



WHITGIFT SUMMER SCHOOL

FIRST AID & MEDICAL POLICY

Whitgift Summer School is mindful of the need to safeguard the wellbeing of all students, staff and visitors to the Summer 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](#) and is an additional summer school specific policy to the overriding Whitgift School First Aid Policy.

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

First Aider – is someone within an organisation who has been trained to give immediate medical help in an emergency. 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 the Summer 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.

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 Summer 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 Summer 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)

The responsibility for ensuring that this First Aid Policy is put into practice lies with the Course Director.

First Aid Provision

The Summer School will ensure that, where possible, all Summer School departments are adequately provisioned with 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 Summer School Office. Trained staff will be on duty 24 hours a day, 7 days a week.

First Aid bags are placed in all the areas of the Summer School where an accident is considered possible or likely. First Aid bags will be taken by a member of staff when groups of students go out of school on organised trips or are participating in activities.

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

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

- Medical Centre
- Sports Hall – Main office
- Boarding House – Office
- Design & Technology Department – Main Corridor

All Staff should take precautions to avoid infection and must follow basic hygiene procedures. First aid qualified 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 waste wheelie bin in the waste compound, until they are collected by a registered clinical waste company.

Disposable gloves and absorbent granules are available to all staff from the cleaners or the Summer School nurse.

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 Summer School nurse



Procedures

Food & Other Allergies

Whitgift Summer School aims to be a nut free school although this cannot be guaranteed. If your child has any food allergies please advise us upon booking and we will liaise with Sarah, Harvey, General Manager of Catering.

Parents of students who have a serious allergy or allergies are required to provide the summer school with an adrenaline pen where necessary. It is extremely important that the summer school is informed of such allergies so that staff members are aware. Staff are given Anaphylaxis training annually.

Medication

Please note that no medication, including homeopathic remedies, may be kept in a student's room. If any medication is required, the Welfare Team will store and administer it. We can only accept medicines prescribed by a doctor as long as there is an English translation. Non-prescription medication will be provided under the homely remedies protocol, available on request.

Giving First Aid

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

If a student becomes ill or is injured, he or she must inform an EFL Teacher, Activity Leader or House Parent if possible, or ask another student to do so on their behalf. Once a member of staff has been informed, a qualified First Aider will be sent for. The First Aider will deal with the injury/illness if he/she is able. A student may go directly to the Summer School Office (in the Boarding House). The Administrator will then inform a qualified First Aider and the individual will then be assessed by him/her.

Where appropriate, and in cases of illness or injury where recovery is not imminent, parents and agents will be notified of the incident and kept updated on their child's welfare by the Welfare Manager.

If there is any doubt or concern about an individual's condition, they will be taken to hospital by ambulance accompanied by a member of staff.



In the case of more serious illness or injury:

Where First Aiders are unable to bring about the recovery of a sick or injured student themselves, they should send the student to the Summer School nurse, call for a doctor or send the child to hospital accompanied by a member of staff.

The First Aider will inform the Welfare Manager if a student, staff member or visitor has been taken to hospital. The Course Director should also be immediately notified.

The Summer School will keep a record of any First Aid treatment, given to a staff member, student or visitor.

Reporting

The Summer 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. Further guidance is given in the Whitgift School's 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 Whitgift School Estates Manager. In the event of a serious injury, the Course Director 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.

Whitgift School 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 Whitgift School 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 students are aware of the First Aid Policy including arrangements for First Aid.

All staff, including those without First Aid training, have responsibilities. These include ensuring that:

- students are sent to the Welfare Team following an injury;
- students are aware of First Aid procedures.

The school has separate policies on Asthma, Epilepsy and Diabetes; these can be accessed on the School website under 'About Whitgift' - "Facilities" – "Medical Centre."