



**ALDENHAM**  
— FOUNDATION —

# **Aldenham Foundation**

## **First Aid Policy**

*The policy should be read in conjunction with The Prep School and St Hilda's  
First Aid Policies*

**Reviewed by**  
**Foundation Nurse**  
**Deputy Head Pastoral**

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## Introduction

Aldenham Foundation is committed to promoting the health, safety and wellbeing of its pupils, staff and visitors. This policy outlines how, following a suitable and sufficient risk assessment the Foundation makes arrangements to provide first aid to deal with accidents and incidents affecting pupils, staff and visitors. The Foundation has a fully equipped Health Centre located on the Senior School site, and employs a Registered Nurse, Health Care Assistant and a First Aider/Administrator who are responsible for supporting the health care and first aid needs of the Senior School pupils. The Health Centre staff also provide support to suitably trained office staff at the Prep School and St Hilda's who are nominated to provide medical care to pupils on these sites.

This policy is written in accordance with statutory requirements and guidance from:

DfE (2015) 'Supporting pupils with medical conditions'

DfE (2019) 'Automated external defibrillators'

DfE (2021) 'Statutory framework for the early years foundation stage'

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health and Safety at Work Act 1974

*The Health and Safety (First-Aid) Regulations 1981*

*Sections 3 and 17 of the Children Act 1989*

### I. Scope

- I.1 This Policy is applicable to all those involved in the provision of first aid related to Aldenham Foundation activities.
- I.2 'First Aid' can be defined as "The first and immediate assistance given to a person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition worsening, or to promote recovery until medical assistance arrives."
- I.3 The wider provision of general medical care for boarders and day pupils within the Senior School is explained in greater detail in the document "Health Care at Aldenham School."
- I.4 In the event of a medical emergency, nothing in this policy will affect a person's ability to call 999 for assistance should they deem necessary.

## **2. Objectives**

- 2.1 To ensure there is an adequate provision of appropriately trained First Aid staff, resources and facilities to always suit the needs of the school.
- 2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment until appropriate medical help is available where necessary.
- 2.3 To ensure accidents are properly recorded, reported to HSE (Health & Safety Executive) where appropriate and procedures are in place to act where possible to minimise the risk of future reoccurrence.

## **3. Responsibilities**

By delegation from the Governors, the Bursar is responsible for the implementation of this Policy, in liaison with the Health Centre and Compliance Team

3.1 The Bursar is responsible for the following;

- Ensuring all risk assessments of the school's first aid needs have been conducted.
- Ensuring there are procedures in place for the provision of first aid during off-site or out of hours activities, e.g. School trips, Sports Days, Open Events.
- Ensure there are insurance arrangements in place that provide full cover for any potential claims arising from actions of staff working within their scope of employment.

3.2 Heads of Department (Senior School) are responsible for;

- Ensuring there are an adequate number of first aiders for their department, this is particularly important in high-risk areas such as Science, D.T and P.E
- Ensuring the contents of all first aid boxes/containers are regularly checked by a department first aider.
- Notifying the Health Centre of any items that require replacing in their department first aid kit/containers.
- Ensuring that any external staff e.g. sports coaches are informed of the school's arrangements for first aid.

The School Nurse is responsible for;

- Ensuring an adequate number of first aid training sessions are arranged for Senior School staff which are appropriate and sufficient for the needs of the school. Prep and St Hilda's arrange their own sessions.
- Ensuring that staff are made aware of the locations of first aid equipment and named first aiders. Lists of these are available from the Health Centre.
- Ensuring adequate first aid equipment and supplies are available on the school site.

### 3.3 Staff are responsible for;

- Ensuring they are aware of the schools' arrangements for first aid, ensuring they are aware of who to contact in the event of an accident/injury or illness.
- Completing any relevant training in relation to first aid if nominated to do so.
- Ensuring they are aware of any pupils with medical conditions, reading any relevant Health Care Plans and are aware of what to do in an emergency.
- Ensuring they are able to inform pupils of the procedures to follow should they become unwell or sustain an injury.

