



# First Aid Policy - 2020

## POLICY STATEMENT

The purpose of this policy is to outline the first aid needs assessment procedure for the College and the arrangements in place to provide adequate and appropriate first aid to pupils, staff, parents and visitors.

## 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

The aims and objectives of this policy are to:

- Ensure that suitably qualified first aiders and first aid provisions are available and present at all times for people who are on College premises.
- Ensure that aid is available for pupils and staff whilst off the premises on educational visits or at away matches/competitions.

## LEGISLATION AND GUIDANCE

- Health and Safety (First-Aid) Regulations 1981 (as amended).

## ROLES AND RESPONSIBILITIES

Area Custodians and Activity Leads will:

- Assess and continue to review local first aid coverage required for their respective area/activity.
- Ensure local first aid arrangements are communicated to staff, pupils and visitors, through induction, briefings and signage.
- Ensure any first aid kits held locally by the department are periodically checked and appropriately stocked.

First aiders will:

- 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 will:

- Ensure parents are informed of any incident where their child received first aid.

The Health and Safety Team will:

- Carry out a first aid needs assessment to ascertain the needs of the College.
- Budget accordingly for the required levels of first aid training.
- Evaluate all first aid training requests.
- Arrange appropriate first aid training.
- Notify the Talent and Organisational Partner (P&O Department) of all completed training.
- Maintain a list of trained first aiders, and notify staff of impending renewals.
- Establish a core bank of first aid “stations” across the site, to ensure first aid equipment is readily available at all times.
- Check all first aid stations every 6 months, and replenish stock as necessary (or at the request of a member of staff).
- Monitor the first aid provision of the College and report any concerns or shortcomings to the College Executive Committee.

## **RELATED COLLEGE POLICIES**

- Health and Safety Policy
- Risk Assessment Policy

## **MONITOR AND REVIEW**

This policy will be reviewed annually and at other times in the intervening period as necessary.



# First Aid Procedures

## 1 FIRST AID NEEDS 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 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.
- A private ambulance attends fixtures involving a greater risk of injury.

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.



## 2 RECORD KEEPING

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

## 3 FIRST AID TRAINING

Requests for training should be as a result of the Area Custodian/Activity Lead's assessment, an arising departmental need, or as a requirement of a staff members 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.

## 4 ADMINISTRATION OF FIRST AID

Where first aid has been administered, an Accident/Incident Reporting 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

## 5 FIRST AID KITS

There is no approved list stating what the contents of a first aid kit should be. This can be determined through the first aid needs assessment. Area Custodians and Activity Leads should ensure first aid kits 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 school 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.

## **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 (by reception).
- Health Centre.
- Beggar Bush Sports Facility (reception).
- The Preparatory school office.

## **7 RECORDS**

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

The Health and Safety Team will maintain a record of all trained first aiders, and all associated training providers.

## **8 CORONAVIRUS (COVID-19)**

First Aid Stations have been enhanced to include the following items to further minimise the risk of Covid (when giving first aid):

- 2 x Aprons
- 2 x Face Coverings
- 2 x Gloves
- 1 x Safety Glasses

All associated training courses will be appropriately planned and delivered in a Covid secure manner.