



# Keble Prep School First Aid Policy

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## First Aid Contacts

### Keble Prep School:

The First Aid Coordinator is responsible for ensuring the first aid boxes around the school and in the mini-buses meet statutory standards. The main first aid room is located on the ground floor of the senior building and pupils who feel ill should in the first instance report to the school office.

Name	Role	Course title	Certificate expiry date
Maxine Halley	First Aid Coordinator	Pediatric FA/First Aid At Work	May 2024
Jenny Paoli	Year 1 teaching assistant	Paediatric FA	July 2024
Helen Howe	Teacher in the junior school	Paediatric FA	June 2024
Trish Knight	Playground Assistant/TA	Paediatric FA	January 2023
Ben Calder	PE teacher	Paediatric FA	October 2024
Alison Seldon	Teaching Assistant Y4	Paediatric FA	June 2024
Sally Abson	Teacher in the Junior School	Paediatric FA	Oct 2024
James Fleet	Deputy Head	Paediatric FA	Nov 25
Sam Tyrrell	Sports Graduate	Paediatric FA	Nov 25
Carmela Antoniadis	Teaching Assistant	Paediatric FA	Nov 25
Karina Pearson	Head Chef	Paediatric FA	Nov 25

**Foundation Health and Safety Officer:** Sean Ryan Director of Operations



# Keble Prep School First Aid Policy

## Definitions

**The Foundation:** means the Mill Hill School Foundation. Keble Prep is one of the Foundation schools. The Foundation is a registered charity and a company limited by guarantee, employing both teaching and non-teaching staff. Legal responsibility rests with the company acting through the Court of Governors, and the Headteachers having day to day responsibility for the management of the schools and the care of pupils.

## 1. Introduction

- 1.1 It is a requirement of The Education (Independent School Standards) (England) Regulations 2010, as amended from January 2013) that schools in the independent sector have a written First Aid Policy ("the Policy").
- 1.2 The Court of Governors recognise that under the Health and Safety at Work Act 1974, the Health and Safety First Aid Regulations 1981 and the Management of Health and Safety at Work Regulations 1999, they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and Welfare of all their employees and that this should include arrangements for First Aid. This policy forms part of the Foundation Health and Safety Policy ("Health and Safety Policy").
- 1.3 The Foundation recognises First Aid as the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of a qualified Nurse or other medical practitioner or the emergency services.
- 1.4 The Head of each school within the Foundation is responsible for the health and safety of the pupils, staff, parents and visitors when on their School site. The implementation of this Policy and the effective cooperation of staff at all levels with regard to the working of this Policy in accordance with the Health and Safety Policy is the responsibility of the Foundation Health and Safety Officer.
- 1.5 This Policy sets out the Foundation's responsibility to ensure adequate and appropriate equipment and facilities for providing First Aid to pupils, parents, staff and visitors and the procedures in place to meet that responsibility.
- 1.6 This Policy operates in accordance with the Early Years Foundation Stage (EYFS) at Keble Prep S school
- 1.7
- 1.8 This Policy has been drawn up having due regard for the DfE 'Guidance on First Aid for Schools'.
- 1.8 This Policy is reviewed every year.

## 2. Statement

2.1 The Policy of the Foundation is to:

- 2.1.1 Identify the First Aid provision required to meet the need of the Foundation to ensure that pupils, parents, staff and visitors to the Foundation injured or taken ill during an activity organised by the Foundation both when on Foundation property and also when



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off Foundation property whilst on a School visit, are provided with adequate first aid assistance or treatment as far as is practicable.

