



HEADINGTON
SCHOOL · OXFORD

First Aid Policy

Senior and Prep School (including EYFS)

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of an incident:

**Emergency Services 9-999
Defibrillator Cabinet Code: C124
Senior School Health Centre: 01865 759124**

Reviewed by:	Senior Nurse
Date of last Review	June 2022
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Meets:	ISI 13a

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Guidance and Legislation

- [First aid in schools, early years and further education](#)
- The Health and Safety (First Aid) Regulations 1981
- [Approved Code of Practice and Guidance to the H&S \(First Aid\) Regulations 1981 – L74 – HSE \(revised 2009\)](#)
- [DfE Guidance: AED in Schools](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [Education \(Independent School Standards\) Regulations 2014](#)

Linked policies:

- Accident Incident Reporting
- Whole School Educational Visits and Events Policy
- Medications Policy (Senior or Prep & EYFS)
- Administering Medicines Policy (Prep & EYFS)
- Infection control Policy (Whole school)

Policy Statement

The Policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Headington School through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, as amended October 2013, and relevant DfE guidance. The policy document contains key information on the school's first aid provision, practice, equipment and materials.

All school staff are expected to use their best endeavors at all times, particularly in emergencies, to secure the safety and welfare of pupils, staff and its visitors.

This is a whole school policy. It is recognised that not every aspect of the policy is applicable to the whole school, but that reference may be made to the policy by any member of the Headington School Oxford (HSO) staff.

The Senior Nurse is responsible for the policy; reference may be made to Assistant Head, Operations, who is responsible for First Aid in the Preparatory School, including Early Years Foundation Stage (EYFS) and is in consultation with the Senior Nurse.

'First-aid' means:

- (a) Treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, in cases where a person will need help from a Health practitioner or nurse, and
- (b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a Health practitioner or nurse; (*H&S (First Aid) Regulations 1981*).

Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The objective is to keep all children safe and treat injuries and accidents appropriately.

Headington School recognises its responsibility to provide first aid and will ensure that staff, pupils and any visitors, while on site, have access to adequate facilities and materials at all times.

First aid provision will also be available when pupils and staff are attending activities off site.

Therefore, in accordance with good practice, DfE and health and safety requirements, Headington School will carry out a first aid risk assessment to ascertain the needs of the school and the level of provision required across both sites, which takes into account:

- The number of staff, students and visitors on the site
- The age of the students
- Distance emergency services would have to travel to site
- Our history of accidents
- The location of sites and higher risk parts of the school site
- Provision for absence of first aiders due to sickness, holiday cover etc
- The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate, off-site and outside normal school hours, e.g. before and after the school day, at weekends and during the school holidays
- Nature of the off-site activities e.g. off-site and sporting activities
- Staff and pupils with special medical conditions or disabilities

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- *Emergency First Aid at Work (EFAW)*: This level will be relevant when a qualified first aid person/s are required but the work environment is deemed to be lower risk (such as an office)
- *First Aid at Work (FAW)*: This level will be relevant when a qualified first aid person/s are required but where the work environment is deemed to be higher risk

It is recommended that schools provide some persons qualified to the higher level of 'first aid at work' (FAW).

The following chart will assist establishments in determining what level and how many first aid personnel are required:

Hazard level	Number of employees and/or pupils	Level of first aid provision required
Low hazard (e.g. office, shops, libraries)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)
Higher hazard (e.g. where dangerous machinery, sharp instruments, chemicals used)	Less than 5	At least one appointed person
	5-50	At least one person trained in EFAW or FAW (depending on risk assessment)

Hazard level	Number of employees and/or pupils	Level of first aid provision required
	More than 50	At least one person trained in FAW for every 50 persons (or part thereof)

As a result, the following provision is deemed appropriate and reasonable:

Senior School:

- A minimum of 15 qualified first aiders on site during normal School day hours.
- As a minimum, a least one other person with a 'First Aid at Work' FAW 3 day qualification will be present on site whilst boarders are present and EFAW present in each house.
- Department risk assessments should ensure adequate first aid provision is provided for tasks and activities that they are responsible for.
- Individuals will need to assess the first aid need for activities taken place before and after the school day, during the weekends and holidays if on site. Line managers of departments will need to undertake this for their staff who work during the holidays, however the first aid provision may be provided by any department with a qualified first aider but will require coordination. This should be included in any lone working risk assessment.
- Will provide adequate provision following the EVEC procedure for school trips and any off-site activities involving students based on risk assessment.

