

FIRST AID POLICY

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Lead for review:	School Nurse

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Preface

This policy is designed to promote the health, safety, and welfare of students, staff, and visitors to Guildhouse School London through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981. First aid is the initial care given to an individual who has had an illness or injury, aiming to preserve life, promote recovery, and prevent deterioration. This care is usually delivered by a non-clinical person prior to further skilled intervention. The appointed competent person is the School Nurse, who is registered with the Nursing and Midwifery Council (NMC) and trained first aiders (Appendix 1)

Aims

The aim of this policy is to ensure that:

- A person is appointed to take charge of first-aid arrangements (School Nurse).
- Staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE).
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school.
- Appropriate first aid provision is available at all times for staff, pupils, and visitors, in line with HSE guidance.
- All members of staff are fully informed about the first-aid arrangements.
- Staff are trained in and aware of hygiene and infection control procedures.
- Written records are maintained of any accidents, reportable injuries, diseases, or dangerous occurrences.
- First-aid arrangements are regularly reviewed to ensure ongoing compliance and effectiveness.
- Effective liaison with emergency services and parents/guardians is maintained.
- Boarding students have 24/7 access to appropriate first-aid care.

Procedure

First-aid provision will always be available while people are on the school premises and off the premises during school visits. Provisions are designed to align with safeguarding responsibilities to ensure the health and welfare of students, including those in boarding. For boarding students, arrangements will include 24-hour access to first-aid support and clear procedures for responding to medical emergencies overnight.

Guildhouse school follows the UK Concussion Guidelines for Non-Elite (Grassroots) Sport([uk-concussion-guidelines-for-grassroots-non-elite-sport---november-2024-update-061124084139.pdf](https://www.uk-sportscotland.org.uk/media/1240841/061124084139.pdf)) to ensure the safety of all pupils in sports and physical activities. We follow the principle of "If in doubt, sit them out," meaning any student suspected of having a concussion is immediately removed from play and only returns after appropriate rest, recovery, and, if needed, medical clearance. This approach prioritises student health and wellbeing.

Risk Assessment

The school’s Operations Manager, in collaboration with the competent person (School Nurse), will conduct an annual risk assessment of all school buildings and facilities, paying attention to:

- Practical activities.
- The use of machinery.
- Storage of hazardous substances.
- Equipment used for sports and physical education.

Specific consideration will be given to students or staff with special health needs or disabilities. This assessment will determine:

- The number of trained first aiders required.
- The number and location of fixed and portable first-aid containers.
- Provision during lunch times, breaks, and staff absences.
- First aid for off-site activities, school trips, and practical lessons (e.g., science, technology, arts, and physical education).
- The unique needs of boarding students, including provision for medical emergencies outside regular school hours.

The first aid needs assessment is reviewed at least annually and after significant updates or changes (in line with HSE L74).

Qualifications and training

All school first aiders will hold a valid certificate of competence issued by an organisation approved by the HSE. Certificates are valid for three years and monitored for renewal. The competent person does not necessarily need to be one of the certificated first aiders.

The competent person will:

- Manage the team of first aiders, monitoring their training and competencies.
- Oversee first-aid equipment, ensuring timely restocking and replacement of out-of-date materials.
- Ensure ambulances or other professional medical help are summoned when appropriate.
- Conduct regular risk assessments and liaise with the governing body and Headteacher.
- Maintain records of all accidents and injuries.
- Ensure all staff are familiar with the school's first-aid provision through training and induction.
- Coordinate with boarding staff to ensure appropriate first-aid coverage during evenings, weekends, and holidays.
- Ensure AED checks are conducted and logged, and locations of AEDs are publicised.

First-Aid Materials, Equipment, and Facilities

First-aid containers will:

- Be marked with a white cross on a green background.
- Be located near handwashing facilities.
- Be stocked in accordance with HSE recommendations.

Portable first-aid containers will be available for all school trips and activities more than 200 metres from school buildings. Where specific health needs or disabilities are identified, containers will

include the necessary resources (e.g., insulin, EpiPens). Personal emergency medication is held per individual healthcare plans and risk assessments.

Staff receive appropriate training and specific information regarding students at risk of anaphylaxis and emergency medication is available in accordance with individual healthcare plans.

