



LORD
WANDSWORTH
COLLEGE

FIRST AID POLICY

Revision and Update Record

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First Aid Policy

CONTENTS

| | |
|---|-----------|
| INTRODUCTION | 3 |
| RESPONSIBILITIES | 3 |
| OBJECTIVES | 3 |
| THE HEALTH CENTRE AND FIRST AID PROVISIONS | 4 |
| TRAINING AND COMPETENCE | 5 |
| ACCIDENT AND INCIDENT REPORTING | 6 |
| ALLERGIES AND USE OF ADRENALINE AUTO INJECTORS | 6 |
| CONFIDENTIALITY AND RECORD KEEPING | 6 |
| EMERGENCY PROCEDURES | 7 |
| HEALTH, HYGIENE AND CLINICAL WASTE | 7 |
| APPENDIX 1 – AMBULANCE PROTOCOL | 8 |
| APPENDIX 2(A) - LOCATION OF FIRST AID BOXES | 9 |
| APPENDIX 2(B) - LOCATION OF DEFIBRILLATORS | 10 |
| APPENDIX 3 – QUALIFIED STAFF WITH FIRST AID AT WORK QUALIFICATIONS | 11 |
| APPENDIX 5(A) – FIRST AID RISK ASSESSMENT (TERM TIME ONLY) | 13 |
| APPENDIX 5(B) - FIRST AID NEEDS ASSESSMENT (HOLIDAYS ONLY) | 16 |

First Aid Policy

Introduction

This policy should be read in conjunction with the following policies and protocols which are located in the Healthcare policies file:

- Anaphylaxis Policy
- Asthma Policy
- Adrenaline Pen Policy
- Biohazard Spill Policy
- First Aid Summary Document
- Head Injury Policy
- Medication Policy
- Infection Control Policy
- Medical Consent Policy
- Pandemic Policy
- Sport & Illness Policy

Responsibilities

The College acknowledges the responsibilities to ensure that there is always an adequate provision of appropriate first aid. Where individuals have been injured suitable mechanisms will be in place to provide remedial treatment. A risk assessment has been undertaken in order to identify the means to which these responsibilities will be carried out on an ongoing basis, taking into account the variety of activities carried out by the College. (See Appendix 4)

The legal responsibility of all teachers and responsible adults is considered to be 'in loco parentis', which means that teachers and support staff are expected to act as all prudent parents would do in an emergency situation. The basic principle is that a teacher or member of the support staff cannot claim that a sick or injured child is not his/her responsibility and should take appropriate action in their best interests.

The Health and Safety at Work Act requires all employees to share responsibility for the workplace, both for the protection of themselves and others, most notably pupils, to ensure their health, safety and welfare, so far as is reasonably practicable.

Objectives

The College's First Aid Policy is designed to comply with best practice and to ensure all legal obligations are met, in the context of a boarding school, an educational establishment and a place of work.

The aims of the Policy are as follows:

- To maintain a safe school environment for pupils, staff, family and visitors; and to provide a procedure for all staff to follow in the event of an emergency or when there is a need for First Aid delivery, including when and how to inform parents;
- To provide practical arrangements at the point of need, as well as adequate and appropriate First Aid equipment, that is clearly marked and accessible;

First Aid Policy

- To ensure an adequate number of staff hold a current First Aid at Work (FAW) 3 day certificate and that provision is made for re-training every three years;
- To give all staff the opportunity to train on the one-day basic Emergency First Aid at Work (EFAW) course run by the College, with particular requirements for all staff who take pupils on trips, or who coach sport to attend. They will also be trained in basic asthma care and the administration of an Adrenalin Pen (EPIPEN/JEXT) and be aware of the care and procedures thereafter;
- To ensure that staff are aware of how to call for an ambulance, and what information they will need to give (see Appendix 1).
- To maintain a confidential record of pupils who have particular medical needs such as asthma, allergies, epilepsy and diabetes and share this information with academic staff on a need-to-know basis, to promote the safety of pupils in their care;
- To ensure that staff are fully aware of how to protect themselves from cross infection and of the clinical waste procedures within the College as well as being fully aware of hygiene procedures for dealing with the spillage of body fluids.

