

# FIRST AID POLICY

Responsible Person

Senior Nurse KSC & Senior Sister JKS

Review Date

December 2024

## **1 Scope**

- 1.1 For the purposes of this policy, 'The School' will refer to the King's School, Canterbury, the Junior King's School, The Recreation Centre (as used by the school staff and pupils) and The International College.

## **2 Objectives**

- 2.1 To ensure that there is always an adequate provision of appropriate first aid.
- 2.2 To ensure that where individuals become ill or have been injured there are suitable mechanisms in place to provide remedial treatment.
- 2.3 To ensure systems, policies and procedures are updated in line with legal requirements and other education specific guidance.

## **3 Responsibilities**

- 3.1 The Senior Leadership Team (SLT) is responsible for:
- 3.1.1 Ensuring competent staff are appointed and provided with the necessary resources to implement and maintain first aid systems, policies and procedures.
- 3.2 The Bursar is responsible for:
- 3.2.1 Ensuring arrangements are in place for fulfilling the requirements of first aid systems, policies, and procedures.
- 3.3 The Senior Nurse/ Senior Sister is responsible for:
- 3.3.1 Defining the contents list for first aid kits.
  - 3.3.2 Checking the Defibs monthly at the King's School locations.
  - 3.3.3 Ensuring that appropriate health information and first aid kit needs are identified and shared with trip leaders for residential school trips.
  - 3.3.4 Ensuring in-date emergency supplies of adrenaline and salbutamol are maintained at appropriate locations.
  - 3.3.5 Co-ordinating first aid training of school staff. This includes maintaining records of first aid training and ensuring that colleagues are notified when refreshers are due.



- 3.3.6 Co-ordinating communication in the event of an ambulance being called.
- 3.3.7 Ensuring oxygen cylinder in King's Health Centre is serviced as per direction by the service provider (SOS Speciality Oxygen Service).
- 3.3.8 Providing the annual anaphylaxis and asthma training to Matrons/Pastoral Care Assistants (PCAs).
- 3.3.9 Arranging the first aids need assessment for the school with the first aid trainer.
- 3.4 The Heads of Departments (HODs), Support Services Managers, Housemasters / Housemistress (HSMs) / Houseparent / Principals with the support of Matrons/PCAs are responsible for:
  - 3.4.1 Ensuring First Aiders within their departments are trained and this training is maintained up to date.
  - 3.4.2 Ensuring adequate first aid signage is in place within their departments.
  - 3.4.3 Ensuring the monthly checks of First Aid kits are carried out by responsible staff and replacement items are requested from the Health Centre using the local reporting system.
  - 3.4.4 Ensuring staff and pupils are given information about first aid arrangements within the department and as a whole school at their induction and at suitable intervals thereafter.
- 3.5 The Transport Team is responsible for:
  - 3.5.1 Ensuring all school vehicles, including minibuses, have a suitably stocked first aid container.
- 3.6 The First Aid Trainer is responsible for:
  - 3.6.1 Carrying out First Aid Needs Assessments.
  - 3.6.2 Ensuring the training programme provided is compliant with the [HSE Guidance](#).
  - 3.6.3 Issuing certificates of competence to delegates attending the first aid training.
  - 3.6.4 Instructing on the use of medical gases where the need is identified.
- 3.7 Recognised First Aiders are Responsible for:
  - 3.7.1 Ensuring they operate within the scope of their training.
  - 3.7.2 Checking and maintaining the contents of the First Aid Boxes.

- 3.7.3 Ensuring that an ambulance has been called, if required, in the event of a first aid incident.

3.8 All staff are responsible for:

- 3.8.1 Ensuring they familiarise themselves with the first aid provision for the area(s) they work in, including local first aiders and location of first aid kits / defibrillator.
- 3.8.2 Briefing visitors and contractors for whom they are responsible of the first aid arrangements.
- 3.8.3 Ensuring the Health Centre are informed if an ambulance has been called.
- 3.8.4 Ensuring incidents / accidents are reported using the Incident Report Form.
- 3.8.5 Ensuring the SBAR (Situation, Background, Assessment, Recommendation) form is completed if required.

## 4 Procedures

### 4.1 First Aid Needs Assessment

- 4.1.1 The First Aid Needs Assessment is completed and maintained up to date in line with [The Health and Safety \(First Aid\) Regulations](#) and [associated guidance](#).

### 4.2 First Aiders

- 4.2.1 Sufficient trained first aiders to cover day to day and other school activities will be provided.
- 4.2.2 First aid and appointed person training will be refreshed every 3 years.
- 4.2.3 Some First Aiders are also Defib trained.
- 4.2.4 A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.
- 4.2.5 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.

### 4.3 First Aid Boxes

- 4.3.1 First Aid boxes will be provided in specific areas of the school in line with the findings of the First Aid Needs Assessment.
- 4.3.2 Supplies to re-stock the First Aid kits are available from the Health Centre (KSC) or Medical Centre (JKS).

- 4.3.3 The First Aid Kit locations and contents are detailed on spreadsheets managed by the Health Centre.

## 5 Communication

- 5.1.1 Staff and pupils are provided information about First Aid Arrangements as part of their Induction process with the school.
- 5.1.2 Visitors and contractors are provided with information concerning First Aid arrangements by their school contact.
- 5.1.3 Notices are position around the school sites (see example in Appendix I) providing First Aid information.

## 6 Records

- 6.1.1 Records of accidents, incidents and near misses are retained by the school.
- 6.1.2 Regular reports of accident / incident / near miss statistics are made to the Health and Safety Committee and the Governing Body.
- 6.1.3 Personal information is processed in line with The Schools Privacy Policy.

## 7 References

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Independent Schools Inspectorate (ISI) Handbook for The Inspection of Schools
- Commentary on the Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))
- Reference Guide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))
- Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors ([www.isi.net](http://www.isi.net))
- DfE "Guidance on First Aid for Schools" ([www.dfe.gov.uk](http://www.dfe.gov.uk))
- HSE home page, First Aid at Work ([www.hse.gov.uk](http://www.hse.gov.uk))
- MOSA Guidance: "First Aid Provision and Training in Schools" ([www.mosa.org.uk](http://www.mosa.org.uk))
- DfE Automated external defibrillators (AEDs) A Guide for Schools



Appendix I – Example of First Aid Signage

	Building Name: <input type="text"/>
	Post Code: <input type="text"/>
Your Nearest First Aiders are:	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Your Nearest First Aid Box is Situated:	
<input type="text"/>	
Nearest Defibrillator:	<input type="text"/>
Nearest Anaphylaxis Kit:	<input type="text"/>
Nearest Asthma Kit:	<input type="text"/>
Health Centre Contact Number:	
<input type="text" value="01227 595574"/>	
<b>IN AN EMERGENCY CALL 999</b>	