



FIRST AID POLICY

Introduction

Appropriate and timely first aid can save lives and minimise injuries.

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees, such as pupils, students, and visitors, when making provision for first aid.

A record should be kept of all incidents involving staff, pupils, and visitors, that require first aid staff to be in attendance. This should be recorded on an accident form and in the nurses' records if they were in attendance. This will help identify trends in accidents and areas for improvement, as well as when to review first aid needs assessments.

First Aid Provision

- The Core Leadership Team and School Nurse need to ensure there are sufficient trained staff in First Aid
- To qualify as a first aider an individual must undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate. First aid certificates are usually valid for 3 years. Retraining before certificates expire should be organised if still relevant for the individual's role and competency. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider.
- First aiders will be expected to give immediate help to casualties in a medical emergency, common injuries or illnesses and those arising from specific hazards at the school or on educational visits and when appropriate, ensure that an ambulance or other professional medical help is called.
- The Core Leadership Team, the Bursar, School Nurses and Estates Manager need to ensure there is appropriate equipment available on the school estate. This equipment is based on HSE guidance. Provision should ensure that first aid can be administered without delay and be available at all times.
- First Aid equipment is checked on a termly basis by the School Nurses or when they have been notified it has been used. Checks include appraising the condition of equipment and expiry dates. If a sterile item does not have an expiry date, check with the manufacturer to find out how long it can be kept. For non-sterile items without dates, check that they are still fit for purpose.
- Appropriate First Aid arrangements are made with the trip organiser whenever staff and pupils are participating in off-site activities.

- The Health Centre (HC) has facilities dedicated to the provision of first aid and the care of the sick and injured. It comprises a treatment room, three-bedded resting room, washbasin, shower and toilet facilities
- All external clubs or organisations using the school facilities, for example using the Astro, are required to have at least one qualified First Aider.
- First Aid information is displayed in the staff break rooms in both Prep and Pre-Prep and information about where the site emergency equipment is located.
- First Aid kits and cabinets contents are based on HSE and 'First Aid in school' guidance.
- School Staff undertake Mental Health First Aid Training to support colleagues, pupils and visitors with their wellbeing. The school acknowledges that staff are not mental health professionals. Where pupils and staff experience more serious mental health problems, individuals or families should be directed to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations, social care and local GP practices.

Qualified First Aiders Responsibilities

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Knowing where the school's first aid supplies and emergency equipment is located
- Summoning an appropriate level of help as necessary
- Recording details of the incident and treatment given on an accident report

Games Teachers/ PE Staff Responsibilities

- Ensuring appropriate first aid cover is available at all sports activities
- Ensuring first aid kits and individual pupils' prescription medications are taken to all away matches and events taking place at a distance from the Health Centre, e.g., Astro or Forest School
- They are aware of their team's medical needs and have taken the opportunity to check the folder in the Health Centre or discuss their team with the School Nurse
- Accessing a pupil's medication condition report as needed
- The Head of Sports ensures all coaches have completed suitable concussion recognition and treatment training
- Carry a mobile phone with the School Nurse's mobile number with them to summon the School Nurse promptly as needed

General Staff Responsibilities

Staff conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to always use their best endeavors, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Responsibilities of all staff include:

- Acting in the capacity of a responsible adult in the event of an emergency
- Recognising their own level of competence and seeking help from a qualified First Aider or nurse as needed
- Accurately and contemporaneously recording all accidents in an accident report

- Carrying out risk assessments for any off-site trips, ensuring adequate first aid provisions are taken and that a qualified first aider accompanies any school trips

First Aid Risk Assessment

The Core Leadership Team alongside the School Nurses carry out a continuous risk assessment of first aid needs.

The assessment takes account of:

- How many first aiders are needed based on number of pupils, staff & visitors
- Liaising with staff to arrange cover for absence of first aiders
- High risk areas in layout of buildings/grounds
- What first aid equipment is needed & where it should be located
- Necessary first aid notices and signs
- Good practice in record keeping
- Specific hazards: games lessons, matches, science, art and technology lessons, break time, out-of-hours and off-site activities, large play equipment and ensuring adequate supervision when in use
- Pupils with special health needs: the nurses will provide advice as appropriate
- Arrange a monthly discussion reviewing accident reports

Pre-Prep

Special consideration is made to ensure all staff trained in first aid are trained appropriately to care for pupils in Pre Prep. The school's first aid training course comprises paediatric first aid. There is always at least one person who has current first aid training in Pre-Prep and is available at all times when children are present and should accompany children on outings and off-site activities such as educational visits.

Emergency equipment based in Pre-Prep accounts for the specific age range it covers.

Individual pupil emergency bags (Adrenaline Auto- injectors, asthma inhalers) are kept in Nursery for these pupils and in the central work room for all children from R-Y3, these bags should escort children off site. Anywhere outside of the Pre-Prep environment is deemed off-site.

Break staff are instructed to take a small first aid kit (bum-bags) on break duty, to be able to respond to first aid incidents quickly and efficiently in the play areas.