Reliance cannot be given on a School nurse being available on site, although the aim is to staff the Health Centre 24/7 unforeseen absence, dealing with incidents, or responsibility to pupils already in their care may mean they are not able to attend to provide first aid or support first aiders already on scene. Health Centre will prioritise staffing School hours rather than nights and weekends in the event of staff shortages.

Prep School including EYFS as above and:

- At least 3 people will have first aid training suitable for adults. A medical room equipped with suitable first aid equipment is available.
- Department risk assessments should ensure adequate first aid provision is provided for tasks and activities that they are responsible for.
- Provide adequate provision following the EVEC procedure for school trips and any off-site activities involving students based on risk assessment.
- KS1 & KS2
 - At least one person who has a current first aid certificate will be on the premises and available at all times when children are present, and will accompany children on outings.
- EYFS
 - At least one person who has a current paediatric first aid certificate will be on the premises and available at all times when children are present, and will accompany children on outings. Paediatric first aid training must be relevant for staff caring for young children and where relevant, babies.
 - All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA

or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.

OFF-SITE FIRST AID REQUIREMENTS

Before undertaking any off-site activities the group leader, in conjunction with the school Educational Visits Co-ordinator, should assess what level of first aid might be needed.

Minimum first-aid provision should comprise a suitably stocked travel first-aid kit and a person appointed to be in charge of first-aid arrangements. This is a minimum requirement and schools should consider more than this, particularly for more complex activities.

Other considerations include:

- the numbers in the group and the nature of the activity
- the risk and type of injury that might be incurred and how effective first aid would be in those circumstances
- provision of first aid at the accommodation/site being visited
- the availability of an ambulance service, and the distance to a hospital with accident and emergency facilities
- Specific medical requirements
- Cover for staff absence and sickness.

Both sites will:

- Provide first aid equipment and facilities at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders.
- Make all staff aware of first aid arrangements and such information is included in the induction process for new staff.
- Make all staff aware of First Aiders names and their usual locations and the locations of first aid equipment.
- Make Parents aware of the school's first aid arrangements and the procedures for informing them if their daughter has received first aid treatment at school as needed.
- Keep a record of any first aid treatment administered.
- Provide adequate training and guidance for First Aiders, including refresher training at appropriate intervals and, where appropriate, specialist first aid training, for example:

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| <ul style="list-style-type: none"> • Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote locations • Anaphylaxis training • Automatic External Defibrillator (AED) Training (2 hours) • Basic First Aid • Basic Life Support (2 hours) • Emergency First Aid at Work including anaphylaxis (one day course, valid for three years) • FAW (3 day course, valid for 3 years, then 2 day requalification) • First Aid for Lifeguards • Pediatric first aid (Two day course, valid for 3 years) • Professional Drivers First Aid (seven hours) • Remote rescue/Emergency care |
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| <ul style="list-style-type: none"> • Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits (one day course, valid for three years) • Sports First Aid training for PE staff |
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- Record and report all accidents and injuries following the Incident Reporting Procedure.
- Report all first aid given for medical episodes to the Health Centre for documenting.

Selection, Qualification and Training

The selection of staff to become first aid qualified personnel should take account of a number of factors including:

- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and skills
- ability to cope with stressful and physically demanding emergency procedures

Staff volunteer to be trained as first aiders (apart from those who require it as part of their role) and the minimum provision of first aiders is generally exceeded.

To request a first aid course please discuss this with your line manager in the first instance. Teaching staff can request training through CPD Genie, support staff can be booked via Senior School reception for Support Staff and Deputy Head – Academic at Prep.

It is the responsibility of the Deputy Head, Operations (Senior) and Assistant Head, (Operations) at both schools to ensure the provision of First Aiders is monitored and sustained across the respective sites in conjunction with the CPD budget holders who authorise payment for courses for basic day to day provision. Individuals organising trips, sports fixtures or activities must ensure appropriate cover is in place for the event. Training will be recorded by the Senior School reception team and the list available on the Staff Pages.

A three year certificate will be issued to those who successfully complete an FAW or EFAW course.

Re-qualification training for both courses is required after the three year period.

During any three year certification period, HSE are strongly recommending that first aid personnel undertake annual (3 hour) basic skills update training.