2.2 To this end the Foundation will:

- 2.2.1 provide sufficient and appropriate resources and facilities and maintain first aid kits in those areas designated in accordance with the Health and Safety Policy.
- 2.2.2 ensure that all first aid kits are kept in clearly marked and accessible positions to enable first aid treatment to be given as and when required.
- 2.2.3 provide mobile or other telephone facility when deemed appropriate by the Foundation for academic staff undertaking a Foundation activity with pupils e.g. school trips, sporting activity distant from the main building campus.
- 2.2.4 provide a first aid kit in each school minibus in accordance with the Health and Safety Policy.
- 2.2.5 provide defibrillators at accessible locations on each school site as deemed appropriate by the Foundation for emergency use as and when required by academic and support staff. The locations of the defibrillators are set out in Annex C.
- 2.2.6 provide the appropriate number of suitably trained staff as either Appointed Persons or First Aiders in possession of a current First Aid at Work certificate (Paediatric First Aid certificate for EYFS) as is deemed necessary by the school to meet the needs of the Foundation and ensure that appropriate first aid cover is available as far as is practicable during normal school hours in term time and normal working hours during school holiday periods.
- 2.2.7 provide relevant training and ensure monitoring of training requirements.
- 2.2.8 maintain accident records and to report to HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- 2.2.9 inform staff and parents of the Foundation's First Aid arrangements. The Head of each School is responsible for ensuring that Staff are informed of the School's First Aid arrangements and procedures, including notices, through induction training for new Staff and through the Staff Handbook
- 2.2.10 in the EYFS Department at any Foundation School, the procedures for responding to children who are ill or infectious are discussed with parents; parents are informed of any accident or injury sustained by a child on the same day or as soon as reasonably practicable and any first aid treatment given. A large proportion of the staff are paediatric first aid trained. This means that there will be at least one person with a current Paediatric First Aid Certificate on the School premises at all times when the children are present and accompanying children on outings.
- 2.2.11 Ensure that there are generic epinephrine auto-injector devices and salbutamol inhalers in each School.

## 3. Foundation Health and Safety Officer

3.1 The Foundation Health and Safety Officer will:

- 3.1.1 ensure that a list of staff with current First Aid certificates is held by the School in the School main office/first aid room. The Deputy Head with delegated responsibility for Health and Safety.



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- 3.1.2 ensure that all staff are given information on the location of equipment and the names of First Aiders within each School.
- 3.1.3 organise certificated training courses in First Aid for staff to be renewed every three years or more frequently in accordance with best practice or as required by the Executive Health and Safety Committee and the requisite refresher courses for trained staff.
- 3.1.4 support the Schools in their organisation of First Aid INSET.
- 3.1.5 consult the Nurse Manager of the Foundation Nursing team as the medical professional with regard to First Aid matters as and when appropriate.

## 4. Appointed Person

- 4.1 An Appointed Person should not give First Aid treatment for which he/she has not been trained.
- 4.2 An Appointed Person will:
  - 4.2.1 take charge when someone is ill or injured.
  - 4.2.2 monitor the First Aid equipment and inform the School Nurse as and when required on the restocking of First Aid boxes.
  - 4.2.3 ensure that the emergency services or other professional medical help is summoned when appropriate.
- 4.3 PE and games teachers are recommended to do a sports or activity first aid course.

## 5. First Aider

- 5.1 The Foundation recognises that a First Aider is a voluntary post. When selecting a member of staff to be a First Aider the Foundation will consider the following criteria:
  - 5.1.1 reliability and communication skills.
  - 5.1.2 aptitude and the ability to absorb new knowledge and learn new skills.
  - 5.1.3 ability to cope with stressful and physically demanding emergency procedures.
  - 5.1.4 the normal duties of the individual and his/her ability to attend immediately an emergency.
- 5.2 A First Aider must have completed a Health and Safety Executive approved First Aid training course and refresher courses in accordance with this Policy. The training course and refresher courses will be paid for by the Foundation.
- 5.3 A First Aider will receive updated training provided by a recognised qualified external provider every 3 years.
- 5.4 The duties of a First Aider are:
  - 5.4.1 give immediate help to casualties with common injuries or illnesses or those arising from specific hazards at the Foundation.
  - 5.4.2 when necessary, ensure that the emergency services or other professional medical help is called.



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## 6. School Nurse and Nurse Manager

- 6.1 At Keble Prep first aid management is put in place by the Head of the school. The first aid provision is managed within their own school and a responsible person is nominated as First Aid Coordinator who oversees all aspects of first aid.
- 6.4 It is the policy of the Foundation to refer all non-urgent injuries and illnesses to the School Nurse or first aider in the first instance. The School Nurse or first aider will be called to all urgent injury or illnesses that occur on the Foundation sites.
- 6.5 Maintenance of adequate accident records at the Foundation and the reporting of those necessary to the Foundation Health and Safety Officer will be the responsibility of the Bursar at Keble Prep.
- 6.6 The First Aid Coordinator is responsible for ensuring that the First Aid boxes provided meet laid down statutory requirements and are restocked as necessary once a term in accordance with the Health and Safety Policy or more frequently as and when required on the advice from an Appointed Person.
- 6.7 The Nurse Manager or nominated lead is responsible for ensuring that the defibrillators positioned through the School premises are maintained.
- 6.8 There are a number of defibrillators strategically positioned in the School premises, as listed in Annex C. All defibrillators are leased under contract from DOC UK and are maintained by them. When a defibrillator is removed from its base, immediate contact is made with a control room, who support and direct its use.

