

# **First Aid Policy**

## **2025-26**

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## **First Aid Policy**

This policy complies with s3(6) of the Independent School Standards, the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

### **Definitions**

**"First Aid"** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

**"First Aiders"** are members of staff who have completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

**"First Aid Guidance"** means the Approved Code of Practice and Guidance for the Health and Safety (First Aid) Regulations 1981.

**"Staff"** means any person employed by the school, volunteers at the school and self-employed people working on the premises.

The **"School Doctor"** is a Doctor from the Petworth Surgery who is contracted to provide medical services to pupils at the school and who is responsible for medical supervision.

The **"Medical Centre Sister"** is Mrs Malika Scott who is primarily located in the school's Medical Centre.

The **"Medical Centre"** is located along the Chicken Walk and is clearly signposted. It is used for the provision of medical or dental treatment, including First Aid, when required. The Medical Centre has essential First Aid facilities and equipment and is opened 24 hours a day during term time.

### **Aims of this Policy**

To ensure that the school has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and student are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the school site.

**First Aiders:**

The staff listed in Appendix One have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW).

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with their Line Managers.

The First Aiders will undergo update training at least every three years.

All injuries, accidents and illnesses, however minor, must be reported to the School Nurse and she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.

**All staff** should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

**Anyone on School premises:** Anyone on the School premises is expected to take reasonable care for their own and others' safety.

**First Aid Boxes** are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in Guidance Note 37 of the First Aid Guidance. For more information, please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

First Aid boxes are located in most areas around the school site and are as near to hand washing facilities as is practicable. See full list of locations below.

If First Aid boxes are used, contact should be made with the Medical Centre and replenishment stocks will be issued. All requirements for the first aid kits are supplied by the Medical Centre and are regularly stocked at request of individual departments. This should be done by email at least once per term.

**School minibuses:** The School's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with Part II of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 which is set out in Appendix Two.

**Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Centre.

**Information on Students**

Parents are requested to provide written consent for the administration of First Aid and medical treatment before student are admitted to the school.

The Medical Centre Sister will be responsible for reviewing students confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a students functioning at the school to the class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the school community.

**Use of asthma inhalers, epipens, injections etc.** The information held by the Medical Centre will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders.

Where appropriate, individual students will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Medical Centre and houses. Additional arrangements are included at Appendix Three.

#### **Procedure in the event of illness**

Students may visit the Medical Centre during break or lunch. If a student is unwell during lessons, then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The student will, accompanied as necessary, be told to go to the Medical Centre. The Medical Centre will decide on the next course of action and provide the First Aid as required.

Staff may visit the Medical Centre as and when necessary, but appropriate cover must be arranged.

**Procedure in the event of an accident or injury** If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the Medical Centre should be called for as soon as is possible. First Aiders can also be called for if necessary and should be called if the Medical Centre is not available immediately. However, minor the injury, the Medical Centre should always be informed, if not called for. In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay from the Medical Centre or by dialling 999.

**Ambulances:** If an ambulance is called then the Medical Centre Sister or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff. Parents will be contacted as soon as possible.

If a spillage of blood or other bodily fluids occurs, the Medical Centre Sister must be informed who will then arrange for the proper containment, clear up and cleansing of the spillage site.

#### **Procedure in the event of contact with blood or other bodily fluids:**

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure;
- If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
  - wash splashes off skin with soap and running water;
  - wash splashes out of eyes with tap water or an eye wash bottle;

- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Medical Centre Sister and take medical advice if appropriate.

## First Aid in the PE Department

**Location of First Aid Equipment:** The department together with the Medical Centre are responsible for providing first aid boxes and bags for the relevant sporting areas within the School.

- Swimming Pool
- Johnson Centre – Sports Halls
- Johnson Centre – Main Lobby
- Cricket Pavilion
- Hockey Pavilion
- Rugby/Football side pitch Lower Shed

There are 18 bags stored in the Sports Department which can be used by team managers for home and away fixtures.