Extended first aid equipment is held in forest school area permanently, this includes burn treatments, tick removal apparatus, etc, due to the nature of the environment. This is reviewed by the Lead Forest School Teacher and supplied by the School Nurses.

First Aid Cover

A nurse is on duty from 08:15-17:15 Monday to Friday and when the school is open on Saturdays. The nurse is the Senior First Aider on site and should be contacted for significant injuries, although if the initial first aider recognises an emergency situation, 999 should be called without waiting for the nurse. Minor injuries can be treated by any qualified First Aider before informing the nurse.

Nurse contact details:

Mobile phone 07870 465603

Mobile phones are to be taken to the sports field by games staff and used to contact the nurse if necessary. Mobile phones are also taken on all school visits off-site.

Where possible and according to need, as assessed by the Head of Sports in conjunction with the Lead Nurse, two nurses are available during sporting fixtures occurring during school and for specific activities deemed to be higher risk due to ratio i.e. cross-country event, sporting tournament.

Infection Control

All first aid qualified staff are aware of basic hygiene procedures e.g. effective hand washing techniques and clean-up/disposal of body fluids. All staff have access to single-use disposable gloves and vomit bags in the first aid kits. HSE approved spillage kits are also available to take on coaches for matches and trips. Several smaller response kits are available in both the Prep and Pre-Prep for staff to use for this purpose. In addition, there is a Health Centre for treating casualties, with a three-bedded resting room and separate bathroom with toilet, shower and hand washing facilities.

Automated External Defibrillators (AED)

Highfield and Brookham School have three defibrillators or AEDs situated in the Pre-prep atrium, Prep atrium and outside the swimming pool visitors' area. All staff are offered training in how to use an AED and receive an annual update during the school inset training days.

Generic Adrenaline Auto-injectors (AAi)

Generic AAI's are in five locations on the school site. Staff can use these to provide life-saving treatment for anaphylaxis. Staff receive an annual update on allergies and the treatment of anaphylaxis as well as having to complete an online training module.

Generic Salbutamol Inhalers with Spacers

Generic Salbutamol boxes are held in seven locations on the school site. These can be used by staff to treat children who have been prescribed Salbutamol by their Doctor. The boxes contain a list of those pupils it can be administered to.

First Aid Kits and Cabinets

The first aid cabinets are located around the school, the cabinets are checked and replenished routinely at the beginning of each term by the School Nurses. Any time a staff member uses a First Aid Cabinet they must inform the nurses.

First aid kit bags are available for staff to take to the sports field, sports fixtures and school visits off site. The contents of the first aid cabinets and kits comply with HSE recommendations and standards. These numbered kits are kept in the Health Centre on open shelves and there is a sign out/in folder where the staff member can check pupil's significant medical issues (SMIs) and make sure they collect any relevant prescription medication such as anaphylaxis kits or inhalers. On returning the kit they can also note if it was used so that the nurse can replenish the kit.

Accident Reporting and Record Keeping

An accident report should be completed by the staff member who witnessed and managed the pupil after the accident. If there is no witness and the pupil is seen by the School Nurse they will complete. A monthly meeting comprising of the School Nurses, Estates Manager, Deputy Head, Bursar and Head of Pre Prep audit all accidents and identify avoidable risks. This audit is discussed at the Health and Safety committee meetings which are held termly. Any incidents that could be deemed a RIDDOR or there are concerns about the cause or ongoing risk to others should be raised and discussed immediately following the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Where appropriate any serious injury, occurrence of disease or accident will be reported to the Health and Safety Executive as per their guidance. Contact 0845 300 9923

What Actions Should Occur if Someone is Hurt or Unwell on Site?

Minor incidents

If there is an accident, the injury should be assessed at the site of the accident. Appropriate first aid given and the accident reported. An email can then be sent to the parents/guardians to inform them of the incident. If further assessment or treatment is required, staff should call the School Nurse to ensure she is in the Health Centre prior to bringing the child over to the HC or ask the Nurse to come see the child.

Where specialist medical treatment could be necessary the emergency contact should be contacted immediately. They should be told the details of the incident and asked to attend to take the individual to the hospital (minor injuries unit, GP etc).

In the event the emergency contact is unavailable then two school staff (for a child) and or the child's nominated person will accompany the child to GP, Minor Injuries Unit or the hospital and wait with the child until the parent can attend.

