



# First Aid Policy

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## 1. General Policy Statement

1.1 First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

1.2 The School recognises the general duty under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations, the Health and Safety (First Aid) Regulations 1981 and HSE Approved Code of Practice & Guidance L74, and acknowledges the importance of providing First Aid for pupils, employees and visitors within the School.

1.3 The Bursar/Health Centre Manager/Deputy Head (Pupils) will be responsible for the implementation of this policy.

## 2. Principles of First Aid Organisation in School

The School's arrangements include:

- a) Carrying out an assessment of First Aid needs to identify the Schools' requirements across the broad spectrum of activities undertaken both on and off site through a series of risk assessments.
- b) Making available suitably trained personnel to act as First Aiders at all times when people are on School premises and also, as appropriate, whilst off premises on school trips.
- c) Provision of a Health Centre within the School, manned 24 hours a day during term time, with equipment and materials to facilitate first aid treatment.
- d) Providing an up to date list of all First Aiders for all staff and making arrangements to provide appropriate training to staff and maintaining a record of that training and subsequent refresher training.
- e) Providing suitably equipped first aid boxes and bags in designated areas, minibuses and for trips or away matches. Health Centre staff check all first aid equipment each half term depending on usage.
- f) Provision of easily accessible Defibrillators around the School site on the external walls of the Custodians Lodge, Davies Sports Centre and Daws Hill. The Health Centre holds a fourth device.
- g) The location of the School immediately adjacent to Wycombe General Hospital and close to an Ambulance Station.
- h) The requirement to report, record and where appropriate investigate all accidents. The Health and Safety Committee review accident statistics and additional measures are put in place when decided appropriate.
- i) The requirement to record all occasions when first aid is administered to employees, pupils and visitors.

## 3. First Aid in School

During **term-time**, when the pupils are in School, the School Health Centre (Ext 136), located in the main car park of the Abbey, is manned 24 hours a day by fully trained nursing staff. In the first instance accidents may be reported to a member of staff but the Health Centre should be the first port of call in the event of an accident.

During **holiday periods**, when the pupils are not in School, members of staff have been trained as first aiders. Details of trained first aiders may be found the schools' intranet or by telephoning the Custodians.

Information regarding First Aid is displayed on notice boards throughout the School providing the following information:

- a) how to contact staff with a first aid qualification
- b) location of defibrillators

It is the responsibility of each member of staff to familiarise themselves with the School's First Aid Policy.

## 4. School Trips

Determination of the appropriate first aid provision on a trip will take into account:

- The nature of the activity;
- The nature of the group;
- Likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services.

Qualified first-aiders may not be necessary for all trips. However, a basic level of first aid support will be available at all times. Medical information about trip participants will be established and this information will be checked carefully for conditions that could affect the trip. The Trip Leader should consult with the Health Centre if they are unsure of the condition or treatment of any pupil who is on the trip.

First Aid kits will reflect the needs of the trip participants. They will be suitable and sufficient for the number of pupils and the type of activity planned.

#### 5. Hazardous Activities

Where activities are defined as hazardous the Lead Organiser, with the Director of Co-Curricular Activities, will ensure that there is sufficient first aid cover for the group. It is possible that this may be provided by an external instructor joining the group, that is not a member of the School staff.

#### 6. Accidents in School

During term time, any member of staff, pupil or visitor requiring medical attention must report to the Health Centre, to receive the appropriate treatment and complete the General Accident Report Form. Once completed, the form must be forwarded to the Compliance Manager for retention and the appropriate action to be undertaken. Accidents relating to pupils will also be recorded on CPOMS.

Out of term time, any member of staff or visitor requiring medical assistance should contact the Custodians in the first instance. A General Accident Report Form must be completed by the staff member or visitor, and the attending staff member. The General Accident Report Form may be found on MyWycombe staff intranet.

The School also recognises responsibility for reporting accidents and recognises the statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Compliance Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority within 15 days of the incident occurring.

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| Member of staff  | Bursar        |
| Updated          | December 2020 |
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#### Related Documents:

Health Centre Handbook

Health and Safety Arrangements

Trips planning and organisation procedures