



First Aid in Schools Policy

Applies to: Staff, parents/carers, pupils and Governors		Category: Health and Safety
Approved and Published: 04/05/2021	Published to School Website? Yes	Policy Owner/Responsible Manager(s): Mr Andrew Watts, Facilities & Data Protection Manager andrew.watts@rougemontschool.co.uk Mrs Nicky Bates, Registrar and Senior First Aider nicky.bates@rougemontschool.co.uk
Review Date: 04/05/2022	Review Frequency: Annually , or earlier to reflect any changes in legislation	SMT Lead(s): Mr R Carnevale, Head and Chair of Health & Safety Committee, via his PA: carol.shepherd@rsch.co.uk
Key Contacts Contained in Policy		
<p>The Health and Safety Coordinator: Mr R Carnevale (Head and Chair of Health & Safety Committee) via his PA: carol.shepherd@rougemontschool.co.uk</p> <p>With support from the Director of Business and Finance (Mr A Knight) andrew.knight@rougemontschool.co.uk, Mr A Watts, Facilities and Data Protection Manager has responsibility for and is available to provide advice and guidance on all aspects of health and safety. Contact him by emailing andrew.watts@rougemontschool.co.uk or telephoning 01633 820810/Ext 110</p> <p style="text-align: center;"><u>The School's 'Appointed Person' for First Aid</u> Mrs N Bates, Registrar and Senior First Aider</p> <p style="text-align: center;"><u>The School's Principal First Aiders are listed in Appendix C: First Aid Notice</u></p> <p style="text-align: center;"><u>Educational Visits Co-ordinators</u> Prep School: Mr S Rowlands – steffan.rowlands@rougemontschool.co.uk Senior School: Mr A Rees – aled.rees@rougemontschool.co.uk</p>		
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Policy Approval Level: Senior Management Team		

**This policy includes a
COVID-19 TEMPORARY POLICY ADJUSTMENT
immediately following this front sheet**



First Aid in Schools Policy - Covid addendum (15 Apr 2021)

This guidance will be updated in line with changes in government guidelines, and will be removed when no longer relevant.

FOR ALL STAFF

Posted on all staff notice boards and cascaded by Line Managers verbally for those without access to IT.

During the coronavirus pandemic the following procedures and control measures are required to mitigate the risk of virus transmission between First Aiders and those to whom they are administering first aid, especially when close proximity is unavoidable.

1. First Aiders wear Personal Protective Equipment (PPE) when providing first aid. Covid19 PPE items for First Aiders are stored in or close to each First Aid kit.
 - Covid19 PPE consists of the following items:
 - disposable gloves
 - ⁶fluid-resistant face mask (FRSM Type IIR)
 - disposable plastic apron
 - disposable face shield
 - paper towels
 - x3 plastic bags for the disposal of used equipment and for any contaminated clothing
 - a copy of the First Aid Policy Covid Addendum
 - a copy of the Public Health England document *COVID-19: quick guide for putting on and taking off standard personal protective equipment (PPE) for droplet precautions*.
 - First Aiders should put on PPE *before* attending to an individual requiring first aid. This [PPE Training for schools](#) video shows how to put on and remove PPE in the right order, safely dispose of any waste and hand hygiene steps to reduce the risk of transmission of infection. Hand washing/sanitising should always be practiced before putting on and after removing PPE.
 - Different types of waste are stored in separate, sealed, plastic bags:
 - waste contaminated with bodily fluids – dispose via yellow Clinical Waste bins;
 - contaminated clothes – taken home by the pupil or staff member receiving first aid; and
 - uncontaminated waste – dispose via general refuse bins.
 - Senior School Reception should be informed when Covid19 PPE items have been used so that they can be replaced as soon as possible.
 - The caretaking or cleaning staff who clear bodily fluid spillages should also be supplied with and wear PPE (disposable gloves, apron and face shield), and should be trained how to put on, take off and dispose of these items.

⁶ Unlike fluid-resistant face masks, face coverings worn routinely during the pandemic are not PPE. Face coverings are not designed to protect the individual wearing them, so should be hygienically removed and replaced with a fluid-resistant mask before administering first aid.