The Health Centre and First Aid Provisions

The Health Centre is located near the main entrance, adjacent to Haygate boarding house. The centre is staffed by five part-time registered general nurses and a Health Centre Admin staff member. During term time the normal opening hours are from 0845 -1800 on Monday to Fridays and from 0930 -1500 on Saturdays. When the Health Centre is closed there are two alternative accesses to healthcare.

- GP Out of Hours Service via NHS 111 telephone service.
- Basingstoke and North Hampshire Hospital - Emergency department reception - 01256 314700

The Health Centre nursing team is available to cover First Aid and nursing provision for all pupils and staff, as well as First Aid to visitors to the LWC site. In addition to this, external First Aid cover is provided pitch-side during the rugby season.

A minimum of one qualified First Aider is on site when pupils are present. Due to the nature of the College many of our First Aiders live on site and in the boarding houses.

Some staff members involved with DofE, CCF, canoeing and cycling also receive certificated training appropriate to their needs.

Pupils who take part in CCF and DofE take part in First Aid training as part of the course.

There are First Aid boxes in each department and area in the College. The First Aid boxes are green with a white cross on them. Each box contains a variety of wound dressings, triangular bandages, cleaning wipes, and plasters. The First Aid boxes also contain gloves and a protective mouth guard to deliver mouth to mouth resuscitation, if necessary, along with a PPE pack. Lord Wandsworth

First Aid Policy

College also has three defibrillators situated in a coded cabinet on the outside walls of the Sixth Form Centre, the Health Centre and Sutton Hall. Each cabinet has a different code which is visible through the clear window on the cabinet. (see Appendix 2)

If a pupil is taken ill or is injured, either on school premises or on a school trip, suitable provision must be available to administer appropriate medical care as well as to ensure adequate supervision for other pupils engaged in the activity or trip. This will involve the cessation of an activity should the circumstances warrant it. A First Aid kit must accompany staff and pupils on all off-site activities.

The Health Centre staff will order and provide the contents of the First Aid kits. The Heads of Department and Houseparents are responsible for checking the First Aid boxes in their area on a regular basis, ensuring there are adequate supplies and that the equipment within is all in date. If more First Aid supplies are required the Health Centre should be contacted on extension 333 or 334, or email - healthcentre@lordwandsworth.org.

All sports coaches have their own First Aid bags which can be refilled on request by the Health Centre staff. Coaches should inform the Health Centre staff of what items they require to refill their bags.

Training and Competence

First Aiders with a current First Aid at Work (FAAW) certificate attend a requalification course within the three-month period prior to the certificate expiry date. The basic First Aiders are updated every three years.

Records of First Aid training are entered on the database and are held by the People Team.

The College also arranges EFAW at regular intervals throughout the academic year. The courses are run by a member of the Health Centre who is a First Aid Trainer and one of the Nurses at the College.

The EFAW Course covers the following:

- Health and safety (first aid) regulations;
- Managing an incident;
- The priorities of first aid;
- Treatment of an unconscious casualty;
- Resuscitation and Automated External Defibrillator (AED) use;
- Choking;
- Bleeding;
- Shock
- Minor injuries
- Asthma;
- Severe allergic reaction;
- Electric Shock;
- Head Injuries.

First Aid Policy

Accident and Incident Reporting

During all First Aid courses, the internal forms used to report accidents and incidents are discussed. Additionally, information is given regarding when incidents may become reportable to the Health and Safety Executive (HSE) as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All accident reports are kept confidentially at the Health Centre. The relevant accident information is filled in by staff on the online form (found on the VLE):

<https://lordwandsworth.fireflycloud.net/accident-report/accident-report>

and submitted to the Health Centre electronically.

The Senior Nurse and Operations Manager are responsible for reporting under RIDDOR and reports are completed online via the HSE website.

Allergies and Use of Adrenaline Auto Injectors

All Staff who attend a First Aid course will also be given instruction in how to administer Adrenaline Pens.

A register of pupils who have Adrenaline Pens is held in the Health Centre and these pupils are invited to annual updates to refresh their knowledge of pen usage. The Nurse who leads in this field also offers regular updates to appropriate staff as well as an online training course.

