



FIRST AID 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 Governing Body is responsible, in law, for the safety of all persons on the School premises or whilst involved in school activities. 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 school has separate policies on Asthma, Epilepsy and Diabetes.

Reviewed by The Second Master and The Senior Nurse: August 2017
Next review: August 2018

Appendix A: List of 1st Aiders

Surname	First name	Dept	Course
Bates	David	EAL Teacher	EFAW
Beale	Polly	Founder's House	EFAW
Bell	Jordan	Boarding	EFAW
Bhatti	Osman	DT Dept	EFAW
Bonard	David	Grounds	EFAW
Borton	Edward	Geography dept	EFAW
Brown	Oliver	History Dept	EFAW
Cadogan	Katherine	Sport dept	EFAW
Chaloner	William	Sports dept	EFAW
Chang	Jae	Boarding	EFAW
Clackworthy	Paul	Chemistry dept	EFAW
Covel	Stephen	Grounds	SFA
Crook	Peter	Performance director	FAW
Davenport	Tim	Sports dept	SFA
De Souza	Amala	Science dept	EFAW
Dean	Craig	Grounds	EFAW
Docherty	Gary	CCF Administrative/Training Officer	EFAW
Doust	Ronald	ICT	EFAW
Elliott	Paul	Chemistry Teacher	EFAW
Eyres	Susan	Medical	EFAW
Fernie	Oliver	Economics	EFAW
Field	Ian	Porter	EFAW
Findlay	Alice	Science dept	EFAW
Gasparaitis	Giedrius	Porter	EFAW
Gibson	Edward	summer school	EFAW
Glandz	Katy	English dept	EFAW
Glenin	Amanda	Learning Support	EFAW
Gomersall	Laura	Sports dept	EFAW
Goucher	Lesley	Estates	FAW
Green	Ben	Geography Teacher	EFAW
Griffiths	Edward	Geography dept	EFAW
Hall	Franki	Boarding	EFAW
Hammonds	Benjamin	DT	EFAW
Hanley	Ian	Grounds	EFAW
Hedges	Adam	Biology	EFAW
Hill	Alexander	Support Staff	EFAW
Hindmarch	Paul	Sports	EFAW
Janonyte	Ramune	Cleaning	EFAW
Jenkinson	David	Performance dept	FAW
Kember	Steve	Sports department	SFA
Kendrick	Neil	Sports dept	EFAW

Kibble	Sally	Sports dept	EFAW
Kibble	Christopher	Sports dept	SFA
Krammer	Clemens	Languages Dept	EFAW
Krippner	Ronny	Music dept	EFAW
Lambert	Conor	Sports dept	EFAW
Le Lere	Chris	Grounds	EFAW
Litchfield	Stuart	Sports dept	EFAW
Maccioni	Romano	Gardener	FAW
Mann	Susan	Science	EFAW
Marlow	Andrew	Science Teacher	EFAW
Martin	Nicholas	Sports dept	EFAW
Martin	Andrew	Sports dept	EFAW
Martin	Eugene	Boarding	EFAW
McCann	James	Sports dept	EFAW
McKenna	Marian	Sports dept	EFAW
Merrit	Miranda	Drama	EFAW
Mills	Christina	Office	EFAW
Morrison	Peter	DT	EFAW
Mulcahy	Rebecca	Sports dept	SFA
Mulley	Carolyn	Physics dept	EFAW
Munro	Ross	Sports dept	SFA
Myall	Fiona	Music dept	EFAW
Nicholls	Angela	DT dept	EFAW
Norris	Adrian	Lower School	EFAW
Okin	Babajide (Jay)	Reception	EFAW
Onisiforou	Linda	Estates	EFAW
Osborne	Alistair	Sports dept	EFAW
Palomo Lopez	Alicia	Language dept	EFAW
Parsons	Caroline	Music dept	EFAW
Pascal	Sandra	Library	EFAW
Pates	Colin	Sports dept	EFAW
Petschi	Marion	Medical	EFAW
Pignataro	Danilo	Maintenance	EFAW
Ralley	Kevin	Physics Teacher,	EFAW
Rimsa	Rolandas	Reception	EFAW
Roberts	Oliver	History Dept	EFAW
Robinson	Tom	Business Studies & Economics	EFAW
Rynes	Pavel	Classics	EFAW
Seal	Andrew	DT Dept	EFAW
Smith	Andrew	Grounds	SFA
Spooner	Brenda	Library	EFAW
Stagno	Karl	Sport dept	EFAW
Stanley	Sheila	Medical Centre	EFAW
Stead	Thomas	D& t depart CPR AED	EFAW

Stradwick	Tom	Sports Dept	EFAW
Stremes	James	Estates	EFAW
Swift	Danielle	Medical Centre	EFAW
Thater	Sam	Languages Dept	EFAW
Thompson	Miles	Critical Reflections Teacher	FAW
Toko	Daniel	Maintenance	FAW
Townshend	Timothy	Geography Dept	EFAW
Trotter	Freya	Sport dept	EFAW
Turner	Benjamin	History Teacher	EFAW
Wade	Samuel	Sports Dept	EFAW
Ward	David	Sport dept	SFA
Watson	Jack	Grounds	EFAW
Way	Charles	Gardener	EFAW
Webb	Daniel	Sport dept	SFA
White	Jane	Library	EFAW
Whitfield	Rosie	Music dept	EFAW
Whitmore	Rebecca	Languages Dept	EFAW
Wiedermann	Giedrius	Chef	EFAW
Wilkins	Chris	Sport dept	SFA
Williams	Michael	Grounds	EFAW
Wimble	Tracy	Kitchen assistant	EFAW
Winter	Philip	Music 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