2. If an Infant or Junior School pupil reports to a member of staff that they feel unwell - but do not need urgent attention - then they should be escorted or sent to the Infant or Junior School office, respectively. If a Senior School or Sixth Form pupil, the staff member should phone Senior School Reception, who will contact the Senior First Aider. The Senior First Aider will assess the pupil *in situ* and escort them either to the medical room within the Senior School Reception or to the isolation area reserved for suspected coronavirus cases.
3. Government guidance for first responders advises that when attempting CPR:
 - You should conduct a risk assessment;
 - You do not perform mouth-to-mouth ventilation;
 - Perform compressions/hands only CPR;
 - If you do perform mouth-to-mouth ventilation, you should monitor yourself for symptoms of Covid-19 for the next 14 days.

Sources

[Using PPE at work during the coronavirus pandemic](#)

[Coronavirus \(COVID-19\): personal protective equipment \(PPE\) hub](#)

[COVID-19: guidance for first responders](#)

[COVID-19: personal protective equipment use for non-aerosol generating procedures](#)



First Aid in Schools Policy (para 3.2.1 to be updated Sep 21)

1. POLICY STATEMENT

1.1 Introduction

Rougemont School (hereafter known as the 'School') has a duty of care for the health and safety of all employees whilst at work, under Section 2 of the Health and Safety at Work Act 1974 and this duty is further described within the Management of Health and Safety at Work Regulations 1999. Under the Health and Safety (First Aid) Regulations 1981 the School has a duty of care to promote the health, safety and welfare of all pupils, school personnel and visitors by providing adequate and appropriate first aid equipment, facilities and school personnel qualified in first aid. Together, the latter enable timely and competent administration of first aid and effective implementation of the School's First Aid Policy.

1.2 Definitions

For the purposes of this Policy, the following definitions apply:

- "Employer" relates to the School (for more detail see Section 2.1.1)
- "Stakeholder" refers to all those included in the scope of this policy (see Section 1.4)
- "School personnel" refers to all teaching, support and temporary staff
- "First Aider" is a person who has been trained and has a valid certificate in either First Aid at Work (3-day course) or Emergency First Aid at Work (1-day course)
- "Appointed Person" is the member of staff assigned to take control of the situation when someone is ill or injured, including the decision to call for an ambulance.

1.3 Purpose of this Policy

The purpose of this Policy is to describe the roles and responsibilities of different stakeholders in relation to first aid provision at the School (Section 2) and the arrangements that have been devised to ensure that this provision is robust, comprehensive and compliant with all relevant legislation (Section 3).

1.4 Scope of Policy

This Policy applies to all members of the School community whilst on the School site, whilst travelling on School minibuses on educational visits or participating in off-site sporting activities. This includes:

- teachers and support staff;
- temporary staff (including supply teachers);
- pupils;
- parents; and
- visitors.

1.5 Legislation and Standards

The School aims to ensure compliance with all relevant legislation connected to this policy. Key applicable legislation and standards include:

- **The Management of Health and Safety at Work Regulations 1999** - require employers to undertake suitable and sufficient assessments of the risks to the health and safety of employees whilst they are at work.



- **The Workplace (Health, Safety and Welfare) Regulations 1992 and The Education (School Premises) Regulations 1999** include the minimum health, safety and welfare standards for accommodation and facilities in schools.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** – require employers, the self-employed and those in control of premises to report certain workplace incidents, including specified occupational diseases, where these are likely to have been caused or made worse by their work (Regulations 8 and 9).
- **Health and Safety at Work etc. Act 1974 – sets out the general duties which:**
 - employers have towards employees and members of the public;
 - employees have to themselves and to each other; and
 - certain self-employed individuals have towards themselves and others.

This policy is also related to the following legislation and guidance:

- Health and Safety (First Aid) Regulations 1981
- The Human Medicines (Amendment) Regulations 2017
- Occupiers' Liability Acts 1957 and 1984
- Education Act 2002 Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- [DfE Statutory guidance: Early years foundation stage \(EYFS\) statutory framework \(Sep 2014\)](#) – requirements applying to first aid provision for very young children.

2. ORGANISATION

2.1 Roles and Responsibilities

The following describes roles and responsibilities in relation to first aid provision and arrangements at the School.