Details of PFA requirements for early years settings can be found in the Statutory Framework for the Early Years Foundation Stage guidance.

First Aid Provision for External Lettings

Whilst the premises are being rented by external persons independent to the school, they are responsible for providing their own assessment of requirements and first aid provision. That said, where first aid boxes, emergency telephones and the AED's are available, they may be utilised in an emergency. All accidents and injuries must be reported as per their guidelines independent to this policy. All accidents or near misses must be reported promptly following the Incident Reporting Procedure.

Procedures in the Event of an Emergency

Any member of staff on the scene of an accident can make a judgment to call for an ambulance in the event of an emergency.

Staff and pupils should proceed as follows:

If you witness an incident and the injured person is able to walk, accompany them to the Health Centre (Senior School) or to see the Nurse or Medical Room at the Prep school and call the duty first aider. **Do not leave the person unattended.** Administer emergency first aid if appropriate.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact the School Nurse or a First Aider. Administer emergency first aid as appropriate and arrange to call for an ambulance if necessary. Any pupil who has had an accident requiring urgent health treatment will be taken to Accident and Emergency department of the John Radcliffe Hospital, (or the nearest accident and emergency hospital if on a trip).

The Prep School first aiders are on a rota, the timetabled first aider is displayed on the wall in the lower atrium.

Parents/Guardians will be informed by phone as soon as possible if a pupil suffers an accident or injury or visits the Health Centre and is deemed too unwell to stay in school and she needs to be collected to go home.

In some situations it may be appropriate to call:

- An Ambulance 9-999
- A First Aider
- School Nurse (01865 759124) or attend the Health Centre (Pupil's should be accompanied depending on injury and age by a member of staff)
- Parents of pupils, who may need to be collected and taken to their GP (likely to be via Nurse at the senior school). If parents are not available, a member of staff, a trained first aider, will accompany the child to hospital, two trained staff should accompany Prep and EYFS pupils and the staff member/s should stay with the child until the arrival of parent/guardian.

Any head injury should be considered an emergency and if in doubt call an ambulance for an injury to be followed up in hospital. Emergency first aid will be administered until the ambulance arrives.

If non-emergency transportation is required, an authorised taxi service will be used

If you need to request an ambulance:

Dial 9-999, ask for the ambulance service and be ready with the following information:

- The school's telephone number and location of the school

<p>Headington Prep School 26 London Road Headington OX3 7PB Tel: 01865 759400</p>	<p>Headington School Oxford (Senior School) Either Headley Way entrance OX3 7TT Or London Rd entrance OX3 0BL Tel: Front Desk: 01865 759110 Bursary : 01865 759120</p>
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- If the person is breathing, conscious and approximate age
- Brief description of casualty's symptoms
- Best access – where they will meet a member of staff to guide them to the correct location within the school building. Do gates and doors need opening for ambulance access?

Prep School - General First Aid

- All staff should be prepared to deal with minor bumps and grazes. First Aiders should only be called when appropriate. A child with a serious injury should not be moved unless in imminent danger.
- Staff should wear protective gloves when dealing with wounds, body fluids etc. Supplies are kept in each classroom and the first aid boxes.
- A check should be made as to whether a child is allergic to plasters before applying. A full list of those allergic to plasters is displayed next to the first aid boxes.
- Parents of children who become unwell during the school day are notified and encouraged to collect their child from school.
- After any significant bump on the head, parents are notified the same day, when the child is collected or by telephone, and the child is given a sticker to wear to alert other staff and carers of the injury. She should then be watched carefully and not be left unattended. When the First Aider is concerned, parents must be contacted immediately.
- For pupils in the EYFS, staff must inform parents and/or careers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.
- Ice packs are available in the medical room fridge and in the ice compartments of the EYFS staff room. Please wrap in fabric before use and return after use. Disposable ice packs are available in the PE shed on the playground.
- Children with nose bleeds should have the time of the commencement of the bleeding noted. A first aider should be called if bleeding persists beyond five minutes. Soiled tissues should be disposed of in a Sanibin.
- The medical room contains a bed and can be used for respite for a child who is unwell, but cannot be collected by their parents immediately. Children must be supervised in the medical room at all times.
- Any pupils suffering from an asthma attack must be seen as soon as possible by a qualified first aider.
- In the case of sickness, if there is a chance that it is infectious, the pupil will be isolated in the medical room and parents informed that the child must be collected immediately. Parents are informed that children should not return to school until 48 hours after their last bout of sickness or diarrhoea.

