



ST EDMUND'S SCHOOL CANTERBURY

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FIRST AID POLICY AND PROCEDURES

Person Responsible: Bursar

Signed:.....

Reviewed: September 2025
Next review date: September 2026



First Aid Policy and Procedures

1. CONTEXT

The School recognises that it has a duty to provide appropriate First Aid facilities, equipment and training, both as an employer under the Health & Safety (First Aid) Regulations 1981, The Children and Families Act 2014 (section 100) as well as normal Health and Safety regulations and as a provider of education for pupils.

In addition to statutory or other requirements, the School recognises that it has a responsibility to endeavour to ensure the safety of pupils at all times, especially bearing in mind the obligation to act in loco parentis for boarding pupils, and to provide adequately for visitors on the premises.

2. PROVISION OF TRAINED/QUALIFIED STAFF

Current First Aiders are listed in the Health and Safety section on the school portal.

The Health and Safety Executive (HSE) and Department for Education & Skills (DfES) no longer give specific numerical guidance on the number of First Aiders but used to recommend that the School should provide a minimum of one First Aider per 50 employees. The Education Service Advisory Committee recommends that there should be one First Aider for every 150 pupils and that a higher level of provision may be required in hazardous areas such as laboratories and workshops.

With circa 600 pupils and 240 employees it is therefore considered appropriate for the School to maintain a minimum of 10 First Aiders qualified to "First Aid at Work" level. Those First Aiders trained to this level will be Key Boarding Staff and selected members of the teaching and non-teaching staff. At present these number a total of circa 14, with 40 Emergency First Aid Trained staff. Outside term time, there are fewer staff on the site, and the School ensures that adequate cover continues to be provided by the trained members of the non-teaching staff. Details of the optimum distribution of qualified staff and those qualified to this level are listed on the school intranet under Health and Safety. The school ensures that there is at least one qualified person in each of the Pre-Prep, Junior and Senior Schools when children are present.

It is recognised that the size and scope of School facilities and activities make it difficult for a limited number of "First Aid at Work" qualified staff to provide adequate cover. It is, therefore, appropriate for a number of other staff (teaching and non-teaching) to be trained to "Emergency First Aid at Work" level. The current number of those who are qualified to this level are also included on the school's intranet.

3. TRAINING

The School conducts a rolling programme of First Aid training, at intervals taking into account that First Aid certificates require to be renewed every three years. The School considers it appropriate that staff have First Aid Appointed Person Training so that they are confident in an emergency and can give assurance to someone who may be injured.

First Aid at Work

Nominated members of staff will attend the three-day First Aid at Work course. All matrons and at least 10 other members of staff are qualified to this standard. Other staff are welcome to apply to take a First Aid at Work course. The qualification lasts for 3 years, and the re-qualification course is 2 days if completed in advance of the original qualification running out.

Emergency First Aider at Work

Nominated members of staff will attend the one-day course. Of these, a teaching / support staff mix will be maintained. Amongst teachers, the priority should be those involved in adventurous training, field trips, the sciences, and sport. For support staff the priorities are Maintenance staff, Grounds staff, and Science technicians.

Staff are encouraged by the school to take a course on Tess Development called 'First Aid Essentials', which helps give confidence to react in an incident when someone needs help. Very useful for staff helping at events, days out etc.

The Health and Safety Department maintains a register of all staff who are First Aid trained. Staff taking First Aid courses outside the School or who have a current certificate when first employed by the School, should pass a copy of any certificate to the Medical Centre.

Paediatric First Aid Training

Within Pre-Prep all staff are Paediatric First Aid trained.

4. FACILITIES AND EQUIPMENT

Medical Centre and Cover

The Medical Centre is staffed during term time 07.30 – 20.30 Monday to Friday, and 07.30 - 12.30 on Saturdays by a qualified Registered Nurse.

Outside of the Medical Centre opening hours, Boarding Staff will use the appropriate NHS service.

First Aid boxes

Locations of First Aid Boxes can be found in the Health and Safety section of the school portal.

The Medical Centre supplies First Aid boxes and contents to all Houses and Departments. The contents of the First Aid boxes are subject to HSE recommendations, and a half termly audit of contents and reordering opportunity is carried out by the Medical Centre (as well as, of course, the option to replace any used item at any time, or subsequent to a reported accident).

The contents of First Aid boxes should be used solely for the purpose of ensuring that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services and/or the school doctor.

In Pre-Prep First aid kits are kept, in the entrance to Pre-Prep and in Abingdon House for use at playtime and in each classroom. Ice packs are kept in the Nursery freezer.

Children with inhalers, antihistamine and auto adrenaline injectors in the Pre-Prep have them in a bag which is stored out of reach of children in the classroom and carried by a member of staff when they move away from the classroom. This bag also contains a copy of the child's health care plan. If a member of staff has to regularly give medication such as an inhaler before PE this is recorded on a card in the child's bag.

If medication is only given occasionally or as a result of an incident this will be recorded in their home/school book on the same day so that parents are aware. If necessary parents will be contacted at the time the medication is given

5. EYE WASH STATIONS

The Medical Centre, all laboratories, CDT, Art and the Estates Workshop are provided with eye wash stations with appropriate instruction notices.