## 7. Assessment of Need and Provision of First Aid

- 7.1 The Foundation recognises that Schools are low risk environments although the awareness of hazards in subject teaching areas, activities, school times and locations may indicate a different level of provision required to meet the assessed need.
- 7.2 The Head of each school in consultation with the Foundation Health and Safety Officer and Nurse Manager will consider the levels of provision when assessing the need based on the specific risk assessment/s.
- 7.3 Risk assessment reviews are undertaken annually by the Foundation and when circumstances alter, and recommendations made to prevent or control identified risks. The Head of each school in consultation with the Foundation Health and Safety Officer, School Health and Safety Advisor and the Nurse Manager will determine each School's First Aid need following alterations in circumstances, such as Staff changes, building works, activities etc.
- 7.4 The Head of each school/deputy head will monitor the number of First Aiders at their School and their emergency training and alert them to and arrange for refresher training.



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- 7.5 The Foundation will provide a minimum of one First Aider at each School when pupils in its care are present and aims to provide on average during a school day one First Aider per 100 pupils/staff.
- 7.6 The Foundation will provide the number of Appointed Persons it considers necessary to meet the needs of each School and which will be based on the level of provision required to meet the different need of subject teaching areas, activities, school times and locations.

## 8. Accident Reporting and Record Keeping, including RIDDOR

- 8.1 All accidents that require medical attention, or near misses, no matter how trivial, must be reported as soon as possible via the School Management System. Where online reporting is not possible, paper copies of the accident report form are to be taken and completed manually (eg trips and some sports fixtures). The Bursar is responsible for maintaining pupil and staff medical records in accordance with best practice and managing record keeping.
- 8.2 When a pupil is involved in an accident that requires first aid medical treatment the School Nurse or other member of the School Pastoral Care Team responsible for that pupil will arrange for the parents/guardians of the pupil to be informed by the school office.
- 8.3 The Foundation will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations
- 8.4 Whenever any of the following injuries arising from accidents connected with work occur involving any person, except a pupil, it must be reported immediately to the Foundation Health and Safety Officer and in the case of a pupil it must be immediately reported to the Head of the relevant School and as soon as reasonably practicable to the Foundation Health and Safety Officer and the school Health and Safety Advisor:
- 8.4.1 All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- 8.4.2 Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
- fracture other than to fingers, thumbs and toes;
  - amputation;
  - dislocation of the shoulder, hip, knee or spine;
  - any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs;
  - serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs;
  - any scalping requiring hospital treatment
  - any other injury: arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any loss of consciousness caused by head injury or asphyxia;
  - an accident connected with work (including an act of physical violence) and the person working on Foundation premises, suffers an injury which is not 'major' but results in the injured person being absent from work or unable to do their full range



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of normal duties for more than seven consecutive days as a result of their injury This seven day period does not include the day of the accident, but does include weekends and rest days (an 'over- seven-day injury');

- an accident which results in a worker being incapacitated for more than three (3) consecutive days will be recorded in the School's Accident Book but does not need to be reported to the HSE;
- a non-fatal accident to members of the public or others who are not at work must be reported if it results in an injury and the person is taken directly from the scene of the accident to hospital for treatment of the injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances;
- diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work must be reported to HSE, such diseases include carpel tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, hand-arm vibration syndrome, occupational asthma, tendonitis or tenosynovitis of the hand or forearm, any occupational cancer or any diseases attributed to an occupational exposure to a biological agent.

8.5 In the case of death, specified major injury or condition involving any person, the Head of the relevant School, School Health and Safety Advisor and the Foundation Health and Safety Officer must be notified immediately e.g. by telephone, and this must be followed up within three (3) days by an Accident Report to the Foundation Health and Safety Officer. The Foundation Health and Safety Officer will make arrangements to ensure that the Health and Safety Executive is notified immediately by on line report to the Health and Safety Executive.