The Head of PE/Games is responsible for ensuring that the boxes are stocked correctly.

**Away fixtures:** A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school first aid staff. If necessary, the pupil should be taken to nearest casualty by a member of staff. Treatment and after-care should then be followed up by Seaford College Medical Centre. Any incident of treatment must be reported to the Health Centre on return to School.

## Reporting

- The First Aider should complete a Record of first aid (Appendix Four).
- All injuries, accidents and illnesses, however minor, must be reported to the Medical Centre Sister and she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.

**School Accident and Illness book:** all injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Medical Centre Sister) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person, immediately afterwards, should also be recorded? Records should be stored for at least 7 years or if the person injured is a minor (under 18), until they are 21.

**Accident report form:** The Medical Centre Sister will fill in an accident report form for every serious or significant accident that occurs on or off the school site if in connection with the school. This will be kept by the Medical Centre Sister. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

**Reporting to Parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information

should be communicated, in consultation with the Medical Centre and with the Headmaster if necessary.

**Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the HSE (during term time, this is done by the Medical Centre and outside term time this is most easily done by the Director of Estates & Operations calling the Incident Contact Centre (ICC) on **0845 300 99 23**). For anything other than a simple accident, the Health and Safety Consultant should be consulted.

#### **Accidents involving Staff**

- work related accidents resulting in death or major injury** (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than 3 days** must be reported within 10 days;
- cases of work related diseases that a doctor notifies the School of** (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences** (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### **Accidents involving pupils or visitors**

- accidents where the **person is killed** or is **taken from the site of the accident to hospital** and where the accident arises out of or in connection with:
- any school activity (on or off the premises);
- the way a school activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

#### **Appendix One**

See policy SC010a First Aid Persons for full list of all first aid trained personnel.

#### **Appendix Two Part II Schedule 7 of Road Vehicles (Construction and Use) Regulations 1986 First Aid Equipment**

- 10 antiseptic wipes;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile un-medicated ambulance dressings (not less than 15.0cm x 20.0cm);
- 2 sterile eye pads, with attachments;
- 12 assorted safety pins, and
- 1 pair of rust less blunt ended scissors.

## **Appendix Three Arrangements for pupils with medical conditions (e.g. asthma, epilepsy, diabetes)**

### **Anaphylaxis**

1. Keep calm and assess the situation.
2. If patient feeling faint or weak, lie them down & elevate legs.
3. If signs of vomiting, lie them in the recovery position.
4. If having difficulty breathing, they might feel more comfortable propped, sitting up.
5. If symptoms potentially life-threatening – administer Epipen into pupil's outer thigh (through clothing if necessary) NB: Note time this was administered.
6. Seek medical attention...contact Medical Centre but DO NOT LEAVE PATIENT UNATTENDED.

*Signs and Symptoms could be all of these or just 1 or 2 1.*

Urticaria (nettle-rash) over the body.

2. Difficulty in swallowing/ speaking, breathing.
3. Swelling of lips/mouth/throat.
4. Asthma-like symptoms.
5. Rapid pulse.
6. Nausea/vomiting
7. Sense of impending doom.
8. Collapse/unconsciousness

### **Asthma Attack - Plan of Action**

What to do if a student becomes breathless, wheezy or coughs continually.

#### **In School**

1. Keep calm. It is treatable.
2. Let the student sit in the position he/she finds most comfortable. Do not make the student lie down.
3. Let the student use his/her usual reliever treatment, e.g. 2 puffs of their Ventolin/Salbutamol (blue) inhaler.
4. Send the student to the Medical Centre or ring for assistance.