More detailed responsibilities for managing health and safety arrangements generally, can be found in the School's Health and Safety Policy.

2.1.1 The Employer

Overall responsibility for health and safety rests with the Employer, through its Governing Body.

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Head to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Head to ensure all stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the School complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;



- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility to make effective use of relevant research and information to improve this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the School regularly;
 - work closely with the Head and the Facilities and Data Protection Manager;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the School is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term; and
 - annually report to the Governing Body on the success and development of this policy

The School's Governing Body delegates the work required to meet their health and safety responsibilities to the Head and Senior Management Team (SMT), who in turn delegate day-to-day responsibility to the Senior First Aider, with advice and support provided from the Facilities and Data Protection Manager.

2.1.2 The Head will:

- work in conjunction with the SMT to ensure all School personnel, pupils and parents are aware of and comply with this policy;
- annually undertake an assessment of first aid needs which involves consideration of workplace hazards and risks, the size of the School and the number of people on site in order to determine the numbers of First Aiders and the first aid facilities and equipment that are required;
- ensure risk assessments are:
 - in place and cover all aspects of medical and first aid;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel.
- ensure the School complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- have in place the following health and safety control measures:
 - Adequate and appropriate first aid equipment and resources available.
 - Any faulty equipment restored or replaced.
 - Well maintained medical room.
 - First aid boxes strategically placed around the school.
 - First aid boxes well-resourced and maintained.
 - All school personnel trained in first aid.
 - Named first aiders in place and well qualified.



- First aiders attend all off-site visits and activities.
 - School personnel aware of first aid procedures.
 - Policy in place.
 - All stakeholders aware of School policy.
 - School policy published on School website, Parent's Handbook and Policies Manual.
 - Training in place for all new staff.
 - Handbook for temporary staff outlines all first aid procedures.
 - On-going monitoring in place.
 - Annual review to ensure adequacy for identified hazards, allergies etc.
- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies;
 - train all school personnel in first aid arrangements;
 - ensure basic first aid is firmly embedded into the School curriculum;
 - give pupils the opportunity to attend first aid training during organised after school activities;
 - organise first aid workshops for parents;
 - have in place the following health and safety control measures for medical inspections for pupils:
 - Parents/carer notified well in advance.
 - Parents/carer invited to attend.
 - Information about medical inspections published on the School website, Parents' Handbook and Policies Manual.
 - Medical room in place.
 - Risk assessment for medical room in place.
 - Medical room provides enough privacy for medical inspections to take place
 - Access denied to the area near the medical room
 - make effective use of relevant research and information to improve this policy;
 - work closely with the link governor and coordinator;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking with school personnel, parents and governors; and
 - annually report to the Governing Body on the success and development of this policy.

2.1.3 The Senior First Aider is the School's First Aid Appointed Person, and will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel are trained in how to administer medication in the case of a severe allergic reaction;
- ensure all school personnel receive refresher training every three years;
- organise and maintain the medical room as suggested by HSE (Health and Safety Executive):
 - a sink with hot and cold running water;
 - drinking water and disposable cups;
 - soap and paper towels;
 - a store for first-aid materials;
 - foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;



- an examination/medical couch with waterproof protection and clean pillows and blankets;
 - a chair;
 - a telephone or other communication equipment; and
 - Accident and Medical record books for recording incidents attended by a First Aider or by the Senior First Aider.
- ensure that there are adequate stocks of first aid equipment;
 - ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - a leaflet giving general guidance on first aid;
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - sterile eye pads;
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile individually wrapped unmedicated wound dressings;
 - medium-sized sterile individually wrapped unmedicated wound dressings;
 - disposable gloves.
 - position and maintain first aid containers at appropriate locations around the school, ideally, adjacent to hand-washing facilities;
 - conduct annual risk assessments with the Facilities and Data Protection Manager;
 - ensure all accidents and injuries are recorded and reported;
 - ensures all Individual Health Care plans are kept up to date, clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens and are available at all times to school personnel who may need them in an emergency.
 - ensure that pupils and School personnel with specific health needs and disabilities are given specific consideration;
 - ensure secure storage of prescription and non-prescription medicines;
 - ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
 - ensure school personnel are aware of pupils' specific health needs and disabilities;
 - ensure that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.
 - determine the level of provision:
 - at break times and lunch times
 - when School personnel are absent
 - for all educational visits and sporting activities
 - for curriculum activities
 - ensure that three first aid carry-bags are fully-stocked and that one is taken on each educational visit or off-site sporting activity;
 - ensure there is a designated medical room that is kept well stocked and free from clutter;
 - ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
 - ensure that the automated external defibrillator is calibrated and maintained;



- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices, including the names of First Aiders are displayed in the appropriate places;
- ensure first aid information is provided in the Employment Manual;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor; and
- annually report to the Governing Body on the success of this policy.

