



## FIRST AID POLICY

*'The care of those who are sick in the community is an absolute priority which must rank before every other requirement so that there may be no doubt that it is Christ who is truly served in them' (R.St.B. Chapter 36)*

**Downside School understands that this is a regulatory policy. This policy and its effectiveness will be reviewed regularly by Governors – at least annually – and will be amended as necessary according to the latest statutory guidance and advice.**

### **I. Introduction**

1.1. Downside School recognises that people can receive injuries through accidents at work and there are those that may fall ill; should these instances occur it is important they receive attention as soon as possible. The First Aid at Work Regulations specifically mention employees, however the School extends the provision of first aid to include pupils and staff.

Downside school recognises that in line with recent legislative changes consideration and support should be offered for employees who may require support for Mental Health. As such all employees have access to Care First Employees Assistance Scheme.

1.2. The number of personnel with first aid training is assessed after relevant factors have been taken into account including, for example, the general profile of staff and pupils, layout of premises, likely response time of emergency medical services e.g. via a “999” call, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First Aiders) **The Health and Safety (First-Aid) Regulations 1981**. (amended 2018 & 2024) are trained in accordance with the standards laid down by the Health and Safety Executive. First aid certificates are valid for a three-year period. Before the end of this period re-qualification and re-certification is necessary for those personnel wishing to continue to operate in this role. Health Centre Staff also require an annual CPR and anaphylaxis update.

I.3. The School offers first aid training to all staff and particularly those staff (all Pastoral and Games staff) who may be in the situation of taking charge if an injury or illness occurs.

I.4. First aid notices are displayed in key positions throughout the School with a list of trained first aiders available via team on the Information channel.

I.5. First aid containers are kept stocked according to the assessed need and contain a guidance leaflet. Contents are checked termly, and department staff request re-stocking of the main boxes with the Health Centre. The list of contents can be found at Appendix I Spare Epi-pens are kept in the Catering department (chefs office) staff common room, Health Centre and Houses where relevant. Eye wash is provided where there is a need, and eye wash stations are identified by signing.

1.6. When activities take place away from site, first aid requirements do vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the provision will vary from a small travelling first aid kit, for example, to a comprehensive first aid container suitable for a field trip.

1.7. In addition to the first aid trained staff, the School has a Health Centre which is staffed by Registered nurses during term time. Their role is to care for the health and wellbeing of the pupils in the School. The Health Centre operates under medical policies and procedures which are approved by the School's appointed Medical Officer who is a GP at a local practice. The GP Practice provides a GP clinic three times a week within the Health Centre during term time. It is the responsibility of the First Aiders to respond to any incidents regarding staff members within the School. Health Centre Staff could be called upon to deal with an extreme Staff emergency if the occasion arose.

Where there has been a spillage of any bodily fluids (blood, urine, faeces, saliva, nasal and eye discharges) the first aider must arrange for the immediate cleaning of the spillage using a spill kit following the enclosed instruction. They should also inform the Domestic Services Team who if required can perform a deeper clean of the area.

1.8. Spill kits are located in Boarding Houses, Sacristy, Staff Room, Old House Post Room, Health Centre and Domestic Services. Any additional area requiring a spill kit can request one from Domestic services.

## **2. First Aid Containers**

2.1. First Aid Containers are provided and maintained by the Health Centre, contents will vary dependent on the department it is held in and the purpose for which it will be used e.g. School trips. See Appendix I for a complete List of what can be in a First Aid container.

2.2. In most cases the listed items will suffice:

- Guidance leaflet.
- Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers.
- Sterile eye pads.
- Individually wrapped triangular bandages.
- Medium sized individually wrapped sterile unmedicated wound dressings. (approx. 12cm x 12cm)
- Large sterile individually wrapped unmedicated wound dressings. (approx. 18cm x 18cm)
- Disposable gloves.

2.3. If additional equipment is assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept. Drugs and medications must not be kept in general first aid containers.

2.4. Where eye wash stations are necessary and mains tap water is not readily available, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

2.5. First-aiders are asked to inform the Health Centre whenever items are used from a container so that it can be restocked.

### **3. Travelling First Aid Kits**

3.1. The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used and are assessed by the Trip Leader with the Head of Nursing or a designated deputy.

3.2. The Head of Nursing is responsible for ensuring that appropriately stocked travelling first aid kits are issued.

### **4. First Aiders and Training**

4.1. The school arranges a one day First Aid at Work training course by means of appropriately recognised training providers. CCF and Duke of Edinburgh staff are encouraged to complete the three day First Aid at Work training course which is provided by trainers authorised to issue EFA certification following the delivery of an approved training programme.

4.2. First aiders must hold valid certification which is valid for three years from issue.

4.3. The estate possesses four Automatic External Defibrillators (AED) located in the Health Centre, office at the Pavilion, Reception and the entrance to the Sports Hall. Training on the use of this equipment is provided to staff via first aid training courses including the One day First Aid at Work course (held on-site) and the nursing team annually. The school has a bleed kit located at the sports centre. The Registered Nurses from the Health Centre check the Defibrillators and the bleed kit as part of their weekly checks

4.4. During term time the School has an on-site Health Centre should there be a medical need the Health Centre can be opened overnight to provide care for unwell or injured pupil The Head of Nursing controls training provision in this specialist department. Training by the on-site nursing team will also be supplied to staff involved regularly with pupils and personnel known to have specific conditions where rapid intervention is advantageous, e.g. the use of auto injector for use in an anaphylaxis (and response action required, calling for urgent medical assistance) for those with severe allergies.