## 4. Risk Assessment

4.1 A risk assessment is undertaken by The School Health & Safety officer to determine the first aid needs of the school. This included consideration of the following:

- Size and location of the school
- Specific Hazards and risks on site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents/incidents at the school
- Adequacy of provision of first aiders always
- Offsite activities including trips
- Practical Departments such as Science, Design Technology, P.E.
- Out of hours activities
- Contractors on site and agreed arrangements

## 5. First Aiders

5.1 Staff volunteering as First Aiders will attend training courses arranged by the Health Centre staff and run by those organisations which have been approved and validated by the HSE.

5.2 Refresher training is provided, and staff retested before qualifications expires (usually after 3 years).

5.3 All first aiders should be able to demonstrate reliability and communication skills, aptitude, and ability to absorb new knowledge and skills in addition to the ability to be able to cope with stressful and physically demanding situations.

5.4 First Aiders must be able to leave their duties and immediately to attend an emergency.

5.5 First Aiders will be expected to:

- Take charge when someone is injured or becomes unwell.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Request assistance or guidance from the Health Centre staff if needed/available

- When appropriate **ensure that an ambulance or other professional medical help is called.**
- Document any interventions on an accident form –

5.6 **A list of current qualified first aiders** is maintained by the Health Centre and also HR keep a record of attendance at first aid courses.

5.7 Within the Prep School and St Hilda's appropriate staff have Paediatric First Aid Training.

5.8 At least one qualified person (member of Health Centre or trained First Aider) will always be on the school site when pupils are present.

## **6. First Aid materials, equipment, and Facilities**

6.1 The School in liaison with the Health Centre will ensure that there are an appropriate number of first aid containers according to national guidelines, including the provision of specialist first aid kits where required i.e. catering burns kit. The Health Centre team will keep a record of their location.

First aid container - minimum contents;

- A leaflet giving general advice on first aid e.g. <https://www.hse.gov.uk/pubns/indg347.htm>
- 3 pairs of disposable gloves
- 20 Individually wrapped sterile plasters
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 4 safety pins
- Large and medium sized sterile, individually wrapped, unmedicated wound dressings

6.2 First aid kits should be easily accessible and clearly identifiable, marked with a white cross and green background. Specialised first aid kits such as eye irrigation or burns may differ in colour but will be clearly visible. Size and contents of kit will depend on the area it is kept within the school, advice on this can be sort from the Health Centre staff. When purchasing new first aid kits it should comply with British Safety Standards (BS) 8599.

6.3 Heads of department (Senior School) will be reminded by a member of the Health Centre Team via email to return all first aid containers on a termly basis to be replenished by Health Centre staff. At the Prep School and St Hilda's first aid containers are checked on a termly basis and restocked by a nominated member of school staff.

6.4 It is the responsibility of each head of department in the Senior School to ensure that their first aid kit(s) is returned to the Health Centre for replenishing should it be used and supplies depleted. The Prep School and St Hilda's have their own arrangements for this.

6.5 The Senior School, Prep School and St Hilda's have first aid rooms/areas to accommodate and care for unwell pupils until they can be collected from School or return to their boarding house (full-time boarders). These areas will not be used for teaching purposes, must have

running water, adequate light, heating and ventilation. The areas should be kept tidy and cleaned regularly to reduce cross infection/contamination.

## **8. Automated External Devices (defibrillators)**

7.1 The Health Centre staff ensure there is a system in place for the daily check of the Health Centre AED and the management of all AEDs available on the school site including the replacement and maintenance of parts such as batteries and pads.

7.2 It is the responsibility of individual members of staff in a department where an AED is located to undertake and appropriately record daily AED checks, including the reporting of any concerns to directly to the Health Centre staff.

7.3. Individual members of staff from all departments are actively encouraged to participate in first aid training and basic lifesaving skills training (provided by an outside agency) relevant to their role within the school which may include an awareness/training on the use of the AED.