Pupils who have a severe allergic reaction and who are prescribed an Adrenaline Pen should carry two pens with them at all times. The Boarding Houses who have a pupil, or more than one pupil with a prescribed Adrenaline Pen will also hold a Generic adrenaline pen for use by any pupils who has a known AAi prescribed to them. If a pupil suffers an anaphylaxis reaction. These pens can be used ONLY on the direction of a 999 call handler if they feel an anaphylaxis reaction is taking place. The generic pens are to be kept in an unlocked, clearly marked, area emergency box. Adrenaline Pen use by dates should be checked regularly and house staff should liaise with the Health Centre staff for renewal for pupils registered with the school doctor. Parents of Day & Flexi boarders should see their own GP. The nurse who leads in this field keeps track of these dates and contacts house/pupil/parents as another reminder.

Confidentiality and Record Keeping

The nursing team at the Health Centre maintains confidential individual pupil nursing and medical information. Each academic year the nursing team assesses each new pupil's medical information and updates current pupils' medical information, as provided by pupils themselves, and by pupils' parents.

Some pupils with specific medical needs may require emergency lifesaving intervention such as pupils with asthma, allergies, epilepsy and diabetes. Care plans for pupils with serious conditions are stored on 3Sys.

First Aid Policy

These individuals' specific medical needs are documented and shared with staff on a need-to-know basis, such as for College trips, boarding, and sporting activities.

Emergency Procedures

The Emergency procedure to be followed in the event of needing an ambulance to attend is defined below and is also posted around the College (see Appendix 1):

- Call 999 or 112 - follow the procedure for requesting an ambulance (see Appendix 1 - Ambulance Protocol);
- Administer emergency First Aid;
- Call the Health Centre staff to attend, for support, on extension 333 or 334;
- If the nursing team is not available/out of hours - continue with emergency First Aid until the ambulance arrives;
- Contact the casualty's parents/next of kin;
- Ensure all clinical waste is deposited in a clinical waste bag and disposed of in the yellow lidded bin at the front of the Health Centre;
- Document emergency event by filling in an accident form. In case of injury, the H&S Officer/Senior Nurse will report RIDDOR if the person is taken from the scene to the hospital. The event will be recorded in the individual pupil's notes.

Reporting of an injury to the parents/guardian is carried out in the following manner:

- In the event of a pupil attending the Health Centre, parents and house staff will be informed by email. Pupils over 16 have the right to confidentiality, if appropriate;
- The Houseparent also has the opportunity to call the parent in the evening if required;
- A telephone call from the duty nurse if required; or
- A telephone call by the house matron.

Health, Hygiene and Clinical Waste

Staff who attend First Aid at Work courses are taught the reasons to use gloves as a form of protective clothing and mouth shields for resuscitation. All First Aid boxes in the College hold gloves, mouth shields and an apron, to provide protection to individuals delivering First Aid.

The Health Centre has a clinical waste disposal system in place. The clinical waste is picked up on a regular basis during term time. All waste products which have been soiled by bodily fluids should be disposed of in a yellow clinical waste bag. These bags can be found in the many First Aid boxes. Please bring all clinical waste to the Health Centre for disposal (double bagged).

Hygiene procedures for dealing with the spillage of body fluids: see separate policy.

First Aid Policy

APPENDIX 1 – Ambulance Protocol



A medical emergency that requires an ambulance

If an ambulance is required on site:

- Ring 999 and give them the post code **RG29 1TA** – Main entrance, brick archway. Inform them that the ambulance must stop at Gosden
- Ambulance Crew have an emergency barrier code, but do not always pass it on to the crew. In this case, you may need to give them our code for the barrier or ask them to ring control to get it

During term time
office hours
(08:30-17:30
Monday -Friday)

- Call the Health Centre 333
- Inform Gosden that an ambulance has been called and give them the precise location of the incident
- Inform Reception on 220 or 218 – Internal numbers
- If the ambulance is for a pupil, reception will contact their boarding house
- 01256 862201 – College Switchboard (office hours only)

During term
time outside of
office hours

- Inform Gosden that an ambulance has been called and give them the precise location of the incident
- If the ambulance is for a pupil, the person who called for the ambulance will contact their boarding house
- 01256 860272 – Gosden direct dial
- 290 – Gosden Internal number
- 07437 016515 – House mobile