The trip leader, in the case of an emergency, must ensure that parents are kept fully informed.

Whenever a group of pupils is taken out of school e.g. to the theatre, museum or on a foreign exchange visit, a first aid kit must be obtained from the Educational Visits and Events Coordinator and kept by staff-in-charge. A copy of each pupil's health information, with updates for each trip, must be taken on each trip.

If an injured or ill pupil receives treatment at a Hospital Accident and Emergency Department, a note outlining treatment given, X-rays taken etc should be obtained from the hospital, then passed on to the parents on return. This is a safeguard in case parents question the treatment given.

Parents will be informed by a member of staff of any accident or injury sustained by a child on the same day or as soon as reasonably practicable and any first aid treatment given. For Prep School alert stickers are available if a child has "bumped" her head.

First Aid Equipment and Materials

Each School will have a suitable number of first aid boxes properly marked (the marking should be a white cross on a green background). More than one box is necessary if the workplace is

large and only one box would not be readily accessible to all staff. There should be a box readily available in higher risk areas of schools such as:

- *gymnasia*/sports halls/pool
- laboratories
- resistant materials technology
- art studios
- Food and Nutrition

Headington Senior School provides:

A Health Centre: (*Senior School Site 08:00-18:00 Monday-Friday Term Time*) 01865 759124

- Sink, soap, drinking water and cups, paper towels
- Store for first aid equipment,
- Refuse container lined with disposable plastic bag, which is emptied daily.
- Sharps bin which is emptied regularly, via Manor Surgery
- Disposable gloves
- A secure lockable cupboard for medicines
- Lockable filing cabinet for confidential files
- 5 Single rooms with beds
- Sitting room with 8 chairs
- Washing and lavatory facilities

All School Nurses have access to the Health Centre

A Medical Room (Prep School)

The code to the room is C2512Z

Keys for the fridge and medicine cupboard are kept in the Heads PA's Office. They are located in a black Scotty dog tin on top of the tall cupboard on the left hand side of the room

- Disposable gloves provided should be used when dealing with cuts or sickness.
- A sanibin for all wipes cloths and dressings which may be contaminated.
- Sink, soap, drinking water and cups, papers towels.
- Store for first aid equipment.
- Refuse container lined with disposable plastic bag, which is emptied daily.
- Secure lockable cupboard for medicines.
- Cupboard for accident forms and administration forms.
- 1 bed.
- 1 chair.
- 1 fridge.
- Washing and lavatory facilities.
- There is a telephone in the medical room and telephone directory on the wall.
- Medical Room phone number is 759445
- First aid travel bags in cupboard

If you are alone with a sick pupil and need assistance please ask for help from a member of staff in the School Offices Opposite.

First Aid Boxes

Should contain:

- 1 Guidance card
- 20 individually wrapped adhesive dressings
- 4 triangular bandages
- 6 safety pins
- 2 sterile eye pads, with attachment
- 6 medium sized sterile unmedicated dressings
- 2 large sterile unmedicated dressings
- 1 pair of disposable gloves

Travelling First Aid Kits

The contents of small travelling first aid kits, for staff working away from the main school buildings, should include:

- 1 Guidance card
- 6 individually wrapped adhesive dressings
- 2 triangular bandages
- 2 safety pins
- 2 large sized sterile unmedicated dressing
- 1 pair of disposable gloves

Minibuses and Coaches

Staff in charge of pupils travelling in minibuses and coaches have a current one-day first aid qualification. The vehicle will be equipped with the following first aid supplies in a clearly identified first aid box

- 1 Guidance card
- 20 individually wrapped adhesive dressings
- 4 triangular bandages
- 12 safety pins
- 2 large sterile dressings
- 2 sterile eye pads and attachments
- 1 pair of disposable gloves

Location of First Aid Boxes

A list of the location of first aid equipment is kept and found on the [staff pages](#), and notices alerting people of this fact are prominently displayed in appropriate areas.

NB Travel first aid kits, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings are included.

Each department is responsible for stocking and checking the first aid kits on a regular basis in the senior school and Health and Safety coordinator is responsible for this in the Prep School. Additional supplies are available from the nurse when necessary. The nurse will send round a termly reminder to staff to do this.