8.6 In the case of over-seven-day-injury to a person at work, an Accident Report must be sent to the Foundation Health and Safety Officer within or immediately after seven (7) days of the accident. The Foundation Health and Safety Officer will ensure an on line report is sent to the Health and Safety Executive within 15 days of the accident.

8.7 The Foundation will keep records of all reportable injuries containing the date and time of the accident causing the injury and the following particulars about the person affected:

8.7.1 full name

8.7.2 occupation

8.7.3 nature of injury or condition

8.7.4 date, time and location where the accident occurred

8.7.5 brief description of the circumstances

8.7.6 treatment given by First Aider and/ or School Nurse

8.7.7 what happened to the injured/ill person immediately after treatment

8.7.8 name and signature of First Aider and/or School Nurse who gave treatment

8.8 The Foundation Health and Safety Officer will keep a copy of each completed on line report as hard copy on file with other accident records for a minimum of 7 years in accordance with DSS Accident Book BI 510 guidance.

8.9 Maintenance of adequate accident records and the reporting of those necessary to the Foundation Health and Safety Officer will be the responsibility of the Nurse Manager.



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- 8.10 A written report on accidents investigated by each School will be sent by the relevant Head to The Foundation Health and Safety Officer and the School Health and Safety Advisor. Where appropriate, a copy of the report will be made available for discussion at the next Court of Governors Meeting, Executive or Foundation Health and Safety Committee Meeting or Staff Meeting.
- 8.11 Currently the preferred method of reporting to the Health and Safety Executive is on line directly to the Incident Contact Centre at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm). The address is Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG telephone 0345 3009923 (opening hours Monday to Friday 8.30 am to 5 pm).

## 9. Identification of Pupils with Particular Medical Conditions

- 9.1 Information is collated from the Health Declaration Forms to compile a 'Special Medical Needs' list of pupils with on-going and established medical conditions, allergies and any other relevant medical information, which is available to staff. Parental consent for disclosure is obtained on the Health Declaration Form. The list is updated regularly during the school year. Where appropriate, e.g. pupils with severe nut allergies, pupil photographs will be appended to the list. These lists are confidential to staff and should not be photocopied and distributed.
- 9.2 On application to the Foundation there should be full disclosure of any special and specific medical or physical needs. In the case of boarders these should be brought to the attention of the Foundation Doctor.
- 9.2.1 Parents should be aware that if, due to the non-disclosure of information, adjustments cannot be made in a planned, proactive manner there is a risk that their child may not be accommodated safely.
- 9.2.2 Early disclosure of medical information will result in detailed planning to ensure a safe environment for learning.
- 9.3 The Nurse Manager appointed person will make available on the Staff Intranet of each Foundation School a list of pupils with particular medical conditions (such as asthma, epilepsy, diabetes and serious allergies) for all Staff to be aware, including all First Aiders, at the start of each term and will update that list as and when required during a school term.
- 9.4 The Nurse Manager or appointed person will support the Head of each school and as appropriate provide in-service training for First Aiders and other members of the Pastoral Care Teams in the emergency treatment of pupils with particular medical conditions.
- 9.5 The Nurse Manager or appointed person will ensure that individual pupil Health Care Plans are available to staff as required.

## 10. Hygiene and Infection Controls

- 10.1 The Foundation requires staff to follow basic hygiene procedures.
- 10.2 The Nurse Manager or appointed person will ensure that the School Nursing staff and cleaning staff will be trained in the cleaning up spillage of body fluids and will be provided with single-use PPE: gloves and apron.



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- 10.3 It is the policy of the Foundation to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25. The Foundation recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed that there is a residual risk, then suitable Protective Equipment will be provided to Staff.
- 10.4 Single-use disposable gloves must be worn by the First Aider, Appointed Person and School Nurse when treatment involves blood or other body fluids. Single-use disposable gloves will be provided in First Aid boxes.
- 10.5 Care should be taken when disposing of used dressings or equipment. The School Nurse will have access to a sharps disposal and medical waste disposal facility.
- 10.6 The Nurse Manager or appointed person monitors all instances of potentially contagious illnesses and will liaise with senior pastoral managers, the school GP and other medical professionals to implement outbreak precautions as necessary.

