

**First Aid Policy**  
**Regulation 14**

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Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

**Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:**

**Peninsula HR Online**  
**Peninsula Business Safe (Health and Safety)**  
**Atlantic Data (DBS)**  
**Educare (online CPD)**  
**SchoolPro (Online CPD and Data Protection Service)**

At Bredon School we recognise our duty of care to all pupils, staff and visitors. This first aid policy demonstrates our intention to ensure that when anyone suffers an injury that we are able to respond positively and quickly. This policy is based on the guidance from the Department of Education and Employment and under the Health and Safety at Work Act 1974 which covers first aid provision.

At Bredon School we carry out regular risk assessments to determine the way in which medical provision is covered at all times. This includes on site and off site whether to other subcontracted venues or for example when involved in outdoor activities. We also assess the provision when actually transporting pupils and staff. Our risk assessment is in line with requirements in the management of Health and Safety at Work Regulations 1992 as well as DCSF guidance HASPEV.

It must be noted that Bredon School has on site qualified nursing cover provided during the school day when the school is open. In this way we are able to ensure that most medical issues are dealt with by the nursing staff in the Health & Wellbeing Centre..

When off site all accompanying staff have phone contact with the school and Health & Wellbeing Centre. As part of the trips and visits risk assessment the staff will have made themselves aware of any pupils who have specific medical needs. This means that in an emergency any staff member can gain further advice and assistance and will be in a position to brief the emergency services.

In addition to the nurses, there are a number of qualified first aiders within the different departments of the staff team. There is also a designated staff member responsible for ensuring that first aid kits are fully stocked and ready for use. The names of these people are displayed at various locations around the site such as the staff rooms, boarding landings, pupil notice boards and administration areas and these lists are updated by the H&S Coordinator on a termly basis. It is also planned that those qualified in first aid will have their training updated every three years.

Bredon School will ensure that there are adequate numbers of trained first aiders to supplement the nursing staff and that these will meet the statutory requirements and assessed needs with regard to training as approved by the Health and Safety Executive (HSE). This will take into account that staff do go sick and work off site.

Whilst every staff member has the responsibility to ensure the safety of anyone involved in contact with the school it is recognised that responsibility lies with Bredon School, through the Headmaster to ensure that this policy is up to date, accurate and that the policy reflects the actual operation. The responsibility of the employer is outlined in the Health and Safety (First-Aid) Regulations 1981.

### **Bredon School First Aid Procedure**

The **First Aid procedure** at Bredon School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the **team** consists of **qualified First Aiders** and trained nurses. In the event of an accident all members of the school community should be

aware of the support available and the procedures available to activate this.

The purpose of the procedure is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

*NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.*

First Aiders' **will**:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to the hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is accompanied by a member of staff
- Met at the hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the Deputy Head Pastoral & Safeguarding, to ensure that lessons are covered in the event of an absent teacher.
- Record each accident in the Accident Book (Schoolbase) - normally this is referred to the school nurse during term time or a senior manager during the school holidays.
- Near misses are reported to the bursar & are subsequently recorded in the Business Safe system. .
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly.

No contaminated or used items should be left lying around, including those with body fluids.

**Guidance on when to call an ambulance (advice from St John Ambulance)** When managing a casualty, you may need to call for an ambulance. Follow the steps below: There are several numbers you can call in order to reach an ambulance. **From all landlines phone 999. From a mobile phone 112.**

They will ask you what service you require. Say ambulance.  
They will ask where you are located. Be as precise as possible.  
They will ask you how many casualties. If one, say one.  
They will ask what is wrong with casualty. Tell them what you are sure of (to avoid giving mis-information).  
They will ask if other services are required.  
After you hang up you must wait with the casualty until the ambulance arrives.

**RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations) Tel: 0845 3009923**

The school has a legal duty under RIDDOR to report and record major work-related accidents. This includes dangerous occurrences where something happens that does not result in an injury but could have done. RIDDOR applies to all work activities but not all incidents are reportable. The Headmaster will take advice when unsure as to whether the accident is reportable. The Incident Contact Centre (ICC) on 0845 300 99 23 and website for submitting a RIDDOR is <https://notifications.hse.gov.uk/riddorforms/Injury>

**The Senior Management Team will:**

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

**The Nursing staff will:**

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student is properly cared for and further action taken where necessary.
- At the start of each academic year, provide staff and other first aiders with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Update & maintain MI system records (Schoolbase & SOCS) with medical information & relevant consents for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Maintain and replenish first aid kits, liaising with First Aiders as necessary.
- Ensure the checking & maintenance of any Defibrillator devices on site

**Teachers and Housestaff will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Nursing staff.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the Health & wellbeing Centre as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Send a student who has minor injuries to the Health & Wellbeing Centre if they are

able to walk where a nurse will see them; this student should be accompanied by a member of staff, or another pupil.

- Send a student who feels generally 'unwell' to the Health & Wellbeing Centre and judge whether they need to be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

*NB: Housestaff have a restricted supply of paracetamol and homely remedies on each landing. They are able to dispense these under the guidance of the medical staff following the guidelines on each medical cabinet. Housestaff also have access to prescribed medicines, which can be distributed under the guidance of the school nurse and which are securely stored in lockable fridges. All Housestaff must have completed the online course of How to Administration of Medicine in Schools every 12 months. All prescribed medicines are distributed, managed and accounted for, by the school nurse.*

**All Support Staff at School will:**

- Call for a qualified Nurse/First Aider, unless they are one themselves, to treat any injured student, giving the specific location of the casualty.
- Support the Nurse/First Aider in calling for an ambulance or contacting relatives in an emergency
- Contact Housemasters, Personal Tutors or a member of teaching/house staff if a pupil reports to the office just feeling "off colour". Clearly, if the pupil is very unwell, he/she will be accompanied to the Nurse.
- **NOT** administer paracetamol or other medications.

Approved



Mr N Oldham

Headmaster  
September 2024