



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## First Aid Policy

OBHP11

Policy owner: School Nurse  
Date of issue: August 2023  
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# First Aid Policy

This policy also covers EYFS pupils (Pre-Prep)

## Introduction

The Health and Safety (First-Aid) Regulations 1981 requires Old Buckenham Hall School (OBH) to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided to employees if they are injured or become ill at work. Employers also have a health and safety responsibility to nonemployees and so this policy considers and makes allowance for the likely risks to pupils and visitors. Under the National Minimum Standards for boarding, OBH School is required to implement appropriate policies for the care of boarders who are unwell and to ensure that the physical and mental health and emotional wellbeing of boarders is promoted. This includes the requirement for a First Aid policy.

This Policy recognises that the provision of First Aid should include all staff, pupils and visitors (including contractors).

This policy should be read in conjunction with:

- The Health and Safety Policy (OBHP13)
- The Medical Care Policy (OBHP22) The Medical Care Policy gives specific advice on treatment of minor injuries, common chronic illnesses, incidents that may necessitate calling an ambulance, as well as administering medication protocols.
- The Mental Health, Resilience and Wellbeing Policy (OBHP60)
- Emergency Guidelines for Sporting Activities.

## Aim

The aim of this policy is to provide clear guidance and information on how OBH School fulfils first aid requirements, manages illness and accidents and the reporting process within the school.

The policy adheres to the principles set out by the Department for Education in *First aid in schools, early years and further education – Feb 22*, and *Supporting pupils at school with medical conditions - 2015*.

## General Principles

- Staff, pupils and parents will be informed of the School's First Aid arrangements and procedures.
- In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in the Medical Centre, but it is important to ensure that all necessary follow up action is taken.

- Parents will be informed immediately if the accident is sufficiently serious for referral to hospital. The pupil's Form Tutor and the Head of Pastoral Care (or member of SLT) will be informed if transfer to hospital is needed at the earliest opportunity. For other injuries the School Nurse will contact a parent/guardian as appropriate following a proper assessment.
- An appropriate number of suitably trained people will be appointed as First Aiders to meet the needs of the School as identified in the health and safety risk assessment carried out in accordance with The Management of Health and Safety at Work Regulations 1992.
- Relevant training is provided and training needs are monitored.

## First Aid

### First Aiders.

- The School Nurse is the initial point of contact for First Aid at OBH.
- Sufficient trained first aiders to cover day to day and other school activities will be provided and a first aider will accompany pupils on visits out of school.
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

### First Aid Boxes.

- First Aid boxes will be provided in areas of the school where accidents are considered most likely.
- A First Aid box will be held in every school vehicle and provided for all hired vehicles.
- A First Aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- First Aid boxes will be monitored and recalled termly by the School Nurse to be checked and replenished as necessary.
- The contents of a First Aid box will be in accordance with the guidance given in the DFE Guidance on First Aid in Schools.

### Automated External Defibrillation (AEDs)

- The School recognises that in the case of cardiac arrest early intervention is vital to optimise survival and this includes the early use of a defibrillator. If used in the first 3-5 minutes of a collapse the survival rates can be as high as 50-70%.
- The AED is located in the Reception area opposite the reception desk. The use of AEDs is designed so that even lay bystanders can use them by following the voice prompts and this is then combined with cardiopulmonary resuscitation (CPR). However, the School aims to give an awareness and basic training to school staff and pupils in their use.

### Kitt Medical Anaphylaxis Box

- The anaphylaxis emergency box is kept outside the dining room.
- The school nurse maintains and checks the contents regularly.
- There is a key next to the box and spares kept in the surgery and at the school reception desk.
- Staff complete adrenaline autoinjector training

## Responsibilities

The **Governors** are responsible for the health and safety of their employees and anyone else on School premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors). They

will ensure that a first aid risk assessment of OBH is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They will also ensure sufficient insurance arrangements are in place.

**The Headmaster** is responsible for ensuring that the Policy is implemented and that information on the School's first aid arrangements are made available to parents.