During holidays
office hours
(09:30-16:00
Monday – Friday)

- Contact Reception and give them the precise location of the incident
- 01256 862201 – College Switchboard (office hours only)
- 220 or 218 – Internal numbers

During holidays
outside office
hours

Outside of office hours, a responsible adult should be tasked to meet the ambulance at the barrier and direct them to the location where they are needed

On arrival of the ambulance

- On arrival, either someone from Gosden or the individual tasked to meet the ambulance must explain how to get to the building/house/field – ideally using a site map
- Ambulance personnel should be driven to the area if possible
- Site map has two key phone numbers in case they get lost
- Confirm the ambulance has reached its destination

First Aid Policy

APPENDIX 2(a) - Location of First Aid Boxes

| DEPARTMENT | LOCATION | First Aid Kits |
|---|---|----------------|
| English | Wall in kitchen area | 1 |
| Modern Languages | Wall of main entrance | 1 |
| Enterprises | Green bag in Office | 1 |
| Grounds Department + Biohazard kit | Wall in main area + loose box + BioHazard kit | 2 |
| HR | On unit by Kettle | 1 |
| The Work Shop+ Bio Hazard kit | 1x main workshop, 1x workshop Office | 2 |
| The Work Shop | Eye Station on the wall - 2x main entrance, 2x workshop | n.a |
| Art | 1x Art 1, 1x Art 2, 1x Art 3 and 1x Art 4 | 4 |
| DT | 1x Office, 1x wall of classroom left of door | 2 |
| Textiles | Textiles classroom - left by fire extinguisher | 1 |
| Kitchens Area + Bio Hazard kit | 1x Chefs office/2x kitchens /1x Grab and Go | 4 |
| Sydneys | Bar area | 1 |
| Sixth Form Centre/Zanetas café | in café | 1 |
| Porters Lodge | Office wall | 1 |
| Household Stores + eye wash | On the wall | 1 |
| The Mini Buses | 10x first aid box supplied by lease company | |
| Maintenance Buggies | 7x first aid pouches | |
| Administration Block | Kitchen area on top of shelf | 1 |
| Gavin Hall- First Aid + Bio Hazard | Main Entrance on the wall | 1 |
| Sports Hall + Bio Hazard | x2 Inside Office x1 Outside office 1x swimming pool | 4 |
| Sutton Sports Hall-Bio Hazard | 2x at the entrance to the main hall | 2 |
| MAD Centre/Drama Centre | 1x Kitchen/1x Music Office/1x Drum room | 3 |
| Library + Bio Hazard | Wall by the desk | 1 |
| Black Box (drama) | On shelf in entrance | 1 |
| IT | Wall in the office area | 1 |
| Hendersons (Junior Hub) + Biohazard kit | On the wall | 1 |
| Chemistry + Biohazard kit | Lab C4 and C5 & 1x Prep room | 3 |
| Physics + Biohazard kit | Prep Room | 1 |
| Biology + Biohazard kit | Prep Room | 1 |
| Haygate + Bio Hazard kit | In the kitchen area | 1 |
| Summerfield + Bio Hazard kit | Wall in matrons office/main well area on wall | 2 |
| Hazelveare + Bio Hazard kit | Wall in matrons office | 1 |
| Sutton House + Bio Hazard kit x2 | Wall by house parent office, 1x matrons office | 2 |
| Park House + Biohazard kit | Wall(Fixed) in laundry and Sixth Form Kitchen | 2 |
| School House + Bio Hazard kit | Wall in matrons room | 1 |

First Aid Policy

| | | |
|--------------------------------------|-----------------------------------|---|
| Gosden House + Bio Hazard kit | Matrons office /Laundry room | 2 |
| Junior House + Bio Hazard kit | Kitchen/matrons office/sick rooms | 3 |
| CCF Huts | Wall of office/wall of kitchen | 2 |
| Prideaux Building (upstairs) | Upstairs dance studio | 1 |
| Prideaux Building (downstairs) | Front foyer | 1 |
| Astro | Left of gate | 1 |
| Cricket Pavillion (Main Pitch) | attached to outside wall | 1 |
| Cricket Pavillion (Hazelveare Pitch) | attached to outside wall | 1 |