2.1.4 The Facilities and Data Protection Manager will:

- develop, maintain, monitor and review the First Aid Policy;
- ensure appropriate implementation of the Policy through health and safety audits and inspections;
- ensure appropriate health and safety awareness and training is available to staff, beginning with on induction;
- carry out regular inspections of premises and school activities;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- annually report to the Governing Body on the success and development of this policy;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the Head and the nominated governor;
- keep up to date with new developments and resources; and
- annually report to the Governing Body on the success and development of this policy.

2.1.5 Employees

All employees have a duty to take care of their own health and safety and they must:

- be aware of first aid arrangements and know what to do in an emergency;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- be suitably trained in identifying pupils with expected medical problems;
- be familiar with the Individual Health Care Plans of pupils in their care;
- be aware that allergy management strategies are incorporated into risk assessments for all School events, educational visits and sporting events;
- report any concerns they have on the medical welfare of any pupil;
- report and record all accidents and first aid treatment administered;
- teach basic first aid to their pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality; and
- report any concerns they have on any aspect of the school community.



2.1.6 Parents/Carers will:

- be aware of and comply with this policy;
- inform the School of details of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the School administers any medication to a child;
- be given the opportunity to attend first aid workshops in order to understand and be familiar with basic first aid skills;
- be encouraged to work in School as volunteers;
- be asked to take part periodic surveys conducted by the School; and
- support the School Code of Conduct and guidance necessary to ensure smooth running of the School.

2.1.7 Pupils must:

- be aware of and comply with this policy;
- report all accidents;
- will be given the opportunity to attend first aid training during organised after school activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the School Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the School Council; and
- take part in questionnaires and surveys.

3. ARRANGEMENTS

3.1 General

The following section explains the day-to-day arrangements that are in place for the management of First Aid in the School. These arrangements apply to **everyone** within scope.

3.2 School Management

The School's approach to ensuring that its first aid arrangements are robust and comprehensive is underpinned by the provision of:

- adequate material resources and facilities (see 3.2.2, below); and
- relevant information, guidance and training for all those within scope (see 3.2.9, below).

The following describes the arrangements in more detail:



3.2.1 First Aiders

We have undertaken an assessment of first aid needs to determine the numbers of First Aiders and the first aid facilities required.

The school will ensure that as many staff as possible will have undertaken one-day Emergency First Aid in Schools/Emergency First Aid training and will hold valid certificates. However, the minimum number of first aiders required within school will be as follows:

Location	Number
BURGE BUILDING	5
INFANTS BUILDING	0
JUNIOR BUILDING	6
SPORTS HALL/MUSIC	0
OPERATIONS	0
SCIENCE/DT/	1
ADMIN	1

All reception areas in each section of the School have fully qualified first aiders. They are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The Senior First Aider can be called upon for a second opinion when required.

3.2.2 First Aid Facilities

- The medical rooms are:
 - Main Reception, Senior School, Burge Building
 - Junior School Reception, Llantarnam Hall
 - Infant School Reception, Infant Block
- Secure (locked) storage for prescription or non-prescription medicines is located in:
 - Main Reception, Senior School, Burge Building
 - Junior School Reception, Llantarnam Hall
 - Infant School Reception, Infant Block
- First aid boxes:
 - are located in all the areas of the School where an accident is considered possible or likely (such as the Sports Hall);
 - are always taken when groups of pupils go out of school on organised trips or to participate in sporting events;
 - contain a first aid information booklet;
 - may only normally be opened by a First Aider;
 - the position of each box is marked by a sign (white cross on a green background);
 - a list of first aid box locations is displayed in all staffrooms.
- First aid information notices are displayed in all areas of the School.
- There is an automated external defibrillator on site with 24-hour access, attached to the outside wall of the Burge Building next to the Senior School Reception door.
- Adrenaline auto-injectors:
 - Spare adrenaline auto-injectors for use on children with serious allergies in emergencies are stored in the medical room within Senior School Reception.
 - These spare devices are only used on pupils at risk of anaphylaxis (a life-threatening allergic reaction) where consent from doctors and parents has already been obtained.