## 11. Emergency Services

- 11.1 The Foundation considers that a First Aider or Appointed Person is competent to take charge of a situation if someone is ill or injured and to ensure that professional medical help, namely the School Nurse, and/or the emergency services is summoned if required. The emergency service or School Nurse will assume responsibility for the treatment of the injured or ill person on their arrival and the First Aider or Appointed Person will assist them as directed.
- 11.2 If the emergency services are summoned the First Aider or Appointed Person in charge is responsible to ensure that full details are given to the emergency service on arrival and to contact the Head or member of the relevant School SMT as soon as possible to advise him/her of the situation.
- 11.3 If the assessment by the First Aider or Appointed Person or School Nurse determines that an ambulance or other emergency service should be called then the ambulance or other service should be immediately contacted by the First Aider or Appointed Person or School Nurse.
- 11.4 If in doubt the First Aider or Appointed Person or School Nurse should call the emergency service and request an ambulance by using 999 or 112.

## 12. Early Years Foundation Stage (EYFS)

- 12.1 Keble Prep, where there is provision for the EYFS, the following additional provisions apply to this policy:
  - 12.1.1 At least one person who has a current Paediatric First Aid Certificate must be on the School premises at all times when children are present.
  - 12.1.2 There must be at least one person on all School trips/outings who has a current Paediatric First Aid Certificate.
  - 12.1.3 The School must discuss with parents the procedure for children who are ill or infectious.



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12.1.4 Parents must be informed of any accident or injury sustained by the child on the same day or as soon as reasonably practicable.

12.2 The School must implement an effective policy on administering medicines and training must be provided to any Staff for administering medicines which requires medical or technical knowledge. Usually only prescription medicines should be administered and written permission must be obtained from the parents for individual medicines to be administered.

12.3 Where medicine is administered to a child, parents must be informed the same day or as soon as reasonably practicable.

12.4 Staff medication is always safely stored out of the reach of children and staff are aware that they must declare whether they are taking any medication which might affect their ability to work with children.

## 13. First Aid Boxes and Equipment

13.1 The list of contents of a First Aid box is attached at Annex A.

13.2 The location of First Aid boxes is attached at Annex B

13.3 The location of defibrillators is attached at Annex C

## 14. Maintaining Records

14.1 The Nurse Manager or appointed person will ensure that all medical records will be held and accessed only by the Foundation's Nurse Manager or agreed school Senior leaders and appropriate medical staff under his/her supervision, or otherwise in accordance with express consent and will be maintained securely in accordance with the Foundation's Data Protection and Retention of Records Policies and any other related policies,

14.2 The Nurse Manager or appointed person will maintain any accident records securely in accordance with the Foundation's Data Protection and Retention of Records Policies and any other related policies. Such records shall only be accessed by the Foundation Health and Safety Manager or as otherwise required in accordance with the provisions of this policy.

## 15. Review

This policy shall be reviewed yearly.

Last review: Feb 2022

Next review: Feb 2024

By resolution of the Pastoral Committee of the Court of Governors.



# Keble Prep School First Aid Policy

## APPENDIX 1

### FIRST AID BOX LIST OF CONTENTS

The minimum contents provided in First Aid Boxes are in accordance with BS8599-1:

- First Aid leaflet
- Resuscitation face shield
- Single-use nitrile gloves
- Clothing cutters
- Assorted wash proof plasters
- Triangular bandage
- Sterile, assorted sizes dressings
- Conforming bandages
- Microporous tape
- Sterile moist wipes
- Burn dressings
- Safety pins
- Sterile eye dressings
- Finger dressings
- Foil blanket

Additional items specific to individual departments are provided in First Aid Boxes after discussion with the Head of Department or authorized member of staff.



# Keble Prep School First Aid Policy

## APPENDIX 2

### LOCATION OF FIRST AID BOXES

Main School; ground floor First Aid Room & staff room  
Pre Prep Building  
Harper Building  
2x Mini-buses  
Science laboratory located on the ground floor of the Harper Building



# Keble Prep School First Aid Policy

## APPENDIX 3

### LOCATION OF DEFIBRILLATORS

Keble first aid room, located on the ground floor of the Main building