

First Aid Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
FIRST AID COORDINATOR	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

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

We will ensure that first aid provision is up to date and available at all times in school, residential student accommodation and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We believe this policy relates to the following legislation:

- [Children Act 1989](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Health and Safety at Work, etc Act 1974](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [The School Premises \(England\) Regulations 2012](#)

The following documentation and online guidance is also related to this policy:

- [First Aid in Schools - DfE](#)
- [First Aid at Work – Health and Safety Executive \(HSE\)](#)
- [First Aid in Schools – St John’s Ambulance](#)
- [Online First Aid Needs Assessment Calculator – St John’s Ambulance](#)
- [Advice on Standards for School Premises: For local authorities, proprietors, school leaders, school staff and governing bodies](#)
- [Boarding Schools: National Minimum Standards](#)

Aims

- to have in place procedures to ensure that we meet our responsibilities for dealing with accidents and First Aid requirements;
- to ensure that adequately-trained First Aid personnel are available to visitors, staff and students;
- to ensure all school personnel know the names of the First Aid Personnel

Procedure

Role of the Board of Directors	<p>The Board:</p> <ul style="list-style-type: none"> ▪ has in place a First Aid Policy and other related procedures; ▪ has in place procedures to deal with incidents requiring First Aid; ▪ delegated to the Principal the responsibility for nominating a First Aid Coordinator for the provision of First Aid within the school; ▪ has delegated powers and responsibilities to the Principal to ensure everyone connected with the school is aware of the First Aid Policy and names of the First Aid Personnel;
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	<ul style="list-style-type: none"> ▪ has nominated the Director of College Services to visit the school regularly, to liaise with the Principal and First Aid Coordinator and to report back to the Board of Directors; ▪ has responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Principal	<p>The Principal will:</p> <ul style="list-style-type: none"> ▪ nominate a First Aid Coordinator for the provision of First Aid and the implementation of the policy within the school; ▪ ensure that an adequate number of First Aiders and First Aid supplies are provided for the school, in accordance with a First Aid Needs Assessment; ▪ ensure everyone connected with the school is aware of the First Aid Policy and names of the First Aid Personnel; ▪ will meet with the Director of College Services and First Aid Coordinator to review the implementation of the policy within the school; ▪ has responsibility for the effective implementation, monitoring and evaluation of this policy within the school
Role of the Director of College Services	<p>The Director of College Services will:</p> <ul style="list-style-type: none"> • regularly visit the school's Principal and First Aid Coordinator to ensure the policy is implemented effectively; • report back to the Board of Directors
Role of the First Aid Coordinator	<p>The First Aid Coordinator will:</p> <ul style="list-style-type: none"> • ensure that a First Aid Needs Assessment is undertaken for the school; • ensure that there are an adequate number of First Aiders who have attended the Emergency First Aid at Work (EFAW) course, in accordance with the First Aid Needs Assessment; • ensure that all First Aiders re-qualify at the appropriate level every 3 years; • ensure that the level of training taken meets legal requirements; • ensure records are kept of any incidents where First Aid was required; • ensure school personnel are aware of the names and locations of First Aiders and how to contact the First Aiders, in the event of an incident; • keep up-to-date with developments in First Aid policy and training; • manage and be responsible for First Aid supplies and stock (including spill packages and protective gloves); • ensure that the school is adequately supplied with First Aid Kits at key locations around the school; • ensure accurate First Aid information is provided in the Staff Handbook; • ensure that adequate provision for First Aid is available on school trips or school events off-site; • meet with the Director of College Services and Principal to ensure the policy is implemented effectively
First Aid Needs Assessment	<p>A First Aid Needs Assessment should assess the first aid needs of the school, based on the number of employees and students, number of buildings/sites and areas occupied, any specific risks such as science lab equipment and proximity to emergency services.</p> <p>Helpful advice and a compliance checking tool are available through St John's Ambulance's website: http://www.sja.org.uk/sja/training-courses/first-aid-in-schools/schools-first-aid-needs.aspx</p> <p>Additional statutory information is available via the Health and Safety Executive at: http://www.hse.gov.uk/firstaid/index.htm</p>
Role and Responsibilities of the First Aid Personnel	<p>First Aiders are responsible for:</p> <ul style="list-style-type: none"> • responding promptly to all requests for assistance; • summoning further help if necessary; • recording details of incidents requiring First Aid; • providing treatment within the limitations of their competence; • looking after the casualty until recovery has taken place or further medical