Heads of Departments in areas where boxes are located are asked to notify the nurse when supplies have been used in order that they can be restocked without delay.

Emergency Salbutamol (ventolin) in schools

From October 2014 children can have access to a spare emergency inhaler in school

Schools are able to buy inhalers and spacers from a pharmaceutical supplier in small quantities

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The school nurses may administer this via a spacer if the pupil/ staff member does not have their own inhaler with them. An inhaler belonging to someone else should not be used.

Emergency Treatment for Anaphylaxis

From October 2017 Schools' can store adrenalin auto injectors without prescription for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working.

The Schools' spare device is only to be used on pupils known to be at risk of anaphylaxis and for whom medical authorisation and consent has been provided.

Senior School pupils store their auto injectors with the student, 1 at reception, 1 at Health Centre, plus boarding house if applicable. A generic spare is available in the Health Centre and Dining room.

Prep School pupils own auto injector is stored by the classroom teacher and 1 in the Health Room. The Generic spare is stored in the Dining room.

Automatic External Defibrillators (AED's) Cabinet Access Code is C124

Three AED's are available in external locked cabinets for the treatment of cardiac arrests. They are available in the following locations:

Senior School Art Block (opposite the theatre)	Sports Hall Entrance (Stable Yard)	Prep School (Front of building)
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Each cabinet contains:

- 1 AED
- 1 x carry case
- 1 x battery
- 1 set of adult pads
- 1 set of child pads
- 1 set of tuff cut scissors
- 1 razor
- 1 towel
- 1 face shield
- 1 resuscitation guide
- 1 x log book

The ambulance service holds the codes to the cabinets and they are available to members of the public by dialing 999.

AED Maintenance

AEDs undertake regular self-tests and, if a problem is detected this is indicated by a warning sign or light on the machine. AEDs are to be checked for such warning signs on a regular weekly basis and recorded on the log within the box. A full time member of the maintenance team should carry out these checks

This check should include the condition of the cabinet housing the AED, including the door closure and any lock.

AED Safety Considerations

AEDs are safe to use for all those involved, and will give a verbal warning instructing the rescuer to stand back when analysing heart rhythm and prior to delivering a controlled electric shock. A rescuer may accidentally be subjected to a defibrillation shock if he or she does not heed this warning, but this is unlikely to cause significant harm.

Standard AEDs are suitable for use on people of all ages, except small children aged less than 12 months. For children aged 1–8, it is recommended that AEDs be used with paediatric pads. However, adult pads may be used if paediatric pads are not available.

Rescuers should not hesitate to use an AED on a pregnant woman in cardiac arrest, as resuscitation of the pregnant mother is the only way to keep her unborn child alive.

As equipment provided in the workplace, AED's are covered by the provision and use of Work Equipment Regulations 1998 (PUWER). General awareness sessions are available to meet these statutory obligations and bookable via the School Nurse. A record of this training will be recorded by the Bursary.

Hygiene and Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. They must have access to single use disposable gloves situated in all first aid boxes, Health Centre and Medical Room and must wash their hands after any incident. The housekeeping staff are trained to deal with spillage of blood and other bodily fluids and must be called to deal with such material. There are bodily fluid disposal kits in the Health Centre, Senior School Reception, Housekeeping and Prep School. All materials used in these incidents are disposed of in the yellow clinical waste bins.

Facilities Provided - both Schools as appropriate

Eye Washing Facilities

Facilities are provided to enable the eyes to be immediately flushed with liberal quantities of clean water. If there is no 'mains water' eye wash facilities, then proprietary brand, sealed, eye wash solutions in containers of at least 1 litre size are provided. Termly checks should be made by the science technicians that these are in date and new ones ordered as necessary.

Phenol

Phenol is stored in the science department chemical store (senior) and used under strict guidelines and a risk assessment. An appropriate person is aware of first aid treatment relating to phenol "burns", has a supply of polyethylene glycol mol. weight 300 daltons (PEG 300), and is capable of rendering first aid.

Staff Pages

<https://sites.google.com/headingtonschool.com/operations/health-and-safety/first-aid>

You will find a link to:

- Location of first aid kits
- List of trained First Aiders

The list of First Aiders responsible for first aid boxes is now kept on Google drive and can be updated by the Senior School reception team on receipt of a valid training certificate.