6. FIRST AIDER PROTECTION AND HYGIENE

Having considered the added risk of possible transmission of diseases including diseases spread via the spillage of bodily fluids, all First Aid boxes are supplied containing:

Three pairs disposable gloves
Disposable mouth to mouth shield

7. SPECIALIST REQUIREMENTS

Heads of Department are responsible for notifying the School Health and Safety Manager of any special First Aid requirements that they may need for their particular department.

An Adrenalin auto injector & Emergency asthma kit are located at the entrance to the chapel.

An Emergency asthma kit is located in the theatre foyer.

A defibrillator is located in the colonnade.

8. PROCEDURES

Should an accident or injury occur members of staff should conduct appropriate emergency First Aid depending on the injury or condition of the casualty, and their own training, qualifications and experience. Should assistance be required, the member of staff involved should send someone else to get help and stay with the casualty at least until that help arrives. An ambulance must be called as quickly as possible if the need arises (999 on any internal, MS Teams enabled phone line). **An ambulance should be called as quickly as possible if there is a 'life threatening problem' such as breathing difficulties/shortness of breath, severe chest pain, loss of consciousness, or a problem which obviously warrants hospital attention.**

9. INSURANCE

The School's comprehensive insurance cover protects the interests of the School and any member of staff giving First Aid in whatever circumstances, provided that the First Aid given is reasonable. For those with formal training, therefore, action in the injured party's best interests, within the scope of training given, would be very unlikely to result in action against an individual First Aider if the injured party were to sue the School for any reason. Action taken that could not be considered reasonable (e.g. beyond the scope of training given or clearly not of a responsible nature) could leave an individual First Aider, as well as the School, open to legal action. In all cases, a test of reasonableness would normally apply.

10. REPORTING

Any accident involving a member of staff, pupil, or any third party (parent, visitor etc.) that results in an injury must be reported to the Health and Safety Manager using the Safesmart system, a link to which is on the Staff Portal. Serious accidents, as defined by the HSE, will be reported to the HSE under RIDDOR by the Health and Safety Manager. Accidents / incidents will be monitored by the Health and Safety Manager, and will be investigated to a level depending on the magnitude and immediacy of the event.

Accidents to members of the public or others who are not at work will be reported to the HSE if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment'.

Contractors on the school premises whose operatives have Reportable accidents / Dangerous Occurrence, reportable under RIDDOR must copy in the school Estates Manager as soon as reasonably practicable.

All visits to the Medical Centre by pupils or staff reporting that they feel unwell or have been injured, are recorded by the duty nurse following consultation. Nursing records are made in line with NMC (Nursing and Midwifery Council) guidelines and include details of the assessment, intervention, or medication administered. Additionally, the nurse will complete an accident report form if appropriate.

The parents of a pupil involved in an injury that is more serious than the administration of any basic first aid (i.e. one that involves a trip to hospital or the Medical Centre) will be contacted as soon as possible by the Medical Centre or the individual's Housemaster, matron, tutor, teacher / coach or member of the SMT. In Junior School a pupil that has reported to the Medical Centre and been seen by a school nurse shall be issued with a medical slip to be inserted in their daily prep diary so that their parents are informed.

Parents of EYFS children will be informed of any accident, regardless of its severity, on the same day or as soon as reasonably practicable.

In Pre-Prep after the accident form has been signed by parent, the teacher places it in folder outside the office in Pre-Prep.

The Head of Pre-Prep will look at these forms on a regular basis and ensure the accident reports are passed on to the Health and Safety Manager. If first aid has been given by Medical Centre staff, check that they have informed parents and if not do so immediately.

11. PUPILS & STAFF WITH SPECIAL CIRCUMSTANCES

Medical information for all pupils is provided by parents / guardians on entry to the school. Medical information is updated onto the pupil's individual file where it is accessible to school staff on a need to know basis.

Staff must declare specific medical details on application forms and at interview. This information is held confidentially by Human Resources.

Any member of staff can administer an auto adrenalin injector. However, there is no legal requirement for staff at St Edmunds School to administer an auto adrenalin injector; only for staff to act reasonably in the event of an emergency involving a pupil i.e. call immediately for assistance (999) ambulance and remain with the pupil.

Training for adrenaline pens is available in the Medical Centre for staff and pupils. Staff are encouraged to familiarise themselves with these emergency life saving devices.

12. SPORTS TEAMS

There are portable First Aid kits/Sports bags and ice-packs available for use by home/away sports teams.

It is the responsibility of the Sports Staff to ensure that the First Aid bags are used for First Aid purposes only, that they contain only First Aid items and are kept clean.

13. MINIBUSES

Each School minibus and the School car contain a relevant First Aid Kit.

14. TRIPS

For trips abroad, the Medical Centre will provide suitable First Aid kits, and lockable medication bags.

15. EARLY YEARS FOUNDATION STAGE (EYFS)

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification must also have either a full PFA or an emergency PFA certificate.

At least one person who has a current paediatric first aid (PFA) certificate must be present on the premises and available at all times when the children are present, and must accompany the children on outings.

16. HEALTH CARE PLANS

St Edmunds School recognises that some pupils may have particular medical conditions that require support so that they can attend school regularly and take part in school activities for example, asthma, epilepsy or diabetes.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Medical Centre with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.

To be read in conjunction with other relevant School medical policies:

- Anaphylaxis Policy
- Administration and Handling of Medicines Policy and Procedures.
- Pupils with Chronic Illnesses Policy
- Diabetes Policy

- Epilepsy Policy
- Head Injury Policy

Reviewed by AJK September 2025

Next review date: September 2026