ROOM
FRONT DESK NORTH ENTRANCE
MEDICAL CENTRE: DEFIBRILLATOR