The School Nurse, in collaboration with the Activities co-ordinator, will ensure staff leading activities are informed of any specific medical requirements. Boarding staff will have access to appropriately stocked first-aid kits within the boarding house and during off-site activities involving boarders

Information and Notices

First-aid notices displaying the location of first-aid containers and the names of certificated first aiders will be prominently displayed in:

- Staff rooms and other common areas.
- Main corridors.
- Locations where sports, physical activities, or practical lessons involving machinery or similar equipment take place.
- Boarding house to ensure boarders can quickly access support when needed.

Information on the school's first-aid provision will also be included in the staff handbook and the induction for new and temporary staff. Boarding staff will receive additional information on the specific medical needs and first-aid arrangements for boarders.

Hygiene and Infection Control

All staff must:

- Follow basic hygiene procedures.
- Take precautions to avoid infections.

Single-use disposable gloves and handwashing facilities will be readily available. Gloves, found in all first-aid kits, must be worn when dealing with blood, other body fluids, or contaminated equipment. Hazardous spill kits will be accessible in the school and boarding house.

Recording Accidents and Injuries

All accidents and injuries, including near misses, will be recorded in written or electronic form. All records will be stored securely in an electronic system with appropriate access controls, in compliance with UK GDPR. First-aid records will include:

- The date, time, and location of the incident.
- The name and year group of the injured or ill person.
- Details of the injury or illness and the first aid administered.
- Follow-up actions (e.g., went home, returned to class, hospitalised).
- The name and signature of the first aider or person dealing with the incident.

Parents or guardians will be informed of serious incidents promptly, either by note or direct contact. In emergencies involving external medical services, the Headteacher, Senior Deputy Headteacher and Deputy Headteacher will ensure parents are contacted in line with the school's established procedures. For boarding students, boarding staff will liaise with parents as appropriate and ensure clear communication during medical emergencies occurring outside regular school hours.

Reporting Accidents to the HSE

<https://www.hse.gov.uk/riddor/report.htm>

The Health & Safety Consultant will report the following incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- Deaths or specified injuries, including those resulting from physical violence.
- Accidents resulting in an employee being incapacitated for normal work for more than seven consecutive days (excluding the day of the accident).
- Diagnosed occupational diseases linked to work activities.
- Dangerous occurrences, including near misses that could have resulted in serious harm.
- For non-employees (e.g. students or visitors): accidents arising out of or in connection with school activities that result in the individual being taken directly to hospital for treatment.

The school will ensure that these incidents are escalated internally and reported as required by law via the HSE's online reporting system.

Monitoring and Review

This policy will be reviewed annually or sooner if required to reflect changes in regulations, best practice, or school operations.

This policy is informed by the following statutory and best-practice guidance:

DfE: First aid in schools, early years and further education (2022)

HSE: L74 – First Aid at Work: Guidance on Regulations (2013, amended 2018 & 2024)

HSE: RIDDOR 2013 – Reporting of Injuries, Diseases and Dangerous Occurrences, including online reporting for schools

Equality Act 2010: Ensuring non-discriminatory access to first aid provision for all pupils and staff, including those with disabilities

The school is committed to ensuring that first aid provision is inclusive and accessible to all students, staff, and visitors. In line with the Equality Act 2010, reasonable adjustments will be made to accommodate individuals with disabilities, including:

- Accessible first aid facilities and equipment
- Staff training to support pupils with medical or physical needs
- Consideration of individual health plans and risk assessments

Appendices

Appendix 1 – List of First Aiders and Medical Equipment at Guildhouse School

The below members of staff have completed the course 'Emergency First at Work'. Members of staff can be contacted either by call or message on MS Teams for assistance.