APPENDIX 2(b) - Location of Defibrillators

| DEPARTMENT | LOCATION | Qty |
|-------------------------|--------------------------------|-----|
| Sutton Hall | DEFIB outside wall Sutton Hall | 1 |
| Junior Hub (Hendersons) | DEFIB outside 6th form centre | 1 |
| Health Centre | DEFIB outside HC | 1 |
| | | |

First Aid Policy

Appendix 3 – QUALIFIED STAFF WITH FIRST AID AT WORK QUALIFICATIONS

FIRST AID PROVISION (Updated September 2023)

LOCATION OF FIRST AID KITS AND DEFIBRILLATORS

There are **First Aid boxes** in each department and area in the College. The First Aid boxes are green with a white cross on them. Each box contains a variety of wound dressings, triangular bandages, cleaning wipes, and plasters. The First Aid boxes also contain gloves and a protective mouth shield to deliver mouth to mouth resuscitation if necessary.

Lord Wandsworth College has **3 defibrillators** situated outside the Sixth Form Centre, Sutton Sports Hall and the Health Centre. Access codes for each location box are visible on the front of the box.

Notices specifying the location for First Aid equipment and boxes are displayed in prominent positions around the College site and a copy of the list of the First Aid boxes can be found in the First Aid Policy (Appendix 1).

STAFF WITH FIRST AID AT WORK QUALIFICATION (OR EQUIVALENT):

| Term time, Monday - Friday: 8.45am – 5.45pm: | Term time, overnight: |
|--|--|
| Harriet Cooper (Health Centre) Camilla Read (Health Centre) Lindsey Scott (Health Centre) Tom Wood (Estates) Jason Browne (Grounds) Aubrey Collins (Physics) Alison Smith (Health Centre) Krzysztof Rydzik (Maintenance) Charlotte Casey (Administration) Katia Hazell (Haygate) Jamie Lancey (Junior) Kate Henley (Park) | All staff on duty in boarding houses have Emergency First Aid at Work (EFAW) qualifications as a minimum. In the event of an emergency the member of staff would be carrying the duty phone and they should phone 999 or 112 before summoning help from colleagues. |

| Term time, weekends: | Holidays, Monday – Friday 8.00am – 4.00pm: |
|--|--|
| Health Centre (Saturdays 9.30am – 3.00pm) All staff on duty in boarding houses have Emergency First Aid at Work (EFAW) qualifications as a minimum. In the event of an emergency the member of staff would be carrying the duty phone and they should phone 999 before summoning help from colleagues. | Jason Browne (Grounds) Krzysztof Rydzik (Maintenance) Charlotte Casey (Administration, 9.30am – 4pm) Tom Wood (Estates) |

WHO TO CONTACT IN AN EMERGENCY (The appointed person):

Term time:

Daytime 999 or 112 then the Health Centre (ext. 333/334) 01256 860248
 Evenings/overnight 999 or 112
 Sundays 999 or 112

Holidays:

8.00am – 9.30am 999/112 then Maintenance Office (ext. 386)

First Aid Policy

9.30am – 4.00pm 999/112 then Reception (ext. 220)
4.00pm – 4.30pm 999/112 then Maintenance Office (ext. 386)

STAFF WITH EMERGENCY FIRST AID AT WORK QUALIFICATION (OR EQUIVALENT):

The majority of staff have received basic training in emergency first aid.

Members of staff with no first aid qualifications are expected to know to whom they can turn to for help in an emergency.

First Aid Policy

APPENDIX 5(a) – FIRST AID RISK ASSESSMENT (TERM TIME ONLY)

| Address | Summary of work activities | Assessment Ref No: |
|-------------------------|----------------------------|--------------------|
| Lord Wandsworth College | Boarding and Day School | 001 |

| FIRST AID ASSESSMENT CRITERIA | | | | |
|--|---------------------------------|---|---|---|
| Number of staff present during the working day | Number of inexperienced workers | Lone working Departments | Number of disabled staff identified by HR | Number of peripatetic staff/contractors |
| Max. 200 plus 645 pupils | None | Health Centre Porters Maintenance Groundsmen | 2 | Max 30 |