**The School Nurse** is to be registered with the NMC, and is responsible for carrying out the day to day organisation and management of First Aid provision. She will advise on all professional nursing / medical matters and ensure that the arrangements for First Aid throughout the School are implemented in a safe and effective manner.

**The School Nurse** (The Appointed Person) is to:

- ensure that respective staff are nominated and adequately trained in first aid.
- monitor the number of trained first aiders and alert them to the need for refresher courses and organise their training.
- Take charge when someone is injured or becomes ill and record all actions on iSams.
- Manage the acquisition and maintenance of all first aid equipment eg restocking the first aid boxes and keep associated records
- Maintain school vehicle first-aid equipment
- Ensure that professional medical help is summoned without delay when appropriate.
- Ensure that parents are advised of any injury to their child as soon as is reasonably practicable.
- Manage the maintenance and facilities in the Medical Room
- Store / secure / maintain all medicines including associated records
- Maintain a Medical notice board in the staff room
- Promulgate information on the location of equipment, facilities and first-aid personnel.
- Maintain any necessary medical records required on-site
- Liaise with the School Doctor as required
- In conjunction with the school Housekeeper, manage the collection, storage and disposal of medical waste
- Put in place hygiene and infection control measures as required.

**The Finance and Operations Director** is to:

- ensure that all necessary supplies and facilities are provided for the provision of First Aid.
- Manage the activities of any contractors on-site to promote safe systems of work and ensure, where possible that contractors manage their own risk
- Provide a suitable room for medical treatment and other rooms for the care of sick children during school hours.
- Be responsible for RIDDOR reporting and the receipt and dissemination of associated correspondence.
- Undertake a Risk Assessment of First Aid requirements to be reviewed at least annually, and because of that risk assessment, in conjunction with the School Nurse, ensure that enough first aiders are nominated and trained.
- ensure records of training and first aid incidents are maintained
- ensure that a review of first-aid needs is undertaken following any significant changes at the School e.g. staff, buildings / activities / off-site facilities, etc

Teachers and other staff are expected to be aware of the Policy and its provisions and co-operate fully in its implementation. They should consider the needs of pupils arising from particular events and activities and make recommendations to the School Nurse for additional or varied first aid provision. Examples may include: Sport Activities, School trips, Outward Bound trips, Science labs, Cookery room, DT and Art room requirements.

**Matrons** are to:

- hold an enhanced level of First Aid qualification. (e.g. Paediatric First Aid, First Aid at Work)
- In the absence of the School Nurse, take charge when someone is injured or becomes ill and advise the Duty Staff and/or houseparent accordingly. They should ensure that professional medical help is summoned without delay when appropriate and be responsible for ensuring that the parents of a pupil are informed of any accident or minor injury on the same day or as soon as is reasonably practicable. The matron does not have to personally make the call, it could be a more senior member of staff, however the matron must ensure it has been done and recorded on iSams.

**First Aiders\*** (This is a voluntary post) are to:

- Complete a training course approved by the HSE.
- EYFS staff complete Paediatric First Aid courses
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.
- A record of any first aid treatment given by first aiders or appointed persons should include:
  - the date, time and place of incident
  - the name of the injured or ill person
  - details of their injury/illness and what first aid was given
  - what happened to the person immediately afterwards
  - name and signature of the first aider or person dealing with the incident.

\*NB: In selecting first-aiders OBH will consider the following

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- A balance across the various departments within school ie: Teaching, Domestic, Estates, Administration

**Reporting and Recording** - The reporting process for Accidents and Incidents will be predicated by their seriousness and follow the guidance in the Health and Safety Policy (OBHP13)

The School Nurse records on iSams, all visits to her by pupils and staff requiring attention or treatment. This covers illnesses, dispensing medication and accidents.