Name	Job Role	Location
Jamie Forbes	Deputy Headteacher Pastoral & Boarding	School Building
Kim Tapsell	Pastoral Director	School Building
Shivani Singh	Pastoral Director	School Building
Shuyi Liu	Student Administration and Attendance Officer	School Building
Adrian Martjiono	Laboratory Technician	School Building
Rachid Hammoum	Head Chef-Thomas Frank	School Building
Verity Hadden	Deputy Headteacher Academic	School Building
Gareth Taylor	Senior Deputy Head	School Building/Boarding House
Kelly Moores	Operations Manager	School Building/Boarding House/Remotely
Jose Aguirre	Maintenance Supervisor	School Building/Boarding House
Mel Miller	Assistant Head of Boarding	Boarding House
Yuliya Latynina	Boarding Administrator	Boarding House
Olga Edwards	House Parent	Boarding House
Harshal Patel	House Parent	Boarding House
Michael Kane	House Parent	Boarding House
Matthew Colvin	GAP Assistant	Boarding House
Mitchell Armstrong	GAP Assistant	Boarding House
Malik Awais	Data & Exams Officer	Boarding House

Locations of First-Aid Kits

- Lower ground floor – Kitchen
- Ground floor – Reception – G.05
- Ground floor – Café – G.04 – Includes EpiPen
- Floor One – Student Services Office – Building 45 – 1.06
- Floor Two – Academic & Pastoral Hub – Building 43 – 2.01
- Floor Three – Nurses Station – Building 45
- Floor Four – Science Prep room – Building 45
- Boarding House – Floor two – Staff Office

Medical Equipment- School/Boarding House

First Aid provisions & equipment are consistent across both buildings and include Pulse Oximeter, Blood Pressure monitor, Thermometer, Basic First Aid equipment, EpiPen, AED and

Homely Medications

AEDs are checked to be in working order monthly, this check includes monitoring of battery level and expiry date of disposable pads.

AEDs can be found in: School Reception and the Premier House office on the second floor.

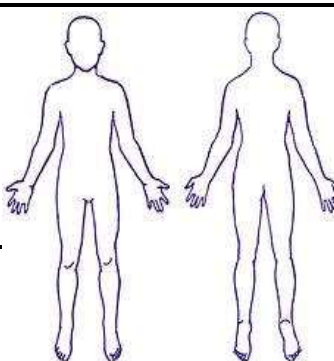
Appendix 2 – Accident Form

CATS Colleges

Accident Form

Accident forms should be completed if there has been an *injury at work* - once you have completed the form:

- Keep a copy and share with your line manager and your site responsible health and safety person (Centre Head/Principal/Ops Manager)
- Send a copy to the Head of Health and Safety if you are sending this form internationally, please password protect and send the password in a separate communication.
- Review and if necessary, revise the risk assessment for this activity

Who was injured?					
Name					
Status	Employee ☐ Student ☐ Temp ☐ Visitor ☐ Contractor ☐	Contact No			
Job Title (if employee)					
Line Manager/ HS responsible person on site (Centre Head/Principal)					
Date of accident		Date Reported			
Location of accident (Building/floor/area)					
Witness/s if any					
Name		Contact No			
Details of person reporting accident if not the injured person					
Name		Contact No			
Job title					
Injury Details					
Where is the injury? – Please mark		Type of injury – Please tick box (Double-click on box if completing electronically)			
		Respiratory	☐	Heat Burn/Scald	☐
		Allergic Response	☐	Cut/Graze/Puncture	☐
		Broken Bone	☐	Foreign Object/Splinter	☐
		Strain/Sprain	☐	Bruise/Impact/Crushing Injury	☐