3.2.3 First Aid Protocol and Assessment

If any member of the school community requires urgent medical attention, then a staff member should make an initial assessment of the severity of the injury. If the staff member is a First Aider, then they must follow their first aid training, if not they should contact a First Aider by shouting for help, telephoning a First Aider or sending a pupil to the nearest Reception; whichever they judge to be the most appropriate in each case. If immediate intervention is required then a staff member with First Aid Basics training may administer first aid, but a First Aider must be called to attend the incident. It is the First Aider's responsibility to assess the situation and decide the correct course of action.

Before administering first aid the staff member must consider if they need to contact emergency services. If so, they should phone immediately or give instruction to another person to call 999 whilst they administer first aid.

If a pupil discovers a situation requiring first aid they should find the nearest adult to help and follow their instructions.

Where necessary, a person requiring treatment should be taken to the nearest medical room and the Senior First Aider summoned. The Senior First Aider is the person assigned to take control of the situation when someone is ill or injured, including calling for an ambulance.

If an injury is so severe that the casualty isn't to be moved, staff should clear the area around the casualty and ensure that they are kept warm and spoken to.

If an Infant or Junior School pupil reports to a member of staff that they feel unwell - but do not need urgent attention - then they should be escorted or sent to the Infant or Junior School office, respectively. If a Senior School or Sixth Form pupil, the staff member should phone Senior School Reception, who will contact the Senior First Aider. The Senior First Aider will assess the pupil in situ and escort them either to the medical room within the Senior School Reception.

See Appendix A for details of how serious medical emergencies should be managed.

3.2.4 Off-site Provision

a) Educational visits

A first aid carry-bag accompanies all trips. First aid carry-bags are stored in each Reception. Reception staff are responsible for ensuring these are signed out by members of staff requiring them and that they are signed back in immediately on return from a visit.

A First Aider accompanies all educational visits. All visits are approved in accordance with the School's Educational Visits Policy, which includes risk assessment of any activities undertaken or premises visited together with applicable arrangements for first aid, and that visits requiring an overnight stay of one night or more are approved by Governors.

b) Away Matches

All PE staff hold a valid one-day Emergency First Aid at Work certificate. A first aid carry-bag accompanies all away match trips and is kept by the location of play. Where buses are contracted other than the School's own minibuses, they are from the School's approved contractor who maintains first aid kits on board buses as required.

c) School Minibuses

Each School minibus carries a fully stocked first aid kit at all times and each employed School minibus driver is a qualified first aider.



3.2.5 Out of Hours Arrangements

a) School Events

In arranging on-site Parents' Evenings, school plays and other events, staff will have regard to the potential need for first aid. On every occasion they will ensure that at least one First Aider attends the event in question and that this member of staff is aware of the location of the nearest first aid box and has access to the medical room facilities.

b) Hire of Buildings by Third Parties

First aid will be the responsibility of the hirer who will be required to provide his or her own first aid kits unless otherwise arranged with the School.

3.2.6 Hygiene Procedures

Staff should follow their training with regard to hygiene procedures; disposable gloves are included in all first aid kits. Spillage of bodily fluids should only be cleared by members of the caretaking or cleaning staff.

3.2.7 Recording Accidents and Injuries

All accidents and injuries are:

- recorded in Accident Books (or, for minor injuries, in Medical Books) with all details given;
- reported to parents in person, by email, letter or phone.

Accident Books and Medical Books are stored in locked filing cabinets in each medical room.

The School undertakes to ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days are reported to the HSE.