| Criteria | YES | NO | ACTION | |
|--|-----|----|---|--|
| | | | Personnel | Equipment |
| Do you have employees who travel a lot, work remotely or work alone? | ü | | Allocated first aider to each trip, and identified on risk assessment. Depts with lone workers will RA and apply necessary control measures (e.g., use of radios). | First Aid kit to go out on all trips - issued from Health Centre. Dept first aid kit to be checked by HOD termly, and stock requested from HC. All staff to be made aware of first aid location. |
| Do any of your employees work shifts or work out of hours? | ü | | All staff are encouraged to attend the in-house 1 day first aid course. A full list of first aiders is available in dept and on VLE. | Staff reminded at induction and at refresher training of first aid box locations. Full list of first aid boxes available on VLE. |
| Are the premises spread out, e.g., are there several buildings on the site or multi-floor buildings? | ü | | A full list of first aiders is available on VLE. HODs are responsible for informing staff of their nearest first aider. The first point of call is the Health Centre, which is open Mon-Fri 9-6, and Saturday 9.30-3pm. | First aid kit available in Health Centre. Full list of First Aid boxes for all locations available on VLE. |

First Aid Policy

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|--|---|--|--|
| Is your workplace remote from emergency medical services? | ü | Fully manned Health Centre with minimum of x1 Qualified Nurse. GP attendance to HC Monday and Thursdays 3-6pm. 30 minutes' drive to local Emergency Department. | 3 x Defib on site, located outside 6 th form centre, Sutton Hall and Health Centre. |
| Do any of your employees work at sites occupied by other employers? | ü | On occasion, academic staff may attend other locations for sporting or leisure activities. | First aid packs taken on all trips. |
| Do you have sufficient provision to cover absences of first-aiders or appointed persons? | ü | See training records | N/A |
| Do members of the public visit your premises? | ü | Our premises are regularly hired out. Part of the agreement is that the hirer provides their own first aid kit and first aiders. | N/A |
| How often is the Accident and Incidents Report reviewed on site? | ü | The accident reports are collated in the Health centre. All accident forms are passed to the H&S Officer to be reviewed, with the H&S Advisor, and considered for RIDDOR. The H&S Committee meets every term. All accidents, near misses and incidents are reviewed at these meetings. | N/A |

First Aid Policy

| MINIMUM FIRST AID PROVISION REQUIRED FOR THIS LOCATION | | | |
|--|--|---|---|
| Minimum number of First Aid at Work (FAAW) qualified staff during the working day | Minimum number of Emergency First Aid at Work (EFAW) and 1 day awareness course qualified staff during the working day | Sector specific first aid qualifications | Minimum number of First Aid qualified staff overnight |
| <p>Minimum Number required: 8 Based on HSE "First Aid at Work: Your questions answered" March 2015</p> <p>Location/s: Across all locations</p> | <p>Minimum Number: N/A as our first aid needs are covered by first aiders with FAAW qualifications.</p> <p>However, the majority of staff are at least EFAW trained.</p> <p>Location/s: Across all locations</p> | <p>Lifeguards Outdoor First Aiders</p> <p>Location/s: Pool area and outdoor education</p> | <p>The member of staff on duty overnight in a boarding house will hold a minimum of EFAW qualification.</p> <p>A number of Houseparents and staff on site overnight will hold FAAW qualifications and can be contacted in an emergency.</p> |

| First aid boxes | Specialist first aid equipment | Travelling first aid kits |
|--|---|--|
| <p>Number: 66</p> <p>Location: See attached first aid box location list.</p> | <p>Number: 3 x defib</p> <p>Location/s: External wall to 6th Form Centre, Sutton Hall and Health Centre.</p> | <p>When required, on all minibuses, trips or excursions.</p> |
| <p>Outline arrangements during the absence of first aid personnel:</p> <p>In the unlikely event that the Health Centre is closed, an all-staff email is sent out, and staff are directed to use Departmental First Aiders. Or to use emergency 112 or 999</p> | | |

| Action required as a result of the first aid needs risk assessment: |
|---|
| <p>Nil</p> |

| Assessors name: | Signature: | Date: |
|--|------------|-----------------|
| <p>Senior Nurse Operations Manager</p> | | <p>Nov 2023</p> |