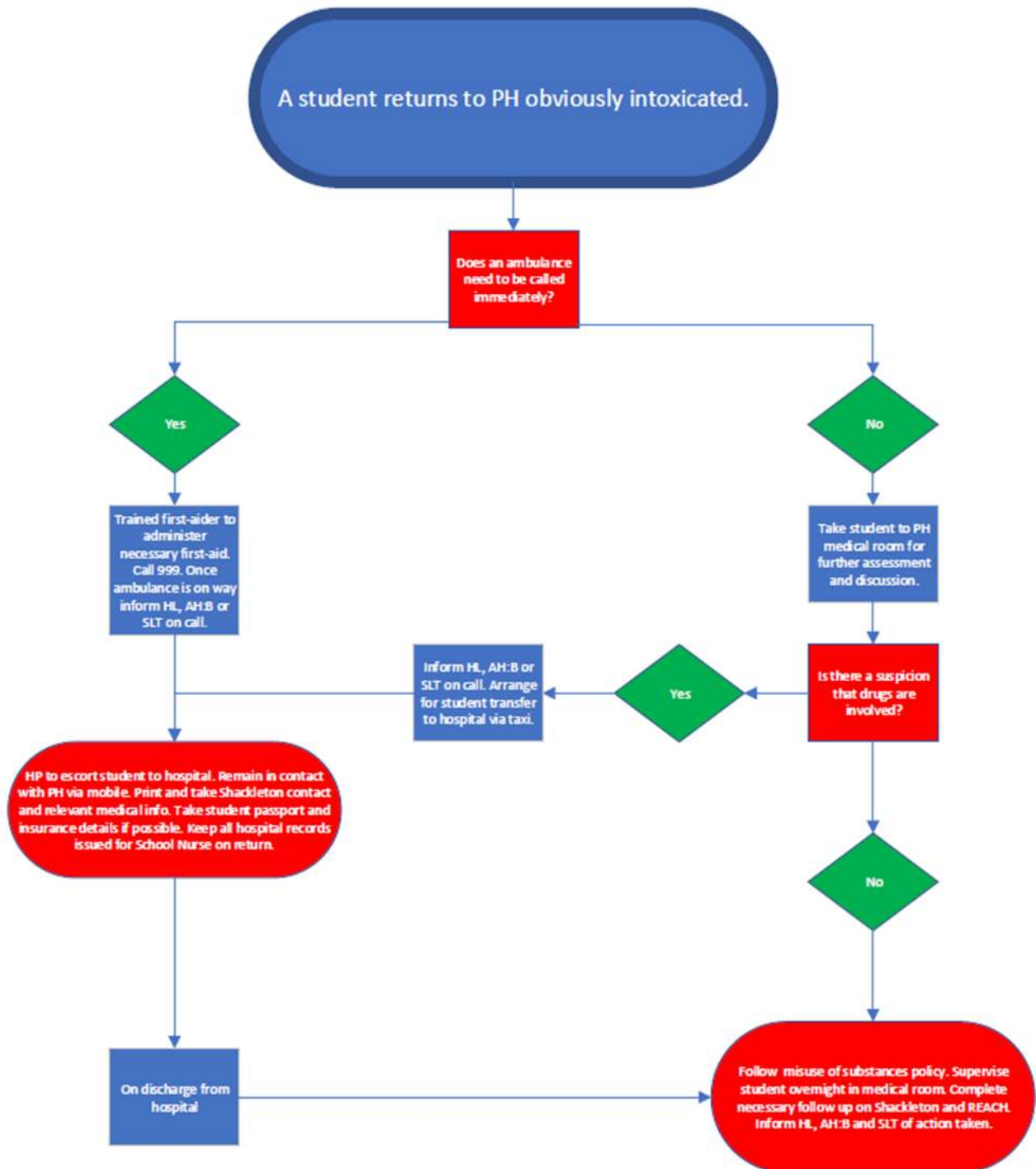
	Unconsciousness/Asphyxiation	☐	Chemical Burn/Splash	☐	
	Mild Irritation/Rash	☐	Other (Please specify below)	☐	
	Transfer – Please contact HS if the injured person leaves the Premises				
	Returned to Work/School	☐	Sent to Doctor	☐	
	Sent to Nurse	☐	Sent to hospital	☐	
	Sent Home	☐			
If an absence from work occurs due to the accident HS needs to be informed					
Cause of accident – Please tick box (Double-click on box if completing electronically)					
Contact with hot liquid/object	☐	Fall/slip/trip on level	☐	Flying/Falling Object or Particle	☐
Contact with stationary object	☐	Manual handling	☐	Working/contact with electricity	☐
Fall from height	☐	Use of hand/portable tools	☐	Spill/Contact with Harmful Substance	☐
Other ☐ – Please specify					
Details of the Accident – What happened? What did you do following the accident?					
What contributed to the accident occurring?					
Have any actions been put in place to prevent reoccurrence?					
Any suggestions for further improvements?					
Is a risk assessment in place for this activity/area?		Yes ☐ No ☐ N/A ☐			
If yes, have you reviewed the risk assessment?		Yes ☐ No ☐			
<i>Please include a copy of the risk assessment with this report</i>					