3.2.8 Reporting Accidents and Injuries to Parents/Carers

If a pupil suffers anything more than a trivial injury, then parents/carers are contacted by either a receptionist, teacher or the Senior First Aider, who will ensure that the parents are briefed properly about the nature of the injury and whether an ambulance is attending. If the pupil requires hospital treatment but their condition is not urgent then parents/carers are given the opportunity to collect the pupil from School. If it is not possible to contact them and/or the pupil requires urgent attention, the School arranges for the pupil to go to hospital by car or ambulance. The School maintains contact with the parent/carer to update them concerning the pupil's well-being. See Appendix A for further details.

3.2.9 Information and Training

Internally, the First Aid Policy (and any future revisions) will be communicated as appropriate, to ensure that all stakeholders are aware of its existence and their responsibilities. It will also be launched to all staff through Engage and will be stored for future reference within the Whole School Live Policies Manual on all School pc desktops.



We will also raise awareness of this policy via:

- Parents' Handbook;
- School website;
- Meetings with parents/carers such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with School personnel;
- Email;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents/carers;
- Head reports to the Governing Body;
- Information displays in the main School entrance;

All school personnel:

- have equal chances of training, career development and promotion;
- receive training on this policy on induction which specifically covers:

<input type="checkbox"/> All aspects of this policy	<input type="checkbox"/> Dealing with emergencies
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Medical care
<input type="checkbox"/> Risk management and risk assessment	<input type="checkbox"/> Administering medicines
<input type="checkbox"/> Safeguarding and Child Protection	<input type="checkbox"/> Hygiene
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.
- receive periodic training so that they are kept up to date with new information;
- are briefed routinely about pupils with particular medical conditions including advice for first aid where applicable.

Those members of school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication. Information regarding children with medical conditions is recorded and stored securely on the School's Management Information System (Engage).

Training for First Aiders is detailed in Appendix B.

School pupils will:

- be taught basic first aid such as dealing with head injuries, cardiopulmonary resuscitation (CPR), the purpose of defibrillators and how to call the emergency services.
- receive a programme of first aid via the School curriculum.

3.3 Equalities

Under the Equality Act 2010, we have a duty not to discriminate against people because of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We as a school community have a commitment to promote equality. We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.



The School is committed to ensuring the way we recruit and treat staff reflects individual needs, promotes equality and does not discriminate unfairly against any particular individual or group. A risk assessment is in place to ensure compliance in this area.

This policy has been written to provide a fair, consistent and supportive framework for all persons in scope. When implemented it should reflect anti-discriminatory practice. Any services interventions or actions must take into account any needs arising from age, disability, including sensory impairments, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This would also include any needs around language or general communication.

3.4 Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

3.5 Further Advice and Guidance

The Facilities and Data Protection Manager is available to provide advice and guidance is available on all aspects of health and safety. Contact details are located on the Policy front sheet.

3.6 Data Protection and Freedom of Information

The Data Protection Act determines the way information is handled and gives legal rights to individuals in relation to use of their data. It sets out strict rules for people who use or store data about individuals and gives rights to those people whose data has been collected. The law applies to all personal data held including electronic and manual records. The Information Commissioners Office has powers to enforce the Data Protection Act and can do this using compulsory audit, warrants, notices and monetary penalties up to £17.5 million or 4% of a school's annual turnover for serious breach of the Act. In addition, the Information Commissioner can limit or stop data processing activities where there has been a serious breach of the Act and there remains a risk to the data.

All school personnel have a responsibility to ensure that they do not disclose information about the School's activities; this includes information about school personnel, and conveying corporate documentation to unauthorised individuals. This responsibility applies whether they are currently employed or after their employment ends and in certain aspects of their life e.g. use of social networking sites.

3.7 Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Facilities and Data Protection Manager, the Head and the nominated governor.

The School plans to monitor compliance with the policy by undertaking the following action:

- testing the policy by regular checks and staff feedback; and
- the SMT leading on key issues and regular meetings to ensure feedback both positive/negative is received and changes made if necessary.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Governors for further discussion and endorsement.