	<p>assistance has arrived;</p> <ul style="list-style-type: none"> reporting details of any treatment provided; updating their First Aid training as and when required; undertaking a monthly check of First Aid kits and replenishing them as necessary; reporting regularly to the First Aid Coordinator.
First Aid Staff Training	<p>All staff undertaking First Aid duties will:</p> <ul style="list-style-type: none"> be given training in accordance with current legal requirements, meaning that a First Aider will attend an approved Health & Safety Executive course; attend requalification courses every three years
Information on First Aid for School Personnel	<p>Information on how to summon First Aid is:</p> <ul style="list-style-type: none"> provided for all new staff; included, with further information in the Kings Staff Handbook; displayed on standard green and white notices within the school premises.
Medical Room	<p>Provision for a medical room is made, in order to cater for the medical needs of students, including:</p> <ul style="list-style-type: none"> medical examination and treatment of students; short term care of sick and injured students, which includes a washing facility and is near to a toilet facility; <p>The medical room will be equipped with/offer:</p> <ul style="list-style-type: none"> a bed or comfortable place to lay down coverings for the bed which are hygienic, clean and safe i.e: <ul style="list-style-type: none"> a pillow with disposable pillow cases, or a store of clean pillow cases to allow for a fresh one to be used for each individual user a first aid blanket – ordinarily a holey blanket to prevent smothering/suffocation a bottom sheet which can be disposed of or supply to allow for cleaning after each use a means of signalling when the room is in use – to prevent intrusion room for at least 2 members of staff or emergency service personnel to be present adequate provision for privacy and low noise levels a log of usage of the medical room – appendix B <p>Please note – care should be taken by staff when attending to students in the medical room. Safeguarding and Child Protection policies should be adhered to and due care should be taken to prevent staff from being exposed to possible allegation of abuse.</p>
Off-Site, School Trips and Activities	<p>All off-site activities should be staffed by at least one qualified first aider.</p> <p>Prior to any off-site activities taking place a risk assessment should be undertaken, including first aid provision.</p> <p>Staff planning an off-site trip or activity should consult with the First Aid Coordinator regarding first aid provision and first aid kits needed for the activity.</p>
First Aid Provision in Residential Accommodation	<p>In student residences catering solely for students over 18 years old:</p> <ul style="list-style-type: none"> No first aider required on-site On induction students should be made aware of emergency procedures, including how to contact the emergency services and non-emergency medical assistance and how to contact the college in an emergency (both in and out of hours) <p>In student residences catering for students under 18 years old:</p> <ul style="list-style-type: none"> A first aid needs assessment should be completed