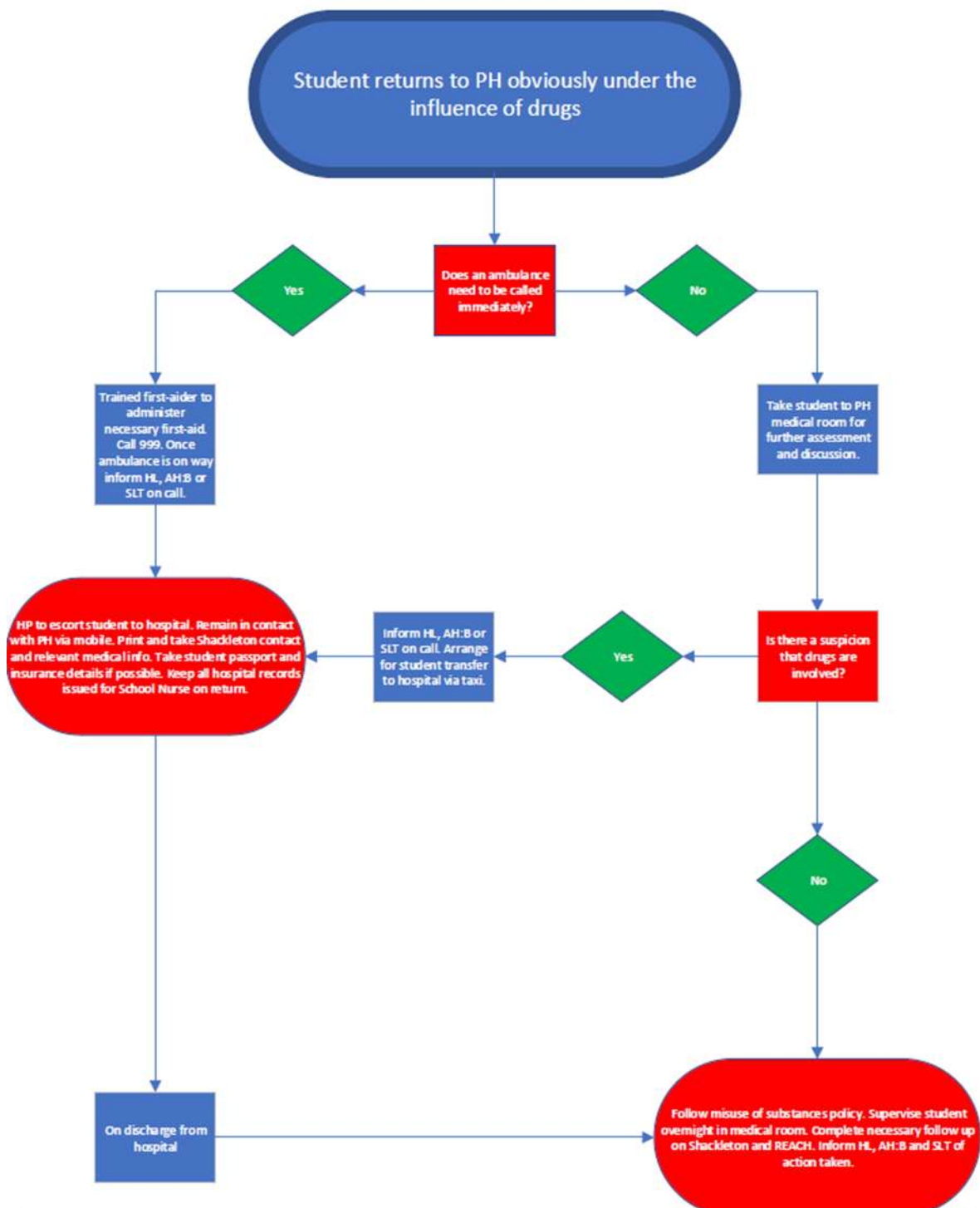
Signature of person reporting accident		Print Name		Date	
I give my consent for my personal and medical data as recorded on this form to be processed and if necessary to be shared with appropriate safety representatives or external regulatory bodies as required by law. For further information about what this, means please see below, pg. 3. For any other details, please refer to the privacy policy.					
Signature of injured person		Print Name		Date	

