



First Aid Policy - 2021

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)
- Health and Safety Executive document L74

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 and defibrillators 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.

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.

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

2 FIRST AID TRAINING

Requests for training should be as a result of a risk assessment, the Area Custodian/Activity Lead's assessment, or as a requirement of a staff member's 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.

3 ADMINISTRATION OF FIRST AID

Where first aid has been administered, an Accident and Near Miss Report 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

4 FIRST AID KITS

First aid stations are situated throughout the College and are maintained by the Health and Safety Team. There is no approved list stating what the contents of a first aid kit should be, however the kits held on these stations are stocked with a number of basic items such as dressings, plasters and wipes¹. The Health and Safety Team check the kits every 6 months and stock is replenished as necessary (or at the request of a member of staff).

The first aid needs assessment produced by the Area Custodian/Activity Lead for their area of responsibility should determine whether additional items are required. Area Custodians

¹ The suggested list of contents for a small first aid kit as per BS 8599-1:2019 has been used as guidance.



and Activity Leads are responsible for sourcing these items from reputable suppliers and should ensure that they 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 College 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.

5 FIRST AIDER LIST AND SIGNAGE

The Health and Safety Team maintains a record of all trained first aiders (including mental health first aiders and mental health champions), and all associated training providers. The list of first aiders is available on the Resource Centre. New starters are required to provide information about any existing first aid qualifications they hold to the P&O Department, who will in turn provide this information to the Health and Safety Team so that their details can be added to the list.

The Area Custodian is responsible for ensuring that lists displaying the names of first aiders are updated regularly. This includes those on the first aid stations as well as any others printed locally and displayed throughout the building.

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 (foyer area by the bar).
- Health Centre (in the doctor's appointment room).
- Beggar Bush Sports Facility (reception).
- The Preparatory School (outside the main office).

The defibrillators are checked by the Health and Safety Team every 6 months.

7 RECORD RETENTION



Accident and Near Miss Report 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.

First aid certificates should be retained by the individual, but a copy (or original if preferred) should be sent to the P&O Department to be held on their personnel file.

The 6 monthly first aid station and defibrillator checks are recorded and are available to view on the Resource Centre.

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
- 1 x Resuscitation Aid

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