



# BRADFIELD COLLEGE

## First Aid Policy

Last reviewed/revised: November 2017

### INTRODUCTION

This document should be read in conjunction with the First Aid Information Sheet (see page 2 of this procedure) which together constitute the College's policy on First Aid.

The College acknowledges its duties under the Health and Safety (First-Aid) Regulations 1981 to provide adequate first aid equipment, facilities and personnel to their employees. The obligation under these Regulations does not extend to non-employees, including members of the public. However, as Bradfield College provides services to others (e.g. visitors, guests, etc), non-employees have been considered in the assessment of first aid needs and provisions.

The Education (Independent School Standards) (England) Regulations 2003 requires that independent schools have and implement a policy on First Aid and have appropriate facilities for pupils in accordance with the Education (School Premises) Regulations 1999.

Bradfield College provides adequate first aid provision for persons who may become ill or injured as part of the schools undertaking. Through assessment of the nature of activities within the school, the number and appointment of first aiders has been determined. Those trained at the higher (3-day) level are listed on the First Aid Information Sheet that is displayed in key locations throughout the school.

Prior to a pupil attending Bradfield College, a parent or guardian is required to sign the Acceptance Form, giving their consent for first aid treatment to be administered to the pupil as the need arises. Any refusal of this consent is asked for in writing and a copy is forwarded to the Medical Centre so that all medical staff are alerted.

### STRUCTURE AND ORGANISATION

Key College staff such as HSM's, Matrons and Sports Coaches are trained and updated every three years on First Aid skills. Secondary to this is the College's main first aid facility, the Medical Centre. The Medical Centre is staffed by qualified Nurses 24 hours a day, seven days a week during term time. All necessary equipment needed for treatment of minor injuries is available there. In addition supplementary equipment is provided and managed by Medical Centre staff and is situated throughout the school. The Medical Centre nurses will attend a casualty at the point of need by request, an emergency mobile phone ensures that a member of Medical staff is always available by phone. Transport for the casualty to the Medical Centre can be provided by contacting College Security staff.

During school holidays first aid cover is provided by appropriately trained support staff.

## QUALIFICATIONS AND TRAINING

The intention of the College is to ensure a suitable number of competent members of staff is available throughout the College that can deal with the treatment of those who have had accidents or suffer sudden illness.

First Aid training appropriate to each individual's role will be given to staff on a three-yearly basis. All members of teaching staff are given Emergency First Aid at Work training (1/2 day) on dealing with an emergency situation (including CPR, treatment of basic injuries and illnesses and identification of emergencies). Members of staff who have greater responsibilities, such as Medical Centre Staff, Matrons and Sports Centre Managers are trained to the full First Aid at Work (3-day) level. A list of all those currently trained is updated and maintained by the HR department.

All staff and support staff are required by the school to attend yearly Anaphylaxis response instruction and demonstration. This is co-ordinated by the Medical Centre Senior Sister. Staff attendance is logged on the College training register.

## FIRST AID KITS AND EQUIPMENT

First Aid kits are distributed around the College in all academic and support buildings. Mobile kits are also available for sporting events on the College playing fields, as well as within minibuses which can be taken to other venues. All boarding houses have a general first aid kit which the Matron will oversee.

For all trips involving an overnight stay, the responsible member of staff will request and obtain a first aid kit from the Medical Centre. A first aid kit is to be requested by the responsible person in charge of away school trips from the Medical Centre.

For longer trips away, the responsible member of staff will request a first aid kit and will state the nature of the trip, the duration of the trip and number of pupils on the trip. The nurse will advise and supply any additional first aid supplies necessary.

For all sports events or trips, the responsible member of staff will request a sports first aid kit.

Where necessary, higher risk department will hold additional equipment pertinent to the risks present. For example, the Grounds Department hold a chain saw specific first aid kit and the Chemistry labs each have 3 x 500ml bottles of sterile normal saline for eye irrigation. It is the responsibility of the Head of Chemistry to ensure that the bottles are stored correctly and that they are in date. Any out of date stock is to be returned to the Medical Centre and a replacement requested by email or in writing.

It is the responsibility of the First Aider who uses the first aid kit to ensure that the stock is replenished by putting a request to the Medical Centre. This can be done by email or in writing using the First Aid stock request form which is available on the Medical Files section on the Intranet or on request by email to the Medical Centre. A comprehensive list of all First Aids kits around the school is held at the Medical Centre. All First Aid kits also contain a First Aid advice leaflet within.

It is the responsibility of the Heads of Department / HSM's to ensure that their First Aid kits are kept in good condition and well stocked. All requests for new supplies are to be sent to the Medical Centre by email or in writing. Medical Centre staff will prompt Heads of departments to check and replenish First Aid kits at least annually by email.

## FIRST AID INFORMATION SHEET

The Medical Centre will distribute an information sheet, updated termly, to all Houses and Departments, giving details of:

- Medical Emergencies protocol including guidance on when to call an Ambulance
- Emergency contacts
- Location of first aid equipment
- Names and contact numbers of College staff who are qualified first aiders: higher (3-day) level
- Ordnance survey grid references of boarding houses and College buildings and departments to assist with directing the Emergency services.

These sheets marked by a large green cross will be displayed on Boarding Houses' and all Departments' notice boards and are included here as policy.

### ACCIDENTS AND EMERGENCIES (including Asthma, Epileptic and diabetic Emergencies)

The First Aider who is first at the scene of the emergency will administer any appropriate immediate treatment to the person and contact the Nurse at the Medical Centre for assistance and advice. The First Aider will DIAL 999 as appropriate or as advised by the Nurse. The first Aider or the Nurse will inform the Matron and HsM. The Nurse will inform the parents/ guardians if the pupil is taken to hospital or admitted to the Medical Centre and then inform the Matron and HsM that the parents have been informed. Pupils transferred to hospital will be accompanied by a matron, HsM or a tutor.

All accidents in the College are to be reported to the Bursar using an Accident Form as soon as possible. Accidents are reporting using online reporting on the College's Intranet. Where an incident is reportable under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013, reports will be made by the College Health, Safety and Security Manager.

### FIRST AID TREATMENT: INFECTION CONTROL PRECAUTIONS TO REDUCE THE RISK OF TRANSMITTING OR CONTRACTING BLOOD BORNE INFECTIONS

#### General Precautions

In any situation requiring First Aid, certain standard precautions must be taken to reduce the risk of transmitting/contracting infections such as Hepatitis and HIV.

First Aid kit contents include a pair of rubber gloves and a yellow bag for disposing of soiled dressings. In order to reduce the risk of infection, the following precautions should be taken:

- If possible the casualty should administer the First Aid him/herself
- Whenever available First Aiders should use the rubber gloves provided in the First Aid kit
- If gloves are not available, whether or not any infection is suspected, First Aiders should wash their hands both before and after applying dressings
- First-Aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty
- If there is large quantities of First Aid waste soiled with body fluids, Call the Medical Centre and ask for a clinical waste bag (Yellow) to be provided immediately for safe disposal of this waste.

#### Cleaning up body fluid/blood spills

- Spills of body fluids: blood, urine faeces and vomit must be cleaned up immediately
- Wear disposable gloves and use Body Spills Kit according to instructions on packaging. If necessary,

call the Medical Centre and ask for one to be provided immediately to your location

- Never use mops for cleaning up body fluids spillages
- Waste soiled with body fluids should be disposed of in a clinical waste bag (Yellow). Call the Medical Centre and ask for one to be provided immediately to your location.