As soon as possible after the event, an accident report should be completed

Serious Incidents

1. Stay calm
2. Assess the 'patients' condition and the surroundings to ensure it is safe to approach
3. Call for help (other staff to assist you and dial 999 if apparent an ambulance or immediate advice is needed)
4. Discourage the formation of crowds or onlookers around the ill or injured patient
5. Assess the patient and ensure that any pre-existing medical conditions such as diabetes, asthma, epilepsy and severe allergy are considered as a possible cause of the medical emergency.
6. Administer appropriate first aid, which may include CPR, retrieving AED, helping with AAi or inhaler
7. If there is no improvement in the patient's condition, call the ambulance if not already done so
8. Call emergency contacts as soon as it is possible to do so not delaying calling 999 or administering emergency care
9. Continue to assess the patient and be ready to administer further first aid in response to any deterioration in the patient's condition until the ambulance arrives.
10. Make notes of timings of events as they happen, designate a helper to do this. This should include changes in condition and medications given.
11. Have someone await the ambulance and direct the paramedic team to the proper location.
12. Call the school nurse if on site
13. When the paramedics arrive, give a summary of what has happened and any medical history you are aware of. Update emergency contact once the ambulance has arrived and taken over care
14. If the patient is taken to the hospital by ambulance, a staff member will need to accompany the patient especially if they are a child. An adult may also choose to have a member of staff accompany them to the hospital. Send any medical information in the care of the staff member until a parent can reach the hospital and provide medical history for the attending emergency physicians.
15. Inform the Head and other key members of the SLT.
16. Update emergency contacts which hospital the patient has been taken.
17. Update the school nurse if they are not in school.
18. Reassure any pupils or staff who have witnessed the emergency.
19. If the decision is that the patient does not need to be taken to the hospital by ambulance, update emergency contacts, school nurse and senior staff.
20. Ensure a full account of the incident is recorded as an accident report.
21. Offer opportunities for those involved or witnessed incident time to reflect on the incident. What was done well, what could have been done better? How well was the policy adhered to and how easy was it to follow etc.?

Access for Emergency Services

- There is access for the emergency services to the front doors of both Highfield and Brookham School buildings
- The Astro is accessible for an ambulance with a 3m wide path and gate leading onto the pitch
- The Swimming Pool is reached easily by an ambulance with parking adjacent to either the visitors' or pupils' entrance
- There is space for an air ambulance to land on the playing fields if required. The map reference is noted in the school office in case an air ambulance is required

Swimming Pool

There is always a member of staff within the pool area when pupils are in this location who have undertaken a first aid course and a lifeguard qualification.

Astro

The school requests all external organisations and clubs using the Astro to have at least one trained first aider.

An externally accessed defibrillator is available outside the swimming pool visitor's entrance. The Astro pitch is accessible by an ambulance in case of an emergency.

Review and Evaluation

Reviewed by SD, PGSE, SB and AK: April 2019

Reviewed by SD: June 2021

Reviewed by SD/PGSE/SEWB/GB September 2021

Reviewed by SD: November 2022

Reviewed by SD: September 2023

Updated by CM: September 2024

Updated August 2025 CM

Next Review date: July 2026

References:

- First aid at work: The Health and Safety (First-Aid) Regulations 1981 – Guidance on Regulation.
<https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>
- Education (Independent School Standards) Regulations 2014
- <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>
- Highfield and Brookham School Health Policy (2024)
- Highfield and Brookham School Infection Control Policy (2020)
- DofE Guidance on First Aid for Schools (2014)
- <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Appendix 1

Location of first aid cabinets and kits

Health Centre
Sports Hall
Prep Atrium
Kitchen – First aid and a burns kit
Science Laboratories
Laboratories prep room C2678X.
Master's House (ground floor)
Art Department
Boarding office
Junior Boarding house
Swimming Pool
Swimming pool office
Pavilion – first aid, burns kit
Design and Technology Department
Maintenance workshop
Activities (reception cupboard)
Plant Room
Pre-prep office
Pre-prep kitchen
Grounds vehicle bags x 4

Appendix 2

Contents of First Aid Cabinet

Item	Quantity	Expiry 1	Expiry 2
Saline pods 10mls	2		
Instant cold pack	2		
Large wound dressings	2		
Medium wound dressings	2		
Eye pad dressings	2		
Finger dressings	2		
Saline cleansing wipes	Approx. 5		
Nonsterile latex free gloves	2 pairs		
Micropore tape	1		
Roll of plaster	1		
Scissors and Safety pins	1		
Triangular bandages	2		
Foil Blanket	1		
Mouth to mouth resuscitator	1		
Disposable vomit bags	2		
Tufkut scissors.	1		
Pack of tissues.	1		
First Aid leaflet.	1	Cetirizine Expiry Date:	
Date of check:		Signed:	

Appendix 3

Contents of First Aid Bag

CONTENTS OF FIRST AID BAGS-

Item	Quantity	Expiry 1	Expiry 2
Saline pods 10mls	2		
Instant cold pack	2		
Large wound dressings	2		
Medium wound dressings	2		
Eye pad dressings	2		
Finger dressings	2		
Saline cleansing wipes	Approx. 5		
Nonsterile latex free gloves	2 pairs		
Micropore tape	1		
Roll of plaster	1		
Scissors and Safety pins	1		
Triangular bandages	2		
Foil Blanket	1		
Mouth to mouth resuscitator	1		
Disposable vomit bags	2		
Tufkut scissors.	1		
Pack of tissues.	1		
First Aid instruction leaflet.	1		Cetirizine Exp:
Date of check:		Signed:	

Appendix 4

Location's of onsite emergency equipment