Useful Links

- [Equality Act 2010: Advice for Schools](#) (DfE)
- [Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures](#) (Cabinet Office)
- [Anaphylaxis Campaign – supporting people at risk of severe allergies](#) (offers free allergy training for Schools, Families and Carers of Pre-School and School-age children, and adults with severe allergies)

Associated School Policies and Documents

- Health and Safety Policy
- Health and Safety at Work Rules
- Workplace Safety and Environment Policy
- Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation Policy
- Safeguarding Policy
- Administering Medicines
- Communicable Diseases Policy
- Risk Management and Risk Assessment Policy
- Employment Manual
- Staff Induction Policy
- Educational Visits Policy



Appendix A: Procedure for Sending a Pupil to Hospital

Any pupil or adult who has suffered a serious injury should be escorted where possible to the nearest reception (or as appropriate for their age group) by the member of staff who has witnessed the injury or in the case of there being no staff witness, the first member of staff to respond.

The injury should be assessed in the Medical Room by a First Aider and the Senior First Aider summoned. The First Aiders should, in conjunction with the nearest member of SMT, decide whether the emergency services should be requested.

If an injury is so severe that the casualty is not to be moved, staff should clear the area around the student and ensure that they are kept warm and spoken to.

In the case of head injuries, great care must be taken. If no member of SMT is immediately available, the First Aider should proceed as he/she determines.

In the case of other injuries, it may be decided that an ambulance should not be requested, if the parent/family is due to arrive shortly.

If the emergency services are required:

- Contact with Emergency Services should be made by the First Aider/Senior First Aider attending to the patient, who should ensure that the ambulance understands directions to the school.
- Parents/carers or family members should be contacted immediately to be informed that their child/family member is being taken to hospital;
- If the ambulance needs to leave the grounds prior to the parent/family arriving, the attending member of SMT should delegate a member of staff to accompany the injured party to hospital. Reception staff should regain contact with the parent/family and redirect them to the hospital. The member of staff should return via taxi once the parent/family is in attendance. This member of staff should normally be a non-teaching member of staff.

Data Access: If an ambulance is in attendance, reception staff should produce the following from the injured party's records: date of birth, contact details, address, name of GP, allergies.

It is recognised that, while incidents of serious injury are extremely rare, in such an emergency staff should not hesitate to call 999 for an ambulance, and THEREAFTER let Senior School Reception know that the ambulance is coming.

Procedure when off site

If such an injury occurs off site, the same general principles apply. If more than one member of staff is present, one should accompany the injured person to hospital, and other(s) should continue/return with the trip/team. If there is only one member of staff present (for example at a school fixture), the member of staff should, having assessed the situation (including the possibility of assistance from staff at the venue/other school/supporting parents etc.) contact SMT via reception staff for advice.

In the worst case, if an ambulance is requested, the member of staff may need to abandon a match/visit and follow the ambulance with the rest of the party, prior to the arrival of support from the school or parent/carer. SMT will arrange a replacement to be with rest of the party after the member of staff goes to hospital with the pupil. The member of staff remains responsible for both the injured person and the whole party until relieved of that duty by other staff or the injured person's parent/carer or family member.



Appendix B: First Aid Training (school personnel)

Qualification	Staff	Course Duration	Refresher training frequency (years)
First Aid at Work	Senior First Aider	3 days	3
Emergency/Schools First Aid at Work	PE DT A selected number of teaching and other support staff	1 day	3
Youth Mental Health First Aid (Wales) - Training in Mind	Senior First Aider Deputy Head (Prep School)	3 days	3
Paediatric First Aid	Senior First Aider Prep School Extended day provision	2 days	3
Wilderness First Aid	Duke of Edinburgh Leaders	2 days	3
First Aid Basics in an Educational Setting (online)	All school personnel	1 hour	1



Appendix C: Onsite Primary First Aiders, First Aid Kits and Locations

Please follow the link to the School's current [First Aid notice](#).

FIRST AID KIT LOCATIONS

(Audited March 2021 - Science Lab Kits excluded)

Lower Kitchen.....	First Aid Kit + Burns Kit
DT Workshop 1	First Aid Kit
DT Workshop 2	First Aid Kit
Science Prep Room	First Aid Kit + Burns Kit
Admin Kitchen	First Aid Kit
Sports Hall	First Aid Kit
LRC.....	First Aid Kit
Refectory Kitchen	First Aid Kit + Blue Kit + Burns Kit
Security Office	First Aid Kit
Junior Reception.....	First Aid Kit
Burge Building	First Aid Kit
Infant Reception	First Aid Kit + Burns Kit