The following details are recorded: • Name • Date • Time • Nature of illness/accident (and location if appropriate) • Details of any first aid and/or treatment administered • Whether parents are contacted and whether a pupil is sent home or to hospital

Any accidents involving pupils which may have been preventable, or which arose out of, or in connection with the premises or school activities are to be reported to the Director of Finance / Health and Safety Advisor who will investigate and submit a RIDDOR report to the HSE if necessary

First Aiders are to complete the EVOLVE accident form online for any reportable injury, disease or dangerous occurrence. It should be completed immediately, and an alert sent to the Director of Finance / Health and Safety Advisor.

It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are fully investigated. The investigation should be to determine: • What happened • The lessons that can be learned • Any changes that need to be made to risk control measures to avoid a reoccurrence.

**Guidance on when to call for an Ambulance**

An emergency 999 ambulance should be called when the School Nurse or a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training.

Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- suspected fracture to a limb
- severe asthma attack
- collapsed diabetic
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)
- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- anaphylaxis (make sure to use this word when requesting an ambulance in this case)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

#### **IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT**

If the School Nurse or a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

#### **How to call for an emergency ambulance**

Should the need arise for an emergency ambulance to be summoned, the First Aider should: • remain calm

- ask a bystander\* to call 999 and, when prompted for which service is required, ask for an ambulance

*\*Should a bystander not be available it may be necessary for First Aiders to leave the casualty and make the call themselves, relaying this information to the operator*

#### **References:**

Department of Education: Early years foundation stage statutory framework, Jan 2024

Department of Education: National Minimum Standards for Boarding Schools, March 2022

Department for Education & Employment: Guidance on First Aid for Schools, Feb 2022

Health and Safety at Work etc. Act 1974

Health and Safety (First-Aid) Regulations 1981

The Management of Health and Safety at Work Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995

### First Aid Trained Staff

Staff Name	Course Name	Expiry Date
Jennie Clubb	Paediatric First Aid	05.01.25
Hannah Phillips	Paediatric First Aid	06.09.26
Graham Drury	Paediatric First Aid	06.09.26
Andrew Swiney	Paediatric First Aid	06.09.26
Rebecca Devine	Paediatric First Aid	06.09.26
Helen Jacques	Paediatric First Aid	06.09.26
Liam Leeson	Paediatric First Aid	06.09.26
Gareth Sanders	Paediatric First Aid	06.09.26
Claire Wilson	Paediatric First Aid	06.09.26
Russell Barrett	Paediatric First Aid	15.04.27
Alan Whitered	Paediatric First Aid	15.04.27
Richard Kirk	Paediatric First Aid	15.04.27
Ellie Bale	Paediatric First Aid	15.04.27
Alice Driscoll	Paediatric First Aid	15.04.27
Fiona Laphorne	Paediatric First Aid	15.04.27
Tracey Thornton	Paediatric First Aid	15.04.27
Debra Gooderham	Paediatric First Aid	15.04.27
Emma Easdale	Paediatric First Aid	15.04.27
Linda Williams	Paediatric First Aid	15.04.27
Lucy Lee	Paediatric First Aid	15.04.27
Matilda Lumley	Emergency First Aid	22.06.26
Lindsey Gridley	Emergency First Aid	03.01.27
Michael Pursell	Emergency First Aid	03.01.27
Chloe Hayes	Emergency First Aid	12.12.26
Steven Hayes	Emergency First Aid	13.01.27
Nick Pascalides	Emergency First Aid	03.01.27
Caroline Rice	Emergency First Aid	13.01.27
Gemma Gillott	Emergency First Aid	28.01.27
Jen Miller	Emergency First Aid	14.01.27
Emma Barrett	Emergency First Aid	14.12.26
Jessie Went	Emergency First Aid	13.12.26
Julia Rivington	Emergency First Aid	04.01.27
Rob Miller	Emergency First Aid	14.01.27
Severine Estrada	Emergency First Aid	15.01.27

Tiffany Blackhurst	Emergency First Aid	11.02.27
Helene Santaniello	Emergency First Aid	23.01.27
Annie Brown	Emergency First Aid	24.01.27
Mark Warrington	First Aid at Work	23.01.26
Kingsley Went	First Aid at Work	17.07.26