	<ul style="list-style-type: none"> • The residence warden/s and any relief warden/s should be qualified first aiders • First aid boxes should be available – in sufficient quantities for the number of residents • A medical room is not required as students may be cared for in their individual rooms (equipped with toilet and washing facilities)
Administering Medicines	In line with Kings terms and conditions, over the counter medication may be made available to staff and students, however medication should only be administered by a designated staff member(s) and logged accurately – please see Kings Sickness and Medicines Policy for details
Gillick Competency	Students under 16 years old may have the right to consent to or withhold consent to medical treatment or the sharing of their medical records – this should be assessed in line with Kings Sickness and Medicines Policy by the Welfare Officer
Role of School Personnel & Volunteers	<p>We acknowledge that First Aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff.</p> <p>School Personnel will:</p> <ul style="list-style-type: none"> • be aware of the names of the First Aiders on the school; • be aware of school First Aid procedures; • not attempt to give first aid treatment themselves; • not use their private car to transport a casualty to hospital; • use a taxi to transport a casualty to hospital if an ambulance is not required; • seek assistance from a First Aider if access to a kit is needed for personal use; • not remove First Aid equipment from its designated place; • report any loss or damage to first aid equipment to the First Aid Coordinator; • reported to the First Aid Coordinator if a First Aid kit is poorly stocked; • inform the school on recruitment, and the First Aider on the scene, if possible, of any relevant allergies or conditions they may have
Visitors to the School	It is our policy to offer First Aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider/appointed person.
Role of Students	<p>Students will:</p> <ul style="list-style-type: none"> • inform the school on enrolment and the First Aider on the scene, is possible, of any relevant allergies or conditions; • notify a member of staff immediately in the event of an incident where First Aid is required
Student Consultation	<p>We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.</p> <p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> • A Student Forum/Council (which will meet regularly and also be consulted by the Principal) • An appointment system and means of contact with the Principal and key staff members • Operating an 'open door' policy in school whenever possible • Student Questionnaires (on a variety of matters relating to the school and/or social issues) • Open Class discussion (on a variety of matters relating to the school and/or social issues) • Suggestion Box (allowing anonymity if desired)



	<p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
Role of Parents	<p>Parents/Guardians/Parents representatives are:</p> <ul style="list-style-type: none"> • aware that we have a responsibility for the welfare of all our students; • aware they will be informed of our actions should First Aid be required for their child
Associated Policies and Publications	<p>This policy has been written with reference to and in accordance with the following policies:</p> <ul style="list-style-type: none"> • Kings Health and Safety Policy • Kings Safeguarding Policy • Kings Administering Medicines Policy • Kings School Trips Policy
Monitoring the Effectiveness of the Policy	<p>Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.</p>

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Pupils	School Personnel	Parents/carers	Directors	School Visitors	Wider School Community			
		✓	✓			✓				
Question	Protected Characteristics						Conclusion			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
YES									Yes	No
NO	✓	✓	✓	✓	✓	✓	✓	✓		✓
UNSURE										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes	No
NO										✓
UNSURE										
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
The name and location of the nominated First Aid Coordinator for the school is:	Name Location
All students have been advised or reminded of the First Aid signage, the nominated First Aiders in the school and First Aid procedures.	YES/NO
All staff have been advised or reminded of the First Aid signage, the nominated First Aiders in the school and First Aid procedures.	YES/NO
Nominated First Aiders for the School If school personnel are aware that an employee, student or visitor has been taken ill or needs First Aid, the First Aiders listed below should be contacted in the following order: Please refer to the SCR for a full list of staff who have undertaken one day First Aid Training	Names
School First Aid Signage Information on the current First Aiders [and appointed persons] is displayed on standard green and white notices within the school premises. These notices can be found in the following locations:	YES/NO Locations
School First Aid Boxes First Aid boxes can be found in the following locations:	Locations
A full audit (and replenishment) of all school First Aid Box contents was last taken on:	XX/XX/XXXX
The <i>First Aid Needs Assessment</i> for the school was last undertaken on :	XX/XX/XXXX
The minimum number of First Aiders required (who have attended the Emergency First Aid at Work (EFAW) Course as stated by the school Needs Assessment) is:	XX
The actual number of First Aiders who have attended the Emergency First Aid at Work (EFAW) Course in school is:	XX
The next EFAW requalification/first qualification course is due on:	XX/XX/XXXX
Activity Staff First Aiders are:	Names
The next requalification/first qualification course for Activity Staff is due on:	XX/XX/XXXX



If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...

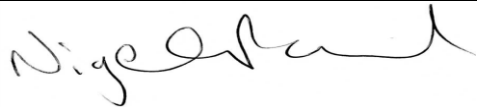
How are staff made aware of this policy?

Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?

Monitoring the Effectiveness of the Policy

The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.

Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...

Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:		Date:	01/01/2015
Name of School:			
Next Review Date:			