First Aid Policy

APPENDIX 5(b) - FIRST AID NEEDS ASSESSMENT (Holidays Only)

| Address | Summary of work activities | Assessment Ref No: |
|-------------------------|----------------------------|--------------------|
| Lord Wandsworth College | Boarding and Day School | 002 |

| FIRST AID ASSESSMENT CRITERIA | | | | |
|--|---------------------------------|---|---|--|
| Number of staff present during the working day | Number of inexperienced workers | Lone working Departments | Number of disabled staff identified by HR | Number of peripatetic staff/contractors present during the working day |
| Approx. 50 | None | Health Centre Porters Maintenance Groundsmen | 0 | Up to a maximum of 30, usually around 15. |

| Criteria | YES | NO | ACTION | |
|---|-----|----|--|---|
| | | | Personnel | Equipment |
| Do you have employees who travel a lot, work remotely or work alone? | ü | | Allocated first aider to each trip, and identified on risk assessment. Depts with lone workers will RA and apply necessary control measures (e.g., use of radio). | First Aid kit to go out on all trips-issued from Health Centre. Dept first aid kit to be checked by HOD termly, and stock requested from HC. All staff to be made aware of first aid location. |
| Do any of your employees work shifts or work out of hours? | ü | | All staff are encouraged to attend the in house 1 day first aid course. A full list of site first aiders is available in dept and on VLE. | Staff reminded at induction and at refresher training of first aid box locations. Full list of first aid boxes available on VLE. |
| Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? | ü | | A full list of first aiders is available on VLE. HODs are responsible for informing staff of their nearest first aider. | First aid kit available in Health Centre. Full list of First Aid boxes for all locations available on VLE. |
| Is your workplace remote from emergency medical services? | | ü | 30 minutes' drive to local Emergency Department. | 3 x Defib on site, located on external wall to 6 th form |

First Aid Policy

| | | | |
|--|---|--|--|
| | | | centre, Sutton Hall and Health Centre. |
| Do any of your employees work at sites occupied by other employers? | ü | On occasion, Academic staff may attend other locations for Sporting or leisure activities. | First aid packs taken on all trips. |
| Do you have sufficient provision to cover absences of first-aiders or appointed persons? | ü | See training records | N/A |
| Do members of the public visit your premises? | ü | Our premises are regularly hired out. Part of the agreement is that the hirer provide their own first aid kit and first aiders. | N/A |
| How often is the Accident and Incidents Record reviewed on site? | ü | The accident book is held in the Maintenance Office during the holidays. All accident forms are passed to the H&S Officer and H&S Advisor to be reviewed and considered for RIDDOR. The H&S Committee meets every term, all accidents, near misses and incidents are reviewed at these meetings. | N/A |

MINIMUM FIRST AID PROVISION REQUIRED FOR THIS LOCATION

| Minimum Number of First Aid at Work (FAAW) qualified staff required | Minimum Number of Emergency First Aid at Work (EFAW) and 1 day awareness course qualified staff required | Sector specific first aid qualifications |
|---|---|---|
| Minimum Number: 2 Based on HSE "First Aid at Work: Your questions answered" March 2015 Location/s: Across all locations | Minimum Number: N/A as our first aid needs are covered by first aiders with FAAW qualifications. However, the majority of staff are at least EFAW trained. | Lifeguards Location/s: in pool area only |

First Aid Policy

| | | |
|--|----------------------------------|--|
| | Location/s: Across all locations | |
|--|----------------------------------|--|

| First aid boxes | Specialist first aid equipment | Travelling first aid kits |
|---|--|---|
| Number: 15 Location: See attached first aid box location list. | Number: 3 x defib Location/s: Outside 6 th form centre, Sutton Hall and Health Centre. | When required, on all minibuses, trips or excursions. |

| Outline arrangements during the absence of first aid personnel: |
|---|
| HODs are directed to use Departmental first aiders. Or to use emergency 112 or 999. |

| Action required as a result of the first aid needs risk assessment: |
|---|
| Nil |

| Assessors name: | Signature: | Date: |
|------------------------------------|------------|----------|
| Senior Nurse Operations Manager | | Nov 2023 |