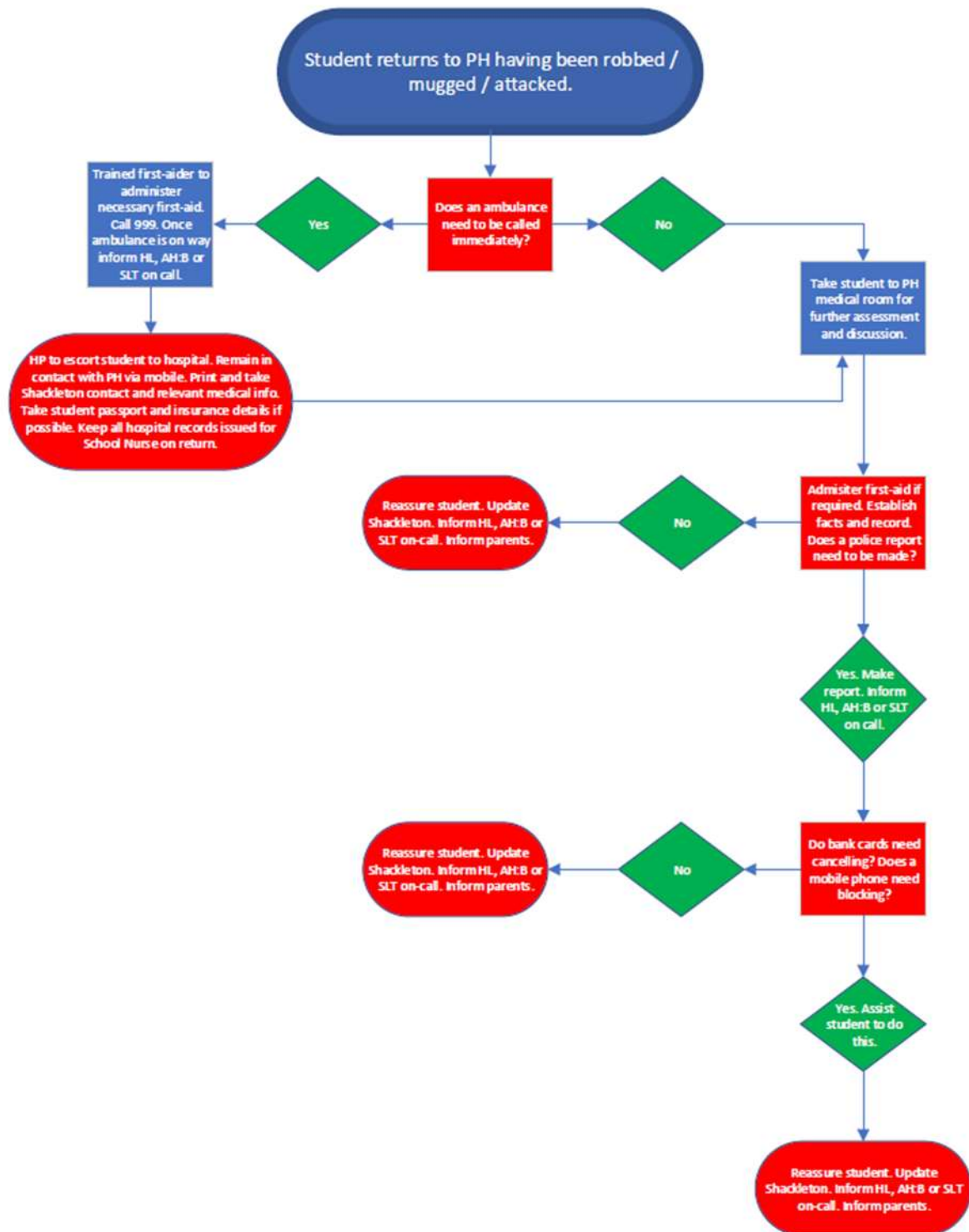
Appendix 3 – Boarding House Care Flow Charts

Add out-of-hours notification to parents/guardians is made by the on-duty member(s) of Boarding staff

Self-medication/storage of medicines in boarding









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