#### **Outside School - Away Sports Fixtures etc.**

1. Keep calm. It is treatable.
2. Let the student sit in the position they find most comfortable. Do not make them lie down.
3. Let the student use their usual reliever treatment, e.g. 2 puffs of their Ventolin/Salbutamol (blue) inhaler.
4. If symptoms disappear/improve no further immediate action is necessary, but pupil should be observed and sent to Medical Centre on return. If involved in sport at time of attack pupil should take no further part.
5. Medication may be repeated after 5 - 10 minutes if necessary.
6. If normal medication has no effect - call doctor to come immediately.
7. If doctor not immediately available - take to nearest casualty department - if necessary, call ambulance.
8. If school has resident nurse, ask for assistance.
9. Note: usual reliever inhaler can be used up to four times every 5 - 10 minutes in an emergency.

#### **Signs and Symptoms of Severe Asthma Attack 1.**

Normal relief medication does not work.

2. Student is breathless enough to have difficulty in speaking properly.
3. Pulse rate is 120 per minute or more.
4. Rapid breathing of 30 or more breaths per minute.

## **Diabetes**

### Hypoglycaemia – low blood sugar 1.

- Keep calm. It is treatable.
2. Give pupil something sugary i.e. a drink of Lucozade, sports drink, Coca-Cola
- Student own glucose tablets x 3
- Student own GlucoGel
3. This may be repeated after 15 minutes if patient still feeling unwell.
4. Contact Medical Centre for advice.
5. Transfer to Medical Centre as soon as possible.
6. IF UNCONSCIOUS put into recovery position and contact Medical Centre. DO NOT LEAVE UNATTENDED.

### *Signs & Symptoms of Hypoglycaemia*

1. Hunger, Sweating
2. Trembling, Shakiness.
3. Drowsiness, Irritability.
4. Rapid Pulse.

### Hyperglycaemia- high blood sugar

1. Contact Medical Centre for advice.
2. Student may feel confident enough to give him/herself an insulin injection.
3. Transfer to Health Centre for further monitoring.

### *Signs and Symptoms of Hyperglycaemia*

1. Vomiting/Nausea
2. Deep and rapid breathing.
3. Blurred vision.
4. Breath smells of acetone (nail polish remover)

## **Epilepsy**

1. Keep calm. Continually reassure the patient.
2. Protect the person from injury (removing harmful objects nearby).
3. Safeguard airway but do not restrain the patient in any way.
4. If possible place in recovery position as soon as is possible.
5. Seek medical assistance but DO NOT LEAVE PATIENT UNATTENDED!

### *Signs & Symptoms*

1. Loss of consciousness, body stiffens and falls to the floor.
2. Jerking movements
3. Blue tinge around mouth area.
4. Loss of bladder and /or bowel control may occur.
5. After a minute or 2 the jerking movements lessen and stop and slowly Consciousness returns.

## **Appendix Four**

### **Record of First Aid**

It is good practice for a book to be kept to record incidents. The book should be kept in accordance with the requirements of the Data Protection Act 1998.

## **Record of First Aid**

<b>Record of First Aid</b>	
Date	
Name of student who required first aid	
Location of administration of first and location of incident (if applicable)	
Details of the injury/illness and what first aid was administered	
What happened to the person immediately afterwards (did they go home/to hospital etc.)	
Name of first aider/appointed person	
Signature	
Date of signature	

## Appendix Five

First Aid Boxes -2024/2025						
No.	LOCATION	First Aid Box	Eye Wash Box	Burn Kit Box	Anaphylaxis Box	Diabetic Box
	Boarding Houses					
1	Mansion Girls	1box	2 pods	x	1box	x
2	Mansion Wilberforce	1box	2 pods	x	x	x
3	East House	1box	2 pods	x	1box	x
4	West House	1box	2 pods	x	1box	x
5	Heden Court	1box	2 pods	x	1box	x
6	Heden Hall	1box	2 pods	x	1box	x
	Science Department					
7	Prep room					
	Corridor -					
7	Technicians	1box	1box	x	x	x
8	ICT Room	1box	x	x	x	x
	DT					
15	FT	x	x	1box	x	x
16	DT2	x	x	1box	x	x
17	DT3	1box	x	x	x	x
18	DT4	1box	x	x	x	x
19	DT5	1box	x	x	x	x
20	DT - Jewellery	x	1box	x	x	x
22	Art - Darkroom	x	1box	x	x	x
23	Art Corridor	1box	1box	1box	x	x
	Wilberforce					
24	Reception	1box	x	x	1box	x
26	Staff room	1bag 5 pouches	spare pods	x	x	x
	Departments					
25	Outdoor Management	1XL Travel bag fully equiped			x	x
	Language department					
26	corridor	1box	x	x	x	x