7.4 The 4 AEDs are accessible in:

- The School House outside the Health Centre
- The Sports Centre (closest defib to Prep School)
- The Porter's Lodge
- St Hilda's School

## **8. School Trips**

8.1 Each school vehicle used for the purpose of transporting staff/pupils must carry a first aid kit; these are the responsibility of the Porters.

8.2 For the Senior School at least one first aid kit must be taken by the supervising member of staff when accompanying pupils off site. These should be reserved, collected, and signed for from the Health Centre prior to the day of travel. The Prep School continues to use their own protocol.

8.3 The Health Centre staff have access to lists of school trips /outside activities (Senior School) by way of the Evolve system. Emergency Medication/Care Plans for individual pupils are prepared as necessary for collection no later than 24 hours prior to departure by the trip leader. The Prep School and St Hilda's trip leaders make their own arrangements in conjunction with the School office staff.

## **9. Pupils with Medical Conditions**

9.1 Pupils with chronic medical conditions (such as asthma, epilepsy, migraines, diabetes, cystic Fibrosis, allergies, or anaphylaxis) will be identified from the medical documents completed by parents/guardians on admission. The medical information is kept in the documents section of the pupils iSAMS record by Health Centre staff.

9.2 Pupils in the Senior School who require Emergency Medication must always carry a supply with them. Pupils in the Prep school and St Hilda's will have access to their medications as necessary.

9.3 It is the responsibility of staff to be aware of pupils in their class, those being taken on away sporting fixtures or for whom they are responsible on a school trip, who have been diagnosed with such conditions (information is held on the pupils iSAMS record) and to read the appropriate guidance documents/Health Care Plans and consult the Health Centre staff should they still have any queries or concerns.

9.4 On school trips and away sporting fixtures the supervising member of staff must make arrangements for the correct storage and administration of any necessary medication and equipment required because of the condition.

## **10. Hygiene/Infection Control**

10.1 Basic hygiene procedures must be followed by all staff when administering First Aid. Please refer to the Aldenham School "Infection Control Policy" document.

10.2 Single use disposable gloves must be worn when treatment involves blood or other bodily fluids.

10.3 Care should be taken when disposing of dressings, equipment, or medications. Preferably contact the Health Centre for a yellow clinical waste disposal bag for the safe disposal of soiled products or contact the domestic department for the correct equipment dispose of bodily fluids. Spillage kits are also held in the Health Centre for staff use.

## **11. Record Keeping and Reporting**

11.1 It is the duty of all staff to ensure they fill out an **Accident Form** if they are involved in an accident directly or indirectly. This includes for pupils they have sent to the Health Centre for treatment.

11.2 During term time when the casualty is attended by the Health Centre staff, a medical record is kept on the Health Centre's electronic records system of any first aid treatment given by the Health Centre staff; this includes:

- The date and time of the incident
- The name and form of the injured person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name of the person/first aider dealing with the incident

11.3 The Health Centre has in place procedures for ensuring that the person who has parental responsibility/designated next of kin is informed of accidents. Where the accident is dealt with locally the head of that department may contact the next of kin directly.

11.4 The school **Accident Folder** is held in the Bursary and an accident form is to be completed for all accidents or incidents involving injury to a pupil or member of staff. The completed accident form should be emailed to the Health Centre staff [Healthcentre@aldenham.com](mailto:Healthcentre@aldenham.com). Health Centre staff will follow up any accidents and record any follow up on the accident form. If they have been directly involved in treating the patient this will also be recorded on the accident form.

11.5 In certain circumstances HSE must be notified of accidents or incidents involving injury (under RIDDOR regulations) and this will be done by the Bursar.

11.6 Accident records will be photocopied and discussed as soon as possible with the Bursar if necessary, particularly if the casualty has attended Accident and Emergency Department. The records will also be monitored by the Bursar and the Health & Safety Committee to identify any trends or areas for improvement to minimise the risk of future occurrences.

## **12. Staff Awareness**

All new staff should be informed about the school's first aid arrangements as part of their induction programme. They should be made aware of this and other relevant policies in addition to the information contained in the staff handbook regarding location of equipment, facilities and first aid personnel.