

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. Whitgift Schools intention is to provide a complete safe and effective team of first aid competent staff to ensure a high standard of emergency care is always available and that appropriate equipment is available and audited for compliance at regular intervals.

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, 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 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 Monday – Friday 8.00am to 5.30pm. Medical cover during matches on Saturdays is provided by an on-site Doctor, School Nurse and supported by a Bank Nurse when necessary.

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 on firefly)

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 by allocated qualified first aiders in those departments. First aid kits are always taken to all off site activities, for example sporting or entertainment events. It is the responsibility of the first aider in attendance to bring necessary equipment and ensure they have the correct equipment that may be needed. These are replenished by the medical Team after each school trip. Staff will always ensure they are well equipped to manage any first aid requirements and the pupil's safety is the main priority.

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

There is always a first aider on duty within the boarding house. Depending on pupil numbers, at least one first aid trained personnel will be present on all School trips and activities outside the school premises. The nursing team are available 24hours a day to support the first aider of the boarding house.

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

The Estates Manager and the Medical Team will keep records of all accidents on site and the Estates Manager has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. The Medical Team 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 an accident form completed on Evolve. 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 to ensure that all first aiders certification remain up to date and are in line with government standards.

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 PPE including single use gloves (in First Aid Boxes) and hand washing facilities and should take care when dealing with blood or other body fluids, disposing of soiled dressings and equipment in the yellow clinical bags. 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 Medical Team. 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).

There are 5 Automated External Cardiac Defibrillators located on the school site and 1 offsite as follows:

- The Medical Centre
 - Reception
 - The Sports Hall
 - The Founders House
 - The Main Corridor in the Design and Technology Department
 - The Whitgift Sports Club, Croham Manor Road
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- The AED machines in each of the above areas are checked daily by an appointed member of staff and are maintained by an external company that services them on an annual basis. The Whitgift Sports Club Defib is maintained directly by the sports club.

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 oversee 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, Diabetes and Head Injuries.

The school has a separate accident reporting policy.

The school has separate First Aid risk Assessment and AED Risk assessment.

Reviewed : September 2023

Next review: September 2024

Appendix A:
List of First Aid Boxes and Defibrillators

Location
SCIENCE BLOCK X4 kits
Prep Room X2
Outside Science teachers office
School Shop
HEAT TREATMENT ROOM
COMMON ROOM KITCHEN
SPORTS HALL
SH - DEFIBRILLATOR
RAEBURN LIBRARY
JUNIOR LIBRARY
6th FORM SNACK ROOM
DT - DEFIBRILLATOR
ART DEPARTMENT
AS3
DARK ROOM EYEWASH
FOUNDERS HOUSE + DEFIBRILLATOR
GROUPS Department + Trauma bag
MAINTENANCE Department
RIFLE RANGE CCF
SCHOOL OFFICE
Reception + DEFIBRILLATOR
WHITE HOUSE
FRONT DESK NORTH ENTRANCE
MEDICAL CENTRE
M/C DEFIBRILLATOR
Porters Lodge X1 sports bag and 1 small kit
Back gate security
Peter Crook Office
Big School Stage