## 5. How many first aiders are required?

5.1. The Health and Safety Executive do not provide definitive figures on the number of first aid trained personnel expected at the workplace, rather it should be decided by assessment of need. The School aims to maintain an adequate number of staff across departments and will encourage those already trained to renew their training when necessary. Requests for training from new volunteers are considered in a positive manner in order to retain a pool of trained personnel.

5.2. The Health and Safety Co-ordinator maintains the trained staff list on a rolling basis. Hard copies are displayed on main notice boards.

## 6. Arrangements for pupils with particular medical conditions (i.e. asthma, epilepsy, diabetes)

6.1. Pupils have care plans written by the Health Centre and are shared with House Staff and Trip Leaders.

6.2. In the event of an emergency, guidance is provided in a Health Folder updated as required by the Health Centre. This folder is located within the HsM's Office in every Boarding House.

6.3. Staff are updated on INSET days regarding specific medical conditions, eg Epilepsy, asthma and anaphylaxis. Health and Wellbeing Procedure – The Care of Boarders who are unwell, should be referred to.

## 7. Guidance on when to call an ambulance or refer to the Health Centre

7.1. Life Threatening:

- Summon an ambulance immediately and arrange for someone to meet and direct it to the incident Dial 9-999.
- Alert the Health Centre Ext.128 or if the line is busy call the HC on their duty mobile phone 07487550664.
- In cases of suspected spinal injury, **do not** attempt to move the casualty.
- Immediate first aid, keep the injured person warm, insulating from below as well as above, unless a suspected neck or spinal injury.
- Reassure and keep the casualty calm.

7.2. Serious but not life threatening:

- Immediate first aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm.
- In cases of suspected spinal injury, **do not** attempt to move the casualty.
- Summon an ambulance if necessary, summon a first aider or otherwise take the injured staff member, or pupil to the Health Centre.

7.3. In the case of all other injuries:

- Immediate first aid.
- Send or take the injured pupil to the Health Centre (term time) or summon help from a first aider (Staff).

## **8. ALWAYS FOR PUPILS**

- Never send a pupil, no matter how slight their injury, back to their House but always to the Health Centre
- Never send an injured pupil to the Health Centre alone – always provide an escort – and check afterwards that the injured person did report
- Any pupil who has ANY form of head injury should always be taken to the Health Centre with an escort

## **9. Care of boarders who are unwell**

9.1. The School has and implements appropriate policies for the care of boarders who are unwell and ensures that the physical, mental health, and emotional wellbeing of boarders is promoted. In addition to the First Aid Policy, pupils that have specific medical conditions and disabilities such as asthma, diabetes, epilepsy and allergies, will all have Care Plans which are updated yearly or as new information is made available that requires a new care plan these will provide staff with clear direction in the care of the pupils with medical needs. . Information is also available on the use of household remedies.

9.2. Overnight care for a boarder who is ill takes place in the Health Centre if deemed necessary.

## **10. Records and reporting**

All accidents involving staff and visitors which occur in School should be recorded on an accident form this can be found on Share point <https://downsideschool.sharepoint.com/sites/HealthandSafety/SitePages/DepartmentHome>. should a staff member not have access to share point a hard copy can be requested from the Health and Safety Co-ordinator

10.1. Accidents involving pupils should be recorded by the Health centre on the individual pupils file. If there is an accident or near miss which requires a wider review the Head of Nursing will liaise with the Health and safety co-ordinator

10.2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) requires that for major accidents information must be transmitted as soon as possible to the local office of the Health and Safety Executive.

Notification to the HSE of accidents to which these Regulations apply will be made by the Health and Safety Committee.

**Incidents to be reported: Please note this is not an exhaustive list and RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 should be consulted for a full and complete list Accidents resulting in death or major injury (excluding suicide) Accidents resulting in an absence of work for more than 3 days**

Accidents resulting in absence from work for more than 7 days

- Loss of consciousness
- Fractures/dislocations (not to fingers or toes)
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye

Crush injuries

Scalping requiring hospital treatment

Serious burns covering more than 10% of the body or involving the respiratory system, eyes or vital organs

- Penetrating eye injury
- Electric shock
- Injury leading to hypothermia or heat induced
- Hospital admission for over 24 hours

10.3. As with all accidents please report to the Health and Safety Co-ordinator so she can fill in the required paperwork.

<b><i>Downside School Policy Approval Record</i></b>	
<b>Reviewed by</b>	Head of Nursing & DSL
<b>Date</b>	February 2026
<b>Authorised by</b>	Chair of the Board of Governing Body 
<b>Date</b>	March 2026
<b>Next Review</b>	February 2027
<b>Circulation</b>	Governors / all staff / [volunteers] automatically Parents on request Published on the School's website

**Status**

Complies with ISI regulatory requirements September 2025

## **APPENDIX I- CONTENTS OF SCHOOL FIRST AID KITS**

- Triangular bandage x 1
- Ice pack x 1
- Plasters x 5
- Cutiplast x 1 mt
- Face shield x 1
- Vomit bag x 1
- Sterile saline vials x2
- Sterile hand/wound wipes x 6
- Gloves x 4
- Mepore (6x7) x 1
- Mepore (10x11) x 1
- Mepore (9x20) x 1
- Eye pad x 1
- Wound dressing medium x 1
- Wound dressing large x 1
- Burn gel small x 1
- Scissors x 1
- Pen x 1
- Basic first aid leaflet x 1
- First aid administered record sheet
- Blister plasters x 2
- Micropore tape x 1
- Topper 8 x 1
- Finger dressing x 1
- Foil blanket x 1
- Eye bath x 1