	Year 9 Common Room	1box	x	x	x	x
27	Staff Room - Main	1box	x	x	x	1box
28	Swimming Pool	1box	x	x	x	x
29			Spare pods	x	x	x
30	CCF - Office	2boxes				
31	IT	1box	x	x	x	x
32	Library	1box	x	x	x	x
33	Reception	Plasters	x	x	x	x
	Music Department -					
34	Corridor	1box	x	x	x	x
35	Laundry	1box	x	x	x	x
36	Hockey pavillion	x	x	x	x	x
	Johnson's Centre					
37	Reception	1box	x	x	x	1box
38	Humanities	1box	x	x	x	x
39	Climbing Wall	1box	x	x	x	x
		2				
40	MMA	1bag	pods	x	x	x
41	Medical Centre	1bag	pods	sachets	1box	1box
42	2					
42	Golf Shed	1travel bag	pods	x	x	x
	Kitchens					
43	Kitchen - mansion	1box	1box	1box	x	x
	Canteen - mansion		2 pods	1sachet	1box	x
44	Kitchen -	1box				
45	Mansion Grab	1box	2pods	1sachet	x	x
	Canteen -					
46	Humanities	1box	x	1sachet	1box	x
	Operations					
	CARPENTER WORKSHOP- CARPW					
47	Trauma orange bag	1box	1box	x	x	x
48	Sign In	1bag	x	x	x	x
49	Groundwork	1box	1box	x	x	x
50	Oly's Buggy	1box	x	x	x	x
51	Jerry's Van	1box	x	1sachet	x	x
	Buses					
	Mini Bus SEA001	1box	x	x	x	x
	Mini Bus SEA002	1box	x	x	x	x

	Mini Bus SEA003	1box	x	x	x	x
	Mini Bus SEA004	1box	x	x	x	x
	Mini Bus SEA005	1box	x	x	x	x
	Mini Bus SEA006	1box	x	x	x	x
	Mini Bus SEA007	1box	x	x	x	x
	Mini Bus SEA008	1box	x	x	x	x
<b>Sports Bags</b>						
1			x	x	x	x
2			x	x	x	x
3			x	x	x	x
4			x	x	x	x
5			x	x	x	x
6			x	x	x	x
7			x	x	x	x
8			x	x	x	x
9			x	x	x	x
10			x	x	x	x
<b>AED</b>						
1	Staff Room - Main	in bag, pair of paediatric pads switch button from adults to paediatrics				
2	Hockey Pavillion	Telephone box -	switch button from adults to paediatrics			
3	Red					
<b>Diabetic Emergency box</b>						
1	Staff Room - Main	All 3 boxes contains Gluco Glucose meter, lancing devices,				
2	Johnson's Centre - reception	test strips, soft drink, gluco tabs, glucogel.				
3	Medical Centre - Waiting room					
4	Wilberforce Reception	Both boxes contain, Glucose tablets chews, Apple Juice and biscuits.				
5	Wilberforce Sports					
<b>Anaphylaxis Emergency Boxes</b>						
1	Medical Centre - Waiting room					
2	Mansion - Canteen					
3	Mansion Boarding					

4	WGE - Boarding
5	Heden Hall -
6	Boarding
	Heden Court -
7	Boarding
	Wilberforce
8	Reception
	Wilberforce
	Canteen

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